

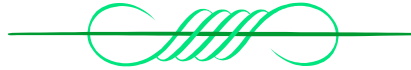


WEST HILLS COMMUNITY COLLEGE DISTRICT

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

MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD

October 24, 2006



CALL TO ORDER / OPEN SESSION

President McKean called the meeting of the Board of Trustees to order at 3:13 p.m.

Board members present:

Mark McKean
Jack Minnite
Nina Oxborrow
Jeff Levinson
Nina Oxborrow
Bill Henry
Steve Cantu
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
Keven Backman, Director of Human Resources
Susan Kincade, Dean of Learning Resources
Jill Stearns, Dean of Student Learning, West Hills College Coalinga
Carlos Diniz, Dean of Student Learning, West Hills College Coalinga

Introduction of Guests

There were no guests present 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, reported that the Senate has been reviewing the Board policies and procedures. They have sent their comments to Ms. Donna Isaac on the routing forms. The Senate is also working on peer review and new distance education addendum forms. The new form asks how the class compares face to face versus online and hybrid. This will put us in sync with the state. The Senate has also been discussing the review of other policies that are to be reviewed annually. They want to have a schedule as to when the policies will be reviewed. Dr. Gornick commented on the Board study session held earlier in the day and stated that the College Presidents and the Vice Chancellor have already begun to review the resource allocation model. The Presidents will begin to have dialogue with the faculty. Ms. Bart reported that the Senates are working together on issues with regard to creation and assessment of Student Learning Outcomes (SLOs). They want someone who is knowledgeable to come in and provide training for both campuses. Ms. Bart reported that the Senates are also working together on the equivalency policy as well as the tenure forms. These items affect the faculty on both campuses.

Mr. James Preston, Academic Senate President for West Hills College Lemoore, reported that Ms. Bart has mentioned many of the items that he has on his list. He reported that Ms. Neomi Daniels is working on the equivalency policy for the Senate. Mr. Preston reported that a joint Curriculum Committee/Senate workshop will be held on November 3 from 12:00 noon - 3:00 p.m. at which time SLOs will be discussed. Ms. Rene Sanchez heads the SLO team for West Hills College Lemoore. Mr. Preston commented on having a speaker brought in during flex day to discuss SLOs and the three stages of writing, implementing and evaluating. With regard to distance education, the Senate has agreed to set up a taskforce and is gathering representatives. The Senate has also been reviewing Board policies and procedures. Dr. Gornick questioned if the Senate has some benchmarks or goals for SLOs in terms of departments that will achieve them by a particular date. He stated that his concern is for the accreditation process. Mr. Preston stated that he will be working on this. Ms. Bart commented that the faculty at West Hills College Coalinga are in different stages with SLOs.

WHCFA Report - Ms. Faye Mendenhall, WHCFA President, reported that the Senates, the Curriculum Committees and the faculty association executive board have been meeting and discussing general faculty concerns which include distance education in online instruction. A general meeting will be held at Harris Ranch on Friday, October 27 at which time the group will discuss distance education, office hours, mileage reimbursement and the new state budget.

CSEA Report - Mr. Butch Brewer, CSEA President, was not present to report at this time. Dr. Harris extended apologies on Mr. Brewer's behalf. Dr. Gornick complimented Mr.

Brewer and CSEA on moving two MOUs (Memorandums of Understanding) forward that will help with expanding 19 hour positions and provide accommodations for the holidays.

ASB Report - Mr. Larry Logsdon, Student Government Association President, West Hills College Lemoore, distributed a report and commented on recent and upcoming activities and events at West Hill College Lemoore.

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 reported that he met with Ms. Sandy McGlothlin last week and learned about the President's Scholars program. There are over 20 President's Scholars at West Hills College Coalinga. He has invited all of them to lunch and discussed the President's Scholars program and opportunities. Dr. Harris reported that there are currently over 500 students enrolled at the North District Center, Firebaugh. Dr. Harris announced that holiday receptions are being planned at the North District Center on December 6 and at West Hills College Coalinga on December 7.

West Hills College Lemoore - Mr. Don Warkentin, President, distributed a college activities report and commented on recent and upcoming events. He reported that the President's Scholars Dinner is scheduled for November 9 and there should be a large crowd. The midterm report for accreditation is due in March 2008. Mr. Warkentin reported that his college has been contacted by Fresno Pacific regarding offering bachelor degree programs on the campus. They have developed an MOU and want to start by January. Mr. Warkentin reported that West Hills College Lemoore is sending two students to the HACU Conference in San Antonio, Texas.

Chancellor's Report - Dr. Frank Gornick, Chancellor, reported on his recent visit to the Lemoore Senior Center to discuss Measure W.

Ms. Michelle Kozlowski provided a presentation on Return on Investment and Efficiencies. Michelle stated that if everything could be quantified, the district realizes a 70% - 240% return on investment each year.

Dr. Gornick commented on the initial cost of the technology projects coming from Measure G and grants and not the general fund.

CONSENT AGENDA

President McKean announced that the Quarterly Financial Status Report, 311Q has been revised due to a new reporting format issued by the Chancellor's Office.

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

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- CA-15** Minutes - The minutes of the September 29, 2006 and October 12, 2006 Board meetings were approved as submitted.
- CA-16** Warrants - The warrants were approved as submitted.
- CA-17** Quarterly Financial Status Report, 311Q - The Quarterly Financial Status Report, 311Q was approved as submitted.
- CA-18** Personnel Transactions - The list of personnel transactions was approved as submitted.

CHANCELLOR'S OFFICE

- CO-11** Resolution - Annual Organizational Meeting - The resolution in the matter of setting the date of the annual organizational meeting of the Board of Trustees was adopted on a motion by Trustee Levinson, seconded by Trustee Oxborrow, and carried unanimously.
- CO-12** Curriculum Committee Action Report, West Hills College Lemoore - Trustee Oxborrow questioned the basic pharmacology course and the process. Mr. Warkentin stated that this goes along with the allied health programs. It is a component that is needed for students to be successful and was added to enhance the program. He stated that the Curriculum Committee report needs to be corrected to reflect this. President McKean questioned the basic nutrition course. Mr. Warkentin stated that it is a distance education addendum.
- The Curriculum Committee Action Report for West Hills College Lemoore was approved on a motion by Trustee Oxborrow, seconded by Trustee Ivans, and carried unanimously.
- CO-13** Early Retirement Notification Incentive Plan - The Early Retirement Notification Incentive Plan was approved on a motion by Trustee Levinson, seconded by Trustee Ivans, and carried unanimously.
- CO-14** Board Policies and Administrative Procedures - The following Board Policies and Administrative Procedures were presented for a first reading. Consideration will be requested at a later date.
- Revised Board Policy and Administrative Procedure 3430, Prohibition of Harassment
 - New Board Policy and Administrative Procedure 3510, Workplace Violence Plan

- Revised Board Policy and Administrative Procedure 3540, Sexual and Other Assaults
- New Board Policy 5030, Fees
- Revised Board Policy 6750, Parking

Trustee Oxborrow questioned the sexual harassment training process and Mr. Keven Backman responded that the training is ongoing. He stated that the district utilizes an online training program and all employees will be invited to participate. The program is interactive and will make us compliant for years to come. Dr. Gornick stated that the program will be a part of the evaluation procedure for management staff throughout the year.

Trustee Levinson questioned if input from the various groups has been received concerning the Board policies and procedures. Ms. Isaac explained that comments had not been received as of yet but will be given to the Board prior to their consideration of the policies and procedures.

CO-15 Board Policy and Administrative Procedure 6740, Citizens' Oversight Committee – Dr. Gornick reported that this policy and procedure are a requirement of Proposition 39 with respect to the bond.

The new Board Policy and Administrative Procedure 6740, Citizens' Oversight Committee, was approved on a motion by Trustee Levinson, seconded by Trustee Oxborrow, and carried unanimously.

FISCAL SERVICES

FS-13 Fiscal Services Report – Mr. Ken Stoppenbrink, Vice Chancellor of Business Services, discussed the status of the budget expenses and revenues to date. He reported that we are 25% through the 2006-2007 fiscal year. General fund revenues are at 26.5% and general fund expenditures are at 19.7%. He stated that the district is in good fiscal shape.

FS-14 International Student Insurance Fees – Mr. Stoppenbrink stated that it is necessary for the district to have these fees in place. We need to fold in a fee to insure that all students have health coverage.

The following international student insurance fees were approved on a motion by Trustee Ivans, seconded by Trustee Cantu, and carried unanimously:

• Fall Semester	\$310
• Spring/Summer Semester	\$430
TOTAL	\$740

FS-15 Resolutions – Child Care Services – The following resolutions in the matter of child care services were adopted on a motion by Trustee Ivans, seconded by Trustee Oxborrow, and carried unanimously.

- Child Care Instructional Materials Program
Grant No. CIMS-6107-10-6213-00-6
Amount: \$3,719.00
- Child Care School Age Resource Grant
Grant No. CSCC-6042-10-6213-00-6
Amount: \$2,000.00

PERSONNEL SERVICES

PS-3 Classified Management Job Descriptions – Ms. Jill Stearns commented on the program with the Claremont Custody Center. They have funds available from the state for vocational training. We are currently reviewing a draft MOU to provide these services. Ms. Stearns explained that in order to provide the services, we need to have someone lead the effort on the Claremont Custody Center site. The Education Coordinator position will serve this need. Dr. Harris commented on space and equipment flexibility. Trustee Henry questioned the FTE generation. Ms. Stearns stated that the MOU is built on 80 but this is a low number and we expect to generate more.

The following classified management job descriptions were approved on a motion by Trustee Cantu, seconded by Trustee Ivans, and carried unanimously:

- Claremont Custody Center Education Coordinator
- Community Liaison, Culinary Arts Program

PS-4 Resolution – 39 Month Re-Employment List – The resolution in the matter of the placement of Mr. Jim Vosburg on the 39-month re-employment list was adopted on a motion by Trustee Henry, seconded by Trustee Levinson, and carried unanimously.

BOARD REPORTS / COMMENTS / REQUESTS AND ANNOUNCEMENTS

Trustee Cantu stated that it is really great hearing from everyone and he is excited to hear the news about the enrollment at the North District Center.

Trustee Minnite thanked everyone for their presentations, stating that they were very informative. He stated that the news about the North District Center enrollment is phenomenal and he thanked everyone for their involvement in all communities. He stated that it is good to be a part of something positive.

Trustee Oxborrow thanked everyone for their hard work. She stated that she thoroughly enjoys working with everyone and is always very proud of the institution.

Trustee Ivans expressed her appreciation for all of the presentations. She expressed her thanks to all.

Trustee Henry stated that he enjoyed the presentations made during the study session. He stated that Measure W will be a great thing for everyone. Trustee Henry stated that he enjoyed hearing the presentation on the plans for the Farm of the Future and the ability to provide 30 students with scholarships each year. He stated that the enrollment at the North District Center is good news and thanked everyone for their efforts.

Trustee Levinson echoed the comments of his fellow Board members and stated that he appreciates the resolution on the proceeds from the sale of the old farm property. He stated that he doesn't often get to interact with students and it is nice to see the students and the programs they are involved in.

President McKean reported that he attended the field day event and he complimented everyone who was involved in putting it together. He stated that he spent some time in conversation with John Deere and Topcon and they are as excited about the program as we are. He stated that the program is going to grow.

President McKean announced that the next meeting of the Board of Trustees is scheduled for November 21, 2006.

CLOSED SESSION

The meeting was adjourned to closed session at 4:36 p.m.

- 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; Lemoore, California; Firebaugh, California

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

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Personnel Transactions

1. New Hires - Classified

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Garcia, Teresa	Child Development Center Assistant West Hills College Coalinga	19 hrs/wk 12 mo/yr	Range 23 Step A	Grant	10/4/06	New position
Leaton, Martha	Security Guard West Hills College Coalinga	19 hrs/wk 12 mo/yr	Range 32 Step A	District	10/20/06	Replacement for Frank Miller
Salazar, Rosa	Child Development Center Assistant Avenal Child Development Center	19 hrs/wk 12 mo/yr	Range 23 Step A	Grant	10/16/06	New position
Sanchez, John	Custodian, Child Development Center North District Center, Firebaugh	15 hrs/wk 12 mo/yr	Range 35 Step A	Grant	10/16/06	New position

2. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Dates	Additional Information
Jimenez, David	Child Development Center Assistant North District Center, Firebaugh	19 hrs/week	Range 23 Step A	Grant	10/25/06	Temporary hire while recruiting for open position

3. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Grijalva, Veronica	Advising Specialist West Hills College Lemoore Range 56, Step H + longevity	Counselor West Hills College Lemoore Class III, Step 1	9/19/06	Temporary replacement for Angela Tos while out on maternity leave
Torres, Elva	Secretary West Hills College Lemoore Range 36, Step E	Advising Specialist West Hills College Lemoore Range 56, Step A	9/25/06	Temporary replacement for Veronica Grijalva while replacing Angela Tos who is out on maternity leave