



## WEST HILLS COMMUNITY COLLEGE DISTRICT

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

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### MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD

September 27, 2005



#### **CALL TO ORDER / OPEN SESSION**

President McKean called the meeting of the Board of Trustees to order at 10:10 a.m.

Board members present:

Mark McKean  
Nina Oxborrow  
Jeff Levinson  
Bill Henry  
Edna Ivans  
Steve Cantu

Board members absent:

Jack Minnite  
Pedro Jurado, Student Trustee

Administrators present:

Frank Gornick, Chancellor  
Ken Stoppenbrink, Vice Chancellor of Business Services  
Anthony Tricoli, President, West Hills College Coalinga  
Don Warkentin, President, West Hills College Lemoore  
Carlos Diniz, Interim Dean of Student Learning, West Hills College Coalinga  
Dave Bolt, Dean of Educational Services, West Hills College Lemoore  
Jose Lopez, Dean of Students, West Hills College Lemoore  
Marlon Hall, Interim Assoc. Dean of Educational Services, West Hills College Lemoore  
Stephanie Atkinson-Alston, Assoc. Dean of Ed. Services, West Hills College Lemoore  
Jill Stearns, Interim Associate Dean of Student Learning, West Hills College Coalinga  
Eliseo Gamino, Associate Dean of Student Learning, North District Center, Firebaugh  
Keven Backman, Director of Human Resources

#### **Introduction of Guests**

Ms. France Squire, Director of Marketing, introduced the following guests: Michael Navarro, student; Athena Garcia, student; and Michael McDowell, art instructor.

#### **Public Comments**

There were no public comments made at this time.

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**REPORTS FROM ORGANIZATIONS / COLLEGES / DISTRICT OFFICE**

Academic Senate Report – Ms. Anita Bart, Academic Senate President for West Hills College Coalinga, reported that the Senate is in the process of making nominations for NISOD. They have also been compiling suggestions and comments from faculty with regard to the delineation of functions for the Presidents and the allocation procedure. Ms. Bart stated that the Senate will also soon be talking with the Lemoore Senate to discuss the suggestions. Ms. Bart distributed a proposed resolution from the Senate with regard to Dr. Bob Holmes. She stated that because of Dr. Holmes' contribution to West Hills College Coalinga, the Senate would like to name the collaboratory building in his memory.

Mr. David Rengh, Academic Senate President for West Hills College Lemoore, distributed a Lemoore Academic Senate Monthly Board Report. He stated that the Lemoore Senate is doing much the same thing as Coalinga. His report covered the topics of the academic honesty policy and procedure; peer evaluation teams; non-transfer AAS degree; equivalency committee; amendment of constitution; resource allocation procedure and delegation of authority to college presidents; NISOD; best practices; and replacement of faculty computers.

WHCFA Report – There was no representative present to report at this time.

CSEA Report – There was no representative present to report at this time.

ASB Report – In the absence of Mr. Pedro Jurado, Student Trustee, Mr. Michael Navarro, Lemoore SGA Representative, provided a report to the Board. Mr. Navarro reported that a student forum was held on September 21 to discuss the naming of the school newspaper. It was agreed that it would be called *The Screamin' Eagle*. A car wash was recently held with the proceeds of over \$235 going to the Muscular Dystrophy Association. Mr. Navarro stated that there are many new student groups at West Hills College. The SGA is in the process of working on their constitution. The newspaper has set their deadlines and should have the first one published in October. Mr. Navarro also reported that the soccer team is ranked number one and the women's golf team is doing exceptionally well. He stated that it is hoped to have some new sports during the next semester.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Anthony Tricoli, President, distributed a campus activities report and briefly commented on recent and upcoming events. He also distributed a copy of the student newspaper, *The Merlin*. Dr. Tricoli briefly reported that the athletic department may be changing the design of the falcon logo. The newspaper includes a ballot so that students may have a vote. Dr. Tricoli discussed scheduling and stated that he will provide an enrollment report in a few weeks. This will give a good idea of enrollment during the second nine-week courses. Dr. Tricoli also reported that a move will be made back to a five-day

schedule in Firebaugh next fall. He stated that current enrollments look good. Trustee Levinson congratulated Dr. Tricoli on efforts to have a Monday through Friday schedule. Dr. Tricoli stated that the faculty were supportive and he expressed thanks to Ms. Bart and Ms. Faye Mendenhall for talking it up and moving it along.

West Hills College Lemoore – Mr. Don Warkentin, President, distributed a campus activities report and briefly commented on recent and upcoming events. He stated that the campus has been very busy during the past month. Mr. Warkentin discussed voter registration and reported that the campus is gearing up for the Measure B campaign. He also reported that athletics are going well and the soccer team is still ranked number one.

Mr. Dave Bolt provided an update on accreditation. He reported that everything is on track with regard to the timeline. The self study will be provided to the Board of Trustees at their meeting in October. He reported that the self study will address the standards without a tremendous amount of fluff. The themes will be integrated into the introduction of the four standards and the accreditation teams are also looking at redoing the formatting. Mr. Warkentin reported that the timeline allows for formal Board adoption in December.

Mr. Warkentin extended an invitation to the Board and audience to remain after the meeting for lunch and a tour of the facilities under construction.

Trustee Levinson acknowledged the recent appointment of Mr. Tony Oliveira to the state PERS Board.

Chancellor's Report – Dr. Frank Gornick, Chancellor, followed up on a few items from the last Board meeting. He stated that Pedro Jurado, student trustee, had asked for more information on the financial status of the ASB. Mr. Ken Stoppenbrink and his staff have worked with the College Presidents and the Presidents, in turn, have provided the students with the amount of money in their account. The students, with the assistance of the College Presidents, are working on developing a budget.

Dr. Gornick asked that Ms. Patty Scroggins provide an update on the child development services in Avenal. Ms. Scroggins stated that the Child Development Center expansion project has received their license. This is an extension of the infant program and is located on the Avenal High School campus. The program can now serve infants through age five. Ms. Scroggins also reported that the expanded wing of the Coalinga Child Development Center opened last week.

Dr. Gornick thanked the College Presidents for taking leadership on the scheduling issues. He stated that a deadline of October 1 was set for the online version of the schedule and we are right on track. He also thanked Mr. Carlos Diniz and Mr. Bolt for assisting the Presidents in this area.

Dr. Gornick reported that several staff members took a trip to the Hewlett Packard (HP) headquarters in San Jose about seven or eight months ago. They were looking at a way to become more efficient in the number of servers that we have. Dr. Gornick stated that we have a tremendous IT staff that keeps everything up and running. Technology has advanced and a new system has been developed. Ms. Michelle Kozlowski provided a presentation on the HP StorageWorks product. Board members questioned how far in the future this system will take us. Ms. Kozlowski responded that it will take us very far and she explained that after the initial system is in place, all we have to do is add pieces for expansion. Trustee McKean questioned if Ms. Kozlowski was satisfied with the product advertised by HP. Ms. Kozlowski responded in the affirmative. Trustee Levinson questioned the cost. She responded that the project is initially scoped at \$800,000 - \$1,000,000 and can be done in phases. Final dollar figures are awaited and will be reviewed for what is really needed. Ms. Kozlowski reported that HP is the leader in storage systems. Our biggest problem is keeping up with the backups of our data. Trustee Cantu questioned if the costs for this system can be part of the bond. Dr. Gornick responded in the affirmative, but stated that it is one of the things that we don't want to rely on the bond for as we need it irregardless. He reported that we have a number of leases coming up that will be freed up and we can use those dollars. An option for us is to lease the system over the next four or five years. Our dilemma is that we need to move forward and not wait for the bond.

Dr. Gornick questioned what kind of a timeframe we are looking at if we decide to implement the system by December 1. Ms. Kozlowski stated that it will be a lengthy process but that the backup system could be in place within a month. The rest is questionable because of the windows of opportunity we need to look at (i.e. taking the system down during high peak times). She stated that we want to move forward as fast as we possibly can. Trustee Levinson questioned the work schedule for the IT staff and Ms. Kozlowski explained that Christmas, Easter and summer are the busiest times for the IT staff as that is when staff are not around and the system can be taken down.

Dr. Gornick asked that Mr. Pedro Avila provide a brief update on the planning that has occurred since the Strategic Planning Retreat in early September. Mr. Avila distributed and discussed the Strategic Planning Development Process and Timeline and an updated version of the governance process for West Hills College Lemoore.

### **CONSENT AGENDA**

Trustee Oxborrow questioned the payment to the West Hills College Foundation for the Firebaugh property on page 15 of the warrants and asked how much longer the payment will have to be made as the lease on the property has been paid in full. Dr. Gornick explained that this is an annual payment for the building itself and it is what the Foundation charges the district for the use of the building. The district leases it from the Foundation.

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

- CA-11**      Minutes – The minutes of the August 23, 2005 Board meeting and September 8 & 9, 2005 Strategic Planning Retreat were approved as submitted.
- CA-12**      Warrants – The warrants were approved as submitted.
- CA-13**      Declaration of Surplus Property – The remaining books from the US Navy, Naval Air Station Lemoore book donation was declared as surplus.
- CA-14**      Personnel Transactions – The list of personnel transactions (as attached to the official minutes) was approved as submitted.

#### **CHANCELLOR’S OFFICE**

- CO-5**      Name Change – Coalinga Child Development Center – President McKean explained that HUD (Department of Housing and Urban Development) has declined the invitation to have the Child Development Center building expansion dedicated to them due to government bureaucracy. Therefore, it is proposed that the name of the new wing be “First 5 Wing”.

The name change for the Coalinga Child Development Center was approved on a motion by Trustee Ivans, seconded by Trustee Levinson, and carried unanimously.

- CO-6**      West Hills College Lemoore Strategic Master Plan – Mr. Warkentin reported that much time has been spent reviewing and revising the strategic master plan. Pieces have been added relating to themes and Institutional Student Outcomes (ISOs) have been created. Mr. Warkentin explained that the strategic master plan will be a key component to the accreditation visit in the spring.

The West Hills College Lemoore Strategic Master Plan was approved on a motion by Trustee Cantu, seconded by Trustee Ivans, and carried unanimously.

- CO-7**      Administrative Procedure 6317, Conference/Travel Reimbursement – The revised Administrative Procedure 6317, Conference/Travel Reimbursement was approved on a motion by Trustee Oxborrow, seconded by Trustee Levinson, and carried unanimously.

- CO-8**      Board Policy 809, Smoke Free Campus - The revised Board Policy 809, Smoke Free Campus was approved on a motion by Trustee Henry, seconded by Trustee Cantu, and carried unanimously.

### **FISCAL SERVICES**

- FS-12**      Fiscal Services Report - Mr. Stoppenbrink distributed the budget status report and briefly discussed the status of the budget expenses and revenues. Discussion occurred regarding bad debt. Mr. Stoppenbrink explained that the budgets are being made as realistically as possible. He stated that he will provide definitions on an ongoing basis with regard to debts.

- FS-13**      Disclosure of Collective Bargaining Agreement, CSEA - Mr. Stoppenbrink explained that the disclosure of the bargaining agreement is required by the Office of Education to disclose to the public the cost of collective bargaining.

The Disclosure of Collective Bargaining Agreement, CSEA was approved on a motion by Trustee Levinson, seconded by Trustee Cantu, and carried unanimously.

- FS-14**      Substitution of Roofing Subcontractor - On a motion by Trustee Levinson, seconded by Trustee Cantu, and carried unanimously, the following substitutions of roofing subcontractors were approved:

- West Hills College Lemoore, Initial Buildings Phase 2B - Graham Prewett, Inc. of Fresno to replace Garcia Roofing, Inc. of Bakersfield
- West Hills College Lemoore, Child Development Center Building - Graham Prewett, Inc. of Fresno to replace Garrison Roofing Co., Inc. of Tulare

### **PERSONNEL SERVICES**

- PS-3**      Early Retirement Notification Incentive Plan - Dr. Gornick explained that Board policy gives the Board the ability to initiate the early retirement notification incentive plan. It also allows for planning to occur throughout the district.

The early retirement notification incentive plan was approved on a motion by Trustee Cantu, seconded by Trustee Levinson, and carried unanimously.

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**BOARD REPORTS/COMMENTS/REQUESTS AND ANNOUNCEMENTS**

Trustee Ivans thanked everyone for their hard work. She complimented Ms. Squire regarding the recent publicity and stated that it is good to attend the football games.

Trustee Henry thanked everyone for their team efforts. He stated that it was good to see the SAN presentation by Ms. Kozlowski and it is amazing to see that it all gets done.

Trustee Levinson echoed the comments of his fellow board members. He stated that Dr. Tricoli has done a good job on the expansion of offerings to students. He thanked Dr. Gornick for the bond survey information and stated that it was informative and gave good ideas about what is occurring in the district. He thanked Ms. Kozlowski for the SAN demonstration.

Trustee Oxborrow thanked everyone for their hard work. She stated that it is nice to be on campus and it is good to see the schedule developing.

Trustee Cantu thanked everyone for their participation. He stated that he appreciates the written reports from the Lemoore Academic Senate and he thanked Mr. Navarro for the student report. Trustee Cantu expressed his congratulations to Ms. Bart on her election as Academic Senate President for West Hills College Coalinga.

President McKean thanked those who took the time to participate in the strategic planning event. He stated that he was impressed with the outcome and there was a good cross section of employees involved. President McKean stated that he was pleased that everyone contributed and big things were accomplished for the district.

President McKean announced that the next meeting of the Governing Board is scheduled for October 25, 2005.

**CLOSED SESSION**

The meeting was adjourned to closed session at 11:57 a.m.

- Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)
- Existing Litigation (as per Government Code Section 54956.9(a)). Name of case: West Hills Community College District v. Doucette, et al
- Discussion of land acquisition/disposition of property (as per Government Code Section 54956.8). Property: Coalinga, California; Lemoore, California; Firebaugh, California

- Conference with Labor Negotiators (as per Government Code Section 54957.6).  
Agency negotiator: Vice Chancellor of Business Services. Employee organizations: CTA; CSEA

**ADJOURNMENT**

There being no further business before the Board of Trustees, the meeting was adjourned at 12:40 p.m.

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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
Benitez-Solorio, Veronica	Child Dev. Center Associate Teacher WHC Lemoore	19 hrs/week 9 mo/year	Range 30 Step A	Grant	9/1/05	Replacement for Suzanne Paddock
Cardenas, Madonna	Family Resource Coordinator District Child Development Centers	40 hrs/week 12 mo/year	Range 24 Step A	Grant	9/1/05	New position
Fees, Melissa	Interim Financial Aid Assistant West Hills College Coalinga	40 hrs/week 12 mo/year	Range 33 Step A		9/28/05	Interim position replacing Emma Santos
Miller, Frank	Security Guard West Hills College Coalinga	19 hrs/week 12 mo/year	Range 32 Step A	District	8/19/05	Replacement for Paul Lopez
Toledo, Juan Carlos	Tutor Coordinator West Hills College Coalinga	19 hrs/week 12 mo/year	Range 42 Step A	District	9/2/05	
Wheeler, Julie	Human Resources Specialist District Office	40 hrs/week 12 mo/year	Range 1 Step C	District	9/19/05	Replacement for Paula Hewitt

### 2. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Dates	Additional Information
Norwood, Debbie	Food Service Cashier West Hills College Coalinga	40 hrs/week	Range 33 Step A	Auxiliary	9/28/05 –	Temporary replacement for Chris Hicks while recruiting for permanent replacement
Torres-Ruiz, Maria	Financial Aid Assistant West Hills College Lemoore	19 hrs/week	Range 33 Step A	Grant	9/28/05 – 10/31/05	Temporary replacement during recruitment

### 3. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Alvarado, Juanita	Child Dev. Center Site Supervisor West Hills College Coalinga 40 hrs/week, 12 mo/year	Child Dev. Center Site Supervisor West Hills College Coalinga 40 hrs/week, 10 mo/year	9/1/05	
Cantu, Rebecca	Senior Secretary (classified) Human Resources, District Office Range 40, Step D	Human Res. Specialist (confidential) Human Resources, District Office Range 1, Step H	9/1/05	Reclassification
Davis, Hillary	Financial Aid Assistant I West Hills College Coalinga 19 hrs/week, 12 mo/year	Financial Aid Assistant I West Hills College Coalinga 40 hrs/week, 12 mo/year	9/12/05	Replacement for Valarie Kerns
Hicks, Chris	Food Service Cashier West Hills College Coalinga Range 33, Step C Auxiliary funded	Athletic Equipment Coordinator West Hills College Coalinga Range 37, Step A District funded	9/1/05	Replacement for Dagoberto Cavazos

<b>Name</b>	<b>Current Assignment</b>	<b>Change</b>	<b>Effective Date</b>	<b>Additional Information</b>
Schawe, Jean	Cashier/Student Services Technician Business Services, District Office Range 42, Step E + 10% (longevity)	Accounting Services Technician I Business Services, District Office Range 49, Step C + 10% (longevity)	10/1/05	Reclassification
Solorio, Erica	Child Dev. Center Associate Teacher West Hills College Coalinga 19 hrs/week, 12 mo/year	Child Dev. Center Associate Teacher Avenal Child Development Center 40 hrs/week, 12 mo/year	8/22/05	Replacement for Valarie Babbe
<b>Name</b>	<b>Current Assignment</b>	<b>Change</b>	<b>Effective Date</b>	<b>Additional Information</b>
Tamayo, Marisela	Child Dev. Center Master Teacher WHC Coalinga – Cheney Center 35 hrs/week, 9 mo/year	Child Dev. Center Master Teacher WHC Coalinga – Cheney Center 40 hrs/week, 12 mo/year	8/22/05	
Terra (Lander), Laura	Child Development Center Teacher Avenal Child Development Center 19 hrs/week, 12 mo/year	Child Development Center Teacher Avenal Child Development Center 40 hrs/week, 12 mo/year	8/22/05	New position; grant funded
Young, Scott	Media Assistant West Hills College Lemoore 19 hrs/week, 12 mo/year	Media Assistant West Hills College Lemoore 40 hrs/week, 11 mo/year	9/1/05	

**4. Resignations / Retirements / Releases During Probation / Terminations**

<b>Name</b>	<b>Title &amp; Location</b>	<b>Effective Date</b>	<b>Additional Information</b>
Cavazos, Dagoberto	Equipment Coordinator, Athletics Department West Hills College Coalinga	9/2/05	Resignation
Delgado, James	Custodian/Groundskeeper West Hills College Lemoore	8/31/05	Resignation
Gonzalez, Imelda	Child Development Center Assistant Avenal Child Development Center	8/24/05	Resignation
Mendoza, Esther	Child Development Center Assistant West Hills College Coalinga	9/2/05	Resignation