



**WEST  
HILLS**  
COMMUNITY  
COLLEGE  
DISTRICT

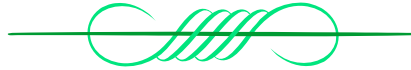
**WEST HILLS COMMUNITY COLLEGE DISTRICT**

**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**

**October 28, 2008**



**CALL TO ORDER / OPEN SESSION**

President McKean called the meeting of the Board of Trustees to order at 3:48 p.m.

Board members present:

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

Board members absent:

Steve Cantu  
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  
Marcel Hetu, Director of North District Center, Firebaugh  
Barbara Caganich, Executive Director of West Hills Community College Foundation  
Pedro Avila, Director of Institutional Effectiveness and Planning/ Accreditation Liaison  
Frances Squire, Director of Marketing  
Darlene Georgatos, Director of Enrollment Services  
Dolores Smith, Director of Financial Aid  
Sylvia Dorsey-Robinson, Assoc. Dean of Categorical Programs, West Hills College Lemoore  
Jill Stearns, Dean of Student Learning, West Hills College Coalinga  
Mark Gritton, Director of Athletics, West Hills College Coalinga  
Cathy Barabe, Director of Grants  
Richard Larson, Director of Farm of the Future, 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 – Ms. Anita Bart, Academic Senate President for West Hills College Coalinga, reported that the Senate is working on several items including NISOD nominations; peer evaluators for new hires; tenure recommendations; and equivalency committee representatives and processes. The Senate recently voted to approve Administrative Procedure 7211 with changes. The Student Learning Outcomes (SLO) Committee has met and charted out SLO assessments for courses. Work has also been done on program reviews and should be completed by the first of November. The curriculum committee is working hard on the degree program and is continuing to update all programs and is working on new courses.

Ms. Stephanie Droker, Academic Senate President for West Hills College Lemoore, reported that the Senate has been working on their constitution and bylaw revisions. They also recently approved Administrative Procedure 7211 and made changes. Ms. Droker reported that she recently attended a WASC Level 2 retreat in Irvine and it was an eye-opening experience. Ms. Droker expressed her appreciation to Rene Sanchez for her work on the Social Science Liberal Arts Degree and for her leadership through the process as the Curriculum Committee Chair. She also thanked James Preston for his work on the Elementary Teacher Preparation Liberal Arts Degree; Marty Ennes for the Communication and Critical Thinking Liberal Arts Degree; Rebecca Neves for the Math and Science Liberal Arts Degree; and Michael McDowell for the Arts and Humanities Liberal Arts Degree.

WHCFA Report – Ms. Marty Ennes, WHCFA President, reported that the Faculty Association's focus has been on evaluations, calendar, membership, the budget, and SLOs. She reported that most of the issues this semester have been resolved by talking to faculty or deans and reminding them of process. Ms. Ennes reported that she recently attended the Fall CCA conference in Burlingame, at which time many topics were discussed. Ms. Ennes reported that the Faculty Association has also approved Administrative Procedure 7211 and have submitted their comments to the Chancellor's Office. They are also working on ratifying the instructional calendars for the next two years. Ms. Ennes reported on a recent meeting with Dr. Gornick and stated that it is good to work together. She reported that she will be meeting with Mr. Ken Stoppenbrink next Tuesday to discuss SLOs. She stated that the faculty continue to meet with the administration concerning grievances.

CSEA Report – Mr. Mark Millett, CSEA President, was not present to report at this time.

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Student Government Association (SGA) Report - In the absence of Ms. Jaqueline DePue, Student Trustee, Mr. Robert Wallace, ASB Representative from West Hills College Coalinga, reported on recent and upcoming student activities including Day of the Dead events and Hispanic heritage celebrations. Mr. Wallace reported that the students are helping out with bond measure. President McKean thanked Mr. Wallace and the students for their help.

West Hills College Coalinga and North District Center, Firebaugh - Dr. Willard Lewallen, President, recognized some individuals from the community who helped to install a new regulation fence for the softball team. He explained that there were many challenges in the process of securing a new fence and it was difficult to come up with the funds (\$20,000) needed. A new fence is in place due to the support of the community and there was no cost to the college. Dr. Lewallen recognized the following individuals for their generous support and assistance in the form of time and money for the project: Gary Kerr, Greg Classen, David Stone, Travis Stone, Mike Zubiri and Mike Holland.

West Hills College Lemoore - Mr. Don Warkentin, President, reported that the new superintendent at Lemoore Union High School District, Mr. Dwight Miller, has helped to establish a community college counselor's office at Lemoore High School. Mr. Warkentin stated that the office is staffed Monday through Thursday by a counselor or advisor from West Hills College Lemoore. He expressed his appreciation for the establishment of this office. Mr. Warkentin reported that about 3,000 yes votes have been identified for Measure E. He stated that he appreciates the help from Avenal and Riverdale and expects positive results next Tuesday. Mr. Warkentin reported that the next home soccer game is scheduled for November 11.

Chancellor's Report - Dr. Frank Gornick, Chancellor, thanked Dr. Lewallen and the West Hills College Coalinga staff for hosting the recent visit by UC Merced Chancellor, Steve Kang. He also recognized the West Hills College Lemoore DSPS staff for their work with the Kings County Office of Education. Dr. Gornick stated that both college presidents are doing a great job working on the election. He reported that the bonds for SFID #1 were sold today. Dr. Gornick introduced Mr. Kevin Cobb of AP Architects. Mr. Cobb provided a presentation on master plan options for the North District Center. Discussion took place regarding the pros and cons of each option and the costs.

### **CONSENT AGENDA**

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

**CA-16**      Minutes - The minutes of the September 23, 2008 Board of Trustees meeting were approved as submitted.

- CA-17      Warrants - The warrants were approved as submitted.
- CA-18      Quarterly Financial Status Report - The Quarterly Financial Status Report, 311Q, was approved as submitted.
- CA-19      Out of State Travel - The following out of state travel request was approved as submitted:
- CIS Instructor, Monte Paden, and three students to travel to Chicago, Illinois to attend the Collegiate Entrepreneurial Organization (CEO) National Conference November 5-9, 2008
- CA-20      Adult/Student Temporary Salary Schedule - The changes to the adult/student temporary salary schedule were approved as submitted.
- CA-21      Personnel Transactions - The list of personnel transactions was approved as submitted.

#### **CHANCELLOR'S OFFICE**

- CO-18      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 Ivans, seconded by Trustee Minnite, and carried unanimously.
- CO-19      Curriculum Committee Action Report - The West Hills College Coalinga Curriculum Committee Action Report was approved on a motion by Trustee Levinson, seconded by Trustee Henry, and carried unanimously.
- CO-20      Curriculum Committee Action Report - The West Hills College Lemoore Curriculum Committee Action Report was approved on a motion by Trustee Henry, seconded by Trustee Minnite, and carried unanimously.
- CO-21      Administrative Procedure 7211, Faculty Service Areas, Minimum Qualifications and Equivalencies - This item was presented for a first reading at this time. Approval will be requested at a later date.
- CO-22      Educational Master Plans - Mr. Pedro Avila provided a presentation on the Educational Master Plan. He stated that the plan provides the district and colleges with direction to ensure planning, resource allocation, programs, and services are consistent with student needs and the economy of its communities. The development process of the Educational Master Plan for each college was facilitated by GKK Works and the district's institutional effectiveness office. The master plan is the product

of one year's work between district administrators, faculty representatives and college administrators. The master plan is a living and fluid document that will be updated and modified on an annual basis. Mr. Avila discussed the development of the internal and external data in the master plans, along with key findings which provide direction for the facilities plan, technology plan, matriculation plan, student services planning and other college plans. This information leads to recommendations for planning and the budget allocation process. Mr. Avila provided the Board with the timeline for the Educational Master Plans.

### **FISCAL SERVICES**

**FS-18**      Fiscal Services Report – Mr. Ken Stoppenbrink, Vice Chancellor of Business Services, reported that bookstore sales with Follett are going well. Sales in Coalinga are up 19.77% from last year, and sales in Lemoore are up 14.88%. The total increase is 16.55%. Mr. Stoppenbrink provided the fiscal services report. He stated that we are 25% through the fiscal year. General fund revenues are at 13.2% and general fund expenditures are at 18.8%. Mr. Stoppenbrink also provided a quarterly summary of the enterprise fund revenues and expenses for the cafeteria, farm, child development centers, residence halls, and international student program.

Trustee Oxborrow left the meeting during the fiscal services report.

**FS-19**      Annual Financial and Budget Report, 311 – The Annual Financial and Budget Report, 311, was approved on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously.

**FS-20**      West Hills College Lemoore Interpreting Services – On a motion by Trustee Ivans, seconded by Trustee Minnite, and carried unanimously, the contract for West Hills College Lemoore interpreting services was awarded to Hands on Communications, Inc. for a total bid amount of \$108,000.

**FS-21**      Purchase of Upgrade Equipment – The purchase of upgrade equipment from AMS.NET for the West Hills College Coalinga and West Hills College Lemoore Title V Grant was approved on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously. The total cost of the equipment is \$109,245 and will be purchased through the Western States Contracting Alliance Master Price Agreement, Contract No. 7-08-70-13.

Trustee Oxborrow returned to the meeting at this time.

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**FS-22**      Notice of Completion - The Notice of Completion for the West Hills College Lemoore Soccer Scoreboard Project was approved on a motion by Trustee Henry, seconded by Trustee Minnite, and carried unanimously.

**PERSONNEL SERVICES**

**PS-7**      Resolution - Reduction or Elimination of Classified Positions - Trustee Levinson made a motion to pull this item from the agenda. The motion was seconded by Trustee Minnite and carried unanimously.

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

Trustee Minnite thanked everyone for their hard work and stated that he wants the presidents to be successful in their endeavors for the bond.

Trustee Henry stated that he appreciates the financial information provided at the meeting. He stated that it is good to see that our investments are in the right place. He expressed his appreciation for the community support and the work done on the fence for the softball field.

Trustee Ivans thanked everyone for the presentations given today and for all of the hard work on the bonds.

Trustee Oxborrow echoed the comments of Trustee Ivans. She thanked everyone for their work.

Trustee Levinson echoed the comments made and stated that it is great to be a part of the good work of the district. He stated that he looks forward to reviewing the data in the Educational Master Plan.

President McKean commented on the accomplishments listed by Dr. Gornick earlier in the meeting. He stated that many have been here through all of the accomplishments and asked everyone to recruit good people for West Hills College so that the good work can be continued.

President McKean announced that the next regularly scheduled meeting of the Board of Trustees will be held on November 18, 2008.

**CLOSED SESSION**

The meeting was adjourned to closed session at 5:30 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 6:35 p.m.

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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
Wyman, Leisa	Psychiatric Technician Instructor West Hills College Coalinga	221 day contract	Class I Step 10	Grant	10/1/08	New position

### 2. New Hires – Classified

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Balcazar, Fabian	Custodian/Groundskeeper West Hills College Lemoore	19 hrs/wk 12 mo/yr	Range 37 Step A	District	9/26/08	Replacement for Jonathan Oliveira
Flood, Matthew	Senior Employment Readiness Specialist North District Center, Firebaugh	40 hrs/wk 12 mo/yr	Range 57 Step A	Grant	9/22/08	New position
Pimentel, Maria	Senior Employment Readiness Specialist Mendota	40 hrs/wk 12 mo/yr	Range 57 Step A	Grant	9/22/08	New position
Zaragoza, Juana	Student Services Assistant West Hills College Coalinga	40 hrs/wk 12 mo/yr	Range 36 Step A	Grant	9/15/08	Replacement for Eric Davis and Vanessa Armenta

### 3. New Hires – Confidential

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Brewer, Erin	Human Resources Specialist District Office	40 hrs/wk 12 mo/yr	Range 8 Step 1	Grant	10/27/08	Replacement for Marissa Chavez

### 4. Temporary/Seasonal Hire

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Griggs, Cherise	Learning Skills Program Assistant West Hills College Lemoore	19 hrs/wk	Range 32 Step A	Grant	10/29/08 – 12/19/08	Temporary hire during recruitment
Mahon, Marguerite	Child Development Center Assistant West Hills College Lemoore	40 hrs/wk	Range 23 Step A	Grant	10/29/08 – 12/31/08	
Whitfield, Antonio	Security Guard West Hills College Coalinga	40 hrs/wk	Range 32 Step A	District	11/1/08 – 5/31/08	

### 5. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Orange, Leo	Learning Skills Program Assistant West Hills College Lemoore 19 hours/week, 12 months/year Range 32, Step A	Learning Skills Program Assistant West Hills College Lemoore 40 hours/week, 12 month/year Range 32, Step B	10/1/08	Increase in assignment



**6. Resignations / Retirements / Releases During Probation / Terminations**

<b>Name</b>	<b>Title &amp; Location</b>	<b>Effective Date</b>
Chavez, Marissa	Human Resources Specialist District Office	10/17/08
Humphries, Bethany	Child Development Center Assistant West Hills College Coalinga	10/1/08
Murillo, Rosa	Advising Specialist North District Center, Firebaugh	10/6/08
Wilker, Athena	State Preschool Teacher West Hills College Lemoore	10/17/08