

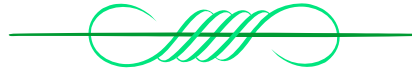


WEST HILLS COMMUNITY COLLEGE DISTRICT

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

MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD

June 22, 2010



CALL TO ORDER / OPEN SESSION

President McKean called the meeting of the Board of Trustees to order at 3:24 p.m.

Board members present:

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

Administrators present:

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

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.

Mr. Kurt Sterling, Academic Senate President for West Hills College Lemoore, stated that the Senate has nothing to report at this time.

WHCFA Report – Ms. Marty Ennes, WHCFA President, reported that elections were held at the end of the spring semester. The new Faculty Association Vice President is Ms. Linda Amaya-Guenon and the Treasurer is Mr. Ken Sowden. Ms. Ennes stated that the faculty have a number of concerns about the policies and procedures and have submitted their comments to be included on the routing forms. She also commented on the administrative contracts and salary advancements that are on the agenda and stated that she hopes to see the faculty on there soon.

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

West Hills College Coalinga and North District Center, Firebaugh – Dr. Willard Lewallen, President, distributed a brief summary of the groups that are on campus this summer. He introduced Mr. Yohan Maeda, former Student Trustee. Mr. Maeda addressed the Board, stating that he has learned a lot of things through the experience of being a student trustee. It was sometimes difficult for him and he felt frustrated but did not give up.

Dr. Lewallen passed around photos of honored guests that were part of the graduation ceremony.

Dr. Lewallen introduced guests from China and explained their visit and how it was initiated. Ms. Hiromi Shimamura addressed the Board of Trustees and discussed the partnership with West Hills College. She stated that there are 18 teachers visiting West Hills and it is their first time in the United States. They hold four-year English degrees in China and teach in high schools and middle schools. She thanked the Board for the opportunity to be here. Dr. Lewallen stated that the teachers observe our classes during the weekday mornings and in the afternoons they are students and take some of the classes that we are teaching. They also work on teaching methodologies. There are trips planned each weekend that the group is here. Dr. Lewallen thanked Ms. Raquel Rodriguez and Mr. Daniel Tamayo as they were instrumental in making this visit happen and coordinating activities for the group.

President McKean stated that Mr. Maeda will be missed and asked him to send more students to West Hills College.

West Hills College Lemoore – Mr. Don Warkentin, President, expressed his thanks to the Board members who attended the graduation ceremony in Lemoore. He reported that the multi use sports complex is at 37% completion. Staff have met with the sound system engineer and are making great progress. Mr. Warkentin reported that the 5Cs camp began earlier this week and the theme for this year's session is "Decade". The students are focusing on where will they be at the end of the next decade. Summer school classes are off and running and, although a greatly reduced schedule was offered, classes are full. Mr. Warkentin stated that dollars are being saved to have a normal fall semester of classes and possibly a larger spring. With regard to the success of the golf team, Channel 26 highlighted them on their Great Day show and Channel 24 will make the team the focus of its Central Valley Today in the near future. We are getting some great publicity on the success of the golf team. The Community College Week publication has also published an article.

Trustee Henry questioned the roof on the new multi use sports complex building. Mr. Warkentin explained that it is just the foundation for the roof which will be a copper color.

Chancellor's Report – Dr. Frank Gornick, Chancellor, welcomed the guests from China.

With regard to grant activity, Dr. Gornick thanked Ms. Cathy Barabe and her staff stating that they have done a great job. He summarized the grants that have been submitted and are pending and the grants that were awarded in Spring 2010. Dr. Gornick stated that the grants department pulls in about \$8 million annually.

Dr. Gornick stated that everyone has worked together with regard to furloughs. He expressed his congratulations to everyone for working together to save jobs and prevent layoffs. He summarized the number of furlough days taken by each group, the amount of money saved due to the furloughs, and the number of positions that were saved. He thanked everyone for helping to accomplish the goal.

Dr. Gornick explained that an Employee Scholars Program event was held last month to acknowledge and honor those who have participated in the program. In November 2001, the Board of Trustees voted unanimously to establish an assistance program for employees through the implementation of Board Policy 7135. All full time employees of the district are eligible to be considered for the program, which provides reimbursement of up to \$300 per unit up to a maximum of 10 units per year on an annual basis. There are no limits to the length of time employees may participate. Over \$227,000 has been reimbursed to participants to date. 94 employees have participated in the program since its inception and 59 of those participants continue to work for the district. There are currently 26 employees participating in the Employee Scholars

Program. Dr. Gornick briefly shared the names of the many different colleges and universities that have been attended by the participants and provided a list of the courses of study. He explained the professional goals of the group, indicating the number of participants who are working toward various certificates and degrees. To close his report, Dr. Gornick provided a video of the Employee Scholars Program event in which many of the participants spoke about their appreciation of the program.

CONSENT AGENDA

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

- CA-55** Minutes – The minutes of the May 18, 2010 Board of Trustees meeting were approved as submitted.
- CA-56** Warrants – The warrants were approved as submitted.
- CA-57** Donation – A Scotsman Iron Worker donated to the West Hills College Coalinga Farm of the Future from BW Implement Co. was accepted.
- CA-58** Out of State Travel – The request for Upward Bound students to travel to the Grand Canyon in Arizona July 6-9, 2010 for a geography field study was approved.
- CA-59** Personnel Transactions – The list of personnel transactions were approved as submitted.

CHANCELLOR'S OFFICE

- CO-38** Resolution – Grant Agreements – The resolution in the matter of authorizing the Chancellor and College Presidents to legally sign for district and college contractual grant agreements was adopted on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously.
- CO-39** Resolutions – Child Care – The following resolutions in the matter of child care were adopted on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously:
- General Childcare Contract No. CCTR 0044-6213-00-0
 - Child and Adult Care Food Program Agreement 10-2232-6A
 - Children and Families Commission of Fresno County (First 5) Contract No. 2011PA6126

CO-40 District Educational Coordinating Council (DECC) – Dr. Carole Goldsmith stated that the group is not new, but does have a new name. It is an expanded committee of the existing curriculum committees. Over the past several months, the DECC proposal was reviewed. The group's first meeting was held in May and there was extensive faculty involvement. Dr. Goldsmith thanked Ms. Susan Whitener for taking the lead and working with many groups concerning the direction of the DECC. They have developed expectations and goals and will meet six times over the course of the next two semesters. Dr. Goldsmith stated that she will routinely provide information to the Board concerning the work of the group.

Trustee Minnite questioned how the work of the DECC applies to the accreditation process. Dr. Goldsmith explained that it shows them that we communicate on both campuses as well as across the district and our students are being well served. She also discussed the delivery of curriculum and how it serves our students.

CO-41 Curriculum Committee Action Report – West Hills College Coalinga – The curriculum committee action report for West Hills College Coalinga was approved on a motion by Trustee Ivans, seconded by Trustee Henry, and carried unanimously.

CO-42 Curriculum Committee Action Report – West Hills College Lemoore – The curriculum committee action report for West Hills College Lemoore was approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.

CO-43 West Hills Community College Foundation Bylaws – President McKean questioned section 1.3 of the bylaws with regard to the change of address of principal office. He stated that he does not agree with the power and authority of the Foundation to change the principal office of the Corporation from one location to another and stated that he thinks the official office should be the district office.

Trustee Levinson made a motion to approve the bylaws with the modification of section 1.3 to state that the principal office of the Corporation is the West Hills Community College District Office. The motion was seconded by Trustee Cantu.

Trustee Henry commented on foundation offices at different college and universities, stating that many of them have separate offices for their foundations and that this may be the rationale behind the language included in the bylaws.

The West Hills Community College Foundation Bylaws, with modifications as stated in the motion, were approved on the following vote: Ayes – 6; Noes – 1 (Trustee Henry); Absent – 0; Abstentions – 0.

- CO-44** Distance Education Strategic Plan – Ms. Susan Whitener explained that a workshop was held in the fall of 2008 at which time a group of individuals developed a strategic plan for distance education. She stated that we are clearly moving forward with the plan. Ms. Whitener provided a presentation on the district’s Distance Education Strategic Plan. She stated that the mission of distance education at the district is to enhance student learning and enrich the lives of the populations we serve by delivering world-class distance education courses, program and student services; providing anytime, anywhere access; connecting communities of learners locally and globally; using the latest technology and flexible formats; and helping students to achieve their career and personal goals. She explained the district’s commitment to the distance education mission and stated that it will be guided and informed by values. The distance education vision for 2012 is as follows: *WHCCD is the preferred choice for distance education. Your computer is your campus, a portal to a complete virtual college experience. Achieve your educational dreams – only a click away. Anyone. Anytime. Anywhere.*

Ms. Whitener commented on the distance education Vision in Action and goals and strategies. She thanked the numerous individuals who participated in the planning process for the Distance Education Strategic Plan.

The Distance Education Strategic Plan was approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.

- CO-45** Board Policies and Administrative Procedures – Trustee Cantu questioned if we have any classroom discipline problems. Dr. Gornick responded in the affirmative. Dr. Lewallen stated that there are various issues but most are resolved at a lower level. There are issues such as plagiarism, cheating and behavior problems. Trustee Cantu questioned if there are any discipline problems with online classes. Ms. Whitener stated there are occasional problems but they mirror the face to face classes and are no different. Dr. Lewallen stated that the policies and procedures are the same for both face to face and online classes. Dr. Gornick stated that Trustee Cantu’s question is a very good accreditation question.

The following Board Policies and Administrative Procedures were presented for a first reading. Approval will be requested at a later date.

- Administrative Procedure 5055, Enrollment Priorities
- Board Policy and Administrative Procedure 5070, Attendance
- Board Policy 5500, Standards of Student Conduct
- Board Policy and Administrative Procedure 5520, Student Discipline
- Administrative Procedure 5530, Student Rights and Grievances

FISCAL SERVICES

FS-46 Fiscal Services Report – Mr. Ken Stoppenbrink, Vice Chancellor of Business Services, provided the fiscal services report. He stated that we are 91.7% through the fiscal year. General fund revenues are at 80.3% and general fund expenditures are at 77.2%.

Trustee Cantu thanked Mr. Stoppenbrink and his staff for their work. Mr. Stoppenbrink stated that he appreciates the work of his staff. Brief discussion took place regarding the work that the staff does and how they closely monitor the cash flow.

FS-47 District Appropriations Limit (Gann Limit) – The District Appropriations Limit (Gann Limit) for 2010-2011 was reviewed by the Board of Trustees. The document will be made available to the public for review 15 days prior to the adoption date which is scheduled for July 27, 2010.

FS-48 Tentative Budget – Mr. Stoppenbrink thanked the college and district staff for getting information to the business office in a timely manner so that the tentative budget could be prepared. He also expressed his appreciation to Ms. Anne Jorgens for her work on inputting the information into the Datatel system. Mr. Stoppenbrink provided a presentation on the tentative budget explaining that assumptions for the budget include no growth in FTES; no COLA; no student enrollment fee increase; no further reductions from the state; lifting furloughs; providing step increases for all staff; a beginning balance of \$3.4 million; a deficit coefficient applied at 1.5%; absorbing the ARRA fund elimination; and a deficit of \$19 billion not impacting the community college system.

The tentative budget for 2010-2011 was approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.

PERSONNEL SERVICES

PS-11 CSEA’s Initial Proposal – At this time California School Employees Association (CSEA), Chapter 429 Initial Proposal to the West Hills Community College District was presented.

PS-12 Administrative Contracts and Salary Schedule Advancements – Trustee Minnite questioned if the salary increases are included in the tentative budget. Dr. Gornick responded in the affirmative. Trustee Minnite commented on the sacrifices made by the staff with regard to furloughs. Dr. Gornick commented on Ms. Ennes’ earlier comment with regard to faculty step increases and confirmed that they are in the tentative budget.

The administrative contracts and salary schedule advancements for the following administrators were approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously:

- Associate Dean of Educational Services, WHC Lemoore
- Associate Dean of Student Learning, WHC Coalinga
- Associate Dean of Student Services, WHC Coalinga
- Associate Vice Chancellor of Educational Planning
- Chancellor
- Dean of Students, WHC Lemoore
- Director of Athletics, WHC Coalinga
- Director of Athletics, WHC Lemoore
- Director of CAMP Program, WHC Coalinga
- Director of Child Development Centers
- Director of Educational Talent Search/Upward Bound Math & Science, WHC Lemoore
- Director of Farm of the Future, WHC Coalinga
- Director of Financial Aid
- Director of Fiscal Services
- Director of Grants
- Director of Health Careers, WHC Coalinga
- Director of Information Technology Services (ITS)
- Director of International Student Services, WHC Coalinga
- Director of North District Center, Firebaugh
- Director of Nursing, WHC Lemoore
- Director of Title IV Projects, WHC Coalinga
- Director of Westside Institute of Technology (WIT)
- Executive Director of West Hills Community College Foundation
- President, West Hills College Coalinga
- President, West Hills College Lemoore

- Vice Chancellor of Business Services
- Vice Chancellor of Educational Services and Workforce Development
- Vice Chancellor of Institutional Effectiveness and Enrollment Management
- Vice President of Educational Services, WHC Coalinga
- Vice President of Educational Services, WHC Lemoore
- Vice President of Student Services, WHC Lemoore

BOARD REPORTS / COMMENTS / REQUESTS AND ANNOUNCEMENTS

Trustee Cantu stated that one of the most promising things discussed today is the elimination of furloughs. He stated that this will do good for employee morale. He expressed his thanks to each and every employee who sacrificed.

Trustee Minnite echoed Trustee Cantu's remarks. He stated that everything presented today is due to the people who are a part of West Hills. They are the pulse of the institution and it is very admirable to see the sacrifices that everyone made. Trustee Minnite applauded everyone.

Trustee Ivans complimented both presidents on their recent graduation ceremonies. She welcomed Mr. Sterling as Senate President for West Hills College Lemoore and stated that it is nice to have guests from China. Trustee Ivans stated that she enjoyed the trip to Cisco. She expressed her congratulations to Dr. Gornick for bringing forth the idea of the Employee Scholars Program and stated that she cannot think of a better program to have. Trustee Ivans also expressed her appreciation for the Distance Learning Strategic Plan.

Trustee Henry stated that he greatly enjoyed the graduation ceremonies. He commented that it is fun to watch the progression of the multi use sports complex project in Lemoore. Trustee Henry thanked everyone for their efforts.

Trustee Oxborrow echoed the comments made by the other Board members. She stated that there can never be enough appreciation expressed for the work and the sacrifices made. She expressed her apologies for missing the graduation ceremonies and thanked everyone. She wished all a great summer.

Trustee Levinson echoed the comments made by the other Board members. He commented on information he recently heard with regard to College of the Sequoias attempting to work with us on offering classes. He stated that he would like to follow up on this.

President McKean commented on having a new student trustee. Mr. Warkentin reported that Mr. Ryan Cardoza will be the new student trustee and should be at the August Board meeting.

President McKean announced that the next meeting of the Board of Trustees is scheduled for July 27, 2010.

CLOSED SESSION

The meeting was adjourned to closed session at 5:07 p.m.

- Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation (as per Government Code Section 54956.9). 1 case
- Conference with Legal Counsel – Pending Litigation (as per Government Code Section 54956.9). Caganich v. West Hills Community College District; CSEA and its Chapter 429 v. West Hills Community College District
- 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 6:39 p.m.

Nina Oxborrow
Clerk of the Board of Trustees

/di

Personnel Transactions

1. New Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Avila, Maria	Child Development Center Assistant Coalinga Child Development Center	19 hrs/wk 9 mo/yr	Range 23 Step A	Grant	4/23/10	Replacement for Margoth Toledo
Bernal, Johnathan	Director of Maintenance & Operations West Hills College Lemoore	40 hrs/wk 12 mo/yr	Range 28 Step 2	District	7/1/10	Replacement for Allen Moore
Guzman, Cynthia	Child Development Center Assistant Avenal Child Development Center	19 hrs/wk 9 mo/yr	Range 23 Step A	Grant	8/11/10	Approved on 5/18/10; Start date changed from 6/2/10 to 8/11/10
Howard, Brett	Financial Aid Assistant I West Hills College Coalinga	40 hrs/wk 12 mo/yr	Range 33 Step B	District	6/1/10	Replacement for Emma Santos
Jimenez, Jose	Custodian North District Center, Firebaugh	19 hrs/wk 12 mo/yr	Range 35 Step A	District	6/7/10	Replacement for Anthony Baslee
Lopez, Patricia	Home Instruction Teacher San Joaquin Child Dev. Center	40 hrs/wk 10 mo/yr	Range 40 Step A	Grant	8/9/10	New position
Neal, Johnny Ray	Security Guard West Hills College Lemoore	19 hrs/wk 12 mo/yr	Range 32 Step A	District	7/1/10	Replacement for Raymond Anderson

2. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Yanez, Mark	Groundskeeper West Hills College Coalinga	19 hrs/wk	Range 37 Step A	District	6/23/10 – 8/13/10	Temporary replacement during recruitment

3. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Espinoza, Laura	Child Dev. Center Associate Teacher West Hills College Lemoore Range 30, Step C	Child Development Center Teacher West Hills College Lemoore Range 40, Step A	7/1/10	Grant funded; new position
Graham, Alison	Child Dev. Center Associate Teacher West Hills College Lemoore Range 30, Step B	Child Development Center Teacher West Hills College Lemoore Range 40, Step A	7/1/10	Grant funded; new position
Valdeabella, Mina	Family Resource Coordinator West Hills Community College Dist. 40 hrs/wk, 12 mo/yr	Family Resource Coordinator West Hills Community College Dist. 40 hrs/wk, 11 mo/yr	7/1/10	

4. Leave of Absence

Name	Title & Location	Effective Date	Additional Information
Tamayo, Marisela	Child Development Center Master Teacher Coalinga Child Development Center	7/7/10 – 7/30/10	FMLA Request
Wilson, Penny	Accounting Services Technician I District Office	5/15/10 – 6/30/10	FMLA Request

5. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date
Blanks, Karen	Child Development Center Associate Teacher Coalinga Child Development Center	6/9/10
Maldonado, Maria	Child Development Center Assistant Coalinga Child Development Center	5/21/10