



WEST  
HILLS  
COMMUNITY  
COLLEGE  
DISTRICT

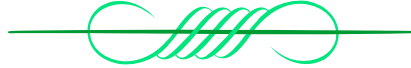
WEST HILLS COMMUNITY COLLEGE DISTRICT

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

December 10, 2007



**CALL TO ORDER / OPEN SESSION**

President McKean called the meeting of the Board of Trustees to order at 3:33 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  
Willard Lewallen, President, West Hills College Coalinga  
Don Warkentin, President, West Hills College Lemoore  
Jana Cox, Interim Director of Human Resources  
Susan Kincade, Dean of Learning Resources  
Carlos Diniz, Dean of Student Learning, West Hills College Coalinga  
Marcel Hetu, Director of North District Center, Firebaugh  
Pedro Avila, Director of Institutional Effectiveness and Planning/ Accreditation Liaison  
Barbara Caganich, Executive Director of West Hills Community College Foundation  
Frances Squire, Director of Marketing  
Darlene Georgatos, Director of Enrollment Services  
Dolores Smith, Interim Director of Financial Aid  
Cathy Barabe, Director of Grants  
Richard Larson, Director of the Farm of the Future

### **Introduction of Guests**

Ms. Frances Squire, Director of Marketing, introduced Mr. Ray Giles and Mr. Jon Isom of Dale Scott & Company; and Dameane Douglas from Assemblymember Nicole Parra's office.

### **Public Comments**

Mr. Douglas presented a 75<sup>th</sup> Anniversary Resolution on behalf of Assemblymember Parra.

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

Academic Senate Report – Ms. Anita Bart, Academic Senate President for West Hills College Coalinga, publicly thanked Mr. Mel Sutton for his work with the Senate. She reported that he has retired and Ms. Tina Rolfsema will now be working with the Senate. Ms. Bart reported that the Senate has been working on reviewing the current round of policies and procedures and has also been working on details for flex day activities which will focus on Student Learning Outcomes (SLOs); program reviews; and faculty committees. Ms. Bart wished everyone a great holiday.

Mr. James Preston, Academic Senate President for West Hills College Lemoore, thanked Ms. Rene Sanchez, Curriculum Committee Chair and SLO Coordinator, for her work. He reported that Mr. David Babb will be the new SLO Coordinator beginning in January. The Lemoore Senate has been reviewing policies and procedures and has approved Administrative Procedure 3435 at this time. Mr. Preston reported that the Senate has had the opportunity to review and approve the college's accreditation midterm report. In closing, Mr. Preston wished everyone happy holidays and a merry Christmas.

Trustee Cantu questioned the ESL courses that are on the inactivation list in the Curriculum Committee Action Report. Mr. Preston responded that the courses have not been active but are not being deleted. They can be brought back at a later date if necessary. Trustee Minnite questioned the AOJ courses in the course deletion list. Mr. Preston responded that there are a number of changes in Title V dealing with work experience. These courses, although they are being deleted, are being revised and will come back stronger in a different form. Brief discussion took place regarding the courses on the inactivation and deletion lists.

Mr. Don Warkentin questioned if Art 16 A and B is approved for online. Ms. Susan Kincade responded that it looks as though distance education is no longer included on the report and appears to be missing.

Trustee Minnite questioned if inactivated courses and course deletions are due to low enrollment. Mr. Preston responded that the deletions are all work experience courses and are a result of revising the program. The courses on the inactivation list have just not been offered due to a lack of resources.

Trustee Ivans questioned if the online teachers are adjunct faculty or regular faculty. Ms. Kincade responded that both part time and full time faculty teach online classes. Trustee Ivans questioned if the online adjunct faculty are paid at the same rate as adjunct faculty in the classroom. Ms. Kincade responded in the affirmative.

Trustee Minnite questioned the enrollment and Mr. Warkentin stated that we are over 4,100 at this time. Trustee Minnite questioned the funding and Dr. Frank Gornick responded that we really do not know what it will be for the next fiscal year. The budget for 2007-2008 was built on 2%. Brief discussion took place regarding enrollment.

Dr. Gornick questioned the ESL, Spanish and music classes on the inactivation list and if we complete any program reviews before programs are placed on the list. Mr. Warkentin responded in the affirmative.

WHCFA Report – Ms. Marty Ennes, WHCFA President, reported that the faculty have been reviewing the most recent round of policies and procedures. They also recently approved the accreditation midterm report for Lemoore. Ms. Ennes reported that the state level representatives were present for a senate meeting. The faculty are planning for the spring semester and several will be attending a conference in Irvine in February. They have also been talking to the human resources department about putting together training for faculty. Negotiations have been held and the faculty are hopeful to come back in the spring with a new agreement. Ms. Ennes wished happy holidays to all.

CSEA Report – Mr. Mark Millett, CSEA President, reported that CSEA approved Lemoore's accreditation midterm report and believes that the Accrediting Commission will see that progress is being made. Mr. Millett reported that a classified duty day is being scheduled for February 15. He will be meeting with the human resources department to plan the training sessions for the day. Mr. Millett thanked Dr. Gornick for a nice holiday party on Saturday.

ASB Report – Mr. Robert Wallace, Student Trustee, reported that the student government in Lemoore participated in a holiday parade; held a hat sale and raffle; and hosted an art show. In Coalinga, the ASB sponsored a Christmas potluck; the DSPS department held their annual holiday potluck; and the ASB participated in the international students' Thanksgiving dinner. In closing, Mr. Wallace reported that the students are busy studying for their finals.

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West Hills College Coalinga and North District Center, Firebaugh - Dr. Willard Lewallen, President, distributed a college activities report and briefly commented on recent and upcoming events. Dr. Gornick thanked Dr. Lewallen for hosting Mr. Vernon Gordon, former Board member, on his recent visit to West Hills College Coalinga.

West Hills College Lemoore - Mr. Don Warkentin, President, distributed a college activities report and briefly commented on recent and upcoming events. He provided a video presentation on the upcoming Xtreme Registration event being held on January 11 at West Hills College Lemoore.

Chancellor's Report - Dr. Frank Gornick, Chancellor, commented on classified duty day, stating that this will be a beneficial day for the classified employees.

Dr. Gornick introduced Mr. Jon Isom. Mr. Isom provided survey results for a possible School Facilities Improvement District (SFID) at North District Center, Firebaugh, stating that the information is based on a possible June election. He discussed the survey methodology and demographics; survey results; bond program financing analysis; and next steps. Discussion took place regarding the bond analysis.

Mr. Isom asked for comments on the draft survey questions for Coalinga and Lemoore. Trustee Ivans and Trustee Henry stated that they look okay to them. Trustee Oxborrow questioned the length of the survey. Mr. Isom responded that it has been timed out at approximately 11 minutes. Dr. Gornick stated that he, too, is concerned with the length of the survey. He commented on questions 1-8. Mr. Isom stated that they are voter attitude questions. Mr. Isom stated that he will work on slimming down the survey; however, by making it shorter we are making it less informative. Trustee Cantu questioned who conducts the telephone survey. Mr. Isom responded that various companies are used. Trustee Cantu commented on the heavy accents of the individuals conducting the surveys. Mr. Isom stated that he will look into this.

### **CONSENT AGENDA**

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

- CA-23**      Minutes - The minutes of the November 20, 2007 Board of Trustees meeting were approved as submitted.
- CA-24**      Warrants - The warrants were approved as submitted.
- CA-25**      Personnel Transactions - The list of personnel transactions was approved as submitted.

Trustee Minnite left the meeting at this time.

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**CHANCELLOR'S OFFICE**

At this time, President McKean turned the meeting over to Dr. Gornick to conduct the annual organizational portion of the meeting.

Dr. Gornick announced that four Board members ran unopposed in the recent election: Steve Cantu, Bill Henry, Edna Ivans and Mark McKean. He administered the oath of office to them.

**CO-12**      Election of Board Officers - The following slate of officers was elected on a motion by Trustee Levinson, seconded by Trustee Cantu, and carried unanimously:

President	Mark McKean
Vice President	Bill Henry
Clerk	Nina Oxborrow
Legislative Representative	Jack Minnite
Voting Representative (Fresno County)	Jack Minnite
Farm of the Future Advisory Committee (2)	Mark McKean
	Steve Cantu
Fresno County School Board Association	Mark McKean
Kings County School Board Association	Jeff Levinson
VIP/JPA	Nina Oxborrow

The meeting was returned to the charge of President McKean at this time.

Trustee Minnite returned to the meeting at this time.

**CO-13**      West Hills College Lemoore Curriculum Committee Action Report - The West Hills College Lemoore Curriculum Committee Action Report was approved on a motion by Trustee Ivans, seconded by Trustee Henry, and carried unanimously.

**CO-14**      Mission and Vision Statements - The mission and vision statements for the Westside Institute of Technology (WIT) were approved on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously.

**CO-15**      Board Policy 3430, Prohibition of Harassment - Board Policy 3430, Prohibition of Harassment, was presented for a first reading at this time. Approval will be requested at a later date.

**CO-16**      Administrative Procedure 3435, Discrimination and Harassment Investigations - Trustee Oxborrow questioned the deadline for filing complaints. Ms. Jana Cox stated that it is a Title V requirement.

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Administrative Procedure 3435, Discrimination and Harassment Investigations, was presented for a first reading at this time. Approval will be requested at a later date.

### **FISCAL SERVICES**

**FS-18**      Fiscal Services Report – Mr. Stoppenbrink, Vice Chancellor of Business Services, discussed the status of the budget expenses and revenues to date. He reported that we are 41.6% through the 2007-2008 fiscal year. General fund revenues are at 50.7% and general fund expenditures are at 32.9%.

**FS-19**      Contract Award – Trustee Oxborrow questioned the bidders for the project. Discussion took place regarding the availability of contractors. Trustee Oxborrow expressed her concern with having only one bid. She stated that she would like to have The Addington Partnership make more of an effort to have a relationship with bidders in the valley so that we will have more bids on projects.

On a motion by Trustee Cantu, seconded by Trustee Levinson, and carried unanimously, the contract for the West Hills College Coalinga Packaged Chiller Project was awarded to Duckworth Environmental of Fresno for a total bid amount of \$97,963.56.

Trustee Minnite questioned how many more chillers we will be buying for West Hills College Coalinga. Mr. Stoppenbrink responded that he does not know. Trustee Minnite questioned how many chillers are in the replacement cycle. Mr. Stoppenbrink stated that we have not replaced any chillers during the time of his employment. He discussed the maintenance for the chillers and the life expectancy of a unit. Trustee Oxborrow questioned having a maintenance package for the chillers. Dr. Gornick suggested that we respond to the Board's questions at a later date with more thorough information.

**FS-20**      Resolution – Financing of Software and Implementation – Trustee Cantu questioned why the agreement is a lease. Mr. Stoppenbrink stated that we will own the equipment at the end of the contract. The purpose of this agreement is to draw down on the amount available for financing. Trustee Minnite questioned the amount of the contract. Mr. Stoppenbrink explained that we have a \$5 million line of credit. The first agreement was for \$2.5 million for the Storage Area Network (SAN) system. We need an additional \$500,000 for the payroll software and implementation services. This new system will allow us to be independent of Fresno County.

The resolution for financing of the West Hills Community College District payroll software and implementation services under the SunTrust Master Lease was approved on a motion by Trustee Levinson, seconded by Trustee Henry, and carried unanimously.

**FS-21**      Tuition Rate Increase - Trustee Cantu questioned if the increase is based on a sliding fee scale. Dr. Gornick responded in the affirmative.

The tuition rate increase for the district's child development centers was approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.

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

Trustee Cantu wished everyone happy holidays.

Trustee Minnite wished everyone a merry Christmas and thanked them for their support.

Trustee Oxborrow wished everyone a merry Christmas.

Trustee Ivans wished everyone a merry Christmas and happy new year. She stated that she appreciated the presentations made at the meeting.

Trustee Henry wished everyone a merry Christmas and happy new year. He thanked everyone for their efforts.

Trustee Levinson echoed the comments of his fellow Board members.

President McKean echoed the comments of his fellow Board members and thanked everyone for the presentations given.

Dr. Gornick thanked the Board members for their participation in the presentations.

President McKean announced that the next meeting of the Board of Trustees is scheduled for January 22, 2008.

### **CLOSED SESSION**

The meeting was adjourned to closed session at 6:02 p.m.

- Discussion of land acquisition/disposition of property (as per Government Code Section 54956.8). Property: Coalinga, California; Firebaugh, California; Lemoore, California

- 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)

**ADJOURNMENT**

There being no further business before the Board of Trustees, the meeting was adjourned at 6:40 p.m.

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Nina Oxborrow  
Clerk of the Board of Trustees

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## Personnel Transactions

### 1. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Church, Brian	Custodian North District Center, Firebaugh	15 hrs/wk	Range 35 Step A		12/11/07 – 6/30/08	
Riddle, Rebecca	Financial Aid Assistant I West Hills College Lemoore	30 hrs/wk	Range 33 Step A		12/11/07 – 6/30/08	Temporary replacement while recruiting
Wallace, Robert	Media Assistant West Hills College Coalinga	19 hrs/wk	Range 50 Step A		12/11/07 – 5/25/08	Temporary replacement while recruiting
Wells, Wendy	Child Development Center Teacher West Hills College Coalinga	19 hrs/wk	Range 40 Step A		12/11/07 – 6/30/08	Temporary replacement while recruiting
Zaragoza, Anna	Child Development Center Assistant San Joaquin Child Dev. Center	19 hrs/wk	Range 23 Step A		12/11/07 – 6/30/08	Temporary replacement while recruiting

### 2. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Contreras, Roxanne	Child Dev. Center Associate Teacher West Hills College Coalinga 40 hrs/wk, 12 mo/yr Range 30, Step E	Child Development Center Teacher West Hills College Coalinga 40 hrs/wk, 12 mo/yr Range 40, Step A	12/1/07	