

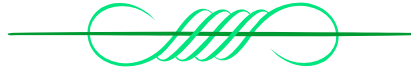


WEST HILLS COMMUNITY COLLEGE DISTRICT

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

MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD

January 19, 2010



CALL TO ORDER / OPEN SESSION

President McKean called the meeting of the Board of Trustees to order at 1:21 p.m.

Board members present:

Mark McKean, President
Bill Henry, Vice President
Nina Oxborrow, Clerk
Jeff Levinson
Edna Ivans
Jack Minnite
Steve Cantu
Yohan Maeda, Student Trustee

Administrators present:

Frank Gornick, Chancellor
Ken Stoppenbrink, Vice Chancellor of Business Services
Willard Lewallen, President, West Hills College Coalinga
Sylvia Dorsey-Robinson, Vice President of Educational Services, West Hills College Lemoore
David Reynolds, Associate Dean of Student Learning, West Hills College Coalinga
Frances Squire, Director of Marketing
Raquel Rodriguez, Associate Dean of Student Learning, West Hills College Coalinga
Cathy Barabe, Director of Grants
Marcel Hetu, Director of North District Center, Firebaugh
Tammy Weatherman, Director of Fiscal Services
Richard Larson, Director of Farm of the Future, West Hills College Coalinga
Pedro Avila, Vice Chancellor of Institutional Effectiveness and Enrollment Management
Carole Goldsmith, Vice Chancellor of Educational Services and Workforce Development

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, was not present to report at this time.

Ms. Stephanie Droker, Academic Senate President for West Hills College Lemoore, was not present to report at this time.

WHCFA Report – In the absence of Ms. Marty Ennes, WHCFA President, Ms. Cindy Hauki commented on Administrative Procedure 6225, referring to the comments made on the routing form.

CSEA Report – Mr. John Ieronimo, CSEA President, was not present to report at this time.

Student Trustee Report – Mr. Yohan Maeda, Student Trustee, reported on ASB goals for spring 2010; student involvement (more students at ASB meetings); student events (welcome back lunch on January 27 and 28; dance event; Friday night movie on January 22); and more services for students (wireless access in student center; more tutors).

West Hills College Coalinga and North District Center, Firebaugh – Dr. Willard Lewallen, President, distributed information published by The Chronicle of Higher Education, stating that it is a snapshot of foreign students in the United States. He also provided information on the international students currently on campus. Trustee Minnite questioned what the goal is and if there a ceiling. Dr. Lewallen stated that we have some room for growth. Brief discussion took place regarding the recruiting efforts for international students.

Dr. Lewallen briefly commented on the production schedule for the almond and pistachio orchards, stating that he will provide an update at future Board meetings.

West Hills College Lemoore – In the absence of Mr. Don Warkentin, President, Ms. Sylvia Dorsey-Robinson, Vice President of Student Services, reported that the semester is underway and they have implemented some changes with regard to walk in appointments with counselors. She stated that Mr. Warkentin is doing well as he recovers from surgery.

Chancellor's Report – Dr. Frank Gornick, Chancellor, commented on the addition of a construction activities tab in the Board binders. Activity reports will be provided on a monthly basis. Dr. Gornick reported that the weather has slowed us down on

construction projects. We are looking at August for the completion of the wellness center project at West Hills College Coalinga. Dr. Gornick briefly discussed the upcoming Board Retreat and stated that he has invited Barbara Beno to be the guest speaker. She will be discussing accreditation from her point of view, trustee issues, governance, ethics and Board evaluations.

Brief discussion took place regarding the construction report for West Hills College Lemoore and the scoreboard project.

CONSENT AGENDA

Trustee Oxborrow questioned the personnel transaction for Mr. Keith Stearns and questioned if there are any concerns with regard to his relation to Ms. Jill Stearns. Dr. Gornick responded that there is not and that Mr. Stearns will be working with Mr. Pedro Avila and taking care of the curriculum and registration issues. He will also have some gatekeeper issues that put him in some contact with the campuses, but mainly at the district level. Discussion took place regarding the two new classified management positions. Dr. Gornick stated that we will not be hiring replacement staff in their place. These individuals will have additional responsibilities. Their placement on the salary schedule is within the same range that they are earning now.

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

- CA-28** Minutes - The minutes of the December 7, 2009 Board of Trustees meeting were approved as submitted.
- CA-29** Warrants - The warrants were approved as submitted.
- CA-30** Quarterly Financial Status Report, 311Q - The Quarterly Financial Status Report, 311Q for the quarter ending December 31, 2009 was approved as submitted.
- CA-31** Non-Resident Tuition Rates - The non-resident tuition rates for 2010-2011 were approved as submitted.
- CA-32** Bid Threshold - The bid threshold amount was increased from \$76,700 to \$78,500 as submitted.
- CA-33** Acceptance of Donation - The donation of a golf cart for the culinary program was accepted.
- CA-34** Personnel Transactions - The list of personnel transactions were approved as submitted.

CHANCELLOR'S OFFICE

CO-19 Administrative Procedure 6225, Resource Allocation – Dr. Gornick commented on the faculty's concern with regard to student retention and success, stating that the Board wants viable programs at all of its colleges.

Trustee Minnite questioned item 3c on page 2 o 4 and the growth example. Dr. Gornick stated that it is a call that the College President would make.

Administrative Procedure 6225, Resource Allocation, was approved on a motion by Trustee Ivans, seconded by Trustee Minnite, and carried unanimously.

FISCAL SERVICES

FS-28 Fiscal Services Report – Mr. Ken Stoppenbrink, Vice Chancellor of Business Services, provided the fiscal services report. He stated that we are 50% through the fiscal year. General fund revenues are at 55.2% and general fund expenditures are at 50.1%.

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.

Dr. Gornick commented on the preparation of a retrospect on transfers, stating that he wants to share some of the progress that is being made to reduce the amount of transfers out which helps to increase our ending balance.

FS-29 Notice of Completion – The notice of completion for the West Hills College Coalinga Child Development Center relocatable buildings was approved on a motion by Trustee Oxborrow, seconded by Trustee Minnite, and carried unanimously.

PERSONNEL SERVICES

PS-2 Tenure Recommendation – Melissa Delaney, Art Instructor, was approved for tenure on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously.

PS-3 Job Descriptions – The following new classified management job descriptions were approved on a motion by Trustee Minnite, seconded by Trustee Ivans, and carried unanimously:

- Director of Academic and Information Systems/Registrar
- ITS Customer Support Operations Manager

PS-4 Part Time Faculty Salary Schedule – Dr. Gornick stated that this recommended increase is in recognition of the fact that it is more difficult to meet the 50% rule when we reduce the salary schedule for part time faculty. The Board agreed to the reduction in the salary schedule last year and this action will bring it back up to the level it was.

The changes to the part time faculty salary schedule were approved on a motion by Trustee Ivans, seconded by Trustee Oxborrow, and carried unanimously.

PS-5 Administrative Contracts – Trustee Minnite questioned if we have the dollars to fund the salary increases. Dr. Gornick responded in the affirmative, stating that the funds have been in the budget since July. The other administrators received their increase, but these four positions did not. He stated that the furloughs will remain in place.

President McKean commented on the retroactive date, stating that it is disheartening to him.

Trustee Cantu stated that he doesn't feel we should single out specific groups and postpone their steps. If we postpone steps, it should be a blanket policy for all. This will help to avoid a lot of controversy.

Trustee Levinson made a motion to approve the administrative contracts.

Trustee Oxborrow questioned item 10.b on page 4 with regard to the \$650 stipend in addition to the ability to charge gas, oil changes, and car washes. She stated that she doesn't feel we should pay for these items in addition to the stipend and wants to see it removed. Dr. Gornick stated that he will be recommending that the stipend be removed from his contract.

It was suggested that the item be tabled until this item could be reviewed further. Trustee Levinson stated that if someone wants to make an amendment to the motion it would be fine with him, but he does not want to see it tabled.

Dr. Gornick stated that he doesn't disagree with any of the comments. He asked the Board to keep in mind that the stipend includes more than just

reimbursement for gas. It also covers insurance, upkeep, etc. The issue of gasoline needs to be considered differently.

Trustee Levinson withdrew his motion.

Trustee Levinson made a motion to approve the following contracts subject to modification of item 10.b within the next 60 days. If there is a change to be made, it must be made within 60 days. The motion was seconded by Trustee Ivans and carried unanimously.

- Vice Chancellor of Business Services
- President, West Hills College Coalinga
- President, West Hills College Lemoore

BOARD REPORTS / COMMENTS / REQUESTS AND ANNOUNCEMENTS

Trustee Cantu welcomed everyone back to a new year.

Trustee Minnite complimented Ms. Cathy Barabe and Dr. Carole Goldsmith on the Department of Labor grant, stating that he personally appreciates their efforts. He thanked everyone for their contributions and support.

Trustee Ivans thanked everyone for the reports given today and stated that it was good to see Cindy Hauki at the meeting.

Trustee Henry complimented the staff on the Department of Labor grant, stating that it is nice to see that our fiscal arena is improving somewhat. He thanked everyone for their work.

Trustee Oxborrow expressed her thanks to everyone and stated that it is nice to hear good press and good stories. She thanked everyone for keeping their good attitudes.

Trustee Levinson echoed the comments made by his fellow Board members and stated that staff did nice work on getting the Department of Labor grant.

President McKean expressed his congratulations to the grant writers.

Dr. Gornick stated that Ms. Barabe and her staff have surpassed the \$90 million mark in grants for the district. Every dollar has in some way affected us – technology, nursing, basic skills, new faculty, etc. It is a testament to the good work of the West Hills Community College District.

President McKean announced that the next meeting of the Board of Trustees is a Board Retreat and is scheduled for February 5 & 6, 2010. The next regular meeting of the Board of Trustees is scheduled for February 16, 2010.

CLOSED SESSION

The meeting was adjourned to closed session at 2:47 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; Firebaugh, California; Lemoore, California
- Conference with Labor Negotiator (as per Government Code Section 54957.6). Agency negotiator: Chancellor; Vice Chancellor of Business Services; Director of Human Resources. Employee organization: CSEA; CTA. Unrepresented employees: Administrative; Management; Confidential.
- Public Employment (as per Government code Section 54957). Title: Chancellor

ADJOURNMENT

There being no further business before the Board of Trustees, the meeting was adjourned at 3:07 p.m.

Nina Oxborrow
Clerk of the Board of Trustees

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Personnel Transactions

1. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Brewer, Erin	Human Resources Specialist District Office Range 8, Step 2	Human Resources Assistant District Office Range 10, Step 1	1/1/10	Reclassification due to recent district/ college reorganization
Cortez, Edna	Child Development Center Assistant San Joaquin Child Dev. Center Range 23, Step B	Child Dev. Center Associate Teacher San Joaquin Child Dev. Center Range 30, Step A	11/16/09	Temporary assignment during recruitment for open position
Crider, Kyle	Secretary West Hills College Lemoore Range 36, Step C	Senior Secretary West Hills College Lemoore Range 40, Step A	1/1/10	Reclassification due to recent district/ college reorganization
Guerrero de Arreola, Gloria	Child Development Center Assistant West Hills College Lemoore Range 23, Step A	Child Dev. Center Associate Teacher West Hills College Lemoore Range 30, Step A	11/10/09 – 2/28/10	
Richerson, Melissa	Human Resources Specialist District Office Range 8, Step 4	Human Resources Assistant District Office Range 10, Step 3	1/1/10	Reclassification due to recent district/ college reorganization