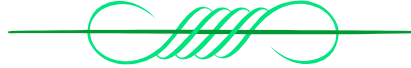




**MINUTES OF THE STUDY SESSION OF THE GOVERNING BOARD**

**January 11, 2006**



**CALL TO ORDER / OPEN SESSION**

Trustee Levinson called the meeting of the Board of Trustees to order at 3:00 p.m.

Board members present:

Mark McKean  
Nina Oxborrow  
Jeff Levinson  
Edna Ivans  
Bill Henry  
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  
Susan Kincade, Dean of Learning Resources  
Dave Bolt, Dean of Educational Services, West Hills College Lemoore  
Jill Stearns, Interim Associate Dean of Student Learning, West Hills College Coalinga  
Larry Rathbun, Associate Dean of Student Learning, West Hills College Coalinga  
Keven Backman, Director of Human Resources  
Frances Squire, Director of Marketing  
Pedro Avila, Director of Institutional Effectiveness, Planning and Web Services

**Introduction of Guests**

There were no guests introduced at this time.

**Public Comments**

There were no public comments made at this time.

President McKean arrived at this time.

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**CHANCELLOR'S OFFICE**

Strategic Planning Draft Report - Dr. Frank Gornick, Chancellor, provided a presentation on the draft Strategic Planning Report. He explained that the process began in early September.

Mr. Pedro Avila explained each of the goals and objectives in the Strategic Planning Report:

1. West Hills Community College District will annually achieve or exceed funded growth targets.
  - 1.1 WHCCD will take action to increase student headcount and maximize the number of full time equivalent students (FTEs) by increasing and/or optimizing curriculum offerings, programs and services.
  - 1.2 WHCCD will continue to aggressively market the district through multiple media formats and college-drive outreach activities.
2. West Hills Community College District will focus marketing efforts on district wide "stories."
  - 2.1 WHCCD will establish a baseline and increase the number of annually published district wide stories.
3. West Hills Community College District will annually increase community participation rates.
  - 3.1 WHCCD will maintain service area adult population rates above the California Community College System participation rate.
  - 3.2 WHCCD will increase participation rates in all demographic areas including gender, age and ethnicity.
  - 3.3 WHCCD will establish a baseline, and monitor and increase college participation in community partnership.
4. West Hills Community College District will annually improve transfer, completion and graduation rates.
  - 4.1 WHCCD will continually increase the number of students transferring to public, private, and out of state four-year institutions.
  - 4.2 WHCCD will maintain overall student completion (success) rates above the California Community College statewide average, placing emphasis on vocational, basic skills, ESL, online success, and improvement rates.
  - 4.3 WHCCD will increase the number of awards (degrees and certificates) conferred.
5. West Hills Community College District will become the preferred choice of students through ongoing and active recruitment.
  - 5.1 WHCCD will establish a baseline and monitor or increase the number of college recruitment visits to local high schools.

- 5.2 WHCCD will conduct a study of students in local high schools and middle schools to test the students' knowledge of WHCCD.
- 5.3 WHCCD will work toward maintaining service area high school graduate participation rates above the California Community College participation rate.
- 5.4 WHCCD colleges will adjust student services, outreach and recruitment efforts as needed to maintain increased participation from local high school graduates.

Accreditation Response Update – Dr. Anthony Tricoli distributed a draft transmittal letter and draft Accreditation Progress Report for the Accrediting Commission. He reviewed each of the recommendations and the progress that has been made.

Mr. Don Warkentin briefly reported that the final self study for West Hills College Lemoore has been sent to the Accrediting Commission. He reported that he will have a pre-meeting with the chair of the visiting team on Wednesday, January 18 to finalize the details and plans for the visit. Mr. Warkentin reported that the visit is scheduled for February 27 – March 2.

Function Mapping and District Mapping Survey – Dr. Gornick explained that the Function Mapping document has been reviewed and revised by many District administrators and staff over the past month. The document was prepared for the benefit of staff and is used to explain the areas of responsibility within the District. The document will be presented and explained to the staff at the Duty Day activity on January 13. The Function Mapping document was reviewed with the Board of Trustees by the College Presidents. They explained each of the functions and areas of responsibility, along with the lead individuals. It was agreed that this is a very good reference document.

Code of Ethics Policy and Procedure – Dr. Gornick explained that Board Policy 2715, Code of Ethics/Standards of Practice, was approved in November, 2003. A draft procedure has been developed for review by the Board of Trustees. The procedure outlines what would occur if there were to be a violation of the Board of Trustees' Code of Ethics. Dr. Gornick explained that this procedure deals strictly with the Board of Trustees and input from the colleges is not required prior to approval. The procedure will be considered for approval by the Board at their January 24 meeting.

Shared Governance Policy and Procedure – Dr. Gornick explained that it was suggested by the consultant, Mr. Bob Jensen, that the District review their shared governance policy and procedure and consider including representation from the District Office on the committee. Board Policy and Administrative Procedure 2510, Participation in Local Decision Making, have been recently reviewed by the Chancellor's Executive Cabinet. It was suggested that the title of the policy and procedure be revised to reflect the name of the committee, District Council on Student Learning (DCSL). Additionally,

throughout the documents the former name of the committee (College Council) was changed to reflect the DCSL. As suggested by Mr. Jensen, two District Office representatives have been added to the list of individuals that participate on the DCSL. The policy and procedure will be routed through the appropriate college groups for their review and approval. The Board of Trustees will be asked to consider the revisions to the policy and procedure at an upcoming Board meeting.

#### **FISCAL SERVICES / FINANCING CORPORATION REPORT**

COP Arbitrage Presentation - Mr. Ken Stoppenbrink provided a presentation on arbitrage calculations for COP 1.

Forecasting of GIC and COP Interest Income and Expenses - Mr. Stoppenbrink reviewed the forecasting of GIC and COP interest income and expenses.

#### **ADJOURNMENT**

There being no further business before the Board of Trustees, the meeting was adjourned at 6:00 p.m.

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Nina Oxborrow  
Clerk of the Board of Trustees

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