

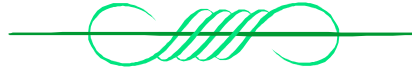
**WEST
HILLS**
COMMUNITY
COLLEGE
DISTRICT

WEST HILLS COMMUNITY COLLEGE DISTRICT

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

MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD

April 18, 2006



CALL TO ORDER / OPEN SESSION

President McKean called the meeting of the Board of Trustees to order at 10:20 a.m.

Board members present:

Mark McKean
Jack Minnite
Nina Oxborrow
Jeff Levinson
Edna Ivans
Bill Henry
Steve Cantu

Board members absent:

Pedro Jurado, Student Trustee

Administrators present:

Frank Gornick, Chancellor
Ken Stoppenbrink, Vice Chancellor of Business Services
Don Warkentin, President, West Hills College Lemoore
Jill Stearns, Interim Associate Dean of Educational Services, West Hills College Coalinga
Susan Kincade, Dean of Learning Resources
Keven Backman, Director of Human Resources
Frances Squire, Director of Marketing

Introduction of Guests

Ms. Frances Squire, Director of Marketing, introduced Mr. Wayne Walters, Superintendent of the Firebaugh-Las Deltas Unified School District.

Public Comments

Mr. Walters stated that he appreciates the good relationship with West Hills College and stated that good things are happening such as the CNA and AOJ programs. He stated that he wants to make sure that kids have a way to get to West Hills College. Mr. Walters commented that Dr. Larry Rathbun has been working with his staff to obtain a grant for the agriculture department at Firebaugh High School. He commented that he

receives good support and appreciates working with Dr. Anthony Tricoli. Mr. Walters thanked the Board and administration for their support. President McKean responded that the Board appreciates the interaction and hopes to continue the good partnership.

REPORTS FROM ORGANIZATIONS / COLLEGES / DISTRICT OFFICE

Academic Senate Report – In the absence of Ms. Anita Bart, Academic Senate President for West Hills College Coalinga, Ms. Marlese Roton, Academic Senate Vice President, reported. Ms. Roton commented on equivalency, stating that the State Chancellor’s Office recently adopted a new policy. The Senate is working on revising the existing policy and will also be addressing equivalency for part time faculty. The Senate has approved various people to serve on the committees for peer evaluations. Ms. Roton reported that the Senate has been involved in the prioritizing of new and replacement faculty positions and has provided their recommendations to Dr. Tricoli. Ms. Roton reported that the Senate has reviewed the policy and procedure for the Catastrophic Leave Program and will soon be voting on it. It is her understanding that their questions have been answered and they are in favor of the documents. The Senate will soon be receiving a list of graduates and will be deciding on the recipients of the Academic Senate awards.

Mr. David Rengh, Academic Senate President for West Hills College Lemoore, was not present to report at this time.

WHCFA Report – Ms. Faye Mendenhall, WHCFA President, was not present to report at this time.

CSEA Report – Ms. Tracy Wertenberger, CSEA President, was not present to report at this time.

ASB Report – Mr. Pedro Jurado, Associated Student Body President, West Hills College Coalinga, was not present to report at this time.

West Hills College Coalinga and North District Center, Firebaugh – In the absence of Dr. Anthony Tricoli, President, Ms. Jill Stearns, Interim Associate Dean of Student Learning, distributed a college activities report and commented on recent and upcoming events. Ms. Stearns thanked the West Hills College Foundation for their financial assistance with the first edition of the Mosaic publication. Ms. Stearns reported that several activities are occurring. Staff are involved in career days and are also working with local high schools in strengthening partnerships. She reported that an AOJ class is currently being offered at Avenal High School and the class will also be offered in the fall in Firebaugh. There is great enthusiasm for this program. Ms. Stearns reported on the March 27 accreditation visit, stating that it was very positive and was nice to receive feedback. In closing, Ms. Stearns invited everyone to attend the drama

production of "Coaling Station A" which will run for the next three weekends as part of Coalinga's Centennial Celebration.

West Hills College Lemoore - Mr. Don Warkentin, President, distributed a college activities report and commented on recent and upcoming events. He reported that West Hills College Lemoore is hosting the Department of Justice for CHP, Sherriff and Police Officer's training today. The trainers are meeting with Central Valley law enforcement for an all day workshop. Mr. Warkentin commented that exit exams are occurring at the high schools and Hanford and Caruthers High Schools have asked that we provide outreach activities on their campuses during this time for their seniors. 13 students recently traveled to Merced College for a student leadership conference. West Hills College Lemoore will host the event next year. Mr. Warkentin reported that the accreditation report has been received and we are given the opportunity to correct errors of fact. There were six recommendations made, mostly dealing with Student Learning Outcomes. Marlon Hall has been accepted through the ACCCA mentoring project and will be mentored by Ned Doffoney. The Santa Rosa Rancheria is very interested in West Hills College having a presence on the Rancheria and we will be offering some courses there and doing outreach for the application process and counseling services. We want to promote higher education opportunities for them. President McKean suggested having the coaches visit the high schools for the recruiting events.

Chancellor's Report - Dr. Frank Gornick, Chancellor, reported on accreditation. He stated that he will be sharing the accreditation report for Lemoore and will soon have the report for Coalinga. Dr. Gornick commented that, from a thorough reading of the documents, it is a consensus of the accreditation team that we have met the recommendations. The team has requested that we make changes with respect to the policies and procedures and how they are monitored. Dr. Gornick reported that he has met with the new CSEA President, Tracy Wertemberger, and has discussed various issues including reclassifications, insurance and part time employees. He also reported that the Chancellor's Executive Cabinet has finalized the list of faculty positions to be hired.

CONSENT AGENDA

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

CA-41 Minutes - The minutes of the March 7, 2006 and March 13, 2006 Board meetings were approved as submitted.

CA-42 Warrants - The warrants were approved as submitted.

-
- CA-43** Quarterly Financial Status Report, 311Q - The Quarterly Financial Status Report, 311Q for the quarter ending March 31, 2006 was approved as submitted.
- CA-44** Tank/Sink Removal and Replacement Project - The West Hills College Coalinga Tank/Sink Removal and Replacement project was approved as submitted.
- CA-45** Personnel Transactions - The list of personnel transactions was approved as submitted.

President McKean requested a comparison of the utility bills from 2003-2004 to the present time.

CHANCELLOR'S OFFICE

- CO-50** Board of Trustees Meeting Schedule - The proposed Board of Trustees meeting schedule for 2006-2007 was presented for a first reading. Approval will be requested at a later date.
- CO-51** Curriculum Committee Action Report, West Hills College Lemoore - The West Hills College Lemoore Curriculum Committee Action Report was approved on a motion by Trustee Ivans, seconded by Trustee Levinson, and carried unanimously.
- CO-52** Curriculum Committee Action Report, West Hills College Coalinga - The West Hills College Coalinga Curriculum Committee Action Report was approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.
- CO-53** Board Policy and Administrative Procedure 7345, Catastrophic Leave - President McKean stated that what concerns him with regard to this program is employees who may be approached by someone and pressured to donate the leave time. The concern is that their circumstances may change and then they will be out of time themselves. He stated that he just wants to be cautious. Trustee Ivans commented that, according to the report given earlier by Ms. Roton for the Academic Senate, the Coalinga Academic Senate is inclined to agree with the policy and procedure. Dr. Gornick commented that the policy attempts to minimize the concerns expressed by President McKean. The policy and procedure are in place only for catastrophic leave. Trustee Oxborrow questioned if there is a maximum amount of leave that can be contributed. Dr. Gornick responded that the donation limits are outlined in the Collective Bargaining Agreements.

The new Board Policy and new Administrative Procedure 7345, Catastrophic Leave, were approved on a motion by Trustee Ivans, seconded by Trustee Levinson, and carried unanimously.

FISCAL SERVICES

FS-38 Fiscal Services Report – Mr. Ken Stoppenbrink distributed the budget status report and discussed the status of the budget expenses and revenues to date. He reported that we are currently 75% through the fiscal year. Revenue is at 77.5% and expenses are at 70.5%.

FS-39 Changes to 2005-2006 Fiscal Year Budget – Mr. Stoppenbrink reported that the changes to the budget are a combination of audit adjustments, P1 apportionment adjustments, and changes with respect to salaries for the District. He stated that the approval of these changes will modify future reports.

The changes to the 2005-2006 fiscal year general fund budget were approved on a motion by Trustee Levinson, seconded by Trustee Cantu, and carried unanimously.

FS-40 Resolution – Department of Education School Age Resource Grant – The resolution in the matter of the Department of Education School Age Resource Grant was adopted on a motion by Trustee Ivans, seconded by Trustee Oxborrow, and carried unanimously.

FS-41 Agency Annual Reports for Child Development Centers – The following agency annual reports for the District’s child development centers were approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously:

- CPRE 5057
- CCTR 5065

FS-42 Agreement – Mr. Stoppenbrink reported that the agreement is a result of nine months of negotiations. Trustee Minnite questioned if we are jointly sharing in the cost. Mr. Stoppenbrink responded that all three entities had their own legal counsel reviewing the document and each had a financial risk associated with the drafting of the document. Dr. Gornick commented that each agency agreed to use the attorney firm of Lozano Smith to draw up the agreement. Trustee Minnite stated that he thinks that the other agencies should be willing to take the larger share of the financial costs because if the college wasn’t there, nothing else would be. He questioned why the District is continuing to pay for this development

when we are in the driver's seat. Dr. Gornick responded that we are not spending any more than we have to. Trustee Oxborrow questioned the maintaining of the road and what our recourse would be if the city does not have the funds to make repairs. Dr. Gornick stated that we would put the appropriate pressure on the city to have it fixed. He stated that it is going to be a road that is maintained because of the emergency egress for the charter school and the special education school. Trustee Oxborrow questioned who our resident expert is with regard to insurance policies on matters with other entities. Dr. Gornick responded that he refers to Mr. Stoppenbrink and Mr. Stoppenbrink refers to legal counsel. Mr. Stoppenbrink added that the District's VIP JPA is the umbrella agency and they assist us as well. Dr. Gornick stated that a good example is the surety and the bidding process. Trustee Oxborrow stated that we really need to pay close attention to the insurance policies.

The agreement between West Hills Community College District, Lemoore Union Elementary School District and Victory Lemoore was approved on a motion by Trustee Minnite, seconded by Trustee Ivans, and carried unanimously.

President McKean announced that Mr. Jose Ramirez, City Manager for the City of Firebaugh, had arrived at the meeting and he invited him to address the Board. Mr. Ramirez updated the Board with regard to Firebaugh and the increased water levels. He reported that preventive measures have been taken and the city has been talking with the Department of Water Resources. The Chowchilla Bypass is the lifeline of the Firebaugh community and they expect to have a long, wet season. Pine Flat and Friant are at capacity and this will be a problem. The city anticipates having leakages and seepage in the areas that have been sandbagged. An emergency ordinance has been declared to stop people from putting boats and intertubes in the river as there is a lot of current in the river at this time. There could also be some erosion in the area and it is being policed. Flooding will probably occur through the wastewater plant. If there is an evacuation it would be a non-mandatory evacuation. An agreement is in place with the City of Kerman for evacuees. The California Conservation Corp is on hand and additional assistance can be brought in at any time. Mr. Ramirez stated that he feels the college is pretty safe. Dr. Gornick questioned if there is a plan for the North District Center if there were to be something more than seepage. Mr. Ramirez responded that this would be a worst case scenario as there are many lower points in the city where the water would go first.

Mr. Ramirez also addressed the issue of the vacant building next door to the North District Center. He reported that there has been gang activity in the city and they are concerned about the safety of the building. Dr. Gornick responded that this is an item that will be discussed during closed session. Dr. Gornick assured Mr. Ramirez that the Board has the interests of Firebaugh at heart.

Mr. Ramirez thanked the District, Dr. Gornick and Dr. Tricoli for taking the lead on the Rural Development Initiative.

President McKean thanked Mr. Ramirez for being proactive in the flood efforts. He stated that he understands the concerns about the vacant building and thanked the city for their patience.

BOARD REPORTS / COMMENTS / REQUESTS AND ANNOUNCEMENTS

Trustee Minnite thanked the Board for coming to Firebaugh and stated that he appreciates everyone's hard work. Trustee Minnite also thanked Mr. Warkentin for the weekly email newsletter; Mr. Stoppenbrink for his due diligence and reports; and Dr. Gornick for his continued labor.

Trustee Cantu expressed his thanks to Mr. Ramirez and Mr. Walters for their attendance at the meeting. He stated that it shows they are interested in what we are doing.

Trustee Oxborrow stated that she, too, enjoys Mr. Warkentin's weekly newsletter. She commented that it is always good to be in Firebaugh.

Trustee Ivans expressed her thanks to Mr. Ramirez and Mr. Walters. She stated that good things are happening in Firebaugh.

Trustee Henry thanked Mr. Ramirez and Mr. Walters for their attendance.

Trustee Levinson stated that it is good to be in Firebaugh.

CLOSED SESSION

The meeting was adjourned to closed session at 11:28 a.m.

- Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)
- Existing Litigation (as per Government Code Section 54956.9(a)). Names of cases: West Hills Community College District v. Doucette, et al
- Discussion of land acquisition/disposition of property (as per Government Code Section 54956.8). Property: Coalinga, California; Lemoore, California; Firebaugh, California
- Conference with Labor Negotiators (as per Government Code Section 54957.6). Agency negotiator: Vice Chancellor of Business Services. Employee organization: CTA

ADJOURNMENT

There being no further business before the Board of Trustees, the meeting was adjourned at 11:58 a.m.

Nina Oxborrow
Clerk of the Board of Trustees

/di

Personnel Transactions

1. New Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Barginear, Angela	Title V Career Center Technician West Hills College Lemoore	40 hrs/wk 12 mo/yr	Range 42 Step A	Grant	4/3/06	New position
Carroll, Vanessa	Child Development Center Assistant West Hills College Coalinga	19 hrs/wk 12 mo/yr	Range 23 Step A	Grant	2/7/06	
Paxton, Wendy	Senior Secretary, M & O West Hills College Lemoore	40 hrs/wk 12 mo/yr	Range 40 Step C	District	3/20/06	Recall from 39 month layoff list

2. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Garcia, Antonio	PC & Lan Systems Specialist II Range 65, Step E District funded	PC & Lan Systems Specialist III Range 70, Step D Grant funded	4/1/06	New position
Mata, Annie	Custodian West Hills College Coalinga 19 hrs/week, 12 mo/year	Custodian West Hills College Coalinga 40 hrs/week, 12 mo/year	4/3/06 – 5/31/06	Temporary increase in assignment while recruiting
Mireles, Amelia	Child Development Center Teacher Avenal Infant Center 40 hrs/week, 9 mo/year	Child Development Center Teacher Avenal Infant Center 40 hrs/week, 12 mo/year	4/1/06	

3. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date	Additional Information
Hicks, Chris	Athletic Equipment Coordinator West Hills College Coalinga	4/14/06	Resignation
Davis, Hillary	Financial Aid Assistant I West Hills College Coalinga	7/31/06	Resignation
Todd, Donna	Director of Health Careers West Hills College Coalinga	4/21/06	Resignation
Wheeler, Julie	Human Resources Specialist District Office	5/31/06	Resignation