

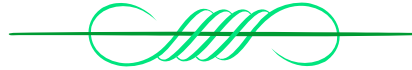


WEST HILLS COMMUNITY COLLEGE DISTRICT

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

MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD

May 20, 2008



CALL TO ORDER / OPEN SESSION

President McKean called the meeting of the Board of Trustees to order at 3:30 p.m.

Board members present:

Mark McKean, President
Bill Henry, Vice President
Nina Oxborrow, Clerk
Jeff Levinson
Edna Ivans
Jack Minnite
Steve Cantu
Robert Wallace, 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, Interim Director of Human Resources
Susan Kincade, Dean of Learning Resources
Dave Bolt, Vice President of Educational Services, West Hills College Lemoore
Jill Stearns, Dean of Student Learning, West Hills College Coalinga
Pedro Avila, Director of Institutional Effectiveness and Planning
Darlene Georgatos, Director of Enrollment Services
Marcel Hetu, Director of North District Center, Firebaugh
Richard Larson, Director of Farm of the Future, West Hills College Coalinga
Kathy Watts, Director of Child Development Centers
Carole Goldsmith, Director of Workforce Development/Title V/VTEA

Introduction of Guests

Ms. Frances Squire, Director of Marketing, introduced Ms. Lisa Maciel, CSEA Labor Relations Representative.

Public Comments

There were no public comments made at this time.

REPORTS FROM ORGANIZATIONS / COLLEGES / DISTRICT OFFICE

Academic Senate Report –Mr. James Preston, Academic Senate President for West Hills College Lemoore, stated that this is his last official report as President of the Academic Senate. He stated that he has learned a lot about the college and feels that a lot of good work has been done. Mr. Preston announced that Ms. Stephanie Droker has been elected as the new Academic Senate President. She is a great communicator and organizer and has good integrity. She is passionate and excited about Board policies and procedures. Mr. Preston reported that a team has been put together for planning flex day activities. He thanked the Board of Trustees for their action on granting tenure at the May Board meeting. Mr. Preston reported that the annual report for the Accrediting Commission is being put together and is focused mainly on Student Learning Outcomes (SLOs). 98% of courses have SLOs. The next focus is assessment. The Curriculum Committee has been very busy and Mr. Preston credited Ms. Marleen Smart and Ms. Suzanne Heskett for their fantastic work. In closing, Mr. Preston recognized the work of the Senators, stating that many are involved in a lot of committees.

Ms. Anita Bart, Academic Senate President for West Hills College Coalinga, reported that it has been a great year. She reported that the Senate has provided their comments on policies and procedures. Some Senate members have volunteered to help out with committees over the summer and they are working on flex day activities. Ms. Bart reported that Arkady Hanjiev, SLO Coordinator, has done a wonderful job and courses with SLOs are close to 100%. Ms. Bart reported that work is also being done on assessments and program review.

WHCFA Report – Ms. Marty Ennes, WHCFA President, reported that the faculty have been reviewing policies and procedures. She commented that the Academic Senate maintains control of equivalency. Ms. Ennes reported that elections have been held for CTA treasurer and Lemoore Vice President. Neomi Daniels and Angela Tos, respectively, have been elected. Some faculty will be working over the summer as there are a number of reports due at the state. Ms. Ennes reported that Ms. Faye Mendenhall, Mr. Scott Sutherland and herself attended a CCA conference at the end of April. Mr. Sutherland was inducted into the Building Strong Leaders Academy. The faculty were also awarded as an association for membership promotion and recruitment (they increased by 22%). Ms. Ennes reported that she received a “We Honor Our Own” award and it was a nice surprise. In closing, Ms. Ennes briefly reported on the celebration held on May 2 in honor of Ms. Mendenhall’s retirement.

CSEA Report – Mr. Mark Millett, CSEA President, reported that a lot of time is being spent getting ready for graduation. Mr. Millett reported on the recent employee appreciation event held at Chuckchansi Park, stating that it was a great dinner and a wonderful ballgame. Mr. Millett stated that he appreciates the Board’s consideration of a resolution for CSEA Employee week.

ASB Report – Mr. Robert Wallace, Student Trustee, stated that it has been a wonderful experience being on the board. He thanked everyone for all he has learned.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Willard Lewallen, President, reported that things are getting down to the final push for Measure Q. He expressed his thanks to the staff and community members who have been doing a lot of the leg work to help us. He stated that we have good endorsers and positive support. Dr. Lewallen reported that an honorary degree will be presented to Mr. Vernon Gordon at the graduation ceremony on Friday. Two alumni – Mr. Clayton Youree and Mr. Tom Stefani – will be honored as alumni of the year.

West Hills College Lemoore – Mr. Don Warkentin, President, expressed his appreciation to Mr. Preston for his work as Academic Senate President. He stated that Mr. Preston has done an outstanding job and it has been a pleasure to work with him. He also expressed his thanks to Ms. Ennes for her work on the Kaleidoscope publication. Mr. Warkentin reported that the NAS Lemoore graduation will occur on May 22 at 2:00 p.m., followed by the college graduation ceremony at 6:30 p.m. The guest speaker will be Alan Autry. Mr. Warkentin reported that there is great interest in the bid project for the wellness center. Bids will be opened the second week of June. Trustee Minnite questioned the bid project and Mr. Warkentin explained that the interest is based on a \$20 million project. The project has been reduced from the original plans and some of the areas will be alternate bids.

Chancellor’s Report – Dr. Frank Gornick, Chancellor, announced that the June 24 Board meeting has been rescheduled and will now be held on June 12. He reported that the golf tournament went well and over \$58,000 was raised for the Presidents Scholars Program. Dr. Gornick expressed his appreciation to all of the employees who were involved in the recent project to clean out the basement and determine which files could be shredded or scanned. He acknowledged Dr. Carole Goldsmith for her work on developing vocational training programs and reported that she recently received the Marianne Loniello Award in this area. Dr. Gornick thanked Ms. Jana Cox and her staff for their work on the employee appreciation event. He further reported that he recently attended the honors brunch at West Hills College Coalinga. He announced that in the past 12 years the college has had 14 Academic All Americans. Dr. Gornick complimented the Academic Senates and CTA for their work this year and thanked them for their willingness and support to meet this summer to get some things done.

CONSENT AGENDA

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

- CA-44** Minutes - The minutes of the April 8, 2008 Board of Trustees study session and April 22, 2008 Board of Trustees meeting were approved as submitted.
- CA-45** Warrants - The warrants were approved as submitted.
- CA-46** Out of State Travel - The following out of state travel request was approved as submitted:
- Rodeo team (approximately 6 students) to travel to the College National Finals Rodeo in Casper, Wyoming, June 15-21, 2008
- CA-47** Personnel Transactions - The list of personnel transactions was approved as submitted.

CHANCELLOR'S OFFICE

- CO-44** Resolution - Classified School Employee Week - Dr. Gornick stated that the district greatly appreciates its CSEA members and without them we could not operate. He stated that they are the silent voice in our organization that holds everything together and they do a great job for us.
- The resolution in the matter of Classified School Employee Week was adopted on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.
- CO-45** Board of Trustees Meeting Schedule - The Board of Trustees meeting schedule was approved on a motion by Trustee Ivans, seconded by Trustee Minnite, and carried unanimously.
- CO-46** Board Policy 6815, Emergency Response Plan - Board Policy 6815, Emergency Response Plan, was approved on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously.
- CO-47** Administrative Procedure 7211, Faculty Service Areas, Minimum Qualifications and Equivalencies - Administrative Procedure 7211, Faculty Service Areas, Minimum Qualifications and Equivalencies was presented for a first reading at this time. Approval will be requested at a later date.

FISCAL SERVICES

FS-35 Fiscal Services Report – Mr. Ken Stoppenbrink, Vice Chancellor of Business Services, provided the fiscal services report. He stated that we are 83.3% through the fiscal year. General fund revenues are at 83.1% and general fund expenditures are at 76.1%.

Mr. Stoppenbrink stated that the Board will receive the tentative budget at the June Board meeting. Brief discussion took place concerning budget assumptions and transfers. Dr. Gornick commented that transfers occur every year for the residence halls, farm, etc. Dr. Gornick commented on enrollment projections for the state and reported that there is a modest amount of growth that they are building into the budget. There is no COLA in the Governor's budget. We are only building our budget on 2% enrollment growth. Dr. Gornick stated that he thinks we will be well within our numbers. He complimented the Presidents and the district staff for their work on budget reductions, stating that it was very critical and important.

FS-36 Bid Award, Business Vehicle Rental – On a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously, the contract for the business vehicle rental was awarded to Enterprise Rent-A-Car for a three year contract.

FS-37 Bid Award, Bookstore Operations – Ms. Lisa Maciel, Labor Relations Representative for CSEA, stated that she is present to address the bookstore service issue. She respectfully requested that the Board of Trustees postpone action or vote no on the bid award for the bookstore operations. Ms. Maciel stated that if the Board is to approve the bid award, CSEA will need to file an unfair labor practice charge or grievance with PERB. She stated that she doesn't believe that the district did not meet SB 235 or SB 1419 requirements as enumerated in Education Code Section 88031; however, CSEA has not been given enough time to discuss the information.

Mr. Mark Millett also commented on the bid award. He stated that he has background and knowledge about running a retail situation. The issue is that the problem we are experiencing in the bookstore is that we have not had the proper people running the bookstore for many years. Running a retail establishment takes expertise. The current bookstore manager in Lemoore is the Director of Maintenance and Operations, but he has no experience running a retail operation. The bookstore manager in Coalinga is doing a wonderful job in changing the problems that we have had. He asked that they be given a chance to work.

Mr. Ken Stoppenbrink commented on the committee structure for the bookstore operations project and stated that the committee made a unanimous decision to contract out the services. He stated that it was also unanimous to choose Follett. Legal counsel's opinion is that the district has every right to do this and the union and the district will just have to disagree on this. This change is being made for the benefit of the students. The secondary benefit is for the financial situation. Student Trustee Wallace stated that the students still feel that the district went behind their back. They want the Board to vote no. Trustee Oxborrow questioned the legal issues. Dr. Gornick responded that we have complied with all requirements of the Education Code and have gone beyond that by contacting references. Follett is a very responsible vendor. Mr. Stoppenbrink stated that the issues we have now with regard to purchasing textbooks will be handled better and operations will only get better, not worse. Follett comes in with the approach of helping the college and they take very good care of the employees who work for them. In addition to the service that they can bring, they can create the ambiance that we need. Follett will only add to what we currently offer. Mr. Stoppenbrink stated that he thinks it is a win-win situation for everyone. Change is difficult but he feels confident in the advice we have received from our attorneys.

Trustee Henry questioned the length of the contract. Mr. Stoppenbrink responded that it is a 5-year contract. Trustee Oxborrow questioned the cancellation of the contract if we are not happy in one year's time. Mr. Stoppenbrink responded that there are provisions but he does not have the wording with him. Trustee Ivans stated that she was impressed with the references from other colleges. Trustee Oxborrow questioned if any visits were made to other sites at which they provide service. Dr. Gornick responded that he has been to many of the colleges at which Follett provides service and he did not know that Follett was running them. Trustee Cantu questioned textbook pricing and discussion took place regarding publisher's prices for textbooks. Mr. Stoppenbrink stated that Follett will generate \$300,000 or more in cash flow. The savings comes into place because Follett can buy in greater quantity at a better price. Trustee Minnite questioned inventory and it was stated that Follett will buy all of our inventory and will also remodel the facility. They respond to the needs of the students, faculty and administration. Dr. Gornick stated that they will also adopt our textbook policy. Mr. Stoppenbrink stated that they also provide textbook scholarships. Trustee Ivans commented that she can't see that this would be anything but beneficial for our students. Mr. Stoppenbrink reported that Follett will hire all of our employees. Trustee Minnite questioned where the revenue would be invested and Dr. Gornick responded that the Presidents will be able to

make those decisions. Mr. Stoppenbrink stated that the commitment is to offer no less than the current bookstore hours.

President McKean stated that items FS-37 and FS-38 will be considered together as they are related items.

The following items FS-37 and FS-38 were approved on a motion by Trustee Ivans, seconded by Trustee Cantu, and carried unanimously:

- Bid Award, Bookstore Operations – The contract for bookstore operations was awarded to Follett Higher Education Group.
- Resolution – Bookstore Operations – The resolution in the matter of contracting out bookstore operations was adopted as submitted.

FS-39 Resolution – Emergency Response Plan Compliance – The resolution in the matter of Emergency Response Plan compliance was adopted on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously.

FS-40 Increase in Residence Hall Fees – Mr. Stoppenbrink explained that the increase in the residence hall fees will be an increase of approximately \$20,000 at 80% occupancy.

The increase in residence hall fees of \$75 per semester (from \$1,000 per semester to \$1,075 per semester) was approved on a motion by Trustee Levinson, seconded by Trustee Cantu, and carried unanimously.

FS-41 Child Development Center Annual Report – Ms. Kathy Watts, Director of Child Development Centers, reported that a gap was discovered in literacy this year. One of the things that has been done is to really focus on teaching literacy to teen parents in Avenal and preparing the child development center students for transfer to kindergarten. Ms. Watts provided a brief presentation to the Board concerning their efforts.

Dr. Gornick commented that Huron is the only community in which we do not have a center. Ms. Watts stated that we have applied for a grant and we should be funded in the next year and we will be able to serve 48 children. Ms. Watts stated that the child development centers serve 700 students and 160 staff members.

The Child Development Center Annual Report was approved on a motion by Trustee Oxborrow, seconded by Trustee Henry, and carried unanimously.

BOARD REPORTS / COMMENTS / REQUESTS AND ANNOUNCEMENTS

Student Trustee Wallace thanked everyone for a wonderful year.

Trustee Cantu expressed his wishes for a wonderful career to Student Trustee Wallace. He thanked everyone for the presentations and stated that he will miss Mr. Preston.

Trustee Minnite stated that he is proud of everyone in the room and those sitting at the tables as everyone has done a great job for the district and the colleges. He stated that he is also proud of the students who attend classes. Trustee Minnite expressed his thanks to Dr. Marcel Hetu for his work at the North District Center; to Mr. Don for his work at West Hills College Lemoore; to Dr. Willard Lewallen for his work at West Hills College Coalinga; and to Dr. Frank Gornick for all he has done for the district. He stated that he feels a sense of pride. In closing, Trustee Minnite thanked Ms. Faye Mendenhall for her work at the district.

Trustee Ivans thanked everyone for their hard work and expressed her congratulations for all of the nice scholarships as the students have done well. Trustee Ivans stated that she is happy to hear about the possibilities for child care in Huron.

Trustee Henry echoed the remarks made by his fellow Board members and expressed his thanks to all.

Trustee Oxborrow thanked Student Trustee Wallace and wished him good luck. She thanked everyone, stating that it was another really good year. She stated she, too, is happy to hear about child care in Huron. Trustee Oxborrow thanked Ms. Mendenhall for her work and wished her the best.

Trustee Levinson expressed his best wishes to Student Trustee Wallace. He stated that this is a good time of year and he looks forward to the graduation ceremonies as they are a high point of the year. He stated that the 75th anniversary was a superb event, the campus looked great and he enjoyed the speakers. Trustee Levinson stated that it has been a pleasure to have served with Ms. Mendenhall at West Hills and she will be missed.

President McKean thanked Student Trustee Wallace for his service and stated that it is nice to hear that the ASB has been so active. He expressed his congratulations to Ms. Sarah Shepard for being named as the teacher of the year and thanked Mr. Preston for his outstanding job as Academic Senate President. President McKean stated that there are many others that need to be acknowledged and thanked because they make a difference.

At this time Dr. Frank Gornick acknowledged Ms. Mendenhall, stating that the Board of Trustees is honoring her with a cake, a plaque for her service, and a lifetime pass for all

Central Valley Conference sporting events. Ms. Mendenhall thanked everyone for their kind works and actions and thanked the district for a great career.

President McKean announced that the next meeting of the Board of Trustees is scheduled for June 12, 2008.

CLOSED SESSION

The meeting was adjourned to closed session at 5:11p.m.

- Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)

ADJOURNMENT

There being no further business before the Board of Trustees, the meeting was adjourned at 6:05 p.m.

Nina Oxborrow
Clerk of the Board of Trustees

/di

Personnel Transactions

1. New Hires – Administrative

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Freeman, Charles	Director of Nursing West Hills College Lemoore	40 hrs/wk 12 mo/yr	Range 47 Step 10	Grant	5/1/08	New position

2. New Hires – Classified

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Contreras, Olivia	Office Assistant II – CAMP Program North District Center, Firebaugh	19 hrs/wk 12 mo/yr	Range 31 Step B	Grant	4/16/08	New position
Davis, James	Advising Specialist West Hills College Coalinga	40 hrs/wk 12 mo/yr	Range 56 Step A	Grant	5/14/08	Replacement for Robert Corea
Edwards, Diane	Accounting Services Technician III District Office	40 hrs/wk 12 mo/yr	Range 55 Step A	District	5/1/08	Replacement for Russell Devine

3. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Finster, Kathleen	Secretary, WHCC Foundation District Office	40 hrs/wk	Range 36 Step A	District	5/21/08 – 6/30/08	Temporary replacement for Cathi Rayford
Martinez, Sandra	Child Dev. Center Associate Teacher San Joaquin	19 hrs/wk	Range 30 Step A	Grant	5/21/08 – 6/30/08	
Solorio, Brenda	Program Assistant West Hills College Coalinga	40 hrs/wk	Range 36 Step A	Grant	5/21/08 – 7/31/08	Temporary substitute for Yvonne Lopez

4. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Balcazar, Priscilla	Student Services Assistant West Hills College Lemoore Range 36, Step F	Research Assistant District Office Range 44, Step C	3/24/08	Grant funded / New position

5. Leave of Absence

Name	Title & Location	Effective Date	Additional Information
Heskett, Suzanne	DSPS Instructor West Hills College Lemoore	7/1/08 – 6/30/09	Leave of absence without pay for child rearing

6. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date	Additional Information
Corea, Robert	Upward Bound Advising Specialist West Hills College Coalinga	4/25/08	Resignation

6. Resignations / Retirements / Releases During Probation / Terminations (continued...)

Name	Title & Location	Effective Date	Additional Information
Devine, Russell	Accounting Technician III District Office	6/2/08	Retirement
Janik, Tiphany	Child Development Center Teacher West Hills College Coalinga	5/5/08	Resignation
Oliveria, Jonathan	Custodian/Groundskeeper West Hills College Lemoore	5/16/08	Released during probation
Rayford, Cathi	Secretary, WHCC Foundation District Office	4/25/08	Released during probation