

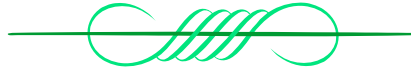


WEST HILLS COMMUNITY COLLEGE DISTRICT

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

MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD

January 22, 2008



CALL TO ORDER / OPEN SESSION

President McKean called the meeting of the Board of Trustees to order at 3:12 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
Jill Stearns, Dean of Student Learning, West Hills College Coalinga
Pedro Avila, Director of Institutional Effectiveness and Planning/Accreditation Liaison
Frances Squire, Director of Marketing
Darlene Georgatos, Director of Enrollment Services
Tammy Weatherman, Director of Fiscal Services
Marcel Hetu, Director of North District Center, Firebaugh
Dave Bolt, Vice President of Educational Services, West Hills College Lemoore
Richard Larson, Director of Farm of the Future, West Hills College Coalinga

Introduction of Guests

Ms. Frances Squire, Director of Marketing, introduced Ms. Gennifer Butts of the Coalinga Women's Club.

Public Comments

There were no public comments made at this time.

REPORTS FROM ORGANIZATIONS / COLLEGES / DISTRICT OFFICE

Mr. Ken Stoppenbrink distributed the executive summary of the district's 2006-2007 audit report and introduced Mr. Bill Williams of Vavrinek, Trine, Day & Co. Mr. Williams provided a summary of the district's audit report, stating that the community colleges are presented like a business model. They follow GASB 35. The financial statements are district wide. Brief discussion took place concerning the audit and Mr. Williams stated that things look well. Discussion took place regarding secured and unsecured investments as related to the district's Certificates of Participation (COPs). Mr. Williams stated that the Guaranteed Investment Contracts (GICs) are safe. The remainder of the investments are uninsured so there is a risk because they are not in a bank or the county treasury. Discussion took place regarding the Tax and Revenue Anticipation Notes (TRANs) and Mr. Stoppenbrink responded that we never pulled down the funds. Mr. Williams commented that this is very common in governmental agencies.

Academic Senate Report – Ms. Anita Bart, Academic Senate President for West Hills College Coalinga, reported that the Senate has not met since the Christmas break. She reported on the recent flex day activities which included a discussion on the flow of committees. During the afternoon session, the faculty spent time on curriculum and reviewing the process. They also worked on Student Learning Outcomes (SLO) assessments and Ms. Bart reported that they have come very close to 100% completion of SLOs. Dr. Frank Gornick thanked Ms. Bart for these issues being addressed with the faculty. He stated that it is good for the faculty to know what is occurring and how it occurs.

Mr. James Preston, Academic Senate President for West Hills College Lemoore, also reported on the recent flex day activities in Lemoore. He reported that the Basic Skills Initiative Team gave a presentation during the morning session and the biggest eye opener was the writing from the ESL classes. He stated that there is a lot of work to do and basic skills is important college-wide. Breakout sessions occurred which focused on prerequisites and matriculation. During the afternoon session the learning area realignment was discussed. Some of the committee assignments were shuffled and the group talked about SLOs and curriculum. Dr. Gornick commented on the basic skills discussion and reiterated the fact that it is a college-wide issue.

WHCFA Report – Ms. Marty Ennes, WHCFA President, reported that the faculty negotiations team and the district have agreed on a tentative agreement and it has been ratified by the faculty association. They will continue dialogue with administrators throughout the semester. Ms. Ennes reported that the faculty will have representation

at the Community College Association conference in Irvine and will also attend grievance training. Faculty representatives will also attend a minority issues conference in March.

CSEA Report – Mr. Mark Millett, CSEA President, commented on the resolution presented to the Board during the study session with regard to support of the bond. He stated that CSEA felt that it was important to be heard. Mr. Millett reported that there was a great turnout at the Xtreme Registration event. A classified staff development day is being planned for February 14. This event will be held in Lemoore and many training sessions are being scheduled and will cover topics such as health benefits; Flex America; first aid; and Office 2007. The College Presidents and Chancellor will also be speaking to the employees.

ASB Report – Mr. Robert Wallace, Student Trustee, reported that the Student Government Association (SGA) in Lemoore recently held welcome back week and a dance. Coalinga also hosted a welcome back week along with the North District Center, Firebaugh. Mr. Wallace thanked Dr. Marcel Hetu for his help in Firebaugh. Mr. Wallace commented on the following upcoming events: concert; blood drive; and a fundraiser barbecue.

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. He thanked Mr. Millett and CSEA for their strong endorsement of a general obligation bond.

Dr. Lewallen introduced Ms. Gennifer Butts, President of the Coalinga Women’s Club. He commented that during the fall semester he worked with Ms. Butts and provided the opportunity for them to tour the agriculture facility. The district has also donated some surplus equipment (tables and chairs) to the club. Ms. Butts explained that her hobby is photography. She had taken a picture that was seen by her brother, who painted the picture for Ms. Butts. She has donated the painting to the college and presented it at the meeting.

With regard to the West Hills College Coalinga Accreditation Midterm Report, Dr. Lewallen thanked all of the staff who contributed to putting the report together. He commented that it has been a long process and there has been a lot of dialogue and discussion. The report is presented as a first reading and it addresses all six of the recommendations. Dr. Lewallen stated that he feels confident about the report. There is a need to strengthen section at the end about governance and the Board. The Board has done everything recommended, but the information needs to be captured. Dr. Lewallen reported that there were a couple of planning agenda items outside of the Commission’s recommendations and a status report has been added to each one. Two of the items are being removed because they are not in the purview of accreditation,

they belong at the collective bargaining table. Approval of the report will be requested at the February Board meeting.

West Hills College Lemoore – Mr. Don Warkentin, President, distributed a college activities report and briefly commented on recent and upcoming events. He thanked Ms. Squire for her work on the recent Career Focus publication. Mr. Warkentin commented on the Xtreme Registration event, stating that over 80 faculty, staff and student workers volunteered to help with this event. 220 students were able to meet with a counselor or advisor that night. Mr. Warkentin reported that a group of employees went to Sacramento to attend the Board of Registered Nursing meeting and West Hills College Lemoore was granted initial approval.

With regard to the West Hills College Lemoore Accreditation Midterm Report, Mr. Warkentin stated that the report defines an instructional program versus a non-instructional program. The report also addresses shared governance and SLOs.

Chancellor's Report – Dr. Frank Gornick, Chancellor, commented on a couple of recent articles and how good intentions go bad in terms of policies. He thanked the College Presidents and their staffs for the midterm reports. He explained that he wants the reports to be more consistent in style as we are presenting it to a reader that doesn't know us and we want to make it easy for them to find the answers. He stated that any appendices that we can attach will be helpful to the reader.

With regard to the budget, Dr. Gornick reported that it is not a pretty picture. The budget will be difficult this year and extremely difficult next year. Our intention is not to lay off any full time staff; however, we may have to provide notice to some as a precaution. The State is just as confused as we are about the process and the state of emergency procedure. Everything is very fluid at this point. Dr. Gornick stated that he is confident that he can rely on us to solve our own problems, not Sacramento.

Dr. Gornick commented on the nursing issue, stating that we are asking the Board of Registered Nursing to help us by allowing us to have a program and claim FTE for our own students. He congratulated Marleen Smart, Dave Bolt and Carole Goldsmith for their hard work.

CONSENT AGENDA

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

CA-26 Minutes – The minutes of the December 10, 2007 Board of Trustees meeting were approved as submitted.

CA-27 Warrants – The warrants were approved as submitted.

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- CA-28** Nonresident Tuition Fee - The nonresident tuition fee worksheet for fiscal year 2008-2009 was approved as submitted.
- CA-29** Quarter Financial Status Report, 311Q - The Quarterly Financial Status Report, 311Q, for the quarter ending December 31, 2007 was approved as submitted.
- CA-30** Adult Student Temporary Salary Schedule - The changes to the adult student temporary salary schedule were approved as submitted.
- CA-31** Personnel Transactions - The list of personnel transactions was approved as submitted.

CHANCELLOR'S OFFICE

- CO-17** Board Policy 3430, Prohibition of Harassment - Board Policy 3430, Prohibition of Harassment, was approved on a motion by Trustee Ivans, seconded by Trustee Cantu, and carried unanimously. Dr. Gornick thanked the campuses for their patience with the process.
- CO-18** Administrative Procedure 3435, Discrimination and Harassment Investigations - Administrative Procedure 3435, Discrimination and Harassment Investigations, was approved on a motion by Trustee Ivans, seconded by Trustee Henry, and carried unanimously.
- CO-19** West Hills College Coalinga Curriculum Committee Action Report - The West Hills College Coalinga Curriculum Committee Action Report was approved on a motion by Trustee Ivans, seconded by Trustee Levinson, and carried unanimously.
- CO-20** Tentative Agreement - The tentative agreement between the West Hills College Faculty Association CTA/NEA and the West Hills Community College District was approved on a motion by Trustee Levinson, seconded by Trustee Ivans, and carried unanimously.
- CO-21** Resolution - Intent to Form SFID - President McKean briefly explained the discussion held during the study session with regard to the formation of an SFID for the Firebaugh area. He thanked CSEA for their resolution of support.

The resolution declaring intention to form a School Facilities Improvement District was adopted on a motion by Trustee Oxborrow, seconded by Trustee Ivans, and carried unanimously.

Dr. Gornick stated that the presentations made during the study session will be posted on the district's website this week.

FISCAL SERVICES

FS-22 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 50% through the 2007-2008 fiscal year. General fund revenues are at 48.1% and general fund expenditures are at 47.7%.

Trustee Minnite questioned if we have factored in any reductions because of the budget. Mr. Stoppenbrink stated that our current fiscal year budget was cut by \$293,000. He stated that we can absorb this without any negative effect on staff. There is a hiring freeze in effect and general fund expenses will be stopped as of February 1. Brief discussion took place regarding growth and Dr. Gornick stated that we are in a good position in terms of FTE. We have made our fall FTE goals and it looks like we will make our spring FTE goals. Dr. Gornick stated that we think we will be in a good position next fiscal year. The projected budget for next year from the governor is no COLA and 1% growth.

FS-23 Audit Report – The 2006-2007 annual audit report was approved on a motion by Trustee Levinson, seconded by Trustee Ivans, and carried unanimously.

FS-24 Resolution – Child Care Services – The resolution certifying approval for the Child Development Center instructional materials grant no. CIMS-7080-10-6213-00-7 for the 2007-2008 fiscal year in the amount of \$3,464 was adopted on a motion by Trustee Oxborrow, seconded by Trustee Cantu, and carried unanimously.

FS-25 Resolution - TRANs – The resolution in the matter of the district's participation in the 2008-2009 Piper Jaffray California Cash Reserve Program (Tax and Revenue Anticipation Notes – TRANs) was adopted on a motion by Trustee Ivans, seconded by Trustee Minnite, and carried unanimously.

FS-26 Change in Bid Threshold – The change in the bid threshold from \$69,000 to \$72,400 was approved on a motion by Trustee Ivans, seconded by Trustee Minnite, and carried unanimously.

PERSONNEL SERVICES

PS-8 Job Description - The following new administrative job description was approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously:

- Director of Nursing

BOARD REPORTS / COMMENTS / REQUESTS AND ANNOUNCEMENTS

Trustee Minnite wished everyone a happy new year. He stated that it sounds like we are embarking on a challenging fiscal year but thinks that West Hills is up for the challenge and will move forward. He stated that we have great staff and leadership and thanked everyone for their constant participation. Trustee Minnite thanked all who volunteered their time at the Xtreme Registration event.

Trustee Cantu thanked CSEA for their resolution of support and welcomed everyone back to the spring semester.

Trustee Oxborrow echoed the comments of her fellow trustees. She stated that the audit report looks good and we are a good team.

Trustee Ivans stated that she appreciated the bond presentation and the resolution of support from CSEA. She has heard a lot of good comments about the nursing program and the Xtreme Registration event.

Trustee Henry echoed the comments made by his fellow trustees. He stated that it is nice to see that the nursing program is going to take off. Trustee Henry stated that he enjoyed the presentation on the bond survey results and it was nice of CSEA to present a resolution in support of the bond. He stated that everyone does a good job and thanked everyone for their work.

Trustee Levinson echoed the comments made by his fellow trustees. He thanked Mr. Mark Millett and Ms. Marty Ennes for their positive leadership.

President McKean stated that one of good things he has heard is that with all of the decreases in the budget we are not talking about layoffs. We have laid a good foundation for the past. We have talked about a 5% reserve but need to think about moving it up closer to the 10% mark so that we can be comfortable in the future in times of budget crisis. He stated that we should be grateful for the foundation that has been laid.

President McKean announced that the next meeting of the Board of Trustees is a Board Retreat scheduled for February 1, 2008. The next regular meeting is scheduled for February 19, 2008.

CLOSED SESSION

The meeting was adjourned to closed session at 4:55 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 5:25 p.m.

Nina Oxborrow
Clerk of the Board of Trustees

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Personnel Transactions

1. New Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Banales, Lupe	Advising Specialist West Hills College Lemoore	40 hrs/wk 12 mo/yr	Range 56 Step B	Grant	1/7/08	New position
Darnell, Jackie (Jay)	Skilled Maintenance Worker West Hills College Coalinga	40 hrs/wk 12 mo/yr	Range 46 Step C	District	1/7/08	Replacement for David Williams
De Ochoa, Michelle	Advising Specialist West Hills College Lemoore	40 hrs/wk 12 mo/yr	Range 56 Step A	Grant	1/2/08	New position
Janik, Tiphany	Child Development Center Teacher West Hills College Coalinga	19 hrs/wk 9 mo/yr	Range 40 Step A	Grant	12/17/07	Replacement for Jennifer Rauh
Jimenez, Carolina	Advising Specialist West Hills College Coalinga	40 hrs/wk 12 mo/yr	Range 56 Step A	Grant	1/8/08	New position
Kerns, Valerie	Student Services Assistant West Hills College Lemoore	40 hrs/wk 12 mo/yr	Range 36 Step D	Grant & District	12/10/07	Replacement for Jennifer Cadena
King, Jo Ann	Learning Skills Program Assistant West Hills College Lemoore	19 hrs/wk 12 mo/yr	Range 32 Step A	Grant	1/7/08	New position
Martinez, Monica	Child Dev. Center Associate Teacher West Hills College Coalinga	19 hrs/wk 9 mo/yr	Range 30 Step A	Grant	12/17/07	Replacement for Monica Rodriguez
Miranda, Fernando	Groundskeeper West Hills College Coalinga	40 hrs/wk 12 mo/yr	Range 37 Step A	District	12/3/07	Replacement for Isidro Alvarez
Murillo, Rosa	Advising Specialist North District Center, Firebaugh	40 hrs/wk 12 mo/yr	Range 56 Step B	Grant	1/7/08	New position
Noel, Catherine	Nurse Instructor West Hills College Coalinga	221-day contract	Range I Step 10	District	1/7/08	Replacement for Donna Todd
Pelletier, Vanessa	Child Dev. Center Associate Teacher Avenal Child Development Center	19 hrs/wk 12 mo/yr	Range 30 Step A	Grant	12/17/07	New position
Ramsey, Samuella	Nurse Instructor West Hills College Coalinga	221-day contract	Range I Step 7	District	1/7/08	Replacement for Mel Sutton
Richardson, Rachelle	Accounting Services Technician District Office	40 hrs/wk 12 mo/yr	Range 49 Step B	District	12/10/07	Replacement for Debbie Jacinto
Rose, Deborah	Child Dev. Center Office Assistant West Hills College Lemoore	19 hrs/wk 12 mo/yr	Range 29 Step A	District	11/27/07	Replacement for Geraldine Van Overbeek

2. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Davis, Hillary	Financial Aid Assistant I West Hills College Coalinga	40 hrs/wk	Range 33 Step A	District	1/22/08 – 5/23/08	Temporary assignment
Fernandez, Robin	Student Help Desk Coordinator West Hills College Coalinga	30 hrs/wk	Range 48 Step A	Grant	1/23/08 – 6/30/08	Temporary replacement for Idelle Mahrt

2. Temporary Hires (continued.....)

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Rodarte, Michelle	Child Dev. Center Associate Teacher West Hills College Coalinga	19 hrs/wk	Range 30 Step A	Grant	1/23/08 – 6/30/08	Temporary assignment while recruiting

3. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Byars, Fidela	Financial Aid Assistant I West Hills College Lemoore 19 hrs/wk, 12 mo/yr Range 33, Step B	Student Services Assistant West Hills College Lemoore 40 hrs/wk, 12 mo/yr Range 36, Step B	11/28/07	New position
Chavez, Marissa	Human Resources Specialist District Office Range 8, Step 7	Human Resources Specialist District Office Range 8, Step 7	1/1/08	Change in range due to minimum wage increase
Cleveland, Conne	Child Dev. Center Site Supervisor West Hills College Coalinga Range 17, Step A	Early Education Coordinator West Hills College Coalinga Range 27, Step A	1/1/08	New position
Clover, Nancy	Human Resources Specialist District Office Range 7, Step 2	Human Resources Specialist District Office Range 8, Step 2	1/1/08	Change in range due to minimum wage increase
Colin, Ana	Child Dev. Center Office Assistant West Hills College Coalinga Range 29, Step C	Child Dev. Center Accounting Spec. West Hills College Coalinga Range 44, Step A	1/1/08	New position
Mahrt, Idelle	Student Help Desk Coordinator West Hills College Coalinga Range 48, Step E	Interim Ed Tech Specialist West Hills College Coalinga Range 65, Step A	1/1/08 – 6/30/08	New position; temporary assignment
Richerson, Melissa	Human Resources Specialist District Office Range 7, Step 3	Human Resources Specialist District Office Range 8, Step 3	1/1/08	Change in range due to minimum wage increase

4. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date	Additional Information
Bass, Cheryl	Program Development Assistant West Hills College Foundation	1/11/08	Resignation
Marmolejo, Ricardo	Upward Bound Advising Specialist West Hills College Coalinga	12/14/08	Resignation