



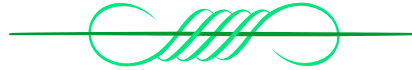
**WEST
HILLS**
COMMUNITY
COLLEGE
DISTRICT

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

November 20, 2007



CALL TO ORDER / OPEN SESSION

President McKean called the meeting of the Board of Trustees to order at 3:18 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
Jill Stearns, Dean of Student Learning, West Hills College Coalinga
Carlos Diniz, Dean of Student Learning, West Hills College Coalinga
Marcel Hetu, Director of North District Center, Firebaugh
Cathy Barabe, Director of Grants
Kathy Watts, Director of Child Development Centers
Frances Squire, Director of Marketing
Richard Larson, Director of Farm of the Future
Barbara Caganich, Executive Director of West Hills Community College Foundation

Introduction of Guests

Ms. Frances Squire, Director of Marketing, introduced Mr. Ray Giles and Mr. John Isom of Dale Scott & Company; and Supervisor Judy Case, Fresno County Board of Supervisors.

Public Comments

Supervisor Judy Case stated that it is a pleasure to attend this meeting of the West Hills Community College District Board of Trustees. She stated that she has attended many West Hills events. She commented on the lack of education in the county and thanked West Hills for providing job skills. Supervisor Case presented a resolution from the Fresno County Board of Supervisors acknowledging the district's 75th anniversary.

On behalf of the Board of Trustees, President McKean thanked Supervisor Case for the resolution and for her support of the district.

REPORTS FROM ORGANIZATIONS / COLLEGES / DISTRICT OFFICE

Academic Senate Report – Mr. James Preston, Academic Senate President for West Hills College Lemoore, reported that the Senate has been very busy. They have identified nominees for NISOD and are busy planning activities for flex day in January. The Basic Skills Initiative team has been lined up and discussion will also take place concerning learning areas. Mr. Preston distributed the approved learning area model for West Hills College Lemoore. He reported that the challenge they faced is that the learning areas were out of balance. Mr. Preston also provided the list of faculty committee involvement for this year.

Dr. Frank Gornick commented on basic skills and encouraged Mr. Preston and the basic skills committee to keep an open mind as they work on this item.

Trustee Minnite questioned the value of learning area realignment in terms of the accreditation review. Mr. Preston responded that it wasn't a specific recommendation from the accreditation visit but it will make the college more efficient. Dr. Gornick stated that, from the Board's perspective, the accreditation team will hear from faculty that they are demonstrating that their planning is ongoing and they are making recommendations to their presidents. There is evidence which includes minutes of meetings and reports to the Board. The faculty do participate in the governance of the college and make recommendations to the President.

President McKean complimented Mr. Preston on reaching out and getting many people involved in the work at the college.

Ms. Anita Bart, Academic Senate President for West Hills College Coalinga, reported that several representatives from Coalinga and Lemoore recently participated in the state Student Learning Outcomes (SLO) meeting at Harris Ranch. Good ideas were shared and insight given as to what to expect from the accreditation team when they visit. She stated that it was a very helpful and successful meeting, after which time the group from Coalinga and Lemoore had the opportunity to meet and further discuss SLOs. Ms. Bart reported that the Senate has submitted NISOD nominees to their

President. They are working on minimum qualifications and coming up with good ideas. They want to include adjunct faculty in the equivalency process. Ms. Bart reported that the Senate has also been discussing how to assist the SLO coordinator and committee on achieving a 100% completion rate and how this can be done. The issue is with part time instructors as they are not involved in the SLO process. Ms. Bart stated that the full time faculty need to reach out and get the part time faculty involved with the development and assessment of SLOs. In closing, Ms. Bart reported that the Senate is working on plans for flex day.

Trustee Minnite commented on the recent meeting with the SLO group and the opportunity to meet with colleagues. He questioned if it would be beneficial to meet once a quarter. Ms. Bart responded that the Senate, SLO coordinators and others already meet once a month for lunch and discuss SLOs and other issues.

WHCFA Report – Ms. Marty Ennes, WHCFA President, commented on Thanksgiving, stating that it is a time to reflect on the things we are thankful for. She expressed her appreciation to the people who have helped her. Ms. Ennes also thanked the administration that is working on trying to improve communication. She stated that she appreciates the invitation to the recent Leadership Retreat, commenting that it was a good time to work with others and have good discussion. Ms. Ennes reported that the faculty association will be at the negotiating table next Tuesday and hopes that this will be a positive time for negotiations team. A general meeting of the association will be held at the end of the month and three of the national representatives will be here.

Trustee Minnite thanked Ms. Ennes for her positive approach.

CSEA Report – Mr. Mark Millett, CSEA President, commented on the recent Leadership Retreat, stating that it was interesting to discuss issues with administrators who are normally on the opposite side of the table. He stated that there were no “sides” at the retreat. The information presented was a big help and he appreciates being invited. Mr. Millett reported that CSEA is working on filling the hiring committees with classified staff, stating that they would like to have new people serve. He reported that the chapter is currently working on revising their constitution. Mr. Millett reported that the CSEA officers for the coming year are as follows: Mark Millet, President; Emma Santos, Vice President; Janet Young, Treasurer; Priscilla Balcazar, Secretary; and Scott Young, Public Relations. The officers will be attending training in early February.

ASB Report – Mr. Robert Wallace, Student Trustee, reported that midterms are occurring right now. The North District Center and West Hills College Coalinga have held food drives and donated boxes of food to families and the local salvation army. A coat drive is currently taking place and will be ongoing until the second week of December. A barbecue fundraiser was held in Coalinga on Halloween. Mr. Wallace reported that Lemoore did not submit a report this month.

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 provided a video clip on the recent emergency disaster drill at Coalinga. Dr. Lewallen also provided a brief slide show of photos from the WHAMOBASS hot air balloon festival held last weekend.

West Hills College Lemoore – Mr. Don Warkentin, President, distributed a college activities report and briefly commented on recent and upcoming events. He commented on the Extreme Registration event at West Hills College Lemoore, stating that it was a very successful event.

Chancellor's Report – Dr. Frank Gornick, Chancellor, commented on the recent article in the California Farmer publication. He stated that it features a great article on the Farm of the Future.

Dr. Gornick briefly commented on the possibilities of a School Facilities Improvement District (SFID). Mr. Ken Stoppenbrink introduced Mr. Giles and Mr. Isom, stating that they are here to provide information on School Facilities Improvement Districts.

Mr. Giles thanked the Board of Trustees for the opportunity to share the information. Mr. Isom provided a presentation, discussing the assessed value and voting history of the district and possible options for SFIDs.

Dr. Gornick commented on the possibility of including Avenal with Coalinga, stating that it may allow us to provide Avenal with an attendance center of some sort.

Trustee Minnite questioned the retirement of land and if it has been considered when developing the assessed value. Mr. Isom responded that it has not and the information provided is based on the most recent assessed value. Trustee Minnite commented on the displacement of jobs, land and lack of water, questioning what numbers we are going to use when we go through the projection. Mr. Isom stated that we want to find out, through an exhaustive process, what would be an appropriate program and we want to make sure that assumptions on future assessed values are not too aggressive.

Discussion took place regarding the various projects that could be considered with SFIDs and how the breakdown of SFIDs could be structured based on the needs of the communities. If the SFIDs are packaged right, the communities may be more willing to support the bond.

Mr. Isom stated that this is an opportunity to find out what will work for the district. He reviewed the timeline for a June election and the appropriate actions to take. He summarized as follows:

- December 10 Board meeting – Present survey results

- January 22 Board meeting – Adopt resolution of intent to form SFIDs
- February 26 – Public hearing regarding the formation of SFIDs; Board action to adopt resolutions of SFID formation; Board action to adopt resolution calling for June 2008 election.

Trustee Oxborrow questioned if we are going to have any other presentations from other bond agencies. Dr. Gornick responded that discussions have also been held with Caldwell Flores. They were used for the other bond measures. Trustee Oxborrow stated that she feels like we need more information as we haven't discussed this matter as a Board. She stated that she wants to know who we are dealing with and what the background is.

CONSENT AGENDA

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

- CA-18** Minutes – The minutes of the October 23, 2007 Board of Trustees Study Session and October 23, 2007 Board of Trustees meeting were approved as submitted.
- CA-19** Warrants – The warrants were approved as submitted.
- CA-20** Declaration of Surplus Property – The list of surplus property was declared and approved as surplus.
- CA-21** Adult/Student Temporary Salary Schedule – The changes to the adult/student temporary salary schedule were approved as submitted.
- CA-22** Personnel Transactions – The list of personnel transactions was approved as submitted.

CHANCELLOR'S OFFICE

- CO-10** Resolution – Annual Organizational Meeting – The resolution in the matter of the annual organizational meeting of the Board of Trustees was adopted on a motion by Trustee Levinson, seconded by Trustee Ivans, and carried unanimously.
- CO-11** West Hills College Coalinga Curriculum Committee Action Report – The West Hills College Coalinga Curriculum Committee Action Report was approved on a motion by Trustee Levinson, seconded by Trustee Ivans, and carried unanimously.

FISCAL SERVICES

FS-14 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 33.3% through the 2007-2008 fiscal year. General fund revenues are at 35.4% and general fund expenditures are at 25%.

Trustee Minnite questioned the Financing Corporation funds that were recently invested. Mr. Stoppenbrink reported that the funds were invested as follows: \$1 million in the cap interest accounts with Bank of New York; \$3 million in a CD at EECU for 1 year; and the remainder invested with Merrill Lynch and Morgan Stanley. Mr. Stoppenbrink stated that representatives from Merrill Lynch and Morgan Stanley will be at an upcoming Financing Corporation meeting to explain how the funds were invested. Trustee Cantu questioned the risk value for the money and Mr. Stoppenbrink explained the various types of investments and maturity dates.

FS-15 Contract Award – Trustee Oxborrow questioned where the local funds are coming from for the scoreboard project. Mr. Warkentin responded that the funds are in the college budget. Trustee Minnite questioned if the scoreboard is only for soccer or if it will be used for various purposes. Mr. Warkentin explained that currently it will only be used for soccer but in the future there will be a baseball scoreboard on the opposite side. The increased cost of the soccer scoreboard is due to the additional reinforcements being put in place for the future use.

On a motion by Trustee Levinson, seconded by Trustee Ivans, and carried unanimously, the contract for the West Hills College Lemoore Soccer Scoreboard Project was awarded to Sierra Range Construction of Visalia for a total bid amount of \$118,380.

FS-16 Notice of Completion – The notice of completion for the West Hills College Coalinga Scheduled Maintenance Paving Project was approved on a motion by Trustee Levinson, seconded by Trustee Cantu, and carried unanimously.

FS-17 Agreement for Child Care Services – Trustee Minnite questioned the agreement as to why we are finalizing it now when it has already been in place. Ms. Kathy Watts explained that we took over the contract from the Golden Plains Unified School District as they no longer wanted to run the program. We already have an agreement with First 5 of Fresno County

and they asked that we take over the program. Mr. Stoppenbrink commented that this is a huge program and a great benefit to the college and community.

The agreement between the Children and Families Commission of Fresno County and West Hills Community College for the San Joaquin School Readiness Grant in the amount of \$260,000 was approved on a motion by Trustee Ivans, seconded by Trustee Henry, and carried unanimously.

PERSONNEL SERVICES

PS-6 Part Time Faculty Salary Schedule – The changes to the part time faculty salary schedule were approved on a motion by Trustee Ivans, seconded by Trustee Henry, and carried unanimously.

PS-7 Classified Job Description – The following new classified job description was approved on a motion by Trustee Ivans, seconded by Trustee Henry, and carried unanimously:

- Research Assistant

BOARD REPORTS / COMMENTS / REQUESTS AND ANNOUNCEMENTS

Trustee Cantu wished everyone a happy Thanksgiving. He expressed his thanks to Judy Case for her presentation to the Board.

Trustee Minnite wished everyone a happy Thanksgiving and thanked everyone for the presentations given today.

Trustee Oxborrow thanked everyone for their work on the emergency drill and wished everyone a happy Thanksgiving.

Trustee Ivans wished everyone a happy Thanksgiving. She thanked everyone for their hard work. Trustee Ivans stated that she appreciated the presentation made by Ms. Barbara Caganich at the Avenal Rotary. She stated that Vince Montoya will be missed.

Trustee Henry wished everyone a happy Thanksgiving. He thanked Mr. Giles and Mr. Isom for the information provided on bonds. He stated that it is interesting information and will be a very involved decision-making process. He stated that it looks like we are on a rapid schedule.

Trustee Levinson wished everyone a happy Thanksgiving and stated that he appreciates everyone's work. He stated that good information was presented.

President McKean reported that he attended the recent Hall of Fame event and commented that all of the attendees appreciated the event.

President McKean announced that the next meeting of the Board of Trustees is scheduled for Monday, December 10, 2007.

CLOSED SESSION

The meeting was adjourned to closed session at 5:20 p.m.

- Discussion of land acquisition/disposition of property (as per Government Code Section 54956.8). Property: Coalinga, California; Firebaugh, 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 6:15 p.m.

Nina Oxborrow
Clerk of the Board of Trustees

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Personnel Transactions

1. New Hires – Administrative

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Moore, Allen	Interim Director of Maintenance & Operations/Auxiliary Services West Hills College Lemoore	40 hrs/wk 12 mo/yr	Range 42 Step 5	District	10/22/07	Replacement for Vince Montoya

2. New Hires – Classified

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Enriquez, Gustavo	Advising Specialist West Hills College Lemoore	19 hrs/wk 12 mo/yr	Range 56 Step A	Grant	10/31/07	New position
Green, Brian	Advising Specialist West Hills College Lemoore	40 hrs/wk 12 mo/yr	Range 56 Step A	Grant	12/3/07	New position
Hernandez, Juana	Child Development Center Assistant West Hills College Coalinga	19 hrs/wk 12 mo/yr	Range 23 Step A	Grant	9/15/07	Replacement for Sophia Anthony
Keough, Olga	Accounting Services Technician I District Office	40 hrs/wk 12 mo/yr	Range 49 Step A	District	11/7/07	New position
Staley, Nancy	Advising Specialist West Hills College Coalinga	19 hrs/wk 12 mo/yr	Range 56 Step A	Grant	10/15/07	

3. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Brock, Keith	High Technology/Access Specialist West Hills College Lemoore	19 hrs/wk	Range 65 Step A	Grant	11/21/07 – 12/14/07	
Peichoto, Martha	Child Development Center Assistant West Hills College Lemoore	19 hrs/wk	Range 23 Step A	Grant	11/21/07 – 12/31/07	Temporary replacement while recruiting
Wilder, Brittany	Child Dev. Center Associate Teacher West Hills College Lemoore	19 hrs/wk	Range 30 Step A	Grant	11/21/07 – 12/31/07	Temporary replacement while recruiting
Worth, Bobbi	Child Development Center Teacher West Hills College Coalinga	19 hrs/wk	Range 40 Step A		11/21/07 – 12/31/07	

4. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Acevedo, Angelica	Child Dev. Center Associate Teacher San Joaquin Child Dev. Center 40 hrs/wk, 12 mo/yr Range 30, Step B	Child Development Center Teacher San Joaquin Child Dev. Center 40 hrs/wk, 12 mo/yr Range 40, Step A	11/1/07	

4. Changes in Assignment (continued.....)

Name	Current Assignment	Change	Effective Date	Additional Information
Fees, Melissa	Work Study Coordinator (Classified) West Hills College Coalinga Range 42, Step C	Human Resources Specialist (Confidential) District Office Range 7, Step 3	11/8/07	Replacement for Monica Santino
Leon, Ana	Child Dev. Center Site Supervisor Avenal Child Development Center Range 17, Step 3	Early Education Coordinator Avenal Child Development Center Range 27, Step 1	11/1/07 – 6/30/08	Temporarily working out of class
Lopez, Yvonne	Program Assistant West Hills College Coalinga 19 hrs/wk, 12 mo/yr	Program Assistant West Hills College Coalinga 40 hrs/wk, 12 mo/yr	10/15/07	
Santino, Monica	Human Resource Specialist (Confidential) District Office Range 7, Step 2	Marketing Assistant (Classified) District Office Range 40, Step B	11/1/07	
Santos, Emma	Financial Aid Assistant II West Hills College Coalinga Range 42, Step D	Advising Specialist West Hills College Coalinga Range 56, Step A	10/22/07	Replacement for Eva Jimenez

5. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date	Additional Information
Goodale, Peggy	Psychiatric Technician Instructor West Hills College Coalinga	10/31/07	Resignation
Montoya, Vince	Director of Maintenance & Operations/Auxiliary Services West Hills College Lemoore	10/31/07	Resignation
Sutton, Mel	Psychiatric Technician Instructor West Hills College Coalinga	12/31/07	Retirement