

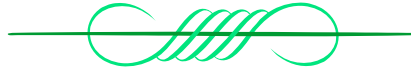


WEST HILLS COMMUNITY COLLEGE DISTRICT

Board of Trustees
9900 Cody Street
Coalinga, CA 93210
(559) 934-2100

MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD

July 22, 2008



CALL TO ORDER / OPEN SESSION

President McKean called the meeting of the Board of Trustees to order at 3:13 p.m.

Board members present:

Mark McKean, President
Bill Henry, Vice President
Nina Oxborrow, Clerk
Jeff Levinson
Edna Ivans
Jack Minnite
Steve Cantu
Jaqueline DePue, Student Trustee

Administrators present:

Frank Gornick, Chancellor
Ken Stoppenbrink, Vice Chancellor of Business Services
Don Warkentin, President, West Hills College Lemoore
Willard Lewallen, President, West Hills College Coalinga
Jana Cox, Director of Human Resources
Susan Kincade, Dean of Learning Resources
Richard Larson, Director of Farm of the Future
Darlene Georgatos, Director of Enrollment Services
Tammy Weatherman, Director of Fiscal Services
Pedro Avila, Director of Institutional Effectiveness and Planning
Marcel Hetu, Director of North District Center, Firebaugh
Dave Bolt, Vice President of Educational Services, West Hills College Lemoore
Cathy Barabe, Director of Grants
Carole Goldsmith, Director of Workforce Development/Title V/VTEA
Kathy Watts, Director of Child Development Centers
Dolores Smith, Director of Financial Aid
Jill Stearns, Dean of Student Learning, West Hills College Coalinga
Frances Squire, Director of Marketing

Introduction of Guests

Ms. France Squire, Director of Marketing, introduced Mr. Kevin Cobb of AP Architects; and Mr. Ray Giles and Mr. Jon Isom of Dale Scott & Company.

Public Comments

There were no public comments made at this time.

PUBLIC HEARING

SFID No. 2 (Coalinga Area) - President McKean opened the public hearing regarding the formation of School Facilities Improvement District No. 2 (Coalinga Area) of the West Hills Community College District.

President McKean asked if there were any public comments or questions concerning the formation of the SFID. Hearing none, the public hearing was closed.

SFID No. 3 (Lemoore Area) - President McKean opened the public hearing regarding the formation of School Facilities Improvement District No. 3 (Lemoore Area) of the West Hills Community College District.

President McKean asked if there were any public comments or questions concerning the formation of the SFID. Hearing none, the public hearing was closed.

REPORTS FROM ORGANIZATIONS / COLLEGES / DISTRICT OFFICE

Academic Senate Report -Ms. Stephanie Droker, Academic Senate President for West Hills College Lemoore, reported that the faculty are gearing up for the new school year. She thanked Dr. Frank Gornick, Mr. Don Warkentin and the Board of Trustees for the opportunity to attend the Institutional Effectiveness Conference in Savannah, Georgia. She also thanked Dr. Carole Goldsmith and Ms. Cathy Barabe for the invitation to participate in career academy workshops.

Ms. Anita Bart, Academic Senate President for West Hills College Coalinga, was not present to report at this time.

WHCFA Report - Ms. Marty Ennes, WHCFA President, was not present to report at this time.

CSEA Report - Mr. Mark Millett, CSEA President, reported that CSEA has announced Employees of the Year for West Hills College Coalinga and West Hills College Lemoore. Those employees are as follows:

2006-2007

Brandon Hicks, West Hills College Coalinga
Tiffany Hernandez, West Hills College Lemoore

2007-2008

Linda Oman, District Office
Frances Andrade, West Hills College Lemoore

Student Government Association (SGA) Report – Ms. Jaqueline DePue, Student Trustee, stated that she is a psychology major with an emphasis in behavior modification. The SGA at West Hills College Lemoore currently has a full staff. A mascot has been selected and a vote will be taken during the Xtreme Registration event on August 8 for a mascot name. On August 1 a meet and greet will be held to recruit additional members for SGA and other campus clubs. Planning is in process for a debate to be held between the 30th District Assembly candidates at West Hills College Lemoore. A 9/11 memorial is also being planned. Ms. DePue reported that the SGA is working on pushing the bond issue and will have voter registration booths available numerous times before election.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Willard Lewallen, President, reported that his college has received a letter from the Accrediting Commission and their focused midterm report was accepted. They will now prepare for a comprehensive visit scheduled for 2011. Dr. Lewallen stated that this acceptance of the report is wonderful news and he expressed his congratulations to everyone for that accomplishment. Dr. Lewallen reported that he is working with the City of Firebaugh on an exciting development. They are in the process of completing Maldonado Park and a Memorandum of Understanding is being discussed for the North District Center to use the park to offer physical education classes. It is hoped to offer classes for the second nine weeks of the fall semester. Dr. Lewallen reported that the local fire department has been on the Coalinga campus over the past six months working on an inspection. It has been several years since the last inspection and the college will be working on addressing the issues identified. Dr. Lewallen announced that Mr. Steven Wright has been hired as the new Physical Education Instructor/ Assistant Football Coach; and Ms. Verna Hernandez has been hired as the Director of Health Careers. Dr. Lewallen reported that the diplomas issued to students have been revised and is a much improved and more classy version for our students.

West Hills College Lemoore – Mr. Don Warkentin, President, reported that the focused midterm report for West Hills College Lemoore has also been accepted by the Accrediting Commission; however, they will need to follow up on a couple of items dealing with the mission statement and the program review process integration. Mr. Warkentin reported that the first nursing student orientation was recently held. There are 24 students in this first group. There are 18 females and 6 males. 4 are from Lemoore; 3 from Hanford; 3 from Visalia; 1 from Coalinga; 1 from Armona; 1 from

Corcoran; 8 from Fresno; 1 from Madera; 1 from Clovis; and 1 from Coarsegold. They represent the Valley well. There were 80 qualified applicants and a lottery system was used for selection. Mr. Warkentin stated that this is a good class and he thinks they will be very successful. Mr. Warkentin reported that a kickoff committee meeting for the bond campaign will be held on Thursday at 11:30 a.m. A group of about 40 community members has been identified. Mr. Warkentin reported that a new cross country coach has been hired and will also serve as an adjunct faculty member.

President McKean questioned the enrollment for the engineering program. Mr. Warkentin responded that the class will start off with 15-17 students.

Chancellor's Report - Dr. Frank Gornick, Chancellor, thanked Trustee Oxborrow for her attendance at the Institutional Effectiveness Conference in Savannah, Georgia this past week. He stated that it was nice to be able to have a trustee see the kinds of things that the accrediting bodies are looking for. Trustee Oxborrow stated that she was thankful to be able to go and she learned a lot. She stated that it was nice to spend some time with those in attendance and she was able to see that we are doing quite well and are ahead of the game. She thanked Dr. Gornick for the opportunity to attend. Dr. Gornick stated that we are significantly ahead of the game but there are also areas where we can improve. Dr. Gornick reported that he and Mr. Warkentin recently met with the City of Lemoore to discuss and develop a master facilities agreement. The City is considering assisting us with some of our new facilities including facilities for field sports, aquatic sports and the multi use sports complex. They want to have a master use agreement that would extend for several years. In closing, Dr. Gornick congratulated both colleges on their accreditation status.

CONSENT AGENDA

With regard to the warrants, President McKean questioned the final payment to Bank of New York. Mr. Stoppenbrink conferred with Ms. Anne Jorgens and responded that the payment is for the energy loan.

The following consent agenda items were approved on a motion by Trustee Ivans, seconded by Trustee Henry, and carried unanimously:

- CA-1 Minutes - The minutes of the June 12, 2008 and July 7, 2008 Board of Trustees meeting were approved as submitted.
- CA-2 Warrants - The warrants were approved as submitted.
- CA-3 District Appropriations Limit (Gann Limit) - The District Appropriations Limit (Gann Limit) for 2008-2009 was approved as submitted:

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- CA-4** Surplus Property - The list of property (as attached to the official minutes) was declared as surplus.
- CA-5** Acceptance of Donation - The donation of a book to the West Hills College Lemoore library was accepted as submitted.
- CA-6** Personnel Transactions - The list of personnel transactions was approved as submitted.

CHANCELLOR'S OFFICE

Trustee Cantu left the meeting at this time.

- CO-2** Resolution - Certifying Election Results - The resolution certifying proceedings in the June 3, 2008 General Obligation Bond Election within School Facilities Improvement District No. 1 was adopted on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously.

Mr. Jon Isom presented a reported on the tracking poll analysis for Coalinga. He stated that support for Coalinga has remained steady. Discussion took place regarding how voters voted in prior elections. Mr. Isom stated that the poll did not ask for specific information.

Trustee Cantu returned to the meeting during the presentation of the tracking poll analysis for Coalinga.

Trustee Levinson questioned the game plan from now until the election in November. Mr. Isom responded that we will be educating the voters, focusing campaign committees on getting the vote, trying to make our voice heard and registering voters. We will utilize campaign walks, phone banks and mail, and may possibly utilize some radio and television.

Mr. Isom presented a report on the tracking poll analysis for Lemoore, stating that vote support increased by 2% after being told that voters in SFID #1 approved a bond measure in June.

Student Trustee DePue left the meeting at this time.

The bond project lists for Lemoore and Coalinga were distributed. Mr. Kevin Cobb explained the projects and the funding for each one. Discussion took place regarding partnerships with various cities that will assist with these projects. Discussion took place regarding solar and energy projects.

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- CO-3** Resolution - Ordering Formation of SFID No. 2 - The resolution ordering formation of School Facilities Improvement District No. 2 (Coalinga Area) of the West Hills Community College District was adopted on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.
- CO-4** Resolution - Ordering Election for SFID No. 2 - The resolution ordering election in School Facilities Improvement District No. 2 (Coalinga Area) of the West Hills Community College District, with the addition of a project to provide a learning center in Huron, was adopted on a motion by Trustee Ivans, seconded by Trustee Minnite, and carried unanimously.
- CO-5** Resolution - Intention to Reimburse Expenditures for SFID No. 2 - The resolution declaring intention to reimburse expenditures for School Facilities Improvement District No. 2 (Coalinga Area) of the West Hills Community College District was adopted on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.
- Mr. Isom explained that the intention to reimburse allows the district to be reimbursed for expenditures made for the bond projects prior to the issuance of the debt.
- CO-6** Resolution - Ordering Formation of SFID No. 3 - The resolution ordering formation of School Facilities Improvement District No. 3 (Lemoore Area) of the West Hills Community College District was adopted on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously.
- CO-7** Resolution - Ordering Election for SFID No. 3 - The resolution ordering election in School Facilities Improvement District No. 3 (Lemoore Area) of the West Hills Community College District was adopted on a motion by Trustee Cantu, seconded by Trustee Henry, and carried unanimously.
- CO-8** Resolution - Intention to Reimburse Expenditures for SFID No. 3 - The resolution declaring intention to reimburse expenditures for School Facilities Improvement District No. 3 (Lemoore Area) of the West Hills Community College District was adopted on a motion by Trustee Levinson, seconded by Trustee Ivans, and carried unanimously.
- CO-9** Curriculum Committee Action Report - WHC Coalinga - The West Hills College Coalinga Curriculum Committee Action Report was approved on a motion by Trustee Henry, seconded by Trustee Levinson, and carried unanimously.

President McKean questioned the hydraulic fundamentals class and if it is an online or face to face course. Dr. Carole Goldsmith responded that they are face to face courses. Dr. Gornick thanked Dr. Goldsmith and Ms. Cathy Barabe for their work and reported that these courses are grant funded by the Department of Labor.

- CO-10** Curriculum Committee Action Report - WHC Lemoore - The West Hills College Lemoore Curriculum Committee Action Report was approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.

FISCAL SERVICES

- FS-1** Fiscal Services Report - Mr. Ken Stoppenbrink, Vice Chancellor of Business Services, provided the fiscal services report. He stated that we are 100% through the fiscal year. General fund revenues are at 98.8% and general fund expenditures are at 89.1%. Mr. Stoppenbrink also provided a quarterly summary of the enterprise fund revenues and expenses for the bookstore, cafeteria, farm, child development centers, residence halls, and international student program.

- FS-2** Resolution - Bookstore Operations - Trustee Oxborrow questioned the scholarships option from Follett. Dr. Gornick stated that this item is in the contract. Mr. Stoppenbrink reported that the amount is \$10,000 annually in the form of book vouchers. \$5,000 is in denominations of \$100 each and the remaining \$5,000 is in denominations of \$50 each.

The resolution in the matter of contracting out bookstore operations was adopted on a motion by Trustee Levinson, seconded by Trustee Oxborrow, and carried unanimously.

- FS-3** Resolutions - Child Development Centers - The following child development center resolutions were adopted on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously:

- Child and Adult Care Food Program
- General Child Care Grant
- State Preschool Grant

- FS-4** Bid Award - Wellness Center - On a motion by Trustee Levinson, seconded by Trustee Ivans, and carried unanimously, the contract for the West Hills College Coalinga Wellness Center project base bid and alternate #1 was awarded to Wysong Construction Company in the

amount of \$7,613,000, contingent upon release of funds from the State Chancellor's Office) for a total bid amount of \$24,185,000.

FS-5 Bid Award - Multi-Use Sports Complex Project - Dr. Gornick stated that he would like to go out for bid again on this project and that another 35-40 days will not hurt.

Trustee Levinson made a motion to reject all bids and go out to bid again.

Trustee Oxborrow questioned if we require a qualification package. Mr. Cobb stated that we do not require this; however, we do require bonding. Mr. Gordon Tessman, General Superintendent for Lewis Nelson, addressed the Board. He stated that they have experience with AP Architects and have been in business for over 75 years. They are currently working on a \$113 million federal prison project in Mendota and they have also constructed several facilities for Fresno State. Mr. Tessman stated that his company has provided a lot of information to the architect concerning the pricing which is escalating every day and they cannot guarantee that the price will not increase. He stated that he thinks it may go up 10-20%.

Trustee Levinson's motion died for lack of a second.

President McKean stated that the Board has the option to table the item and bring it back up again at the next meeting.

Trustee Henry questioned why we were thinking about rebidding it. Dr. Gornick stated that he thinks we can get a lower bid as oil prices are starting to come down a little and this affects material costs and delivery.

Trustee Oxborrow stated that she thinks we can get a little closer to the \$20 million estimate by the architect. She stated that the best thing is to get the best deal that we can. She agreed that the prices are going down.

Trustee Oxborrow made a motion to reject the bids and go out to bid again. The motion was seconded by Trustee Levinson and carried unanimously.

PERSONNEL SERVICES

PS-1 Revised Administrative Salary Schedule - The revised administrative salary schedule, which includes a 3% increase, was approved on a motion by Trustee Ivans, seconded by Trustee Levinson, and carried unanimously.

PS-2 New Job Position – The following new job position was approved on a motion by Trustee Minnite, seconded by Trustee Ivans, and carried unanimously:

- Administrative Secretary

BOARD REPORTS / COMMENTS / REQUESTS AND ANNOUNCEMENTS

Trustee Cantu welcomed Student Trustee DePue and Ms. Stephanie Droker.

Trustee Minnite thanked everyone for their participation and contributions to the district. He stated that he believes we are up to the challenge for bonds.

Trustee Henry expressed his congratulations to the colleges for the status of their accreditation reports. He thanked Mr. Cobb for the information on the building projects.

Trustee Ivans thanked Trustee Oxborrow for attending the institutional effectiveness conference as a representative of the Board. She stated that she thinks everyone will benefit from it. Trustee Ivans welcomed Student Trustee DePue and stated that she is looking forward to passing the bonds.

Trustee Oxborrow expressed her appreciation for attending the conference in Savannah. She stated that it helped her a lot and she hopes to bring more information to the Board. Trustee Oxborrow stated that she appreciates the work done on accreditation.

Trustee Levinson echoed the comments made by his fellow Board members. He thanked Dr. Lewallen for the work he has done this past year and likes that he has graciously taken on issues. He stated that the Board appreciates the efforts. In closing, Trustee Levinson stated that he is pleased with such a good turnout for a July Board meeting.

President McKean echoed Trustee Levinson's comments with regard to the Board meeting attendance. He stated that the article in the Fresno Bee this morning was nice and it is good to see Hanford residents attending college in Lemoore.

President McKean announced that the next meeting of the Board of Trustees is scheduled for August 26, 2008.

CLOSED SESSION

The meeting was adjourned to closed session at 5:33 p.m.

- Potential Litigation (as per Government Code Section 54956.9). Number of potential cases: 1
- Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)
- Public Employee Performance Evaluation (as per Government Code Section 54957). Title: Chancellor; Vice Chancellor of Business Services; College Presidents

ADJOURNMENT

There being no further business before the Board of Trustees, the meeting was adjourned at 6:45 p.m.

Nina Oxborrow
Clerk of the Board of Trustees

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Personnel Transactions

1. New Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Dolata, Cynthia	Nursing Instructor West Hills College Lemoore	177 day contract	Class III Step 10	Grant	7/10/08	New position
Prasad, Florence	Secretary West Hills College Lemoore	19 hrs/wk 12 mo/yr	Range 36 Step C	Grant	6/23/08	New position
Wilker, Athena	Child Dev. Center Associate Teacher West Hills College Lemoore	19 hrs/wk 12 mo/yr	Range 30 Step A	Grant	6/2/08	Replacement for Aracely Navarro
Wright, Steven	PE Instructor/Asst. Football Coach West Hills College Coalinga	177 day contract	Class III Step 10 + Coaching Stipend	District	6/1/08	Replacement for Maurice Hayden

2. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Bravo, Gabriela	Child Development Center Assistant West Hills College Coalinga	19 hrs/wk	Range 23 Step A	Grant	7/23/08 – 12/31/08	
Taylor, Sarah	Financial Aid Assistant I West Hills College Coalinga	30 hrs/wk	Range 33 Step A	Grant	7/23/08 – 6/30/09	Temporary hire during recruitment

3. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Avila, Pedro	Dir. of Inst. Effectiveness & Planning District Office Range 31, Step 12	Dir. of Inst. Effectiveness & Planning District Office Range 31, Step 13	7/1/08	Advancement on salary schedule recommended by Chancellor
Barabe, Cathy	Director of Grants District Office Range 42, Step 11	Director of Grants District Office Range 42, Step 12	7/1/08	Advancement on salary schedule recommended by Chancellor
Bolt, Dave	Vice President of Educational Services West Hills College Lemoore Range 48, Step 10	Vice President of Educational Services West Hills College Lemoore Range 48, Step 11	7/1/08	Advancement on salary schedule recommended by Chancellor
Caganich, Barbara	Exec. Director of WHCC Foundation District Office Range 43, Step 12	Exec. Director of WHCC Foundation District Office Range 43, Step 13	7/1/08	Advancement on salary schedule recommended by Chancellor
Clement, Bob	Director of Athletics West Hills College Lemoore Range 42, Step 11	Director of Athletics West Hills College Lemoore Range 42, Step 12	7/1/08	Advancement on salary schedule recommended by Chancellor

3. Changes in Assignment (continued...)

Name	Current Assignment	Change	Effective Date	Additional Information
Diniz, Carlos	Dean of Student Learning West Hills College Coalinga Range 47, Step 7	Dean of Student Learning West Hills College Coalinga Range 47, Step 8	7/1/08	Advancement on salary schedule recommended by Chancellor
Dorsey-Robinson, Sylvia	Assoc. Dean of Categorical Programs West Hills College Lemoore Range 42, Step 11	Assoc. Dean of Categorical Programs West Hills College Lemoore Range 42, Step 12	7/1/08	Advancement on salary schedule recommended by Chancellor
Freeman, Charles	Director of Nursing West Hills College Lemoore Range 47, Step 11	Director of Nursing West Hills College Lemoore Range 47, Step 12	7/1/08	Advancement on salary schedule recommended by Chancellor
Georgatos, Darlene	Director of Enrollment Services District Office Range 31, Step 11	Director of Enrollment Services District Office Range 31, Step 12	7/1/08	Advancement on salary schedule recommended by Chancellor
Goldsmith, Carole	Dir. of TitleV/Workforce Development District Office Range 42, Step 11	Dir. of TitleV/Workforce Development District Office Range 42, Step 12	7/1/08	Advancement on salary schedule recommended by Chancellor
Gritton, Mark	Director of Athletics West Hills College Coalinga Range 42, Step 9	Director of Athletics West Hills College Coalinga Range 42, Step 10	7/1/08	Advancement on salary schedule recommended by Chancellor
Hall, Marlon	Assoc. Dean of Educational Services West Hills College Lemoore Range 42, Step 5	Assoc. Dean of Educational Services West Hills College Lemoore Range 42, Step 6	7/1/08	Advancement on salary schedule recommended by Chancellor
Hetu, Marcel	Director of North District Center West Hills College Coalinga Range 31, Step 12	Director of North District Center West Hills College Coalinga Range 31, Step 13	7/1/08	Advancement on salary schedule recommended by Chancellor
Kozlowski, Michelle	Director of Info Technology Services District Office Range 42, Step 8	Director of Info Technology Services District Office Range 42, Step 9	7/1/08	Advancement on salary schedule recommended by Chancellor
Larson, Richard	Director of Farm of the Future West Hills College Coalinga Range 42, Step 7	Director of Farm of the Future West Hills College Coalinga Range 42, Step 8	7/1/08	Advancement on salary schedule recommended by Chancellor
Lopez, Jose	Dean of Students West Hills College Lemoore Range 47, Step 7	Dean of Students West Hills College Lemoore Range 47, Step 8	7/1/08	Advancement on salary schedule recommended by Chancellor
Moore, Allen	Interim Director of M & O and Auxiliary Services West Hills College Lemoore Range 42, Step 5	Director of M & O and Auxiliary Services West Hills College Lemoore Range 42, Step 6	7/1/08	
Ruble, Joel	Director of Ed Talent Search/UBMS West Hills College Lemoore Range 31, Step 10	Director of Ed Talent Search/UBMS West Hills College Lemoore Range 31, Step 11	7/1/08	Advancement on salary schedule recommended by Chancellor

3. Changes in Assignment (continued...)

Name	Current Assignment	Change	Effective Date	Additional Information
Smith, Dolores	Interim Director of Financial Aid District Office Range 31, Step 1	Director of Financial Aid District Office Range 31, Step 2	7/1/08	
Squire, Frances	Director of Marketing District Office Range 42, Step 10	Director of Marketing District Office Range 42, Step 11	7/1/08	Advancement on salary schedule recommended by Chancellor
Stearns, Jill	Dean of Student Learning West Hills College Coalinga Range 47, Step 4	Dean of Student Learning West Hills College Coalinga Range 47, Step 5	7/1/08	Advancement on salary schedule recommended by Chancellor
Weatherman, Tammy	Director of Fiscal Services District Office Range 42, Step 5	Director of Fiscal Services District Office Range 42, Step 6	7/1/08	Advancement on salary schedule recommended by Chancellor
Whitener, Susan	Dean of Learning Resources District Office Range 47, Step 9	Dean of Learning Resources District Office Range 47, Step 10	7/1/08	Advancement on salary schedule recommended by Chancellor

4. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date
Cordero, Kimberly	Bookstore Assistant I West Hills College Lemoore	7/8/08
Davis, Eric	Student Services Assistant West Hills College Coalinga	8/21/08
Holiman, Robert	Security Guard West Hills College Coalinga	7/31/08
King, Jo Ann	Learning Skills Program Assistant West Hills College Lemoore	7/31/08
Rodriguez, Nick	Custodian/Groundskeeper West Hills College Coalinga	6/24/08
Savopolos, Kathy	Director of Student Services West Hills College Coalinga	7/18/08
Trevino, Danielle	Bookstore Assistant I West Hills College Coalinga	6/30/08
Tyler, John	Bookstore Manager West Hills College Coalinga	6/30/08