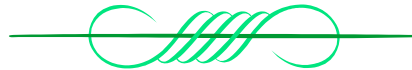




**MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD**

**ANNUAL BOARD RETREAT**

**February 1 & 2, 2013**



**CALL TO ORDER / OPEN SESSION**

President McKean called the meeting of the Board of Trustees to order at 8:32 am and led the group in the flag salute.

Board members present:

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

Board members absent:

Brittany Burkhart, Student Trustee

Others present:

Frank Gornick, Chancellor  
Ken Stoppenbrink, Vice Chancellor of Business Services  
Carole Goldsmith, President, West Hills College Coalinga  
Don Warkentin, President, West Hills College Lemoore  
Frances Squire, Executive Director of West Hills Community College Foundation  
Tom Wixon, Director of Marketing/Public Information Officer  
Keith Stearns, Associate Vice Chancellor of Academic and Information Services/Registrar  
Stephanie Droker, Interim Vice President of Educational Services, West Hills College Coalinga  
Dave Bolt, Vice President of Educational Services, West Hills College Lemoore  
Pedro Avila, Vice President of Student Services, West Hills College Coalinga  
Sylvia Dorsey-Robinson, Vice President of Student Services, West Hills College Lemoore  
Robert Pimentel, Interim Director of C6 Project  
Jeff Wanderer, Academic Senate President, West Hills College Coalinga  
Alex Villalobos, Director of Residential Living and Student Activities  
Kwaun Felton, Food Services Manager  
John Ieronimo, CSEA Representative  
Chris Addington, AP Architects  
Celina Garcia, AP Architects  
Byron Woods, AP Architects

### **Introduction of Guests**

Self introductions were made by all in attendance.

### **Public Comments**

There were no public comments made at this time.

## **INFORMATION/DISCUSSION ITEMS**

### **Welcome and Opening Remarks**

Dr. Frank Gornick welcomed the group.

### **Strategic Plan Update**

Dr. Gornick explained that a Strategic Plan Update has been developed which addresses the progress being made to date on the original Strategic Plan goals. He summarized each of the Strategic Plan goals and shared information on progress being made.

### **Facilities Update**

Mr. Chris Addington, District Architect, provided a presentation on the District's facilities. He discussed maintenance planning throughout the District, stating that his team is working to assess current maintenance practices; assess the condition of buildings, equipment, and grounds; develop preventative maintenance tasks; develop a 10-year scheduled maintenance capital plan; develop an optimum annual calendar for tasks and maintenance projects; and integrate total cost of ownership into a District maintenance funding plan with the costs to be developed in line with the planning process. The capital plan includes paving, roofing, exterior painting, flooring, interior painting, fields/courts/pools, dampproofing, sealant/caulking, equipment, and mechanical/electrical/plumbing. Mr. Addington explained the chart for the 10-year scheduled maintenance budget and the scheduled maintenance plan for roofing.

With regard to relocatable buildings, Mr. Addington briefly explained the plans and remodeling occurring at the District Office in the relocatable buildings previously used by the farm.

Mr. Addington shared a tentative list of scheduled maintenance projects for 2012-2013 at West Hills College Coalinga. He also discussed capital projects for the college as well as the Farm of the Future. Mr. Addington stated that one of the capital projects for the college is the instructional building replacement. He explained the reasons for the replacement, stating that the educational plan flexibility is limited due to fixed room configurations and lack of adaptable spaces for instruction. There is a limited amount of large capacity instructional spaces which limits enrollment. The technology is also limited by the building construction. He showed a diagram of the West Hills College Coalinga Campus Master Plan, stating that it is in the planning phase at this time. Brief

discussion took place regarding the campus master plan for the Farm of the Future, as well as the photovoltaic field.

Mr. Addington discussed the tentative scheduled maintenance plans for the North District Center, along with the capital projects in Firebaugh and plans for outreach centers in San Joaquin, Mendota, and Tranquillity.

With regard to West Hills College Lemoore, Mr. Addington shared the tentative scheduled maintenance plans, as well as information on capital projects and outreach centers. The campus master plan diagram was shared, as well as a diagram of the proposed photovoltaic field, and a rendering of the student union capital project at West Hills College Lemoore. Mr. Addington discussed the Specific Plan Tool for Lemoore, stating that it is the systematic implementation of a general plan. It effectively establishes a link between implementing policies of the general plan and the individual development proposals in a defined area. He stated that the goal is to retool the planning of land west of Highway 41, encompassing West Hills College Lemoore and impacting surrounding properties to facilitate orderly growth. Initial discussions are in progress and a preliminary meeting has been held with the City of Lemoore Planning Department.

### **Student Success Policy Initiatives**

Mr. Keith Stearns provided an update on the District's progress on the Student Success Policy Initiatives implemented by the Board of Governors. He explained the District's progress on each of the initiatives and shared data that supports the progress.

### **Trustee and CEO Conference, April 2013**

Dr. Gornick encouraged the Board of Trustees to attend the upcoming Trustee and CEO Conference being hosted by the West Hills Community College District in conjunction with the C6 and CEPF grants. Dr. Byron McClenney will be facilitating the conference which is open to all trustees and CEOs in the Central Valley.

### **Board of Governors Meeting, September 2013**

Dr. Gornick announced that the Board of Governors will be meeting at West Hills College Lemoore for their September 9 and 10, 2013 meeting.

### **Paramount Farms Visit**

Dr. Gornick discussed the recent visit by Paramount Farms/Roll Global LLC representatives. Four individuals (Ms. Lynda Resnick; Ms. Elsa Chagolla; Ms. Noemi Donoso; and Ms. Jessica Aronoff) visited West Hills College Coalinga to find out more about the District and the services it provides. It was agreed that it was a great visit and they are a good fit for West Hills College. There are several projects that can be planned for the future and the result of the meeting was many shared goals. Dr. Gornick reported that the representatives were very impressed with West Hills. He has received quite a bit of positive feedback from the group since the visit this past Tuesday.

Some of the projects include a major sponsorship of the West Hills Community College Foundation golf tournament; development of a draft plan for summer activities, with a focus on Coalinga and Lemoore (one residential and the other a day camp); and Farm of the Future internships, work experience, and job pathways.

### **Donor/Endowment Campaign**

Ms. Frances Squire addressed the group and provided an update on donor and endowment campaign activities. She stated that it's not about what we want; it's about what the donor wants to achieve. She distributed copies of the President's Scholars Program publication and discussed the included data. Ms. Squire shared a list of donor prospects with the group and reported that she and Dr. Gornick will be meeting with these individuals and companies over the next year. The goal is to raise \$1,000,000 over the next year.

### **Certificates of Participation (COP) Update**

Mr. Ken Stoppenbrink provided data on the COP analysis for 2013 through 2017. Discussion took place and Mr. Stoppenbrink discussed plans for the future.

### **Safety/Campus Security/Emergency Preparedness**

Mr. Stoppenbrink discussed the various safety aspects of emergency preparedness and reported that the District has policies in place for various safety matters (Board Policy 6815, Emergency Response Plan; Board Policy 7343, Injury and Illness Prevention Plan). Mr. Stoppenbrink also briefly discussed training requirements for employees and the Risk Management Committee.

### **C6 Update**

Dr. Carole Goldsmith and Mr. Robert Pimentel provided an update on the C6 project. There are 447 people enrolled to date throughout the consortium for various programs. The participating colleges continue to enter data. The programs for the West Hills Community College District include IMT 60 which leads to welding, manufacturing, and alternative energy; Psychiatric Technician; Psychiatric Technician to RN; Certified Nurse Assistant; and Medical Assistant.

Dr. Goldsmith discussed open educational resources. The Licensed Vocational Nurse – Registered Nurse transitions book was written by C6 faculty over the course of the planning year. The book has been reviewed and colleges have started to use it. The cost is about \$6 per student (previously more than \$90) and other colleges around the country are already starting to ask to use it. The psychiatric technician book is almost complete and the book will save students over \$200 each. A request for proposal was recently released for the CalOSHA curriculum and ePlatform. The curriculum will be free for all colleges in California.

With regard to basic skills, Dr. Goldsmith commented on embedded remediation efforts, supplemental instruction, and the new RED Team model.

### **Contract Education Training Report**

(Mr. Pedro Avila, Mr. Alex Villalobos, and Mr. Kwaun Felton arrived during this presentation.)

Dr. Goldsmith reported that the Fresno Regional Workforce Investment Board funded \$225,000 for the psychiatric technician program; \$100,000 for trucking; \$65,000 for welding; and \$694,000 for adult and dislocated youth. The state Chancellor's Office responsive training fund will serve 35 students at WHC Coalinga through the WIT and participants will earn CalOSHA 10 certification. California Corporate College is a small funding source but allows us to serve employers such as the Department of Corrections.

### **Residence Halls Report**

Mr. Avila introduced Mr. Villalobos and Mr. Felton. Mr. Avila stated that he is optimistic about the success of the residence halls and continues to work on recommendations. He summarized the residence hall expenses and revenues for the past few years, along with fees and occupancy trends. Discussion took place regarding residence hall and meal plan rates at other colleges in the state. Dr. Gornick questioned the workflow process and Pedro explained how it is working. The cafeteria revenues and expenses were also reviewed and the group reviewed proposed preliminary meal plan options. Mr. Avila stated that he will continue to work with staff on recommendations.

### **Closing Remarks**

Trustee Oxborrow stated that the reports and conversations have been great.

Trustee Cantu stated that good information was shared today.

Trustee Minnite stated that staff always provides good information and he appreciates the reports about various matters.

Trustee Levinson had nothing to report at this time.

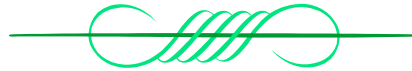
Trustee Henry stated that the Board has heard good information on the COP analysis and ideas for the future. He expressed his appreciation for all of the presentations.

Trustee Ivans thanked everyone for the great information and stated that she is interested in seeing a list of people who are prospective donors.

President McKean announced that the retreat would reconvene on Saturday at 8:30 am.

### **ADJOURNMENT**

There being no further business before the Board of Trustees, the retreat was adjourned for the day at 4:15 pm.



**February 2, 2013  
Harris Ranch, Belmont Conference Room  
Coalinga, California**

**CALL TO ORDER / OPEN SESSION**

President McKean called the meeting of the Board of Trustees to order at 8:35 am.

Board members present:

Mark McKean, President  
Bill Henry, Vice President  
Nina Oxborrow, Clerk  
Jack Minnite  
Steve Cantu

Board members absent:

Jeff Levinson  
Edna Ivans  
Brittany Burkhart, Student Trustee

Administrators present:

Frank Gornick, Chancellor  
Ken Stoppenbrink, Vice Chancellor of Business Services  
Carole Goldsmith, President, West Hills College Coalinga  
Don Warkentin, President, West Hills College Lemoore

**Board of Trustees Self Evaluation**

The Board members reviewed the results of their self evaluation for 2012. Discussion took place concerning various responses. It was agreed by those in attendance that financial information and information on “big ticket” items is important to have in advance of meetings. Board members also requested that a review of GASB be provided every two years. The written comments noted in the self evaluation results were also reviewed by the group.

**Technology and the Future of Board Meetings**

Dr. Gornick initiated discussion with the group concerning technology and the future of Board meetings. He discussed the possible implementation of electronic Board agenda packets, explaining that we would realize ease of use, as well as a cost savings. He discussed the possible use of BoardDocs software or a similar technology and provided a brief demonstration of its use.

With regard to technology equipment, Dr. Gornick reported that we are currently researching products for use by Board members. A comparison of the iPad and the Windows Surface Pro was discussed. The Surface will need to be tested by ITS once it is on the market for purchase.

With regard to Board member technology needs, Dr. Gornick explained the replacement cycles for desktop and laptop computers. He stated that the purchase of tablets could serve as a replacement for district-issued desktops and laptops. We will hold off on making decisions concerning technology until such a time that testing has been conducted.

### **Closed Session**

- Conference with Labor Negotiator (as per Government Code section 54957.6. Agency negotiator: Chancellor; Vice Chancellor of Business Services. Employee organization: CTA; CSEA
- Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)

### **ADJOURNMENT**

There being no further business before the Board of Trustees, the retreat was adjourned at 9:54 am.

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Nina Oxborrow  
Clerk of the Board of Trustees

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