



**WEST  
HILLS**  
COMMUNITY  
COLLEGE  
DISTRICT

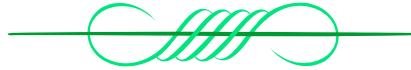
**WEST HILLS COMMUNITY COLLEGE DISTRICT**

**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**

**November 18, 2008**



**CALL TO ORDER / OPEN SESSION**

Vice President Henry called the meeting of the Board of Trustees to order at 3:01 p.m. and led the Board members and audience in the flag salute.

Board members present:

Mark McKean, President  
Bill Henry, Vice President  
Nina Oxborrow, Clerk  
Jeff Levinson  
Edna Ivans  
Jack Minnite  
Steve Cantu

Board members absent:

Jaqueline DePue, Student Trustee

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  
Dave Bolt, Vice President of Educational Services, West Hills College Lemoore  
Susan Kincade, Dean of Learning Resources  
Richard Larson, Director of Farm of the Future, West Hills College Coalinga  
Frances Squire, Director of Marketing  
Marcel Hetu, Director of North District Center, Firebaugh  
Pedro Avila, Director of Institutional Effectiveness and Planning/Accreditation Liaison  
Carole Goldsmith, Director of Workforce Development/Title V/VTEA  
Jill Stearns, Dean of Student Learning, West Hills College Coalinga  
Kathy Watts, Director of Child Development Centers

**Introduction of Guests**

Ms. Frances Squire, Director of Marketing, introduced Mr. Vernon Gordon, former member of the Board of Trustees.

## 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, reported that the Senate is reviewing the next round of Board Policies and Administrative Procedures. The Student Learning Outcomes (SLOs) committee has been meeting and is in the process of working on SLO assessments. There are 56 courses scheduled for assessment. Ms. Bart reported that NISOD nominations have been submitted to Dr. Willard Lewallen. Those nominated are Scott Wilson and Clint Cowden.

Ms. Stephanie Droker, Academic Senate President for West Hills College Lemoore, reported that the Lemoore Senate has also been reviewing Board Policies and Administrative Procedures. The Senate has also approved the Educational Master Plan for West Hills College Lemoore. They are also planning to review the IGETC curriculum (Intersegmental General Education Transfer Curriculum). The Senate is gearing up for the end of the semester and will be working on planning the flex day for the spring semester. Ms. Droker reported that they have also submitted nominations for NISOD to Mr. Don Warkentin and are waiting for his response on who has been selected. Ms. Droker briefly commented on the Thanksgiving season, providing the board with some “Thanksgiving quotes” from faculty.

President McKean arrived during the Academic Senate reports.

WHCFA Report – Ms. Marty Ennes, WHCFA President, reported that the faculty are continuing to focus on evaluations, bylaws, calendars and the impact of SLOs on work load. They have received word from CTA that the bylaws have been approved at the state level. The faculty have also approved the instructional calendars through 2011. Ms. Ennes reported that the Faculty Association has met with the district concerning college work load. They have shared ideas and have a draft MOU that will soon be finalized. Ms. Ennes reported that she and Mr. Mark Millett recently met with Dr. Frank Gornick to discuss the budget. Ms. Neomi Daniels, CTA Treasurer, has finished the CTA budget for the state. There are many regulations on how the money is reported to the state. Ms. Ennes reported that CTA continues to meet with the administration on problems the faculty have. She stated that they, too, are thankful for many things. She wished everyone a happy Thanksgiving.

CSEA Report – Mr. Mark Millett, CSEA President, congratulated the district on passing the recent bonds. He recognized Ms. Sandy Dagnino, CSEA employee, for all of her help with the bond, making phone calls and walking precincts. Mr. Millett reported

that CSEA is gearing up for their elections which will be held in December. They have also begun planning the classified staff day for the spring semester.

Student Government Association (SGA) Report – Ms. Jaqueline DePue, Student Trustee, was not present to report at this time.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Willard Lewallen, President, thanked everyone for their support of the bond. He mentioned the recent house fire in Firebaugh which affected the home of a student next to the North District Center. Dr. Lewallen thanked Ms. Susan Whitener for organizing the Distance Learning Strategic Planning Retreat. He circulated thank you notes received from students who are interested in West Hills College.

West Hills College Lemoore – Mr. Don Warkentin, President, expressed his thanks for all of the help with the bond campaign, stating that it was a tremendous effort. Mr. Warkentin commented on the success of the Lemoore athletic teams, acknowledging specific athletes, sports, and their accomplishments. Mr. Warkentin commented on the categorical site review document for West Hills College Lemoore and reported that a site visit has been scheduled.

Dr. Lewallen also commented on the categorical program site review document for West Hills College Coalinga.

Chancellor's Report – Dr. Frank Gornick, Chancellor, thanked everyone for making the bonds successful over the past six months. He stated that it is a lot of hard work for everyone and thanked the college presidents for their leadership. With regard to the budget, one of the things that is timely is that the state is going to give us some latitude in moving things around. Dr. Gornick thanked the CTA and CSEA leadership for their willingness to talk about how we can work our way through the budget process as the funds get reduced. He discussed the recent visit to the College of Southern Nevada to visit their distance learning program. They have 40,000 students and approximately 20-25% of their students are online. Their big enrollment is in basic skills courses. He reported that it was interesting to talk to them about their problems versus our problems and why distance learning was implemented. Dr. Gornick commented on the recent distance learning strategic planning meeting and expressed his thanks to everyone who was in attendance, including faculty, students, administrators and the curriculum co-chairs. He stated that we are working on a plan that will help us in the future.

At this time Mr. Kevin Cobb, district architect, was asked to discuss the bid results for the West Hills College Lemoore Multi-Use Sports Complex project. The bid tabulation results for the previous bid opening (held in June, 2008) were distributed, along with the current results. Mr. Cobb discussed the low bid and some of the issues. He stated that he will make a recommendation for the low bidder and ask that the Board of

Trustees waive the irregularities. Mr. Cobb reported that we will begin breaking ground within ninety days of the bid award. Discussion took place regarding bonding and performance requirements.

### **CONSENT AGENDA**

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

- CA-22      Minutes - The minutes of the October 28, 2008 Board of Trustees meeting were approved as submitted.
- CA-23      Warrants - The warrants were approved as submitted.
- CA-24      Declaration of Surplus Property - The list of surplus property was declared as surplus.
- CA-25      Records Destruction Annual Report - The records destruction annual report was approved as submitted.
- CA-26      Adult/Student Temporary Salary Schedule - The changes to the adult/student temporary salary schedule were approved as submitted.
- CA-27      Personnel Transactions - The list of personnel transactions was approved as submitted.

### **CHANCELLOR'S OFFICE**

- CO-23      Administrative Procedure 7211, Faculty Service Areas, Minimum Qualifications and Equivalencies - Dr. Gornick thanked everyone for persisting with the review and approval process for this administrative procedure. He stated that good discussion was had by all concerned.

Administrative Procedure 7211, Faculty Service Areas, Minimum Qualifications and Equivalencies was approved on a motion by Trustee Ivans, seconded by Trustee Cantu, and carried unanimously.

- CO-24      Educational Master Plans - Mr. Pedro Avila reported that both colleges have had a first reading of their respective Educational Master Plans and are receiving feedback. President McKean questioned the intent of the plans and if skills taught in the programs should be included. Mr. Avila stated that this information is outlined in the catalog. Trustee Oxborrow commented on making sure that we know what is intended. Discussion took place regarding the issue with Fresno State and the articulation of

Biology 10 and if it is something we have taken into consideration with regard to this plan. Mr. Avila responded that it is an issue that we are handling separately as we may be able to resolve it in the next few months. He stated that it is more anecdotal and is an internal issue. Dr. Gornick commented that we have had a lot of dialogue about this matter. If the problem were a concern with students not completing the course, it would be a signal to us; however, Biology 10 and 35 both transfer to other colleges. He stated that Biology 10 may not transfer to Fresno State for this semester.

Trustee Minnite questioned the data that has been accumulated and who authenticates it and if there was incorrect data in the first draft that is being revised. Mr. Avila responded that the corrections have been made to the way the courses were identified in the catalog, not the data. The quality of the data has not been an issue. Dr. Gornick stated that it would be helpful to list our sources in the reports. Mr. Avila stated that most of our data is coming from the data warehouse. Other sources such as the National Student Survey are also used. Trustee Oxborrow questioned why the data only goes back to 2002. Mr. Avila responded that we moved to the Datatel system in 2001. The data quality before that time is not the best. Data from 2002 forward is good and reliable. Discussion took place concerning the need to be consistent with the usage of Hispanic and Latino in the reports. Dr. Lewallen commented that in terms of the quality of the data, there are no issues but they are working on a few discrepancies.

The Board members agreed that the reports were very interesting and thorough. President McKean stated that one of the things that is a little bit confusing is the transfer information. Discussion took place regarding the transfer information and the data that includes numbers for Coalinga and Lemoore combined. Mr. Avila stated that he will take a look at the data again to ensure its accuracy. Trustee Minnite questioned the process for approval of the plans. Mr. Avila reported that he is working with the college presidents and finalizing the reports. The problem that comes into play is that it is a living document for which we are seeking approval. We will have more data each year. The review of the plan is a process that the colleges will need to go through annually. It was stated that the Board will take some time to look at the key findings in a study session. This information will be discussed frequently. Mr. Avila stated that when the colleges are ready to move the documents forward to the Board for approval, a list of updates by page will be provided.

Dr. Gornick thanked the Board for taking the time to review the report.

The Educational Master Plans for West Hills College Coalinga and West Hills College Lemoore were presented for a first reading at this time. Approval will be requested at a later date.

**CO-25**      Measure Q Bond Sale – Mr. Stoppenbrink reported that we received \$3.8 million from the first issuance of bonds for SFID #1 (Measure Q).

Trustee Cantu left the meeting during the discussion of the bond sale.

Trustee Henry questioned the dollar amount per \$100,000 of assessed value and if we will be able to maintain this. Dr. Gornick responded in the affirmative and brief discussion took place regarding assessed valuation.

Trustee Cantu returned to the meeting at this time.

### **FISCAL SERVICES**

**FS-23**      Fiscal Services Report – Mr. Ken Stoppenbrink, Vice Chancellor of Business Services, provided the fiscal services report. He stated that we are 33.3% through the fiscal year. General fund revenues are at 43.1% and general fund expenditures are at 27.1%.

Trustee Oxborrow left the meeting during the presentation of the fiscal services report.

Trustee Levinson left the meeting and then returned during the presentation of the fiscal services report.

Discussion took place regarding the use of TRANs. Mr. Stoppenbrink reported that we will begin paying this back in February.

Trustee Oxborrow returned to the meeting at this time.

Mr. Stoppenbrink reported that we are in good shape fiscally.

**FS-24**      Contract Award – Trustee Oxborrow questioned the installation of the video conferencing equipment. Ms. Susan Whitener responded that we will install the equipment and that the cost of the equipment is covered by a grant.

On a motion by Trustee Cantu, seconded by Trustee Levinson, and carried unanimously, the contract for video conferencing equipment was awarded to CDW-G for a total bid amount of \$160,680.15.

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

Trustee Cantu thanked everyone who was involved with the bond measures. It took a lot of work and effort and was very surprising in our economic times to get three bonds passed in such a short time frame. He wished everyone a happy thanksgiving and congratulated those involved with Educational Master Plans. He commented that the plans take a lot of hard work and it seems as though they are well done.

Trustee Minnite echoed Trustee Cantu's comments about the bond measures. He stated that he appreciates hearing the comments about Thanksgiving. When he looks at the district's accomplishments, he sees them as a family effort and we all belong to the West Hills family. Trustee Minnite expressed his appreciation to everyone. He thanked the College Presidents for their leadership; Dr. Marcel Hetu for his efforts in Firebaugh; and Mr. Vernon Gordon for being at the meeting. Trustee Minnite stated that he is grateful for everyone who works with and for West Hills.

Trustee Henry echoed the comments made by his fellow trustees. He stated that the news about the bond measures is great and he acknowledged several individuals for their work with the phone banks. Trustee Henry wished everyone a happy Thanksgiving.

Trustee Ivans welcomed Mr. Gordon to the meeting and thanked him for all he has done for the college. She thanked everyone for their hard work on the bonds and the Educational Master Plans. Trustee Ivans wished everyone a happy Thanksgiving.

Trustee Oxborrow stated that it is wonderful to see Mr. Gordon. She stated that she is looking forward to the celebration parties for the bonds and thanked everyone for their hard work. She expressed her wishes to everyone for an enjoyable holiday and stated that she appreciates the families for supporting the employees of the colleges and district.

Trustee Levinson echoed the comments of his fellow board members. He stated that the communities are clearly telling us that we are doing a marvelous job by their recent approval rating on the bonds. They value the job done by the staff, faculty and administration and this is exciting. Trustee Levinson stated that it is good to see Mr. Gordon and he is a good role model. He wished everyone a happy Thanksgiving.

President McKean welcomed Mr. Gordon to the meeting. He stated that he can't say enough about our bond passing and commented that it couldn't have happened at a better time. He expressed his thanks to everyone for supporting the West Hills Community College District on this great accomplishment.

President McKean announced that the next regularly scheduled meeting of the Board of Trustees will be held on December 16, 2008.

**CLOSED SESSION**

The meeting was adjourned to closed session at 4:55 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 5:35 p.m.

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Nina Oxborrow  
Clerk of the Board of Trustees

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## Personnel Transactions

### 1. Temporary/Seasonal Hire

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Enriquez, Rosalba	Child Development Center Custodian Avenal	40 hrs/wk	Range 35 Step A	Grant	11/19/08 – 12/31/09	
Valle, Maria	Child Development Center Assistant Avenal	40 hrs/wk	Range 23 Step A	Grant	11/19/08 – 12/31/08	

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

Name	Title & Location	Effective Date
Oman, Linda	Accounting Technician 3 District Office	12/31/08
Tollison, Trista	Child Development Center Master Teacher West Hills College Coalinga	10/31/08