



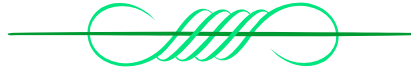
**WEST HILLS COMMUNITY COLLEGE DISTRICT**

**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**

**July 24, 2007**



**CALL TO ORDER / OPEN SESSION**

President McKean called the meeting of the Board of Trustees to order at 3:46 p.m.

Board members present:

Mark McKean, President  
Bill Henry, Vice President  
Nina Oxborrow, Clerk  
Jeff Levinson  
Jack Minnite  
Edna Ivans  
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  
Barbara Caganich, Executive Director of the WHC Foundation  
Jill Stearns, Dean of Student Learning  
Carole Goldsmith, Director of Title V/Workforce Development  
Pedro Avila, Director of Institutional Effectiveness, Research, and Web Services  
Marcel Hetu, Director of North District Center  
Carlos Diniz, Dean of Student Learning  
Dave Bolt, Vice President of Educational Services  
Cathy Barabe, Director of Grants  
Jose Lopez, Dean of Students  
Michelle Kozlowski, Director of Information Technology Services  
Darlene Georgatos, District Director of Enrollment  
Susan Kincade, Dean of Learning Resources  
Tammy Weatherman, Director of Fiscal Services  
Frances Squire, Director of Marketing

### **Introduction of Guests**

There were no guests introduced at this time.

### **Public Comments**

There were no public comments made at this time.

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

Academic Senate Report - Ms. Anita Bart, Academic Senate President for West Hills College Coalinga, was not present to report at this time.

Mr. James Preston, 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 - Mr. Mark Millett, CSEA President, reported that it has been a good month. He congratulated Trustee Ivans for her service to the West Hills Community College District staff and students.

ASB Report - Mr. Robert Wallace, Student Trustee, stated that there will be different activities at West Hills College and the North District Center. Students who wish to obtain information may do so in the Student Services Building.

West Hills College Coalinga and North District Center, Firebaugh - Dr. Willard Lewallen, President, reported that West Hills College Coalinga hosted Assembly Member Nicole Parra at the campus earlier in the day. She provided an update on current issues and answered questions from the community and students.

Dr. Lewallen reported that the Upward Bound program is hosting their summer session. Upward Bound students are enrolled in classes from CIS to College Success. Dr. Lewallen stated that he was asked to speak to the Upward Bound students and share his career path.

Dr. Lewallen reported that the international student program is expecting 45-50 new students and 65 returning students. Dr. Lewallen provided a breakdown on the President's report concerning the countries from which the students are coming. Mr. Daniel Tamayo, Director of International Students Program, will soon be leaving for Hong Kong for additional recruitment. The residence halls are expected to be at full capacity for the fall.

Dr. Lewallen reported that the security officer training had 100% of the class pass their test for certification.

Dr. Lewallen introduced the following new employees: Mr. Javier Cazares, Education Coordinator at Claremont Custody Center and Dr. Marcel Hetu, Director of North District Center.

Dr. Lewallen reported that staff at the North District Center in Firebaugh have mentioned that at times they feel isolated from the Coalinga campus. He stated that he understands and is making an effort to change that. Campus administration will begin holding meetings at the North District Center and involve staff. Dr. Lewallen also stated that Dr. Hetu, the new Director at the North District Center, has hit the ground running. Channel 24 will be interviewing Dr. Hetu on Wednesday morning.

West Hills College Lemoore – Mr. Don Warkentin, President, congratulated Trustee Ivans for her service to the district and stated that he has worked with Trustee Ivans for 21 years. He also welcomed the new student trustee. President Warkentin reported that West Hills College Lemoore is planning for Extreme Registration and asked that Mr. Jose Lopez, Dean of Students, provide a brief report.

Mr. Lopez stated that extreme registration will be held on August 10 beginning at 5:00 p.m. He invited everyone to come and participate in this event. Orientations for students will begin at 6:00 p.m. and different sessions will be held in three different buildings on campus. Bands will provide entertainment for the staff and students and Ernie G will perform at 8:00 p.m.

Mr. Warkentin reported that the students and staff will also be naming the college mascot. President McKean commented that he was under the impression the mascot was already named "Screaming Eagle". Mr. Warkentin stated that the students and staff would like to add an additional name; for example, "Freddy the Screaming Eagle".

The fourth culinary activity is beginning today and is a one week session on desserts. On July 30 a cocktail class (no alcohol) will be held.

Mr. Warkentin announced the new faculty who will begin in the fall: Kent Olson, Brenda Downing, Vera Kennedy and Stephanie Droker.

Mr. Warkentin reported that West Hills College Lemoore has participated in the Farmers Market and Kings Fair. The culinary class won awards at the Kings Fair. Two students took second place in the chicken category; one student took second place in the care basket contest; and one student took fourth place in the table setting contest.

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In closing, Mr. Warkentin reported that several West Hills College Lemoore staff participated in the recent Foundation activity to Los Angeles and had a great time.

Chancellor's Report - Dr. Frank Gornick, Chancellor, congratulated Trustee Ivans for her support. He also thanked Mr. Nick Ivans for his support.

Dr. Gornick introduced Ms. Barbara Caganich as the new Executive Director of the West Hills College Foundation. Ms. Caganich stated that the Foundation is sponsoring an event featuring Mr. Victor Davis Hanson. The event will be held at West Hills College Lemoore on September 22 at 5:30 p.m. The cost is \$125 per person or \$200 for two or more. This event will be advertised in the newspaper and "Save the Date" notices will also be mailed. Ms. Caganich expressed that this is the first in a series of events for the 75<sup>th</sup> year celebration. Ms. Caganich invited the Board of Trustees to attend.

#### **CONSENT AGENDA**

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

- CA-1        Minutes - The minutes of the June 26, 2007 Board of Trustees meeting were approved as submitted.
- CA-2        Warrants - The warrants were approved as submitted.
- CA-3        District Appropriations Limit (Gann Limit) - The District Appropriations Limit (Gann Limit) worksheet for 2007-2008 was approved as submitted.
- CA-4        Personnel Transactions - The list of personnel transactions was approved as submitted.

#### **CHANCELLOR'S OFFICE**

- CO-1        West Hills College Coalinga Curriculum Committee Action Report - The West Hills College Coalinga Curriculum Committee Action Report for Spring, 2007 was approved on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously.
- CO-2        West Hills College Lemoore Mission Statement and Goals - The West Hills College Lemoore Mission Statement and Goals were approved on a motion by Trustee Henry, seconded by Trustee Minnite, and carried unanimously.

- CO-3**      Board Policy and Administrative Procedure 2710, Conflict of Interest – Board Policy and Administrative Procedure 2710, Conflict of Interest, were approved on a motion by Trustee Minnite, seconded by Trustee Henry, and carried unanimously.

### **FISCAL SERVICES**

- FS-1**      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 100% through the 2007-2008 fiscal year. General fund revenues are at 102.7% and general fund expenditures are at 87.2%.

Trustee Henry questioned why the sale of the farm was considered an expense. Mr. Stoppenbrink explained that any transfers are considered an expense. He further explained that the income would then go to the capital fund. Trustee Henry questioned if the District would then be under budget. Mr. Stoppenbrink stated he was not sure but would be sure to obtain an answer for Trustee Henry.

Trustee Oxborrow stated that she noticed that the District was over budget in advertising. She questioned how this affected the colleges individually. Mr. Stoppenbrink stated that over \$100,000 was spent on advertising. Dr. Frank Gornick followed up by stating that the advertising dollars were spent to recruit students in order to make the FTE's. He further explained that the district made the FTE goal without including the summer term. Dr. Gornick stated that it was easier to spend the money on advertising in order to make the FTE goal than not making the goal and having to pull funds from the reserves. Trustee Oxborrow stated that she understood but would like to know if the colleges lose any money. Dr. Gornick stated that no money was taken from the colleges. Trustee Oxborrow asked if this affects the allocation. Dr. Gornick stated that if the district did not meet the FTE goal, the district has a cushion and may be able to move FTE's. President McKean questioned if the advertising funds come out of the budget equally from each campus as they both have line items for advertising. Dr. Gornick stated that all advertising costs come out of the District Office budget and that the line items for each college are for items they may purchase on their own. Mr. Stoppenbrink reported that the colleges are charged back based on the FTE they generate.

President McKean questioned if the enterprise funds report was district-wide or by campus. Mr. Stoppenbrink explained that the report was district-wide but that he did have it broken down by location. Trustee

Levinson questioned if the transfers were broken down by colleges and Mr. Stoppenbrink responded in the affirmative. Dr. Gornick stated that all book transfers are done at the beginning of the year. Mr. Stoppenbrink stated that the 2007-2008 budgets are also set up in this manner. Trustee Henry questioned where the funds would go if there was not a transfer. Mr. Stoppenbrink responded that they would go to the reserve. He further explained that this year, any surplus would go to the capital outlay reserve. Trustee Henry further questioned if there were any transfers in the Child Development Center area. Mr. Stoppenbrink explained that, at this time, it has not been necessary to make any transfers for the Child Development Center. An observation was made by Trustee Henry that the residence halls did not generate any income. Mr. Stoppenbrink agreed with Trustee Henry.

Trustee Oxborrow noted that there was \$13,343 in revenue for the farm. Mr. Stoppenbrink stated that he was not sure what the funds were for but mentioned that it may be from the heavy equipment class. Trustee Oxborrow asked where this revenue would go. Mr. Stoppenbrink stated that it would go to the general fund (Fund 11). He further explained that farm operations were set up to where any product revenue would go to the Foundation. Trustee Henry questioned why it would go through the Foundation and Mr. Stoppenbrink explained that this is the way it had been set up from the very beginning, noting that it can be changed if necessary. Dr. Gornick commented that he would like to set up enterprise funds for the farm. Trustee Minnite questioned if the farm budget belonged to the Coalinga Campus and Mr. Stoppenbrink responded in the affirmative. Trustee Minnite stated that since the farm budget was part of the Coalinga Campus, should it not go through the Coalinga budget instead of the foundation? Dr. Gornick explained that the farm is treated like the bookstore and cafeteria. He further explained that in the beginning, there is a zero balance. A reserve is set aside to keep them running. Trustee Minnite stated that since there is a new President at West Hills College Coalinga, the District Office should obtain input on how he would like his budget handled since it is his budget. He further asked why the cafeteria operates at a loss when it should have a profit. Mr. Stoppenbrink stated that the numbers presented do not include the ending inventory as those figures had not been provided to the business office at the time the report was generated. The business office has requested for inventory to be done twice a year. Dr. Marcel Hetu, Director of the North District Center, questioned why inventory was only done twice a year instead of monthly. He also asked if the district had received the revenue from the state for the Child Development Center. President McKean stated that there were certain items that would not benefit from being inventoried monthly. Mr. Stoppenbrink addressed Dr. Hetu's

question regarding the Child Development Center, stating that the district has not received the revenue from the State for the Child Development Center. President McKean stated that he felt that all questions regarding the enterprise funds were not answered and also feels that the Board does not fully understand how they function. He requested that a study session be scheduled for this purpose in the fall.

Ms. Caganich stated that she would be happy to work with Dr. Lewallen and the Board regarding the farm agreement.

**FS-2**      Resolutions - Child Care Services - The following resolutions in the matter of providing child care and development services for fiscal year 2007-2008 were approved on a motion by Trustee Henry seconded by Trustee Ivans, and carried unanimously:

- School Age Resource Grant
- Infant/Toddler Resource Grant

#### **PERSONNEL SERVICES**

**PS-1**      Administrative Job Description - President McKean questioned who this position would report to. Dr. Gornick responded that each campus will have a Director of Athletics/Health and Physical Education. Trustee Henry questioned what would happen to Mr. Bob Clement and Dr. Gornick responded that Mr. Clement's position would be reclassified, but that he would also have the option to request a transfer to West Hills College Lemoore. Trustee Cantu asked if there would be an increase in salary and Dr. Gornick responded that there would not be. Mr. Warkentin stated that the changes in the job description are additional duties in the areas of Health and Physical Education. Some of these duties would include curriculum development and hiring full time and part time faculty. He stated that the current Director of Athletics job description does include these areas. Trustee Oxborrow questioned if this is common at other community colleges and Mr. Warkentin responded in the affirmative. Trustee Levinson questioned if the coaches would report to this person and Mr. Warkentin responded in the affirmative. Dr. Lewallen stated that he agreed with Mr. Warkentin's comments and added that this would also help streamline shared facilities. Trustee Ivans questioned if there would be a Hall of Fame at West Hills College Lemoore. Mr. Warkentin responded that there will be at some time in the future. Trustee Oxborrow stated that is the most detailed job description she has seen in a long time.

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

- Director of Athletics/Health and Physical Education

PS-2

Classified Job Description – Trustee Oxborrow questioned if the Sports Information Officer duties would overlap with the athletic secretary's duties. Dr. Gornick responded that they would not. He reported that the secretary has been performing these duties to help out and because she enjoys it, but they are not her responsibility. Trustee Oxborrow stated that some of the duties mentioned seemed to belong in the marketing department. Ms. Jill Stearns, Dean of Student Learning, commented that this position will be responsible for statistics that would then be forwarded to the marketing department for articles.

The following new classified job description was approved on a motion by Trustee Minnite, seconded by Trustee Henry, and carried unanimously.

- Assistant Athletic Trainer/Sports Information Officer

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

Trustee Cantu stated that it has been a pleasure being a part of this Board and working with Trustee Ivans for all of this time.

Trustee Minnite thanked Trustee Ivans for her time and dedication. He welcomed the new employees to the district. Trustee Minnite also expressed his sorrow over a personal friend who passed away last Friday and reported that funeral services will be on Thursday, July 16 at 11:00 a.m. Trustee Minnite reported that KC Sunrise will be broadcasting from his restaurant for a special feature on Firebaugh. He thanked everyone for coming out and honoring Trustee Ivans.

Trustee Oxborrow thanked Trustee Ivans for her long and hard work. She stated that she has a different perspective of Trustee Ivans as a woman. She stated that Trustee Ivans raised a family, owns a business and still has time for to serve her community. She also thanked Mr. Nick Ivans for his support. Trustee Oxborrow welcomed new administrators, Ms. Barbara Caganich and Dr. Marcel Hetu.

Trustee Ivans thanked everyone for being present and stated that she appreciates it. She reported that she has filed for re-election. Trustee Ivans thanked her husband, Mr. Nick Ivans, for supporting her.



Trustee Henry noted that Trustee Ivans had served on the Reef-Sunset Unified School District Board before coming to the West Hills Community College District. He thanked Mr. Nick Ivans for "lending" Trustee Ivans to the West Hills College family.

Trustee Levinson expressed his pleasure in working with Trustee Ivans and stated that he hopes to work with her in the future for many years.

President McKean stated that it has been a pleasure working with Trustee Ivans. He stated that Trustee Ivans is present at all events, is very active and takes a lot of pride in her job. He stated that Trustee Ivans considers West Hills College her family. President McKean thanked Trustee Oxborrow for filling in for him at the last Board meeting and welcomed Robert Wallace, Student Trustee, and other new employees.

President McKean announced that the next meeting of the Board of Trustees is scheduled for August 28, 2007.

#### **CLOSED SESSION**

The meeting was adjourned to closed session at 4:57pm.

- Discussion of land acquisition/disposition of property (as per Government Code Section 54956.8). Property: Coalinga, California; Lemoore, California; Firebaugh, California
- Potential Litigation (as per Government Code Section 54956.9). Number of potential cases: 1
- Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)
- Public Employee Performance Evaluation (as per Government Code Section 54957). Title: Chancellor

#### **ADJOURNMENT**

There being no further business before the Board of Trustees, the meeting was adjourned at 7:15 p.m.

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Nina Oxborrow  
Clerk of the Board of Trustees

## Personnel Transactions

### 1. New Hires – Administrative

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Castillo, David	Interim Associate Director of Vocational Educational Services District Office	40 hrs/wk 12 mo/yr	Range 31 Step 10	Grant	7/1/07	New position
Dorsey-Robinson, Sylvia	Assoc. Dean of Categorical Services West Hills College Lemoore	40 hrs/wk 12 mo/yr	Range 42 Step 11	50% Grant 50% Dist.	7/1/07	
Hetu, Marcell	Director of North District Center North District Center, Firebaugh	40 hrs/wk 12 mo/yr	Range 31 Step 12	District	7/16/07	

### 2. New Hires – Certificated

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Downing, Brenda	Psychology Instructor West Hills College Lemoore	177 day contract	Class II Step 4	District	8/9/07	New position
Kennedy, Vera	Sociology Instructor West Hills College Lemoore	177 day contract	Class III Step 3	District	8/9/07	Replacement for Linda Vang
Larson, Tammy	Remedial Basic Skills Instructor West Hills College Lemoore	177 day contract	Class III Step 5	Grant	8/9/07	New position

### 3. New Hires – Classified

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Philbrick, Stephanie	Child Development Center Teacher West Hills College Coalinga	19 hrs/wk 12 mo/yr	Range 40 Step A	Grant	6/18/07	New position; grant funded
Vazquez, Graciela	Child Development Center Cook West Hills College Coalinga	40 hrs/wk 12 mo/yr	Range 33 Step A	Grant	7/1/07	Replacement for Shannon Denman

### 4. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Villarreal, Oscar	Upward Bound/Math and Science Outreach Specialist West Hills College Lemoore 40 hrs/wk, 11 mo/yr	Upward Bound/Math and Science Outreach Specialist West Hills College Lemoore 40 hrs/wk, 12 mo/yr	7/1/07	Increase in months per year

### 5. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date	Additional Information
Oaks, Scott	Radiology Technology Instructor West Hills College Lemoore	8/8/07	Resignation
Solorio, Gilbert	Custodian/Groundskeeper West Hills College Lemoore	6/18/07	Resignation