

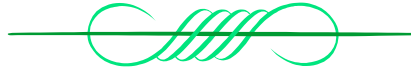


WEST HILLS COMMUNITY COLLEGE DISTRICT

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

MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD

February 21, 2006



CALL TO ORDER / OPEN SESSION

President McKean called the meeting of the Board of Trustees to order at 3:10 p.m.

Board members present:

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

Board members absent:

Pedro Jurado, Student Trustee

Administrators present:

Frank Gornick, Chancellor
Ken Stoppenbrink, Vice Chancellor of Business Services
Anthony Tricoli, President, West Hills College Coalinga
Don Warkentin, President, West Hills College Lemoore
Carlos Diniz, Interim Dean of Student Learning, West Hills College Coalinga
Keven Backman, Director of Human Resources
Frances Squire, Director of Marketing
Cathy Barabe, Director of Grants
Darlene Georgatos, Director of District Enrollment
Tammy Weatherman, Director of Fiscal Services

Introduction of Guests

There were no guests introduced at this time.

Public Comments

There were no public comments made at this time.

At this time President McKean announced that item CO-46 would be discussed.

CO-46 Resolution – Bond Election – Mr. Chris Addington, District Architect, explained that a \$49 million bond measure could be turned into almost \$135 million in projects for the District.

Trustee Minnite arrived at this time.

Mr. Addington explained that the size of the bond has been increased which allows for us to qualify for more projects. Dr. Frank Gornick explained that, if approved, the bond will be a Proposition 39 bond which will require a 55% majority vote. Under the Proposition 39 rules, we will also need to form a bond oversight committee. Mr. Addington commented that funds have been allocated for future scheduled maintenance match projects.

The resolution in the matter of ordering an election to authorize the issuance of bonds was adopted on a motion by Trustee Henry, seconded by Trustee Ivans, and carried on the following roll call vote:

Trustee Minnite	Aye
Trustee Cantu	Aye
Trustee Oxborrow	Aye
Trustee Ivans	Aye
Trustee Henry	Aye
Trustee Levinson	Aye
Trustee McKean	Aye

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. David Rengh explained that Ms. Bart is teaching a class at this time.

Mr. David Rengh, Academic Senate President for West Hills College Lemoore, reported that the Academic Senate is busy preparing for the accreditation visit. They have also been discussing equivalency and are in the process of completing peer evaluations. The Senate is also tracking tenure for faculty. The Senators of the Academic Senate are now calling area meetings in an effort to increase the communication between the faculty, the Academic Senate and the administration. Eight program reviews are currently in progress. Budget committee meetings are currently taking place and the committees are developing the budget lists. Mr. Rengh commented on the length of time it is taking for the Board to approve the academic honesty policy. Dr. Frank Gornick responded that it is currently being reviewed by legal counsel and we anticipate having it soon.

WHCFA Report – Ms. Faye Mendenhall, WHCFA President, reported that the faculty have recently met with the College Presidents and discussed various topics. The Faculty Association had a “get to know your union” meeting in Lemoore last week and will be having a similar meeting in Coalinga this week. The meetings include general discussions and a time for questions and answers. Meetings are also being scheduled for March and will be held to keep everyone informed. Ms. Mendenhall reported that the Faculty Association has also been working with the Academic Senate on many things.

CSEA Report – Ms. Laura Ames, CSEA President, was not present to report at this time.

ASB Report – Mr. Pedro Jurado, Associated Student Body President, West Hills College Coalinga, was not present to report at this time.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Anthony Tricoli, President, distributed a college activities report and commented on recent and upcoming events. He reported that memorial plaques in honor of Dr. Bob Holmes and Ms. Norine Oliver are being designed and ordered. Dr. Holmes’ plaque will be located between the laboratories and Ms. Oliver’s plaque will be located behind the DSPS area. Dr. Tricoli reported that he has had discussions with Ms. Jill Stearns regarding the peace officer pilot program. He stated that they will be submitting a proposal to POST. A meeting has also been held with the training director at Pleasant Valley State Prison and they have a number of courses in which we can assist them. The classes will be taught for college credit. Dr. Tricoli announced two upcoming events: The annual rodeo booster dinner will be held on February 25th at 6:00 p.m. at the Elks Lodge in Coalinga and the President’s Scholars Dinner will be held on March 22nd at 6:00 p.m. at the West Hills College Coalinga Cafeteria. Trustee Levinson questioned the basketball playoffs and it was stated that the team will be playing in the state playoffs in San Francisco. Trustee Minnite questioned the enrollment in the agriculture department with regard to how many students we are currently serving and what we anticipate in the future. Dr. Tricoli responded that he will research this question and provide the information at a later time.

West Hills College Lemoore – Mr. Don Warkentin, President, distributed a college activities report and commented on recent and upcoming events. He reported that the men’s golf team is very active and recently participated in a tournament in Los Angeles. Mr. Warkentin reported that West Hills College Lemoore is making preparations for the accreditation visit that will begin next week. A welcome brunch will be held at 7:30 a.m. on Tuesday, February 28th. The accreditation team will be meeting with three of the Board members at 10:30 a.m. Mr. Warkentin commented that he believes we are ready for the visit.

Chancellor’s Report – Dr. Frank Gornick, Chancellor, reported on the visit from two of the accreditation team members that will be meeting at the District Office on February

27th. He reported that Ms. Barbara Beno, President of the Accrediting Commission, has asked for a report of the work that the Board of Trustees has done and we have supplied this information to them. He stated that we are looking forward to their visit.

Dr. Gornick introduced Mr. Bill Williams, an auditor with the firm of Vavrinek, Trine, Day & Co., LLP. Mr. Williams stated that he will be the lead auditor for the 2005-2006 fiscal year. He commented that the business office is doing an outstanding job. Mr. Williams reported that the audit revealed no federal or state compliance findings. Dr. Gornick commented on the good work of the staff. Trustee Minnite questioned how often auditors are here. Mr. Williams responded that they visit two to three times each year. Mr. Ken Stoppenbrink commented on the amount of work that is done in the business office and expressed his appreciation to the staff. Trustee Henry commented on the GASB required and questioned when the reporting will begin. Mr. Williams stated that it will begin in 2008.

CONSENT AGENDA

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

- CA-33** Minutes - The minutes of the January 11, 2006 Board Study Session; January 24, 2006 Board meeting; and February 3, 2006 Board Retreat were approved as submitted.
- CA-34** Warrants - The warrants were approved as submitted.
- CA-35** Declaration of Surplus Property - The list of surplus property was declared as surplus.
- CA-36** Change in Bid Threshold - The increase in the bid threshold from \$62,400 to \$65,100 was approved as submitted.
- CA-37** Personnel Transactions - The list of personnel transactions was approved as submitted.

CHANCELLOR'S OFFICE

- CO-37** Organizational Chart - The West Hills Community College District organizational chart was reviewed by the Board of Trustees. Dr. Gornick explained that it is subject to change and expressed his thanks to Ms. Suzy Shirk for her work on the chart. Trustee Oxborrow questioned if the chart will be available on the district's website. Dr. Gornick responded in the affirmative, stating that it will be posted on the website and updated as necessary.

- CO-38** West Hills College Coalinga Accreditation Progress Report – Dr. Gornick thanked Dr. Tricoli and his staff for their work on the accreditation progress report.

The West Hills College Coalinga Accreditation Progress Report was approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.

- CO-39** Board Policy and Administrative Procedure 2431, Delineation of Authority to College Presidents and District Chancellor – The revised Board Policy and new Administrative Procedure 2431, Delineation of Authority to College Presidents and District Chancellor, was approved on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously.

- CO-40** Board Policy and Administrative Procedure 3810, Claims Against the District – The new Board Policy and Administrative Procedure 3810, Claims Against the District, was approved on a motion by Trustee Cantu, seconded by Trustee Levinson, and carried unanimously.

- CO-41** Administrative Procedure 2745, Board Self Evaluation – The new Administrative Procedure 2745, Board Self Evaluation, was approved on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.

- CO-42** Board of Trustees Meeting Schedule – On a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously, it was agreed to change the April 25, 2006 meeting to April 18, 2006. The time and location (10:00 a.m. at the North District Center, Firebaugh) will remain the same.

- CO-43** Instructional Calendars – The West Hills Community College District Instructional Calendars for 2006-2007 and 2007-2008 were approved on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously.

- CO-44** Tenure Review Form – West Hills College Coalinga – Dr. Gornick explained that both of the Academic Senates currently utilize tenure review forms and have previously informed the Board of Trustees concerning the forms.

The tenure review form for West Hills College Coalinga was approved on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.

- CO-45** Tenure Review Form – West Hills College Lemoore – The tenure review form for West Hills College Lemoore was approved on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.

FISCAL SERVICES

- FS-30** Fiscal Services Report – Mr. Ken Stoppenbrink distributed the budget status report and discussed the status of the budget expenses and revenues to date. He reported that we are currently 58.3% through the fiscal year. Revenue for the entire District is at 63.4% and expenses are at 52.3%.

- FS-31** Annual Audit Report – The 2004-2005 annual audit report was approved on a motion by Trustee Ivans, seconded by Trustee Cantu, and carried unanimously.

- FS-32** TRANs Resolution – On a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously, the District’s participation in the 2006-2007 Piper Jaffray California Cash Reserve Program, Tax and Revenue Anticipation Notes (TRANs) was approved.

- FS-33** Resolution – Child Care Services – The resolution certifying the approval of the transaction with the California Department of Social Services Community Care for the licensing of an early care and education program (infant care) at the West Hills College Lemoore child Development Center was adopted on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.

- FS-34** Substitution of Subcontractor – Mr. Stoppenbrink explained that this change was requested by Bush Construction. Trustee Oxborrow questioned the reason for the change. Mr. Stoppenbrink reported that he will inquire with the contract and provide an answer at a later time.

The substitution of the glass subcontractor for the West Hills College Lemoore child development center building project was approved on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously.

BOARD REPORTS / COMMENTS / REQUESTS AND ANNOUNCEMENTS

Trustee Minnite thanked everyone for their participation and expressed his thanks to Dr. Tricoli and Mr. Warkentin for their work on accreditation. He also expressed his

thanks to Dr. Gornick and Ms. Frances Squire for their continued efforts to keep West Hills in the news. Trustee Minnite thanked the Board for their perseverance.

Trustee Cantu echoed the comments made by Trustee Minnite and expressed his best wishes for the accreditation visit.

Trustee Oxborrow thanked Dr. Tricoli and Mr. Warkentin for their hard work and guidance with regard to accreditation and stated that she knows we will do a great job. She wished the basketball team good luck in the playoffs.

Trustee Ivans thanked the colleges for the various publications and commented that they aid in the communication process. She thanked everyone for their hard work.

Trustee Henry stated that he knows we will do a good job on the accreditation visit. He echoed the remarks made by his fellow Board members and thanked everyone for their hard work and dedication to the District.

Trustee Levinson commented that we will do fine on the accreditation visit.

President McKean stated that it is nice to have a cushion in our money supply.

Dr. Gornick introduced Ms. Kathy Watts as the Interim Director of the Child Development Centers. He briefly commented on the Regional Jobs Initiative and the District's work on this project.

CLOSED SESSION

The meeting was adjourned to closed session at 4:25 p.m.

- Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)
- Existing Litigation (as per Government Code Section 54956.9(a)). Names of cases: West Hills Community College District v. Doucette, et al; Wendy Paxton v. West Hills Community College District
- Discussion of land acquisition/disposition of property (as per Government Code Section 54956.8). Property: Coalinga, California; Lemoore, California; Firebaugh, California
- Conference with Labor Negotiators (as per Government Code Section 54957.6). Agency negotiator: Vice Chancellor of Business Services. Employee organization: CTA

ADJOURNMENT

There being no further business before the Board of Trustees, the meeting was adjourned at 4:52 p.m.

Nina Oxborrow
Clerk of the Board of Trustees

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Personnel Transactions

1. New Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Infante, Olga	Child Development Center Assistant West Hills College Coalinga	19 hrs/wk 12 mo/yr	Range 23 Step A	Grant	1/23/06	New position
Maple, Dianne	Child Development Center Assistant West Hills College Coalinga	19 hrs/wk 12 mo/yr	Range 23 Step A	Grant	1/23/06	New position
Mendoza, Omar	Program Assistant, One Stop Office West Hills College Coalinga	40 hrs/wk 12 mo/yr	Range 36 Step A	Grant	2/1/06	New position
Sanchez, Sarah	Child Development Center Assistant North District Center	19 hrs/wk 12 mo/yr	Range 23 Step A	Grant	2/6/06	Replacement for Maria Arias
Zippel, Mark	Custodian/Groundskeeper West Hills College Lemoore	19 hrs/wk 12 mo/yr	Range 37 Step A	District	2/1/06	Replacement for Jenny Lupercio

2. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Dates	Additional Information
Cowden, Joy	GPS Project Coordinator District Office	19 hrs/week	Range 19 Step C	Grant	2/1/06 – 6/30/06	Temporary assignment to complete grant

3. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Cleveland, Conne	Child Development Center Teacher West Hills College Coalinga Range 40, Step C	Interim Site Supervisor West Hills College Coalinga Range 1, Step A	2/1/06	Interim replacement for Kathy Watts while serving as Interim Director of Child Development Centers
Flores, Tina	Child Development Center Assistant West Hills College Coalinga Range 23, Step B	Child Dev. Center Associate Teacher West Hills College Coalinga Range 30, Step A	2/1/06	New position
Herrera, Maria	Child Dev. Center Associate Teacher North District Center, Firebaugh 19 hrs/week	Child Dev. Center Associate Teacher North District Center, Firebaugh 40 hrs/week	1/9/06	Temporary increase in hours while Anna Gonzales is out on maternity leave
Lopez, Laura	Child Development Center Assistant North District Center, Firebaugh Range 23, Step A	Child Dev. Center Associate Teacher North District Center, Firebaugh Range 30, Step A	1/9/06	Temporary replacement for Martina Ruiz while out on maternity leave
Marroquin, Adalinda	Child Development Center Assistant West Hills College Coalinga Range 23, Step B	Child Development Center Teacher West Hills College Coalinga Range 40, Step A	2/1/06	New position
Rodriguez, Irma	Child Development Center Assistant North District Center, Firebaugh Range 23, Step A	Child Dev. Center Associate Teacher North District Center, Firebaugh Range 30, Step A	1/13/06	Temporary replacement for Maria Herrera while temporarily replacing Anna Gonzales while out on maternity leave

3. Changes in Assignment (continued...)

Name	Current Assignment	Change	Effective Date	Additional Information
Rodriguez, Monica	Child Development Center Assistant West Hills College Coalinga Range 23, Step B	Child Development Center Teacher West Hills College Coalinga Range 40, Step A	2/1/06	Replacement for Erica Solorio
Zumudio, Paly	Child Development Center Assistant West Hills College Coalinga Range 23, Step B	Child Dev. Center Associate Teacher West Hills College Coalinga Range 30, Step A	2/7/06	New position

4. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date	Additional Information
Cowden, Joy	GPS Project Coordinator District Office	2/1/06	Resignation
Meza, Martha	Child Development Center Assistant Avenal Child Development Center	1/13/06	Resignation
Stivers, Cheryl	Advising Specialist West Hills College Lemoore, NASL	6/30/06	Retirement
Whittington, Stephanie	Child Development Center Assistant West Hills College Lemoore	1/25/06	Resignation