

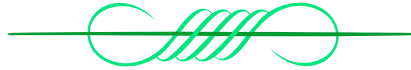


WEST HILLS COMMUNITY COLLEGE DISTRICT

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

MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD

September 25, 2007



CALL TO ORDER / OPEN SESSION

President McKean called the meeting of the Board of Trustees to order at 3:14 p.m.

Board members present:

Mark McKean, President
Bill Henry, Vice President
Nina Oxborrow, Clerk
Jeff Levinson
Jack Minnite
Edna Ivans
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
Susan Kincade, Dean of Learning Resources and Web Services
Jill Stearns, Dean of Student Learning, West Hills College Coalinga
Carlos Diniz, Dean of Student Learning, West Hills College Coalinga
Jose Lopez, Dean of Student Services, West Hills College Lemoore
Marlon Hall, Associate Dean of Educational Services, West Hills College Lemoore
Marcel Hetu, Director of North District Center, Firebaugh
Jana Cox, Interim Director of Human Resources
Pedro Avila, Director of Institutional Effectiveness and Planning/ Accreditation Liaison
Barbara Caganich, Executive Director of West Hills College Foundation
Frances Squire, Director of Marketing

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. James Preston, Academic Senate President for West Hills College Lemoore, reported that the Senate is currently reviewing Board Policies 2410 and 2510. They have already discussed and approved Administrative Procedure 7135, Employee Scholars Program, noting that it is a fantastic program. Mr. Preston stated that Student Learning Outcomes (SLOs) are a big buzz on the campus and he is pleased to report that there is a lot of momentum regarding this matter. An SLO workshop was held on September 7 and another is planned for October 12. SLOs for West Hills College Lemoore are currently at 54%. They have made quite a bit of progress but need to make quite a bit more. Mr. Preston reported that the remaining SLOs that need to be completed are for courses where there is not a full time faculty member. He stated that it is difficult to write SLOs for these courses and they are working on having the adjunct faculty at the SLO workshops. Mr. Preston discussed the Basic Skills Initiative funding from the state, stating that we will be hearing a lot of things about the improvement of basic skills. He stated that this is a reaction by the state to increase the graduation requirement. Mr. Preston demonstrated how to access the website for the West Hills College Lemoore Academic Senate.

WHCFA Report – Ms. Marty Ennes, WHCFA President, briefly commented on the Lemoore High School forensics competition. She stated that a lot of focus this semester has been on communication in the classroom and the college and district as a whole. Ms. Faye Mendenhall set a very good path in establishing relationships. Ms. Ennes stated that communication isn't just the dissemination of information, but is a transaction and a complex process that requires dialogue and interaction. Ms. Ennes reported that she has started meeting on a monthly basis with the College Presidents and the Chancellor. With regard to negotiations, Ms. Ennes thanked Mr. Ken Stoppenbrink and Ms. Jana Cox for a positive negotiations session and stated that she appreciates working with them. Ms. Ennes stated that CTA agrees with the suggestions and approval of the Academic Senate for Administrative Procedure 7135, Employee Scholars Program.

CSEA Report – Mr. Mark Millett, CSEA President, reported that it has been a busy month and he has been involved in many committees. He reported that he has met with the district on an issue with regard to turnover in part time positions. They are looking at different ways to alleviate this and discussed the possibility of increased hours or the option of a smaller health care plan.

ASB Report – Mr. Robert Wallace, Student Trustee, reported on the 9/11 remembrance events at the North District Center, Firebaugh and at West Hills College Coalinga. He commented on the recent house fire that affected one of the students and reported that the ASB raised funds for this cause. Mr. Wallace reported that the ASB will be holding a blood drive in Firebaugh on October 2 and in Coalinga on October 24.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Willard Lewallen, President, distributed a college activities report and commented on recent and upcoming events. He commented on his new report format, stating that it will be posted on the West Hills College Coalinga website. Dr. Lewallen stated that the Precision Ag Program will be honored at the upcoming West Hills College Lemoore Salute to Agriculture Dinner on September 28.

West Hills College Lemoore – Mr. Don Warkentin, President, distributed a college activities report and commented on recent and upcoming events. Mr. Warkentin introduced the following new faculty at West Hills College Lemoore: Kent Olson, Wrestling Coach; Vera Kennedy, Sociology Instructor; Stephanie Droker, Work Experience Education Instructor; Brenda Downing, Psychology Instructor; Tammy Larson, GED Preparation Instructor; and Bob Clement, Director of Athletics/Physical Education. Mr. Warkentin expressed his thanks to Ms. Barbara Caganich and Ms. Cheryl Bass for the Foundation’s work in hosting the recent Victor Davis Hanson event.

Chancellor’s Report – Dr. Frank Gornick, Chancellor, reported that Jacqui Shehorn was recently interviewed by Valley Public Radio and he has received phone calls from other CEOs who heard the interview and were very congratulatory. Dr. Gornick presented Ms. Michelle Kozlowski and the ITS Department the formal awards from the State Chancellor’s Office. Ms. Kozlowski thanked the Board and Dr. Gornick for their support. Dr. Gornick complimented both presidents for working diligently with their staff on emergency preparedness.

CONSENT AGENDA

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

- CA-9 Minutes – The minutes of the August 28, 2007 Board of Trustees meeting were approved as submitted.

- CA-10 Warrants – The warrants were approved as submitted.

- CA-11 Personnel Transactions – The list of personnel transactions was approved as submitted.

CHANCELLOR’S OFFICE

CO-5 Administrative Procedure 7135, Employee Scholars Program – Dr. Gornick stated that the Employee Scholars Program was established in November, 2001. All full time employees are eligible to be considered for the program. To date there have been a total of 65 employees who have participated in the program. There are currently 22 employees participating in the program. Since November, 2001, \$137,929.58 has been reimbursed to employees participating in the program.

The revised Administrative Procedure 7135, Employee Scholars Program, was approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.

Brief discussion took place regarding the timeliness of asking for reimbursement. Dr. Gornick responded that the revision to the procedure allows for 60 days from the date the coursework is completed. There was previously no timeline included in the procedure. This timeline is more closely aligned with the district's procedure on submitting expense claims.

CO-6 Joint Powers Agreement – Dr. Gornick reported that the Joint Powers Agreement is an operational agreement that will allow us to work with the City of Firebaugh's community development block grant.

The Joint Powers Agreement between the City of Firebaugh and the West Hills Community College District for the administration of a community development block grant was approved on a motion by Trustee Minnite, seconded by Trustee Ivans, and carried unanimously.

FISCAL SERVICES

FS-9 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 16.6% through the 2007-2008 fiscal year. General fund revenues are at 8.8% and general fund expenditures are at 10.1%.

FS-10 Resolutions – Child Care Services – The following resolutions in the matter of child care services were adopted on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.

- Pre-Kindergarten and Family Literacy Program
- Pre-Kindergarten and Family Literacy Program Support

FS-11 Change Order - Mr. Ken Stoppenbrink explained that this change order deals with the road formerly known as Falcon Lane.

Change order 1 for the West Hills College Coalinga Paving Maintenance Project was approved on a motion by Trustee Ivans, seconded by Trustee Henry, and carried unanimously.

PERSONNEL SERVICES

PS-4 Administrative Job Description - Dr. Lewallen commented on the need for the job description

Ms. Cox noted a correction to the job description, stating that it should read as a Range 21.

The following new administrative job description, with the change to the range as noted by Ms. Cox, was approved on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously:

- Director of Student Services, West Hills College Coalinga

BOARD REPORTS / COMMENTS / REQUESTS AND ANNOUNCEMENTS

Trustee Minnite stated that he appreciates the reports and information provided and is glad to hear that things are going well throughout the district. He expressed his congratulations to all of the new hires. Trustee Minnite thanked everyone for their participation in the 9/11 events and stated that it means something to everyone. He personally thanked Ms. Faye Mendenhall for her service above and beyond and congratulated her on her upcoming retirement, stating that it has been a pleasure working with her.

Trustee Cantu stated that he enjoys Mr. Preston's reports. He congratulated Ms. Kozlowski and the ITS Department as the technology award recipients.

Trustee Oxborrow expressed her congratulations to all of the new hires. She stated that she attended the 9/11 event and it was very nice. She thanked the ASB for putting it together. Trustee Oxborrow stated that she is sorry to have missed the Victor Davis Hanson event. She stated that she enjoys seeing the presidents talking about how they are working together.

Trustee Ivans stated that she enjoyed the Victor Davis Hanson event, as well as the 9/11 event. She expressed her congratulations to Ms. Mendenhall on her upcoming retirement and stated that she will be missed. Trustee Ivans expressed her

congratulations to the football team. She stated that she enjoys receiving the minutes of the various college and district meetings.

Trustee Henry stated that he enjoyed the Victor Davis Hanson event. He commented that the Board Study Session held earlier in the day was good. Trustee Henry expressed his congratulations to Ms. Mendehall.

Trustee Levinson stated that he would like to echo the comments made by his fellow Board members.

President McKean acknowledged the successful Victor Davis Hanson event and the ag award that will be given at the Lemoore Chamber of Commerce Salute To Agriculture event.

President McKean announced that the next meeting of the Board of Trustees is scheduled for October 23, 2007.

CLOSED SESSION

The meeting was adjourned to closed session at 3:45 p.m.

- Discussion of land acquisition/disposition of property (as per Government Code Section 54956.8). Property: Coalinga, California; Lemoore, California; Firebaugh, California
- Potential Litigation (as per Government Code Section 54956.9). Number of potential cases: 1
- 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 4:20 p.m.

Nina Oxborrow
Clerk of the Board of Trustees

Personnel Transactions

1. New Hires – Administrative

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Rodriguez, Raquel	Assoc. Dean of Student Learning (3) West Hills College Coalinga	40 hrs/wk 12 mo/yr	Range 42 Step A	District	8/6/07	Replacement for Eliseo Gamino

2. New Hires – Classified

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Anthony, Sofia	Child Development Center Teacher West Hills College Coalinga	19 hrs/wk 12 mo/yr	Range 30 Step A	Grant	9/15/07	
Cantu, Rosa	Child Development Center Teacher West Hills College Coalinga	40 hrs/wk 12 mo/yr	Range 40 Step A	Grant	9/15/07	Replacement for Cynthia Martin
Gonzalez, Maria	Child Development Center Teacher Avenal Child Development Center	19 hrs/wk 12 mo/yr	Range 30 Step A	Grant	9/15/07	
Gonzalez, Patricia	Child Development Center Teacher Avenal Child Development Center	40 hrs/wk 12 mo/yr	Range 30 Step A	Grant	9/15/07	Replacement for Ana Gutierrez
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 Sofia Anthony
Keck, Shane	Athletic Equipment Coordinator West Hills College Coalinga	40 hrs/wk 12 mo/yr	Range 37 Step A	District	7/30/07	Replacement for Tim Guinn
Orange, Leo	Learning Skills Program Assistant West Hills College Lemoore	40 hrs/wk 12 mo/yr	Range 32 Step A	Grant	9/15/07	New position
Ornelas, Maria	Child Development Center Teacher State Preschool, Avenal	35 hrs/wk 12 mo/yr	Range 40 Step A	Grant	8/2/07	
Rauh, Jennifer	Child Development Center Teacher West Hills College Coalinga	40 hrs/wk 12 mo/yr	Range 40 Step A	Grant	9/1/07	
Sanchez, Martha	Home Instruction Teacher San Joaquin Child Dev. Center	40 hrs/wk 10 mo/yr	Range 40 Step A	Grant	9/4/07	New position
Seed, Jeffrey	PC/LAN Specialist I District Office	40 hrs/wk 12 mo/yr	Range 58 Step A	District	9/15/07	Replacement for DeAndrea Francis
Solorio, Johanna	Home Instruction Teacher San Joaquin Child Dev. Center	40 hrs/wk 12 mo/yr	Range 40 Step A	Grant	9/4/07	New position
Toledo, Margoth	Child Development Center Assistant West Hills College Coalinga	19 hrs/wk 9 mo/yr	Range 23 Step A	Grant	9/15/07	Replacement for Monica Rodriguez

3. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Ayala, Erica	Child Dev. Center Associate Teacher West Hills College Coalinga	19 hrs/wk	Range 30 Step A	Grant	9/26/07	Temporary hire while recruiting
Ayala, Maria	Child Development Center Assistant San Joaquin Child Dev. Center	19 hrs/wk	Range 23 Step A	Grant	9/26/07 – 12/31/07	

3. Temporary Hires (continued...)

Barriga, Ana	Child Development Center Assistant West Hills College Coalinga	19 hrs/wk	Range 23 Step A	Grant	9/26/07 – 12/31/07	Temporary hire while recruiting
Diaz, Delia	Child Development Center Teacher San Joaquin Child Dev. Center	19 hrs/wk	Range 40 Step A	Grant	9/26/07 – 12/31/07	
Eades, Julie	Food Services Cook West Hills College Coalinga	40 hrs/wk	Range 40 Step A	Grant	9/26/07 – 6/30/08	
Janik, Tiphany	Child Development Center Teacher West Hills College Coalinga	19 hrs/wk	Range 40 Step A	Grant	9/26/07 – 12/31/07	Temporary hire while recruiting

4. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date	Additional Information
Cortez, Edna	Child Development Center Assistant San Joaquin Child Development Center	9/14/07	Resignation
Mendenhall, Faye	English Instructor West Hills College Coalinga	6/30/08	Retirement