



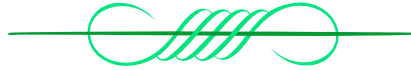
**WEST
HILLS**
COMMUNITY
COLLEGE
DISTRICT

WEST HILLS COMMUNITY COLLEGE DISTRICT

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

MINUTES OF THE STUDY SESSION OF THE GOVERNING BOARD

October 28, 2008



CALL TO ORDER / OPEN SESSION

Vice President Henry called the study session of the Board of Trustees to order at 1:09 p.m. and led the Board members and audience in the flag salute.

Board members present:

Mark McKean, President
Bill Henry, Vice President
Nina Oxborrow, Clerk
Jeff Levinson
Edna Ivans
Jack Minnite

Board members absent:

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
Marcel Hetu, Director of North District Center, Firebaugh
Barbara Caganich, Executive Director of West Hills Community College Foundation
Pedro Avila, Director of Institutional Effectiveness and Planning/Accreditation Liaison
Frances Squire, Director of Marketing
Susan Whitener, Dean of Learning Resources

Introduction of Guests

There were no guests introduced at this time.

Public Comments

There were no public comments made at this time.

STUDY SESSION

Succession Planning – Dr. Frank Gornick provided a presentation to the Board of Trustees concerning succession planning. He explained that succession planning is the coming of one person or thing after another in order, sequence; 2. a number of persons or things following one another in order or sequence; 3. the right, act, or process, by which one person succeeds to the office, rank, estate, or the like, of another; and 4. the order or line of those entitled to succeed one another. With regard to succession planning, Dr. Gornick stated that we need to begin planning now for the future because we don't want to undo all that we have accomplished. He provided information on the increases the district has seen with regard to enrollment, online enrollment general fund budget revenues, bonds and full time faculty. He also provided a timeline of accomplishments since 1994.

President McKean arrived during Dr. Gornick's presentation.

Dr. Gornick provided the Board with information concerning the growth of the district with regard to enrollment, online enrollment, general fund budget revenues, bonds and full time faculty. He also provided a timeline of accomplishments over the past several years.

Dr. Gornick introduced Mr. Neil Koenig, consultant. Mr. Koenig addressed the board and discussed guaranteeing the future and what is best for the West Hills Community College District. At some point the district needs to have somebody who understands the organization of tomorrow and who is going to be prepared to succeed Dr. Frank Gornick. He explained that there are two types of succession: contingency and orderly. At the Board level there needs to be a plan in place to make sure that the organization moves forward in case Dr. Gornick becomes incapacitated.

Discussion took place concerning a plan of just moving someone in short term. He stated that it is important for Dr. Gornick to groom successors. The organization needs to be aware of future organizational needs and have a long range strategic plan well thought out. Contingency planning is for everyone. With regard to home-grown management, it should be the requirement of every supervisor to choose people who seem promising and determine what kind of leader fits the organization.

Trustee Minnite arrived at this time.

Mr. Koenig explained that it is important to look for some fundamental characteristics and he discussed skill sets as another means of screening people, along with behavioral interviews. He stated that potential employees need to show off their skills or their weaknesses. A-level companies use 360 performance reviews in the interview process. Mr. Koenig stated that Dr. Gornick needs to be here a minimum of five years for the successor planning process to develop. Trustee Minnite questioned who the gatekeeper

is for the process. Mr. Koenig responded that the Board needs to designate, delegate or empower someone to take care of this and in many companies it is the chairman of the Board and the CEO.

ADJOURNMENT

There being no further business before the Board of Trustees, the study session was adjourned at 2:51 p.m.

Nina Oxborrow
Clerk of the Board of Trustees

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