

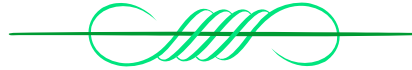


WEST HILLS COMMUNITY COLLEGE DISTRICT

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

MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD

May 15, 2007



CALL TO ORDER / OPEN SESSION

President McKean called the meeting of the Board of Trustees to order at 3:06 p.m.

Board members present:

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

Board Members absent:

Larry Logsdon, Student Trustee

Administrators present:

Frank Gornick, Chancellor
Tom Harris, Interim President, West Hills College Coalinga
Don Warkentin, President, West Hills College Lemoore
Ken Stoppenbrink, Vice Chancellor of Business Services
Jill Stearns, Dean of Student Learning, West Hills College Coalinga
Carlos Diniz, Dean of Student Learning, West Hills College Coalinga
Susan Kincade, Dean of Learning Resources

Introduction of Guests

President McKean welcomed the new West Hills College Coalinga President, Dr. Willard Lewallen, and his wife Michele.

Public Comments

Dr. Lewallen expressed his thanks to everyone who participated in the selection process. He also thanked the Board of Trustees and Dr. Frank Gornick. Dr. Lewallen stated that no one will be more loyal or work more for the success of the college and the district than he.

REPORTS FROM ORGANIZATIONS / COLLEGES / DISTRICT OFFICE

Academic Senate Report – Ms. Anita Bart, Academic Senate President for West Hills College Coalinga, welcomed Dr. Lewallen. She expressed thanks to Dr. Tom Harris on behalf of the faculty and the Academic Senate, stating that they are sorry to see him go. Ms. Bart reported that at the last Senate meeting of the year, discussion was left unfinished on equivalency and they will be revisiting this item in the fall. She stated that the tenure form is good to go. Ms. Bart reported that the Senate is concerned about the most recent round of policies as they were not received until after their last meeting. The policies were sent to the faculty but they cannot provide adequate feedback because of the time issue.

Mr. James Preston, Academic Senate President for West Hills College Lemoore, commented that classes are coming down the final stretch and the finish line is right around the corner. Faculty are encouraging their students to finish strong and they are excited for graduation. Mr. Preston reported that the Lemoore Academic Senate has an updated website and agendas and minutes are now posted for all to see. The Senate has been talking about flex day and realigning learning areas. They have also discussed elections and are working on the distance learning task force. Discussion took place regarding the distance education addendum and Mr. Preston reported that discussion will be held with Coalinga about how effective this has been. Mr. Preston recognized the following Senators who served this year: Ron Oxford, Terry Davis, Monte Paden, Bob Hall, Jameson Birrell and Neomi Daniels. He also thanked and recognized Brian Kron who served as the Curriculum Committee Chair and Rene Sanchez who will be taking over in this role.

WHCFA Report – Ms. Faye Mendenhall, WHCFA President, thanked Dr. Harris for his year with West Hills College Coalinga. She stated that it has been delightful working with him, communication has been great and he will be missed. Ms. Mendenhall welcomed Dr. Lewallen to the community and stated that she is looking forward to having a permanent president. Ms. Mendenhall reported that the faculty association is getting ready to have elections and the election team is soliciting nominations for officers. Negotiation sessions have been scheduled and work will begin on a 16 week calendar. Ms. Mendenhall stated that she is looking forward to working with Dr. Lewallen on this matter.

CSEA Report – Mr. Butch Brewer, CSEA President, was not present to report at this time.

ASB Report – Mr. Larry Logsdon, Student Government Association President, West Hills College Lemoore, was not present to report at this time.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Tom Harris, Interim President, distributed a college activities report and commented on recent and

upcoming events. He commented on the recent field trip by the art students to Mr. Ed Kreyenhagen's property near Avenal. He stated that this is a good opportunity for students.

West Hills College Lemoore – Mr. Don Warkentin, President, distributed a college activities report and commented on recent and upcoming events. Mr. Warkentin showed the 5Cs video for this summer. Trustee Oxborrow questioned what is happening with West Hills College Coalinga as it is part of the district. Mr. Warkentin discussed Coalinga's involvement with the Upward Bound program. Trustee Minnite commented that the video is very impressive.

Chancellor's Report – Dr. Frank Gornick, Chancellor, asked Ms. Cathy Barabe to provide a brief report on recent grants. Ms. Barabe reported that an Upward Bound classic grant has been received for West Hills College Coalinga and a new Upward Bound classic grant has been received for West Hills College Lemoore. These grants amount to approximately \$1 million for each campus over the next four to five years. West Hills College Lemoore has also received a \$50,000 grant for work experience. Two grants were written for Coalinga and Lemoore for teacher preparation and both are funded. We have also received two career advancement academy grants, one for each college, from the state Chancellor's Office.

Dr. Gornick reported on the visit from the Board of Nursing. They recommended that we attend meetings in August in support of our application. They see the potential in this region for the things that are happening.

Dr. Gornick reported that the West Hills College Foundation golf tournament is sold out and we have received a little more than \$70,000 in sponsorships.

Dr. Gornick thanked Dr. Harris for his work with the district and stated that it was good to have him here. He welcomed Dr. Lewallen and stated that he looks forward to working with him.

Dr. Gornick reported on the Mendota Vocational Training Center. He recommended that the Board of Trustees consider appointing Steve Cantu and Jack Minnite to serve on the steering committee. Dr. Gornick stated that he thinks we will be able to provide training at the high school and adult level. The project is moving forward and has good potential for additional funding.

CONSENT AGENDA

Trustee Oxborrow questioned the following warrants:

- Page 2, AP Architects – Mr. Ken Stoppenbrink responded that these warrants are for drawings and that he will find out what stage.

- Page 4, ACCO Engineered Systems – Mr. Stoppenbrink explained that this warrant is for repairs to the walk in freezer at West Hills College Coalinga. Trustee Oxborrow stated that it is quite a large amount of money for repairs. Discussion took place concerning the size of the freezer and the comparison of the cost to repair versus the cost to replace.
- Page 11, California Growing – Dr. Gornick explained that these warrants are for the tree pruning service at West Hills College Coalinga.

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

- CA-43** Minutes – The minutes of the April 10, 2007 Study Session; April 24, 2007 Board meeting; and April 26, 2007 Board meeting were approved as submitted.
- CA-44** Warrants – The warrants were approved as submitted.
- CA-45** Adult Student Temporary Salary Schedule –The changes to the adult student temporary salary schedule were approved as submitted.
- CA-46** Personnel Transactions – The list of personnel transactions was approved as submitted.

CHANCELLOR'S OFFICE

- CO-32** Appointment to Westside Institute for Technology (WIT) – On a motion by Trustee Henry, seconded by Trustee Ivans, and carried unanimously, Trustee Cantu and Trustee Minnite were appointed to serve on the steering committee for the Westside Institute for Technology (WIT).
- CO-33** Administrative Procedure 6225, Resource Allocation – Administrative Procedure 6225, Resource Allocation, was approved on a motion by Trustee Ivans, seconded by Trustee Minnite and carried unanimously.
- CO-34** Board Policy and Administrative Procedure 2431, Delineation of Authority to College Presidents and District Chancellor – Board Policy and Administrative Procedure 2431, Delineation of Authority to College Presidents and District Chancellor were approved on a motion by Trustee Cantu, seconded by Trustee Minnite and carried unanimously.
- CO-35** Board Policy and Administrative Procedure 3250, District Strategic Planning – The policy and procedure were presented for a first reading at this time. Approval will be requested at a later date.

CO-36 Board Policy and Administrative Procedure 2740, Board Education - The policy and procedure were presented for a first reading at this time. Approval will be requested at a later date.

CO-37 Board Policy and Administrative Procedure 2510, Participation in Local Decision Making - Trustee Ivans questioned if this policy and procedure will cover the accreditation recommendation. Dr. Gornick responded in the affirmative.

The policy and procedure were presented for a first reading at this time. Approval will be requested at a later date.

CO-38 Administrative Procedure 2410, Policy and Administrative Procedure - The procedure was presented for a first reading at this time. Approval will be requested at a later date.

Ms. Mendenhall questioned if the policies and procedures are presented as a first reading. Dr. Gornick responded in the affirmative. Ms. Mendenhall questioned if the policies and procedures will be tabled as the faculty are leaving for the summer and will not be able to provide comments. Dr. Gornick responded that they will not be tabled as they need to be approved by June 30 to meet the accreditation recommendation timeline. He stated that the various college groups can make arrangements to meet over the summer. Mr. Warkentin commented that some of the policies and procedures are just routine items.

CO-39 Proposed Board of Trustees Meeting Schedule - The proposed Board of Trustees meeting schedule was approved on a motion by Trustee Minnite, seconded by Trustee Oxborrow and carried unanimously.

CO-40 Learning Resources Program Review - Ms. Susan Kincade provided a presentation on the Learning Resources Program Review. Discussion took place and Trustee Minnite questioned the staffing deficiencies mentioned on page 23 and if we need to seek other funding. He questioned what is in place to rectify this and be able to continue providing service. Ms. Kincade reported that we are hopeful for another Title V grant and are waiting for the opportunity to apply when it is released. Trustee Minnite questioned the amount of the grant and Ms. Kincade responded that it is \$1.5 million over 5 years and is identical to what we just had. Trustee Minnite questioned if Ms. Kincade is confident that we will receive funding. Ms. Kincade responded that she feels good about it. Trustee Minnite questioned if we have a plan B in place to maintain the program. Ms. Kincade responded that Dr. Gornick is very aware that this is an important program and deferred to him for response. Dr. Gornick commented that one of the reasons for the program review to occur is so

that as we build the budget, a budget can be submitted based on what would happen with funding.

FISCAL SERVICES

FS-39 Fiscal Services Report – Mr. Stoppenbrink, Vice Chancellor of Business Services, commented on the question raised by Trustee Oxborrow at the April Board meeting concerning bad debt. He provided information on the status of the tuition accounts receivable for 2006-2007.

Mr. Stoppenbrink discussed the status of the budget expenses and revenues to date. He reported that we are 83.3% through the 2006-2007 fiscal year. General fund revenues are at 81.9% and general fund expenditures are at 67.6%.

Trustee Oxborrow questioned advertising in each area being over budget and Dr. Gornick responded that he authorized a new approach with the Dialogue which increased its size and distribution. In addition, a new television campaign was launched. Trustee Oxborrow questioned if this will be incorporated into the budget for next year. Dr. Gornick responded that he hopes to incorporate it but we may not be able to have a television campaign every year.

FS-40 Child Development Center Annual Reports – Ms. Kathy Watts provided a presentation on the child development center annual reports. Dr. Gornick stated that the annual report has to be reviewed by the Board of Trustees each year. This is one of the things that makes our child development centers valuable in the state and also a good resource. Ms. Watts reported that the child development centers employ approximately 150 staff members and serve approximately 560 children. In the fall the centers will serve a little over 700.

The California Department of Education annual reports for the district's child development centers were approved on a motion by Trustee Cantu, seconded by Trustee Minnite and carried unanimously.

FS-41 Child Development Center Resolutions – Trustee Ivans commented that there has been a lot of activity in Avenal with regard to the child development center program. Ms. Watts explained that we were contacted by Avenal and they asked us to operate their child development center and to take over all of their state preschool program. She stated that we are hoping to hire most of their staff that are already there.

The following resolutions in the matter of providing child care and development services for fiscal year 2007-2008 were adopted on a motion by Trustee Ivans, seconded by Trustee Oxborrow and carried unanimously:

- Child & Adult Care Food Program
- State Preschool Program - 500 S. First Street, Avenal
- State Preschool Program - 1000 S. Union Street, Avenal

FS-42 Bid Award - Fencing Project - On a motion by Trustee Ivans, seconded by Trustee Levinson and carried unanimously, the bid award for the West Hills College Coalinga ag science facility fencing project was awarded to Nick Champi Enterprises, Inc. for a total bid amount of \$179,500.

FS-43 Bid Award - Irrigation Project - Trustee Cantu questioned what the bid includes. Mr. Stoppenbrink explained that the project will include water to the rodeo arena, animal stalls, 5.2 acres in the pasture area south of the animal stalls, dust control, sprinkler heads, and all animal pens. President McKean questioned if it is all potable water and Mr. Stoppenbrink responded in the affirmative.

On a motion by Trustee Minnite, seconded by Trustee Oxborrow and carried unanimously, the bid award for the West Hills College Coalinga ag science facility irrigation project was awarded to Rock Bottom for a total bid amount of \$141,660.

FS-44 Notice of Completion - The notice of completion for the West Hills College Lemoore scheduled maintenance paving project was approved on a motion by Trustee Minnite, seconded by Trustee Oxborrow and carried unanimously.

FS-45 COLA Adjustment - Mr. Stoppenbrink reported that the state announced the Cost of Living Adjustment (COLA) as 4.53% for 2007-2008.

The COLA adjustment of 4.53% to the administrative/management/confidential salary schedule was approved on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously.

PERSONNEL SERVICES

PS-14 Administrative Job Description - Dr. Gornick commented that this position ties in with the vocational training center. West Hills College will be the fiscal agent for the organization. He stated that we need to expedite hiring someone and will advertise for an interim person for the

position and interview soon. We need to have someone in place this summer. The school districts and the college are in agreement with the job description. Trustee Minnite stated that this is a tremendous opportunity for the groups. President McKean questioned how the position will be paid. Dr. Gornick responded that the district will hire and pay for the position but will bill the agencies for the salary.

The following new administrative job description was approved on a motion by Trustee Minnite, seconded by Trustee Cantu and carried unanimously:

- Associate Director of Vocational Educational Services

PS-15 Classified Job Descriptions - The following classified job descriptions were approved on a motion by Trustee Levinson, seconded by Trustee Oxborrow and carried unanimously:

- After School Assistant Coordinator
- Home Instruction Teacher

Trustee Ivans questioned the home instruction teacher position. Ms. Watts responded that it is a new position for us and is sponsored and funded by First 5.

BOARD REPORTS / COMMENTS / REQUESTS AND ANNOUNCEMENTS

Trustee Cantu welcomed Dr. Lewallen. He stated that the 5Cs video was fantastic and expects that West Hills College Coalinga will do this as well. Trustee Cantu stated that he enjoyed working with Dr. Harris.

Trustee Minnite welcomed Dr. Lewallen and thanked everyone who cooperated on the selection committee. He complimented West Hills College Lemoore for a successful accreditation and stated that it is evident that the campus will grow. Trustee Minnite thanked Dr. Harris for filling in and for keeping West Hills College Coalinga moving forward. He complimented Dr. Gornick for asking Dr. Harris to fill the interim position. Trustee Minnite thanked the Board of Trustees for their participation and for the betterment of the west side. He stated that it is good to be part of the WIT program and it will allow students to take the next step.

Trustee Oxborrow welcomed Dr. Lewallen and expressed her thanks to Dr. Harris. She also thanked Ms. Barabe for all the work she does and stated that Ms. Kincade provided a good presentation. Trustee Oxborrow thanked Ms. Watts for her work with the child development centers and stated that it is such an important part of what we do. Trustee Oxborrow thanked Mr. Warkentin and his staff for the 5Cs video presentation.

Trustee Ivans welcomed Dr. Lewallen and stated that Dr. Harris will be missed. She commented that she enjoyed the recent honors brunch at West Hills College Lemoore and has enjoyed all of the presentations given today. She expressed her thanks to everyone.

Trustee Henry welcomed Dr. Lewallen. He commented on the 5Cs Camp and stated that the students always talk positively about the program. Mr. Henry thanked Dr. Harris for his work; Trustee Minnite and Trustee Cantu for their willingness to represent the Board on the WIT; and Ms. Barabe for her work with grants.

Trustee Levinson commented on past college presidents and stated that there were some talented people. He thanked Dr. Harris for his work at West Hills College Coalinga and welcomed Dr. Lewallen.

President McKean welcomed Dr. Lewallen and stated that West Hills College Lemoore will be a good experience for him. He thanked Dr. Harris for his work and stated that he did an outstanding job in finding a replacement. President McKean expressed his congratulations for all of the student accomplishments. He also stated that the WIT program is exciting.

President McKean announced that the next meeting of the Board of Trustees is scheduled for June 26, 2007.

CLOSED SESSION

The meeting was adjourned to closed session at 4:50 p.m.

- 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
- Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)
- Conference with Labor Negotiator (as per Government Code Section 54957.6). Agency representatives: Frank Gornick, Chancellor and Ken Stoppenbrink, Vice Chancellor of Business Services. Unrepresented employees: Administrative, Management and Confidential Employee Groups
- Public Employee Performance Evaluation (as per Government Code Section 54957). Titles: Vice Chancellor of Business Services; President, West Hills College Lemoore

RECONVENE TO OPEN SESSION

The meeting was reconvened to open session at 5:45 p.m.

President McKean reported that during closed session the Board of Trustees took action to adopt charges in the matter of Mr. Frank Renteria.

On a motion by Trustee Levinson, seconded by Trustee Ivans and carried on the following vote, the Board of Trustees adopted the charges as presented and terminated and placed on immediate suspension without pay from employment with the West Hills Community College District, Mr. Frank Renteria:

Ayes:	7
Noes:	0
Absent:	0
Abstain:	0

President McKean also reported that during closed session the Board of Trustees discussed the salaries for administrative employees. Placement of administrators on the new collapsed salary schedule and step increases for eligible employees to be effective July 1, 2007 were approved on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried on the following vote:

Ayes:	6
Noes:	0
Absent:	1 (Trustee Oxborrow)
Abstain:	0

ADJOURNMENT

There being no further business before the Board of Trustees, the meeting was adjourned at 5:47 p.m.

Nina Oxborrow
Clerk of the Board of Trustees

Personnel Transactions

1. New Hires – Certificated

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Goodale, Peggy	Psychiatric Technician Instructor West Hills College Coalinga	49 day contract	Class V Step 7	District	4/23/07	New position; temporary contract

2. New Hires – Classified

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Berumen, Juan	Custodian/Groundskeeper West Hills College Lemoore	19 hrs/wk 12 mo/yr	Range 37 Step A	District	5/14/07	Replacement for Jose Espinoza
Moreno, Michael	Custodian West Hills College Lemoore	19 hrs/wk 12 mo/yr	Range 35 Step A	District	5/14/07	Replacement for Erick Castellon

3. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Cox, Jana	Director of Financial Aid District Office Range IV, Step 2	Interim Director of Human Resources District Office Range 42, Step 1	7/1/07 – 6/30/08	One year temporary contract
Flores, Rafael	Advising Specialist West Hills College Lemoore 19 hrs/wk, 12 mo/yr	Advising Specialist West Hills College Lemoore 40 hrs/wk, 12 mo/yr	4/1/07 – 6/30/07	Temporary increase in assignment due to vacancy left by Ana Espinoza
Gamino, Eliseo	Assoc. Dean of Educational Services West Hills College Coalinga Range III, Step 4	Dir. of Student Success & Retention West Hills College Coalinga Range 20, Step 15	7/1/07	
Grijalva, Veronica	Advising Specialist (classified position) West Hills College Lemoore Range 56, Step H 40 hrs/wk, 10 mo/yr	EOPS Counselor (certificated position) West Hills College Lemoore Class II, Step 9 197-day contract	7/1/07	New position; grant/district funded
Santino, Monica	Marketing Assistant (classified position) District Office Range 40, Step A 19 hrs/wk, 12 mo/yr	Human Resources Specialist (confidential position) District Office Range 1, Step B 40 hrs/wk, 12 mo/yr	6/1/07	Replacement for Becky Cantu

4. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date	Additional Information
Vang, Linda	Sociology Instructor West Hills College Lemoore	5/25/07	Resignation
Ramos, Beatriz	Financial Aid Assistant I West Hills College Coalinga	4/20/07	Release During Probation