



**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 23, 2008**



**CALL TO ORDER / OPEN SESSION**

Vice President Henry called the meeting of the Board of Trustees to order at 1:03 p.m. and led those in attendance in the flag salute.

Board members present:

Bill Henry, Vice President  
Jeff Levinson  
Edna Ivans  
Jack Minnite  
Steve Cantu  
Jaqueline DePue, Student Trustee

Board members absent:

Mark McKean, President  
Nina Oxborrow, Clerk

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 Whitener, Dean of Learning Resources  
Jill Stearns, Dean of Student Learning, West Hills College Coalinga  
Carlos Diniz, Dean of Student Learning, West Hills College Lemoore  
Michelle Kozlowski, Director of Information Technology Services  
Marlon Hall, Associate Dean of Educational Services, West Hills College Lemoore  
Marcel Hetu, Director of North District Center, Firebaugh  
Barbara Caganich, Executive Director of West Hills Community College Foundation  
Frances Squire, Director of Marketing  
Richard Larson, Director of the Farm of the Future, West Hills College Coalinga  
Sylvia Dorsey-Robinson, Assoc. Dean of Categorical Programs, West Hills College Lemoore  
Jose Lopez, Dean of Students, West Hills College Lemoore

## **Introduction of Guests**

Ms. Frances Squire, Director of Marketing, announced that a couple of classes have joined the Board meeting today. The classes were introduced as Sociology 1 (taught by Ms. Vera Kennedy) and Communications 4 (taught by Ms. Marty Ennes).

## **Public Comments**

There were no public comments made at this time.

## **STUDY SESSION**

- Portal Implementation Update – Dr. Frank Gornick stated that this past year the district has been involved with implementing the new portal. He explained that the portal is the mechanism that is used as a way to better communicate with our students and staff. Ms. Susan Whitener stated that, by way of the portal, we have created a place where the staff and students can log in and see information related to various areas of the colleges and the district. Ms. Whitener provided a live demonstration focusing on the features of the portal. Vice President Henry questioned how the students learn to use the portal. Ms. Whitener explained that all of the front line staff have been trained on the portal and are able to assist students. A student in the audience shared with the Board and the audience that the portal is easy to use and a tutorial isn't needed.

## **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 taking care of a few housekeeping items: filling committees with faculty members; assisting with curriculum. Ms. Bart reported that a good meeting has been held regarding basic skills courses. The faculty leadership from both colleges are meeting once each month.

Ms. Stephanie Droker, Academic Senate President for West Hills College Lemoore, reported that the Senate has been working on committees. She thanked the faculty leadership for the communication between the colleges, stating that it is very much appreciated. Ms. Droker reported that faculty have been working on program review and are continuing their work on Student Learning Outcomes. A Senate workshop is scheduled for October 10 to work on a constitution and bylaws.

WHCFA Report – Ms. Marty Ennes, WHCFA President, reported on the recent leadership retreat for the Faculty Association. She stated that they have finished revising their bylaws which will be ratified by the membership. The faculty are working on focusing on negotiations and their membership continues to grow. Currently, over 70% of full time faculty are members of the association. The

Association is continuing to meet on grievances and other faculty issues with the administration. Five faculty members will be attending the fall CCA conference in Burlingame. In closing, Ms. Ennes reported that the faculty have been working hard and hope to get through all of their agenda items this semester.

CSEA Report – Mr. Mark Millett, CSEA President, reported that a chapter meeting was held last week. CSEA has expressed their support of Measures C and E for Coalinga and Lemoore. They can now tap into union resources to call other local union members and encourage positive votes. Mr. Millett reported that CSEA now has two year terms for office nominations. Their first negotiation meeting was held about a week ago and they have been working on a Memorandum of Understanding for health care costs for next year.

Student Government Association (SGA) Report – Ms. Jaqueline DePue, Student Trustee, reported on recent and upcoming events including the following: culinary department car wash to raise money for leukemia on September 28; SIFE students having a candy drive; business etiquette luncheon on October 22; front page articles for 9/11 events; voter registration day on October 8; blood drive on October 22; volunteers needed for Christmas float; and a campus food drive in November. Ms. DePue reported on an issue with financial aid. Dr. Frank Gornick responded that the appropriate staff will follow up on the matter.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Willard Lewallen, President, commented on recent and upcoming events. He reported that Chancellor Steve Kang of UC Merced will visit West Hills College Coalinga on October 16. With regard to Measure Q (SFID #1), staff have been meeting regularly with the architects regarding the projects. We will soon be initiating the process for the first issuance of bonds. Dr. Lewallen distributed information on the upcoming bond Measure C.

West Hills College Lemoore – Mr. Don Warkentin, President, thanked the faculty for bringing their classes to the meeting today. He introduced the following new faculty and staff: Charles Freeman, Director of Nursing; Kimberly Sheffield, Basic Skills English Instructor; Tammy Larson, CalWORKs instructor; and Cynthia Dolata, Nursing Instructor. Mr. Warkentin reported that there has been a lot of activity with regard to Measure E. He briefly discussed the buildings that are scheduled to be constructed using Measure E funds, if successful. Those buildings include a student center, additional instructional wings, and a field sports area. Mr. Warkentin reported that West Hills College Lemoore is home to four wrestlers that are ranked number one in the southern California region. The first home wrestling match is scheduled for September 24.

Chancellor's Report – Dr. Frank Gornick, Chancellor, thanked the campus leadership for their communication and stated that it is appreciated. He welcomed the students

and faculty visiting the meeting. Dr. Gornick stated that he is pleased to announce that we have a state budget. With regard to the portal, Dr. Gornick stated that we are the first college to use the portal that is not a beta site (testing the product); we have gone live with the portal. Dr. Gornick expressed his appreciation to Ms. Whitener and Ms. Michelle Kozlowski and the ITS staff for their hard work, stating that the portal will be a great tool for communication. Dr. Gornick commented on the recent Cal-PASS meeting held at Harris Ranch. He stated that Cal-PASS has agreed to work with our district to upload data from our feeder schools into the Cal-PASS system. This will give us great data on the students and their education and the data has a great deal of potential to increase student success. Dr. Gornick stated that he anticipates having data to show the Board in February or March. This data should be very beneficial to everyone.

### **CONSENT AGENDA**

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

- CA-12**      Minutes – The minutes of the August 26, 2008 and September 9, 2008 Board of Trustees meetings were approved as submitted.
- CA-13**      Warrants – The warrants were approved as submitted.
- CA-14**      Out of State Travel – The following out of state travel requests were approved as submitted:
- West Hills College Lemoore Wrestling Team to travel to Southern Oregon University to participate in Southern Oregon Duals, October 24 & 25, 2008 (approximately 19 wrestlers)
  - West Hills College Lemoore Wrestling Team to travel to Southern Oregon University to participate in Best of the West, November 20-22, 2008 (approximately 19 wrestlers)
- CA-15**      Personnel Transactions – The list of personnel transactions was approved as submitted.

### **CHANCELLOR'S OFFICE**

- CO-15**      Citizens' Bond Oversight Committee, SFID #1 (Northern Area) – Dr. Gornick reported that three additional applications have been received and he recommended that the Board consider appointing these individuals to the committee.

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The appointment of the following individuals to the Citizens' Bond Oversight Committee, SFID #1 (Northern Area) was approved on a motion by Trustee Cantu, seconded by Trustee Ivans, and carried unanimously:

- Vernon Gordon
- Bill Pucheu
- Gilbert Rossette

**CO-16**      Resolution – Perkins Statewide Advisory Committee Activities – The resolution in the matter of the California Community College Chancellor's Office Contract Award for Implementation of the Perkins Statewide Advisory Committee Activities was adopted on a motion by Trustee Cantu, seconded by Trustee Levinson, and carried unanimously.

**CO-17**      Curriculum Committee Action Report – The West Hills College Coalinga Curriculum Committee Action Report was approved on a motion by Trustee Ivans, seconded by Trustee Levinson, and carried unanimously.

#### **FISCAL SERVICES**

**FS-15**      Fiscal Services Report – Mr. Ken Stoppenbrink, Vice Chancellor of Business Services, provided the fiscal services report. He stated that we are 16.7% through the fiscal year. General fund revenues are at 3.9% and general fund expenditures are at 10.6%. Mr. Stoppenbrink reported that we had to draw down TRAns and secure a loan from the Fresno County Treasurer; however, we did not have to draw down on the line of credit. The state budget has been signed and we will pay back the funds. Trustee Levinson requested that Mr. Stoppenbrink inform the Board when our first apportionment is received. At the request of Trustee Cantu, Mr. Stoppenbrink explained that restricted funds include EOPS, DSPS, bookstore, cafeteria, grants, etc..

**FS-16**      Resolution – Authorizing Bonds for SFID #1 (Northern Area) – Dr. Gornick commented that this resolution allows us to begin the projects for SFID #1. He reported that he, the College Presidents, and Mr. Stoppenbrink will travel to San Francisco on October 1 for the issuance of bonds. Trustee Henry questioned the projects for which the \$4 million will be used. Dr. Gornick responded that it will be used for structural, plumbing, and electrical projects, and possibly to purchase some property. Trustee Ivans questioned the enrollment in Firebaugh and it was stated that there are 456 students at the North District Center.

The resolution authorizing General Obligation Bonds for SFID #1 (Northern Area), in the principal amount of not to exceed \$4,000,000, was adopted on a motion by Trustee Cantu, seconded by Trustee Levinson, and carried unanimously.

**FS-17**      Easement Grant Deed – Mr. Stoppenbrink explained that the City of Coalinga is funding a project to put in sidewalks and lights along Elm Street.

The easement grant deed for street light improvements on Elm Avenue was approved on a motion by Trustee Levinson, seconded by Trustee Ivans, and carried unanimously.

Trustee Minnite arrived at this time.

Dr. Frank Gornick introduced Ms. Elaine Sloan, new administrative secretary in the Chancellor's Office. The Board members welcomed Ms. Sloan.

#### **PERSONNEL SERVICES**

**PS-6**      New Job Positions – Ms. Jana Cox explained that the After School Program Site Coordinator is a grant funded position. The Student Services position is a combined position to accommodate an employee who did not want to go with Follett for the bookstore. The Webmaster position is a classified position and the job description includes the technology used in our district.

The following new classified positions were approved on a motion by Trustee Levinson, seconded by Trustee Ivans, and carried unanimously:

- After School Program Site Coordinator
- Student Services Assistant/Library Technician
- Webmaster

#### **ADJOURNMENT**

The meeting was temporarily adjourned at this time to conduct the meeting of the Financing Corporation.

#### **OPEN SESSION**

The meeting was reconvened at 2:40 p.m.

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**STUDY SESSION (continued...)**

- Payroll Implementation Project – Mr. Stoppenbrink provided a brief update on the payroll implementation project. He stated that the district is working on fiscal independence away from the county and staff has been involved in the process for several months. He stated that we are well on our way to meeting our target. Mr. Stoppenbrink explained that the district is using Rose and Tuck as consultants on this project and a tremendous amount of programming is taking place. It is not an easy task but he is optimistic that testing will go well. Dr. Gornick stated that this project has tentacles into every area. We have had to re-process and re-think our whole payroll system. Dr. Gornick stated that the portal will allow us to do more with our own personal options and being on our own will provide us more efficiency. Discussion took place regarding data storage. Ms. Cox commented on the weekly meetings for changes and the procedures manual that is being developed.
- Hiring Procedures – Ms. Cox provided a presentation on the recruiting process. She explained the structure of the selection committees for the various types of employees (classified, academic, administrative), and the evaluation of candidates (paper screening, interviews, final screening).

Trustee Cantu left the meeting during the presentation on the recruiting process.

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

Trustee Minnite had no comments at this time.

Trustee Levinson congratulated Ms. Squire on the editorial in the Hanford Sentinel. He stated that it was a good response and right on the mark.

Trustee Ivans also thanked Ms. Squire for the editorial and thanked Ms. Cox for her presentation.

Vice President Henry stated that he thinks there is a bias and a prejudice for us and there is also a lot of competition. He stated that it is good to be reminded that our nursing program has started.

Vice President Henry announced that the next regularly scheduled meeting of the Board of Trustees will be held on October 28, 2008.

**CLOSED SESSION**

The meeting was adjourned to closed session at 3:56 p.m.

- Potential Litigation (as per Government Code Section 54956.9). Number of potential cases: 2
- Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)
- Discussion of Land Acquisition/Disposition of Property (as per Government Code Section 54956.8). Property: Coalinga, California; Firebaugh, California; Lemoore, California

### **ADJOURNMENT**

There being no further business before the Board of Trustees, the meeting was adjourned at 4:15 p.m.

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Nina Oxborrow  
Clerk of the Board of Trustees

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## Personnel Transactions

### 1. New Hires – Classified

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Maldonado de Vega, Rosa	Child Development Center Assistant West Hills College Coalinga	19 hrs/wk 12 mo/yr	Range 23 Step A	Grant	9/2/08	New position
Martinez, Ruthie	Senior Employment Readiness Specialist North District Center, Firebaugh	40 hrs/wk 12 mo/yr	Range 57 Step A	Grant	8/27/08	New position
Sepulveda, Candice	Child Dev. Center Associate Teacher West Hills College Coalinga	19 hrs/wk 9 mo/yr	Range 30 Step A	Grant	8/13/08	Replacemnt for Amy Esposito

### 2. Temporary/Seasonal Hire

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Gamino, Dora	Child Development Center Assistant Avenal Child Development Center	19 hrs/wk	Range 23 Step A	Grant	9/24/08 – 6/30/09	

### 3. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Ramos, Anna	Child Development Center Teacher West Hills College Coalinga 19 hrs/wk, 10 mo/yr Range 30, Step B	Child Dev. Center Accounting Specialist West Hills College Coalinga 40 hrs/wk, 2 mo/yr Range 44, Step A	8/11/08	Replacement for Ana Colin