



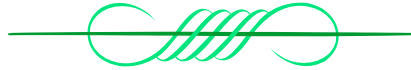
**WEST
HILLS**
COMMUNITY
COLLEGE
DISTRICT

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

October 27, 2009



CALL TO ORDER / OPEN SESSION

Vice President Henry called the meeting of the Board of Trustees to order at 3:20 p.m.

Board members present:

Bill Henry, Vice President

Nina Oxborrow, Clerk

Jeff Levinson

Edna Ivans

Jack Minnite

Steve Cantu

Yohan Maeda, Student Trustee

Board members absent:

Mark McKean, President

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

Carole Goldsmith, Vice Chancellor of Educational Services and Workforce Development

Pedro Avila, Vice Chancellor of Institutional Effectiveness and Enrollment Management

Frances Squire, Director of Marketing

Introduction of Guests

Ms. Frances Squire, Director of Marketing, introduced the following guests: Ms. Sue Cercone, Mr. Ernest Tuttle and Ms. Maggie Discont. Dr. Willard Lewallen introduced Mr. Don Lopez.

Public Comments

There were no public comments made at this time.

REPORTS FROM ORGANIZATIONS / COLLEGES / DISTRICT OFFICE

Academic Senate Report – Ms. Stephanie Droker, Academic Senate President for West Hills College Lemoore, commented on Board Policy and Administrative Procedure 5055, Enrollment Priorities, stating that the policy is different than what the originators requested. She stated that the faculty wanted all mandated groups and sophomores to be given priority registration. She thanked the administration for taking the time to make it happen so quickly. Vice President Henry questioned if the policy and procedure are acceptable in their current form. Ms. Droker stated that the original list did not include T.E.A.M. Teach Students or Presidents Scholars.

Ms. Anita Bart, Academic Senate President for West Hills College Coalinga, reported that the Senate is making committee changes and is also making changes on the process for getting faculty on and off committees for better rotation. The Senate has not yet voted on Board Policy and Administrative Procedure 5055, but has expressed concern about the vagueness on the number of units (45-75). They want to make sure that students are getting ready to graduate. There has also been discussion on division of timelines for priority registration and mandated students being first priority. Ms. Bart stated that the faculty feel there is a need for this because of the reduction of classes. They do agree that priority registration is needed.

WHCFA Report – Ms. Marty Ennes, WHCFA President, reported that she, Mr. Scott Sutherland, Ms. Jaqui Shehorn and Mr. Matt Magnuson recently attended the CCA fall conference in Santa Clara. They received budget updates and spent some time talking to other association presidents and hearing what others are doing in response. Ms. Ennes stated that West Hills is the only community college in the state at where faculty are taking furloughs. The faculty have also been reviewing Board Policies and Administrative Procedure. They have had a number of issues with payroll and numerous meetings have been held to resolve the issues. Ms. Ennes stated that the faculty are also dealing with a couple of grievances.

CSEA Report – Mr. Mark Millett, CSEA President, reported that the classified staff have selected their classified employees of the year:

- West Hills College Coalinga – Ms. Rebecca Bumpous, financial aid employee at the North District Center in Firebaugh
- West Hills College Lemoore – Mr. Kyle Crider, instructional services area

Mr. Crider, who was able to attend the meeting, was introduced by Mr. Millet. Mr. Millet expressed his congratulations to Mr. Crider.

Mr. Millett announced his resignation as CSEA President, stating that the district has wonderful employees who do excellent work. He commented that it has been a

pleasure to serve as CSEA President. Vice President Henry thanked Mr. Millett for his work and good faith.

Student Trustee Report – Mr. Yohan Maeda, ASB President for West Hills College Coalinga reported on recent and upcoming student events including homecoming week and new cheerleaders.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Willard Lewallen, President, reported on recent and upcoming events. He thanked Mr. Millett for his service as CSEA President, stating that he brought reasonableness and common sense to the job. Dr. Lewallen commented on the recent campus visit by a representative from the International Exchange Center in Russia. He also reminded the group of the Athletic Hall of Fame event scheduled for Saturday, October 31.

West Hills College Lemoore – Mr. Don Warkentin, President, invited Ms. Stephanie Droker to discuss her CWEE activities. Stephanie reported that she has been named as the CWEE statewide liaison. She commented on the Title 5 change to amend general units for work experience and stated that she will be making a presentation at the upcoming Board of Governors meeting. She has also been asked to write the CWEE plan for our district that will be used as the model paper. Mr. Warkentin commented on the upcoming Presidents Scholars Dinner and provided a brief update on the construction of the Multi Use Sports Complex. In closing, Mr. Warkentin reported on recent and upcoming events.

Chancellor's Report – Dr. Frank Gornick, Chancellor, commented on the recent passing of Mr. Brian Welborn. Dr. Gornick acknowledged Mr. Millett, echoing Dr. Lewallen's comments that he was reasonable and practical. He stated that he and the other administrators will miss working with him on CSEA matters. Dr. Gornick reported that Mr. John Ieronimo will take Mr. Millett's place as CSEA President. Dr. Gornick reported that he recently chaired the accreditation visit to Sacramento City College and the Los Rios Community College District. Ms. Sylvia Dorsey-Robinson, Mr. Pedro Avila, Ms. Susan Whitener, and Dr. Carole Goldsmith also participated on the accreditation visit for the district. He commented that the visit gave our administrators an opportunity to look at another perspective of accreditation. Following the visit, Dr. Gornick reported that he also attended an orientation meeting for his service as a member of the Accrediting Commission for Community and Junior Colleges. The orientation was enlightening and it is understood that there is no let up in terms of the federal mandate for evidence and accountability.

CONSENT AGENDA

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

- CA-15** Minutes – The minutes of the September 22, 2009 Board of Trustees meeting were approved as submitted.
- CA-16** Warrants – The warrants were approved as submitted.
- CA-17** Quarterly Financial Status Report, 311Q – The Quarterly Financial Status Report, 311Q for the quarter ending September 30, 2009 was approved as submitted.
- CA-18** Annual Financial and Budget Report, 311 – The Annual Financial and Budget Report, 311 for the 2008-2009 fiscal year was approved as submitted.
- CA-19** Surplus Property – The list of property was declared surplus as submitted.
- CA-20** Personnel Transactions – The list of personnel transactions were approved as submitted.

CHANCELLOR'S OFFICE

- CO-9** 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 Levinson, seconded by Trustee Minnite, and carried unanimously.
- CO-10** Citizens' Bond Oversight Committee, SFID #2 (Coalinga Area) – The appointment of Carol Kreamer to the Citizens' Bond Oversight Committee, SFID #2 (Coalinga Area) was approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.
- CO-11** Board Policy and Administrative Procedure 6305, Fiscal Grants Management – Board Policy and Administrative Procedure 6305, Fiscal Grants Management, were approved on a motion by Trustee Ivans, seconded by Trustee Minnite, and carried unanimously.
- CO-12** Board Policy and Administrative Procedure 5055, Enrollment Priorities – Dr. Gornick stated that this is a policy that all agreed needed to be in place due to the reduction of the class schedule. He stated that the Board can go beyond the Education Code requirements, but the list of priority registration students does need to approve. Dr. Gornick stated that he would like the Board to approve the policy and procedure with the removal of the T.E.A.M. Teach students from the list. He also stated that he wants to review the policy and procedure again in a year. Trustee Minnite questioned if this change would be effective for the spring

semester. Dr. Gornick responded in the affirmative, stating that we need to be in compliance with Education Code before priority registration begins. Trustee Minnite suggested that the policy and procedure be reviewed again in six months instead of a year. Dr. Gornick stated that we will probably not need it in the summer, but we can certainly review it in the summer for the fall registration period. Trustee Oxborrow questioned what percentage of students will fall into this priority registration category. Mr. Pedro Avila stated that close to 700 students districtwide have been identified that would fall in the 45-75 unit category.

With regard to Board Policy and Administrative Procedure 5055, Enrollment Priorities, Trustee Levinson made a motion to strike T.E.A.M. Teach students from the procedure and directed further review of the policy and procedure in six months. The motion was seconded by Trustee Oxborrow and carried unanimously.

- CO-13** Board Policy and Administrative Procedure 6200, Budget Preparation – Board Policy and Administrative Procedure 6200, Budget Preparation, were presented for a first reading at this time. Approval will be requested at a later date.

FISCAL SERVICES

- FS-19** Fiscal Services Report – Mr. Ken Stoppenbrink, Vice Chancellor of Business Services, provided the fiscal services report. He stated that we are 25% through the fiscal year. General fund revenues are at 23.9% and general fund expenditures are at 22.2%.

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 reported that he has asked Mr. Stoppenbrink to work with the College Presidents to reduce the amount of transfers with regard to the auxiliary accounts. He stated that further information will be provided at a later date.

- FS-20** Transfer Application – On a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously, the Board of Trustees authorized the transfer application to the Director of Industrial Relations, State of California for a certificate of consent to self insure workers' compensation liabilities. The Board's action transfers the insurance certificate from VIP JPA to the West Hills Community College District.

- FS-21** Building Inspection Services – The agreement for building inspection services for Pro-Tech Inspection, Inc. in the amount of \$13,000 was approved on a motion by Trustee Minnite, seconded by Trustee Ivans, and carried unanimously.

BOARD REPORTS / COMMENTS / REQUESTS AND ANNOUNCEMENTS

Trustee Cantu thanked Mr. Millett for his service as CSEA President and for great cooperation.

Trustee Minnite thanked Mr. Millett for being an ideal co-worker and stated that he has made a difference for the entire district and has done a great job. He thanked Dr. Marcel Hetu for his dedication at the North District Center, Firebaugh and stated that he is a good representative for the district and the center. Trustee Minnite thanked everyone for the reports. He stated that he recently attended a meeting in Firebaugh and the city is working on becoming a 22nd Century City. Firebaugh is one of three cities in California identified as an emerald city. With the partnership between West Hills College and the City of Firebaugh, he stated that he wants our new building to be a platinum facility.

Trustee Ivans thanked those involved for the farm report and stated that it was good to hear from the students. She thanked the many administrators for serving on accreditation teams and stated that it is nice to hear updates on the finances. Trustee Ivans expressed her congratulations to Mr. Millet, Ms. Bumpous, Mr. Crider and Ms. Droker for their achievements.

Trustee Oxborrow stated that Mr. Millet has set a great example and she has enjoyed seeing him at the Board meetings. She expressed her congratulations to Ms. Droker and Mr. Crider. Trustee Ivans thanked Ms. Cathy Barabe and her staff for keeping the money flowing.

Trustee Levinson echoed the comments made by his fellow Board members and stated that he enjoyed Student Trustee Maeda's comments. He expressed his thanks to Mr. Millett, stating that he appreciates his work.

Vice President Henry thanked everyone for their attendance and announced that the next meeting of the Board of Trustees is scheduled for November 17, 2009.

CLOSED SESSION

The meeting was adjourned to closed session at 4:20 p.m.

- Anticipated Litigation (as per Government Code Section 54956.9). Number of potential cases: 1

- Existing Litigation (as per Government Code Section 54956.9). Name of case:
Barbara Caganich v. West Hills Community College District
- 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 5:09 p.m.

Nina Oxborrow
Clerk of the Board of Trustees

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Personnel Transactions

1. New Hires – Classified

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Alcala, Anthony	After School Program Site Coordinator Avenal	40 hrs/wk 11 mo/yr	Range 40 Step A	Grant	10/1/09	New position
Flood, Malinali	Financial Aid Assistant North District Center, Firebaugh	40 hrs/wk 12 mo/yr	Range 33 Step A	Grant	10/13/09	Replacement for Rebecca Bumpous
Hernandez, Patricia	After School Program Site Coordinator Avenal/Kettleman City	19 hrs/wk 11 mo/yr	Range 40 Step A	Grant	10/1/09	New position
Lopez, Maria Cristina	After School Program Site Coordinator Lemoore	19 hrs/wk 11 mo/yr	Range 40 Step A	Grant	10/1/09	New position
Pena, Berzabet	After School Program Site Coordinator Lemoore	19 hrs/wk 11 mo/yr	Range 40 Step A	Grant	10/1/09	New position

2. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Barriga, Ana	Child Dev. Center Associate Teacher Avenal Child Development Center	40 hrs/wk	Range 30 Step A	Grant	10/28/09 – 12/31/09	Temporary employment during recruitment

3. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Benitez-Solorio, Veronica	Child Dev. Center Associate Teacher West Hills College Lemoore Range 30, Step A	Child Development Center Teacher West Hills College Lemoore Range 40, Step A	11/1/09	Grant funded
Diaz, Miriam	Child Development Center Assistant West Hills College Lemoore Range 23, Step B	Child Dev. Center Associate Teacher West Hills College Lemoore Range 30, Step A	10/28/09	Grant funded

4. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date
Atkinson-Alston, Stephanie	Dean of Educational Services West Hills College Lemoore	9/30/09
Bahena, Elvia	Career Center Technician West Hills College Coalinga	9/29/09