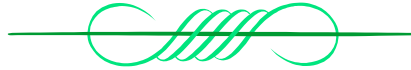




MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD

January 23, 2007



CALL TO ORDER / OPEN SESSION

President McKean called the meeting of the Board of Trustees to order at 1:38 p.m.

Board members present:

Mark McKean
Jack Minnite
Nina Oxborrow
Jeff Levinson
Bill Henry
Edna Ivans
Steve Cantu

Board members absent:

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
Jill Stearns, Dean of Educational Services, West Hills College Coalinga

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 - Mr. James Preston, Academic Senate President for West Hills College Lemoore, reported that the spring semester is going well. Flex day was held on January 11 and the focus was Student Learning Outcomes (SLOs). Ms. Rene Sanchez,

history instructor, provided an inservice on developing SLOs at the course level and how to write, implement and evaluate them. Mr. Preston stated that the Senate was pleased with the use of time that day and faculty wrote SLOs for 30 separate courses and made a lot of progress. Mr. Preston reported that the first Senate meeting of the semester was held yesterday. They made committee appointments and started the review of another round of Board policies. The Senate is pleased with the process of reviewing policies and procedures. They are also working on a couple of new resolutions for the spring which will address SLOs and tenure for faculty members. Mr. Preston reported that the faculty want to add 3 to 5 new faculty members for the fall and will soon be making recommendations for new positions. Trustee Levinson questioned what Mr. Preston believes the needs to be. Mr. Preston responded that informally, he has heard of needs for arts and letters faculty. There is also a need for ESL, Spanish, PE, Health and AOJ instructors. He stated that the needs can also be reviewed in the program review process for the instructional areas. The Senate will develop a list of recommended positions and submit it to the College President. Trustee Levinson stated that he thinks the needs should be known now. He stated that it is an issue of having 15 needs and narrowing them down to 5. Mr. Preston stated that the needs will have to be prioritized.

Ms. Anita Bart, Academic Senate President for West Hills College Coalinga, reported that the faculty in Coalinga also worked on SLOs on flex day. They are starting on the assessment process and have been apprehensive about assessments. The flex day speaker helped the faculty to feel more comfortable and they are moving forward. Ms. Bart reported that several good sessions were offered in the afternoon of flex day including an art class given by Melissa Delaney; a crime scene class given by Troy Holsenbake; using current events in the classroom, presented by Brandy and Kevin Wilds; and techniques in video conferencing, presented by Sarah Shepard. Ms. Bart stated that the first Senate meeting of the semester was held today and they are dealing with many of the same topics as Lemoore. In addition, they have been working on developing a joint tenure recommendation form. Ms. Bart reported that the Presidential Search Committee will soon reconvene. The Senate is also working on reviewing the equivalency and minimum qualifications policies.

WHCFA Report – Ms. Faye Mendenhall, WHCFA President, was not present to report at this time. Dr. Harris reported that Ms. Mendenhall is in class and unable to attend.

CSEA Report – Mr. Butch Brewer, CSEA President, was not present to report at this time.

ASB Report – Mr. Larry Logsdon, Student Government Association President, West Hills College Lemoore, was not present to report at this time.

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 opening day activities went very well. Dr. Harris reported that classes at the Claremont Custody Center will begin on Monday, February 5 and he is pleased with the progress being made in this program. Dr. Harris reported that the annual Coalinga Chamber of Commerce awards banquet will be held on Saturday evening and will be attended by several staff members.

West Hills College Lemoore - Mr. Don Warkentin, President, distributed a college activities report and commented on recent and upcoming events. He reported on the X-treme Registration event that occurred at West Hills College Lemoore on January 12. This event was a great success and brought in approximately 500 students who registered for classes. Mr. Warkentin reported that Lemoore will once again be hosting the Kings County Academic Decathlon.

Chancellor's Report - Dr. Frank Gornick, Chancellor, thanked the Academic Senate Presidents for getting things moving with SLOs and having the colleges focus on the task. He stated that there is a concern in the state concerning SLOs. The intent is not to use SLOs for evaluation purposes, but to make sure our courses fit us properly and do what we want to achieve.

CONSENT AGENDA

President McKean questioned the change in the bid threshold. Mr. Ken Stoppenbrink explained that the amount is updated by the state Chancellor's Office each year and is based on COLA (Cost of Living Adjustment). He stated that there are different thresholds and this particular one is for equipment.

Dr. Gornick reported that there were questions before the meeting concerning the large dollar amounts in the warrants that are being moved from fund 12 to EOPS and CARE. He explained that the money is put into fund 12 to earn some interest. The money is then moved to the programs.

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

- CA-25** Minutes - The minutes of the December 5, 2006; December 7, 2006; and January 5, 2007 Board of Trustees meetings were approved as submitted.

- CA-26** Warrants - The warrants were approved as submitted.

- CA-27** Quarterly Financial Status Report, 311Q - The Quarterly Financial Status Report, 311Q for the quarter ending December 31, 2006 was approved as submitted.

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- CA-28** Non-Resident Tuition Rates - The non-resident tuition rates for fiscal year 2007-2008 were approved as submitted.
- CA-29** Change in Bid Threshold - The increase in the bid threshold limit was approved as submitted.
- CA-30** Informal Bid Award - The bid for sand for the rodeo area project to Terry Johnson Trucking, Inc. for a total bid amount of \$43,750 was approved as submitted.
- CA-31** Personnel Transactions - The list of personnel transactions was approved as submitted.

CHANCELLOR'S OFFICE

- CO-18** Report - Vocational Training Grant - Dr. Gornick stated that he has asked Dr. Carole Goldsmith, Director of Title V/Workforce Development, to provide a report explaining the program that we have going with the colleges and the different funding agencies. Dr. Goldsmith presented information concerning the new training grant for community-based job training. She reported that community-based job training was introduced by President Bush in his 2004 State of the Union Address. The primary purpose is to build the training capacity of community colleges and to equip workers with the skills that local industries require for success. The West Hills Community College District was awarded \$1.9 million for this purpose. Dr. Goldsmith discussed the various ways that the grant will assist and discussion took place regarding how the dollars will be used.

Dr. Goldsmith presented certificates of appreciation to her staff in the Coalinga One-Stop Office: Gerardo Escalante, Cecilio Mora, Robert Pimentel and Elizabeth Repp.

- CO-19** Report - Web Usage and Strategic Plan Process - Mr. Pedro Avila, Director of Institutional Effectiveness, Planning and Web Services, reported that the District Strategic Planning Committee met yesterday. Dr. Gornick stated that the Strategic Plan will be discussed more in-depth at the Board Retreat in February. Mr. Avila distributed the presentation that was given to the committee and briefly summarized the information. Mr. Avila referred to the charts with regard to the adult population participation rates. He explained the different benchmark numbers that are used by the National Center for Education Statistics and the California Chancellor's Office. Mr. Avila also commented on EduMetry and stated that he provided results on the Fall 2006 pilot. The numbers look promising and we are finding that the use of EduMetry has had a positive

impact. He stated that he believes we will be continuing with the program. Mr. Avila also reported on the number of high school students currently enrolled at West Hills College. Brief discussion took place regarding EduMetry and the number of students being served in Lemoore.

With regard to website visits, Mr. Avila provided a brief presentation showing our trends for the past four years. He recognized the work of Suzy Shirk, Keith Stearns and the entire IT department, along with the information provided by the colleges.

CO-20 Report – Marketing and 75th Anniversary Activities – Ms. Frances Squire, Director of Marketing, presented the latest television commercials. Ms. Squire reported that our marketing is driven by our goals and our strategic plan. She provided information concerning marketing efforts (web site, newspaper, direct mail, radio and television) and commented on the recent use of MySpace and e-Blast. Information was also shared with regard to online enrollment. Trustee Cantu questioned if our current technology can keep up with the demands that we are seeing. Dr. Gornick stated that we are beginning to work on developing a strategic plan for technology and will soon be addressing this issue. Discussion took place concerning space utilization and funding that is affected because of online learning.

Ms. Squire also briefly reported on events planned for the college's 75th anniversary. She reported that a book will be published that features profiles of students, staff and faculty from each decade; a history of the college locations; listings of all College Presidents and Board Members over the years; and historical photos. Additionally, new banners depicting the district's 75 years of service will be placed in all locations.

FISCAL SERVICES

FS-25 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 50% through the 2006-2007 fiscal year. General fund revenues are at 51.6% and general fund expenditures are at 43.7%.

Mr. Stoppenbrink also provided information concerning the auxiliary funds and their status. He stated that the auxiliary funds are doing well overall. Trustee Oxborrow questioned if there was damage to any of the college facilities due to the recent freeze. Dr. Harris reported that there was some damage at the Coalinga campus that has been repaired.

Discussion took place regarding interfund transfers that will be occurring. Mr. Stoppenbrink stated that if there is not a fiscal need to make the transfers, then the money will be put into the ending balance. Trustee Oxborrow questioned why the revenues for the farm go to the Foundation. Dr. Gornick responded that they are building up their enterprise account.

- FS-26** 2006-2007 Unrestricted Fund Budget Changes - Mr. Stoppenbrink explained that additional funds from the audited ending balance, as well as equalization funding, has been received. The revenues have been allocated and recommendations made for placement in the budget. Discussion took place regarding the reserve amount. Dr. Gornick explained that the Board has always asked that the reserve be at 5% or above.

The 2006-2007 unrestricted fund budget changes were approved on a motion by Trustee Levinson, seconded by Trustee Henry, and carried unanimously.

- FS-27** TRANs Resolution - The District's participation in the 2007-2008 Piper Jaffray California Cash Reserve Program, Tax and Revenue Anticipation Notes (TRANs) was approved on a motion by Trustee Levinson, seconded by Trustee Henry, and carried unanimously.

Mr. Stoppenbrink explained that although we have not used this option in the past couple of years, it is important that we have it available.

- FS-28** Notice of Completion - The notice of completion for the West Hills College Coalinga Campus Safety Lighting Project was approved on a motion by Trustee Cantu, seconded by Trustee Levinson, and carried unanimously.

PERSONNEL SERVICES

- PS-7** Adult Student Temporary Salary Schedule - The changes to the Adult Student Temporary Salary Schedule were approved on a motion by Trustee Cantu, seconded by Trustee Ivans, and carried unanimously.

- PS-8** Confidential Salary Schedule - The changes to the Confidential Salary Schedule were approved on a motion by Trustee Ivans, seconded by Trustee Henry, and carried unanimously.

PS-9 Part Time Faculty Salary Schedule - The changes to the Part Time Faculty Salary Schedule were approved on a motion by Trustee Levinson, seconded by Trustee Henry, and carried unanimously.

Trustee Oxborrow questioned if this change puts us in a respectable position. Mr. Keven Backman stated that it puts us above what most colleges offer.

Dr. Gornick asked the College Presidents to report on class cancellations. Mr. Warkentin reported that Lemoore cancelled 18 sections out of more than 350 sections. Dr. Harris reported that Coalinga cancelled 6 sections.

Dr. Gornick asked Ms. Jill Stearns, Dean of Educational Services, to provide a brief update on the psychiatric technician program. Ms. Stearns reported that a huge effort was made in this area to recruit and the program will proceed with 30 students in August. There are 42 students in the cohort that began December 18. Ms. Stearns stated that we are working to make the program more fiscally viable and she explained the implementation of the clinical teaching assistant position, stating that there are different levels of education.

BOARD REPORTS / COMMENTS / REQUESTS AND ANNOUNCEMENTS

Trustee Levinson stated that it has been an interesting and informative meeting.

Trustee Henry thanked everyone for the information and reports.

Trustee Ivans thanked everyone for their presentations, stating that she really enjoyed them. She commented that the efforts of the staff have shown a lot of creative thinking.

Trustee Oxborrow stated that he enjoyed the presentations. She stated that we have another full year ahead and thanked everyone in advance for their hard work.

Trustee Cantu thanked everyone for the reports provided and stated that good information was shared.

Trustee Minnite stated that he is proud of everyone for the information that has been provided. He stated that we have an amazing group of people and we rise to the occasion. He expressed his thanks to everyone.

Tom Harris briefly reported on the Presidential Search stating that there are 41 vacancies in California alone for this next year.

President McKean stated that this group continually displays that they can think out of the box. He stated that we stumble on to some very good things and that's what makes us West Hills. He commented that it is nice to be associated.

President McKean announced that the Board of Trustees will hold their annual retreat on Friday, February 2. The next regular meeting of the Board of Trustees is scheduled for February 20, 2007.

CLOSED SESSION

The meeting was adjourned to closed session at 4:25 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 4:44 p.m.

Nina Oxborrow
Clerk of the Board of Trustees

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Personnel Transactions

1. New Hires – Certificated

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Barragan, Sherry	RN Instructor West Hills College Coalinga	120-day contract	Class 1 Step 7	District	1/2/07	Temporary contract
Rogers, Joel	Biology Instructor West Hills College Lemoore	88-day contract	Class II Step 4	District	1/11/07	Replacement position; current rate of pay and number of contract days is pro rated based on number of days remaining for 2006-2007
Todd, Donna	RN Instructor West Hills College Coalinga	120-day contract	Class I Step 10	District	1/2/07	Temporary contract

2. New Hires – Classified

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Baslee, Anthony	Custodian North District Center, Firebaugh	19 hrs/wk 12 mo/yr	Range 35 Step A	District	1/16/07	Replacement for Juan Silva
Bumpous, Rebecca	Financial Aid Assistant I North District Center, Firebaugh	40 hrs/wk 12 mo/yr	Range 33 Step A	Grant	1/3/07	Replacement for Dan Avalos
Echeverria, Leticia	Custodian San Joaquin Child Dev. Center	15 hrs/wk 12 mo/yr	Range 35 Step A	Grant	1/16/07	New position
Gutierrez, Isabel	Financial Aid Assistant I West Hills College Lemoore	19 hrs/wk 12 mo/yr	Range 33 Step A	Grant	1/16/07	New position
Jacinto, Deborah	Accounting Services Technician II District Office	40 hrs/wk 12 mo/yr	Range 52 Step C	District	1/3/07	Replacement for Doris Williams

3. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Dates	Additional Information
Kennedy, Lilian	Child Development Center Teacher West Hills College Lemoore	19 hrs/week	Range 40 Step A	Grant	1/24/07 – 6/30/07	
Ortiz, Amalia	Child Development Center Teacher West Hills College Lemoore	19 hrs/week	Range 40 Step A	Grant	1/24/07 – 6/30/07	
Rivero, Alicia	Child Dev. Center Associate Teacher West Hills College Coalinga	19 hrs/week	Range 30 Step A	Grant	1/24/07 – 6/30/07	
Sanchez, Edwardo	Media Assistant West Hills College Coalinga	40 hrs/week	Range 25 Step A	District	1/24/07 – 3/31/07	Temporary assignment while recruiting for replacement
Souza, Tina	Interim Community Liaison West Hills College Lemoore	40 hrs/week	Range 19 Step A	Grant	1/3/07 – 7/31/07	New position
Valdez, Veronica	Child Development Center Assistant North District Center	19 hrs/week	Range 23 Step A	Grant	1/24/07 – 6/30/07	

4. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Alcantar, Linda	Child Development Center Assistant Avenal Child Development Center Range 23, Step A	Child Dev. Center Associate Teacher Avenal Child Development Center Range 30, Step A	1/1/07 – 6/30/07	
Rocha, Alicia	Advising Specialist North District Center, Firebaugh 35 hrs/week, 12 mo/year	Advising Specialist North District Center, Firebaugh 40 hrs/week, 12 mo/year	2/1/07	
Uvalle, Sandra	Child Dev. Center Associate Teacher West Hills College Lemoore 19 hrs/week, 12 mo/year	Child Dev. Center Associate Teacher West Hills College Lemoore 40 hrs/week, 12 mo/year	1/16/07	Replacement for Megan Garner
Young, Jan	Student Services Technician West Hills College Lemoore Range 36, Step E	Advising Specialist NAS Lemoore Range 56, Step A	12/1/06	Replacement for Cheryl Stivers

5. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date	Additional Information
Attles-Scott, LaTisa	Child Development Center Assistant West Hills College Lemoore	12/15/06	Resignation
Fronaberger, Estella	Secretary West Hills College Coalinga	7/2/07	Retirement
Hedgecock, David	Geography Instructor West Hills College Coalinga	5/26/07	Retirement
Kozlowski, Corey	Media Assistant West Hills College Coalinga	12/15/06	Resignation