



**WEST  
HILLS**  
COMMUNITY  
COLLEGE  
DISTRICT

**WEST HILLS COMMUNITY COLLEGE DISTRICT**

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

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

**ANNUAL BOARD RETREAT**

**February 2, 2007**



**OPEN SESSION / CALL TO ORDER**

President McKean called the annual retreat of the Board of Trustees to order at 8:52 a.m.

Board members present:

Mark McKean  
Bill Henry  
Nina Oxborrow  
Jeff Levinson  
Edna Ivans  
Jack Minnite  
Steve Cantu

Board members absent:

Larry Logsdon, Student Trustee

Administrative staff present:

Frank Gornick, Chancellor  
Ken Stoppenbrink, Interim Vice Chancellor of Business Services  
Don Warkentin, Interim President, West Hills College Lemoore  
Tom Harris, Interim President, West Hills College Coalinga

**Public Comments**

There were no public comments made at this time.

**INFORMATION / DISCUSSION ITEMS**

President McKean welcomed the group.

Dr. Frank Gornick commented on the day's Fresno Bee article which is not very favorable to community colleges. He stated that if the Bee really wanted to do us a service, they should take a look at the students who come into the CSU and UC system

under the same lens. Discussion took place regarding how the three cohorts (community colleges, CSUs and UCs) compare.

### **Board of Trustees Handbook**

Dr. Gornick stated that his office has been working on developing a handbook for Board members. The handbook was reviewed by the group and many comments and suggestions were made. Dr. Gornick stated that his office will continue working on the handbook and will incorporate the suggestions and comments made by the Board.

### **Strategic Planning Process**

Dr. Gornick explained that Mr. Pedro Avila's presentation on the strategic planning process ties in with Chapter 13 of the Board handbook, "Board Role in Planning and Institutional Effectiveness". Mr. Avila provided a presentation on the goals update for the District Strategic Plan. The presentation focused on a review of the strategic planning cycle; enrollment; marketing; community participation rates by city; transfer, completion and graduation rates; high school participation rates; and goals alignment.

### **West Hills College Foundation Update**

Dr. Gornick provided information on the West Hills College Foundation. He discussed the status of the hiring process for the Executive Director position and discussed future plans for the Foundation with the hiring of a new director. Dr. Gornick stated that some of the goals of the Foundation are to expand the agriculture and rodeo programs; increase participation in the annual golf tournament; grow the board; and land donations. Discussion took place regarding the salary for the Director. Mr. Ken Stoppenbrink stated that \$125,000 has been budgeted and benefits would also be included. The position would be that of a district employee.

### **Early Retirement Incentive Proposal**

Brief discussion took place regarding the early retirement incentive proposal. Mr. Stoppenbrink explained the various options, explaining that the classified and certificated employees currently have options in their respective bargaining unit contracts. These options would be for the administrative, management and confidential employees.

### **Budget**

Mr. Stoppenbrink provided a presentation on the budget with regard to revenue analysis for 1996 – 2006; FTES analysis for 1996 – 2006; and employment statistics for Fresno and Kings Counties from 1996 – 2006.

Mr. Stoppenbrink discussed the GASB investment, stating that the Board of Trustees needs to decide how to invest the \$700,000 that has been set aside. He distributed the JPA Investment Performance and Statistical Analysis report, outlining the various investments, and discussion was had by the Board concerning the pros and cons of each. Brief discussion took place regarding a controller position. Dr. Gornick stated that this will be looked at after the Executive Director for the Foundation is hired.

Mr. Stoppenbrink provided information on the farm/agriculture/rodeo project budget. Discussion took place regarding the scholarship funds. Dr. Gornick reported that he misspoke when the Board adopted the resolution with regard to the use of the funds received for the sale of the old farm. He stated that capital funds cannot be used for scholarships; however, the interest income that is generated by the funds can be used for scholarships.

### **Facilities Report**

Chris Addington, District Architect, provided a presentation on facility planning. His presentation covered the following topics:

- Review Capacity Load Ratios (CLRs) of Classrooms and Labs for Colleges
- Review Potential FTES Generation with Current Inventory of Space
- Facility Plan Update 2007

### **ADJOURNMENT**

There being no further business before the Board of Trustees, the retreat was adjourned at 4:50 p.m.

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Nina Oxborrow  
Clerk of the Board of Trustees

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