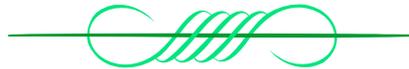




**MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD**

**ANNUAL BOARD RETREAT**

**February 3 & 4, 2012**



**CALL TO ORDER / OPEN SESSION**

President McKean called the meeting of the Board of Trustees to order at 8:43 am and led the group in the flag salute.

Board members present:

Mark McKean, President  
Bill Henry, Vice President  
Jeff Levinson  
Edna Ivans  
Jack Minnite  
Steve Cantu  
Gerald Butler, Student Trustee

Board members absent:

Nina Oxborrow, Clerk

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  
Jeff Wanderer, Academic Senate President, West Hills College Coalinga  
Kurt Sterling, Academic Senate President, West Hills College Lemoore

**Introduction of Guests**

There were no guests introduced at this time.

**Public Comments**

There were no public comments made at this time.

## **INFORMATION/DISCUSSION ITEMS**

### **Welcome and Opening Remarks**

Dr. Frank Gornick welcomed the Board of Trustees and briefly commented on the C6 Summit held earlier in the week.

### **Reflections on the West Hills Community College District**

Dr. Gornick invited each Board member to respond to any or all of the following:

- Tell a story about the best times that you have had with the Board of Trustees
- Looking at your experiences on the Board, recall a time when you felt most alive or excited about your involvement.
- What do you value most about yourself, your work, and the West Hills Community College District organization?
- What do you wish for or about the future of the West Hills Community College District?

President McKean stated that he saw a public need at the West Hills Community College District. He commented on graduation and how it is really enlightening to see a first generation college student attend the ceremony. For many of these people it is a huge step; however, the step from West Hills College to a four year college or university is not as big because of what they have already accomplished. President McKean stated that he thinks we have welcomed students to a college atmosphere. He commented that new trustees want to get something done – something that will make the college better.

Trustee Henry said that his first Board meeting as a trustee was an exciting experience. At that time there was a very spirited debate about exit testing. He felt that the people were very passionate about the district. Trustee Henry also commented on his memories about the district getting on board with the city bond to renovate the main campus. This made it more attractive. Trustee Henry discussed the growth that has occurred with West Hills College Lemoore – going from a small center to a full college. He also commented on the complete renewal of the Coalinga campus. With regard to some of the best times in the district, he commented that graduation is truly an exciting time.

Trustee Levinson echoed some of the comments made by President McKean and Trustee Henry. He discussed accomplishing goals and cited the growth of West Hills College Lemoore as an example. He stated that his biggest appreciation is that we are good at what we do. It is a pleasure to be a part of the West Hills Community College District. Concerning advice that he would give a future Board member, Trustee Levinson stated that he would tell them it is hard work and the need to be competent. He suggested finding an area that they want to be special at (budget, administration, etc.) so that people will listen because they know that the Board member knows what

they are talking about. Being a Board member takes focus. Trustee Levinson agreed that graduation is a fulfilling event.

Trustee Ivans stated that Ms. Elizabeth Lyles encouraged her to run for the Board. At the time she was elected, Mr. Tony Mendes was President of the Board. It was a nice group of people. The district had a lot of money, there was no fee for tuition or books, and everyone was bussed to school. Trustee Ivans stated that she asked a lot of questions and “bugged” people all the time. Mr. Ralph Neate wanted to teach her how to be a Board member. At her first meeting the task before the Board was to hire a new Superintendent/President. The Board hired Mr. Bob Annand and had many good years under his direction. Following his departure, the Board hired Mr. Joe Conte. He brought the rodeo program to the college. The first Board meeting in Firebaugh was held when she served as the Board Chair. Trustee Ivans stated that she remembers when Trustee Levinson began serving on the Board, stating that he was young and fierce and she really appreciated that. She stated that graduation ceremonies have been some of the most memorable times. She believes that community college should be just like high school. Everyone should be able to attend whether you can afford it or not. She expressed her thanks for scholarships and stated that she would like to see the open access again. In closing, Trustee Ivans stated that she hopes all new Board members are treated as well as she was.

Trustee Levinson commented on Mr. Conte’s time as Superintendent/President and stated that many referred to the Board as “Joe Conte and the Seven Dwarfs”.

Trustee Minnite stated that he is a product of the community West Hills serves and he is proud of West Hills. Commenting on returns on investment, Trustee Minnite stated that his nature of work at the restaurant saw immediate results; with President McKean and Trustee Cantu, their results occur within the year. Sometimes the work as Board members takes a long time. He stated that he appreciates the entrepreneurship that makes up the Board and thinks they have a real good ability to see, invest, make decisions, and move forward for the benefit of all. No one in the organization stands alone. What is exciting to him is the collaboration between all of the areas we serve and all of the voters that voted for the bond measures. He doesn’t think we can talk about our accomplishments without their support and all of the Board members recognize that. There is a phrase in the assigned reading book about there no longer being a “normal”. You have to be able to offer something extra. Trustee Minnite wants to focus on what the Board can do extra to make this an exceptional educational experience for students. He stated that he loves his work as a Board member. Trustee Minnite implored to the group and to students to let him help them get where they need to go if they are not capable as an individual to move forward.

Trustee Cantu stated that he replaced Mr. Fred Alcorta on the Board. He commented that the Board members get along great and they can agree to disagree. The accomplishments with renovating West Hills College Coalinga and building West Hills College Lemoore have been fantastic. We are in a great position and couldn’t do it without a good Board, a good chancellor, and the teaching staff. We have done exceptionally well even throughout the budget crisis. Trustee Cantu stated that he is glad to be a part of the organization and wishes he had more time to devote.

Trustee Levinson commented that every Board member is success-driven and that is why we do so well. President McKean stated that the Board always thinks of students first and last. It is important and that is why this is where we are at.

Dr. Gornick explained that his journey began right here at Harris Ranch during interviews for the Superintendent/President position at West Hills College. He said that he had interviewed at other places for about five other presidencies, but West Hills hired him. One of his first projects was to visit high school English classes throughout the district and talk to the students about why they would or wouldn't attend West Hills College. This dialogue started his journey to make improvements for students.

Student Trustee Butler commented on dedication, stating that he has seen West Hills College go from where it was to where it is now. It is nice to know that there are people out there who want to get to the level of the Board and better the community for the future student. He stated that it is the desire to press on through the good and the bad that makes the district successful.

Dr. Gornick briefly discussed priority registration and California Community Colleges Chancellor Jack Scott's recent comments.

### **Book Discussion**

Discussion took place concerning the book by Thomas L. Friedman and Michael Mandelbaum, "That Used To Be Us – How America Fell Behind In The World It Invented And How We Can Come Back." Dr. Gornick commented that he chose this book for discussion when he learned that both he and Trustee Minnite were reading it. Trustee Minnite stated that the book enlightened him as a Board member. Discussion took place regarding course offerings and eBooks. This led into lengthy discussion regarding technology and the future.

### **Accreditation Follow Up Report Review**

Dr. Willard Lewallen and Mr. Don Warkentin briefly discussed their respective draft reports and commented on the areas of focus and the time spent by staff to develop quality reports.

### **Student Success Report**

Mr. Pedro Avila distributed a Student Success Report for the West Hills Community College District and provided a presentation concerning the same. He discussed course completion and graduation rates which translate to student success. Success is defined as the percent of students who earn a grade of A, B, C, Credit or Pass in the class. Mr. Avila provided data from 2006-2007 to the present on course success and retention rates overall, by students' first term, by gender, by ethnicity, and by financial need. He also provided the percentage of degrees and certificates completed.

### **Website Redesign**

Mr. Avila showed a design of the website with the new branding for the district. Brief discussion took place and President McKean questioned if input has been received from students. Mr. Avila stated that he will get some feedback before the new design goes live.

### **Facilities Update**

Mr. Chris Addington and Mr. Richard Treece, AP Architects, provided a presentation on facilities. SFID (School Facilities Improvement District) spreadsheets were distributed and explained. Mr. Addington discussed SFID balances, stating that the state has had a suspension of funding since 2006 and local funds have been reduced. Small projects are being funded exclusively with SFID dollars. Outstanding projects include the Multi Use Sports Complex which is in project closeout, and the Ag Science project which is on schedule. Several state approved projects were discussed. West Hills College Coalinga Strategic Planning was presented and Mr. Addington discussed the facilities planning team, educational planning, the campus master plan, and infrastructure planning. The campus facility plan will be a 15 year plan.

### **New Markets Tax Credit (NMTC) Program**

Mr. Ken Stoppenbrink provided information on the New Markets Tax Credit (NMTC) Program. He discussed the use of the Multi Use Sports Complex as a completed project that could be used as leverage for the funding. The Student Center is an example of a new project that could be used. Mr. Stoppenbrink discussed the next steps which include retaining specialized NMTC counsel, securing NMYC Tax Credit Allocation, and the commitment of Central Valley NMTC Fund.

Board members were in agreement that they want a summary of the information to review further. Discussion took place regarding the use of the program by Taft College. Mr. Addington recommended that Mr. Stoppenbrink and Mr. Kevin Cobb have a meeting with Taft College and get their comments on the program. Trustee Henry stated that he wants assurances from an attorney.

### **Lemoore Impact Study**

Dr. Gornick provided information from the recent Lemoore Impact Study. Within the last 20 years, Kings County population grew by 52%. During that same time period, West Hills College Lemoore student population increased by 324%. He discussed Kings County census data by ethnicity as it compares to enrollment at West Hills College Lemoore. Unemployment rates were also discussed. Enrollment data, including high school student dual enrollment and feeder high school graduates were explained. Mr. Avila stated that 71% of district feeder high school graduates enrolled in a postsecondary institution. Kings County had the highest college going rates in the Central Valley and approximately 40% of all Kings County public high school graduates attending postsecondary institutions enrolled at West Hills College. Degrees, certificates, and transfers were also reviewed.

### **Closing the Gap Progress/Update**

Ms. Elaine Cash, Closing the Gap Project Director, explained the goal of English Language Arts Alignment, stating that the plan is to identify the performance gap between high school and college in English Language Arts. A series of meetings with district faculty and administration, English Language Arts teachers, and principals and superintendents from five different high schools was held (Coalinga High School, Avenal High School, Lemoore High School, Riverdale High School, Corcoran High School). The group took an in-depth look at California State Standards. The consensus was that the Standards were adequately rigorous in statement; however, the level of performance and rigor did not meet the expectations for college. The emphasis was too heavily weighted on literature analysis and not enough on expository reading and writing. A steering committee met and committed to training in the Expository Reading and Writing Course (ERWC) for Fall 2011. A series of three all day trainings was held for high school teachers and participation included the five schools, as well as Jamison High in Lemoore and Hanford East and Hanford West. On February 22 and 23, staff will come together to score a common writing assignment. The intention is to begin the Professional Learning Community (PLC) across systems, improving instruction and adequately aligning the level of rigor. If this is successful then in the spring the ERWC will be repeated with the remaining school districts and this work will be replicated with curriculum training for math.

Ms. Cash also discussed the Common Core Standards Initiative and the Smarter Balanced Assessment. The goal of the initiative is to develop a set of shared national standards ensuring that students in every state are held to the same level of expectations. Student gain the knowledge and skills that will prepare them for success in postsecondary education and in the global arena. The assessment will measure common core standards and provide accurate information about what students know and can do.

In closing, Ms. Cash stated that the challenge will be how we support student success between now and the implementation of the Common Core Standards; how we support and participate as partners in the Common Core Standards implementation; and how we can support student success outside of curriculum alignment.

### **ADJOURNMENT**

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



**February 4, 2012**  
**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  
Jeff Levinson  
Edna Ivans  
Jack Minnite  
Steve Cantu

Board members absent:

Nina Oxborrow, Clerk  
Gerald Butler, Student Trustee

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  
Keith Stearns, Assoc. Vice Chancellor of Academic and Information Services/Registrar

### **Educational Planning and Degree Audit Demonstration**

Mr. Keith Stearns discussed Academic Tracker and provided a presentation on how it is used. He provided data on its usage and alternative programming. With regard to educational planning, Mr. Stearns discussed the student educational plan and the future of that tool and how it can be used.

### **GASB 45 and Actuarial Study**

Mr. Ken Stoppenbrink provided information on the actuarial study conducted in November 2010, stating that the funds are invested with Invest by Design and the investment ratio is 50% equity and 50% fixed. He provided a funding graph showing an upward trend based on contributions of \$500,000 per year. The district is well ahead of the curve with regard to funding of this liability. We continue to stay the course with the budget and investment allocation. We will pull from investment earnings demands on funds when the liability is fully funded. Board members asked for a summary of the assumptions and Mr. Stoppenbrink stated that he will work on this.

### **80<sup>th</sup> Year Celebration Activities**

With regard to the 80<sup>th</sup> year celebration activities, Ms. Frances Squire discussed insurance certificates and one day ABC licenses. The gala plans are in progress and the invitation for the gala will list the menu which will include four different ethnic food stations. Tickets for the event will be \$50 per person. A consultant has been hired who will be responsible for lighting, décor, sponsorships, and live and silent auctions (she will procure items and run the auction). Mr. Tony Oliveira will be the live auctioneer.

Video presentations will also be shown and a band (Run 4 Cover) will provide entertainment. The gala is scheduled for March 24. Dr. Frank Gornick stated that he wants everyone to be there and asked that the Board members help to sell tickets as well.

Mr. Don Warkentin discussed plans for one major event and three or four smaller events each year.

### **Board of Trustees Self Evaluation**

Board of Trustees Self Evaluation results were distributed and reviewed. Each question was stated and the responses and comments were discussed. Overall, the Board of Trustees self evaluation was positive and provided constructive comments and suggestions for improvement.

### **Closing Comments**

Dr. Gornick thanked the Board of Trustees for participating in the Retreat.

### **ADJOURNMENT**

There being no further business before the Board of Trustees, the retreat was adjourned at 12:06 p.m.

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Nina Oxborrow  
Clerk of the Board of Trustees

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