

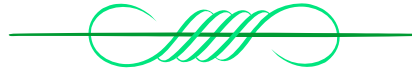


WEST HILLS COMMUNITY COLLEGE DISTRICT

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

MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD

May 18, 2010



CALL TO ORDER / OPEN SESSION

President McKean called the meeting of the Board of Trustees to order at 3:00 p.m.

Board members present:

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

Board members absent:

Yohan Maeda, 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
Susan Whitener, Associate Vice Chancellor of Educational Planning
Sylvia Dorsey-Robinson, Vice President of Student Services, West Hills College Lemoore
Jill Stearns, Vice President of Educational Services, West Hills College Coalinga
Dave Bolt, Vice President of Educational Services, West Hills College Lemoore
David Reynolds, Associate Dean of Student Services, West Hills College Coalinga
Kathy Watts, Director of Child Development Centers
Marcel Hetu, Director of North District Center, Firebaugh
Richard Larson, Director of Farm of the Future, West Hills College Coalinga
Bob Clement, Director of Athletics, West Hills College Lemoore
Jana Cox, Director of Financial Aid

Introduction of Guests

There were no guests introduced at this time.

Public Comments

There were no public comments made at this time.

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.

Ms. Stephanie Droker, Academic Senate President for West Hills College Lemoore, reported that the Senate's comments on the Board Policies and Administrative Procedures are included on the routing forms. The Senate has been working on flex day activities for the fall. Ms. Droker introduced Mr. Kurt Sterling, new Academic Senate President.

WHCFA Report – Ms. Marty Ennes, WHCFA President, reported that the Faculty Association's comments are also included on the routing forms for the Board Policies and Administrative Procedures. She stated that the Faculty Association very much appreciates the time that Mr. Ken Stoppenbrink and Dr. Willard Lewallen spent on meetings to discuss a revised agreement for the psychiatric technician contract reductions. The language has been ironed out and all sides are happy with the new agreement. She thanked the district for meeting halfway and stated that the students will not be in jeopardy because of the changes. Ms. Ennes reported that the year will end on a positive note and she appreciates this.

CSEA Report – Mr. John Ieronimo, CSEA President, was not present to report at this time.

Student Trustee Report – Mr. Yohan Maeda, Student Trustee, was not present to report at this time. Dr. Willard Lewallen reported that Mr. Maeda had to work today. He will be in Coalinga through the end of June and will then return to Japan as he will be finished with his education at West Hills College.

Trustee Cantu arrived at this time.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Willard Lewallen, President, provided an update on summer activities occurring at West Hills College Lemoore. He stated that although the class schedule is significantly reduced, many groups will be on the campus this summer for various programs including a migrant student groups; an instructor group from China; a Hmong high school group for English immersion; and a group of 4th through 6th graders from the Fresno County Office of Education for a day program (another group will be at the North District Center in Firebaugh). Trustee Minnite questioned if these programs will be repeated

next year. Dr. Lewallen responded in the affirmative, stating that Fresno County Office of Education wants to lock in their dates now for next year.

West Hills College Lemoore – Mr. Don Warkentin, President, introduced Mr. Bob Clement, Athletic Director, and Mr. Dave Neer, Instructor/Golf Coach. Mr. Clement thanked the Board of Trustees for their support. He stated that the significance of yesterday's honor is difficult to put into words. The men's golf team accomplished the highest honor for community college athletics by finishing ahead of the elite top eight teams in the state to win the coveted men's state golf title. This honor goes along with the conference and regional championship accomplishments of the team earlier in the season. The team is made up of local students and to see their progress is truly a joy. Mr. Clement stated that he gives a lot of credit to Coach Dave Neer, Assistant Coach Tim Wahl, and the athletes. Mr. Neer thanked everyone for the congratulations. He stated that it has been a dream season and the students did a great job. The golf coach at Cal State East Bay (formerly Cal State Hayward) is very interested in a couple of the students. Mr. Clement announced that a ceremony will be held at a restaurant in Lemoore at 5:30 p.m. on Wednesday, May 19 to recognize the team.

Chancellor's Report – Dr. Frank Gornick, Chancellor, reported that Conne Cleveland, Site Supervisor at West Hills College Coalinga Child Development Center, was recognized in The Fresno Bee earlier this week for her work in the First 5 Fresno County Early Care and Education category.

Dr. Gornick invited the Board of Trustees to attend the Employee Scholars Program brunch that is being held on Monday, May 24 to recognize and honor those employees who have participated in the program.

Trustee Henry commented on the workshop sessions he recently attended at the California Community College Trustees (CCCT) Conference in Long Beach. The workshop sessions covered topics such as a fee schedule for classes (i.e. nursing); federal aid and aid for students; funding rates for transfer level courses; assessment issues; and the Brown Act. With regard to the Brown Act, Mr. Henry commented on some of the items he found interesting including serial meetings; requesting copies of the Board agenda; placing items on the agenda; comments made before the Board of Trustees; and closed sessions. A handout on the Brown Act workshop was distributed.

Dr. Gornick stated that it has been five years since we established district strategic planning goals and it is interesting to look back at what was identified as a goal and what we have accomplished. Mr. Pedro Avila reported that we have spent five years going through the strategic planning process. The strategic planning committee has met approximately three times each year. He summarized the goals, stating that the information is a summary of what we know now.

- Goal 1 – Meet or Exceed FTES Growth Targets. Mr. Avila commented on the FTES numbers from 2005-2006 through 2009-2010. Discussion took place regarding the goal and changing it to read “Meet FTES Targets”. The Board agreed that this would be a good change. Trustee Minnite questioned where we are getting input on growth or non-growth. Mr. Avila explained that discussions are held at the Chancellor’s Executive Cabinet level and the numbers are based on the budget. Discussion took place regarding accreditation as it relates to growth targets.
- Goal 2 – Focus Marketing Efforts on District-Wide Stories. Mr. Avila discussed perceptions in the communities and the change in marketing efforts. The Dialogue publication has been changed to @ west hills college and has been re-formatted. It is printed twice per year and is sent to 76,000 homes in the district. The marketing efforts were changed from promoting enrollment to instead focus on promoting events on campus and presence-building.
- Goal 3 – WHCCD Will Annually Increase Community Participation Rates. Dr. Carole Goldsmith commented on outreach to the communities. She stated that because of the successful bonds, we will have outreach community centers in the rural cities (Mendota; Tranquillity; San Joaquin). A facility has been selected in San Joaquin; the memorandum of understanding is in place, and the funds have been identified that will expand distance education opportunities. Dr. Goldsmith commented on the Bridges Out of Poverty grant and stated that the WIT (Westside Institute of Technology) participation numbers are forthcoming. Discussion took place regarding participation rates and Dr. Goldsmith stated that we need to take a look at the rates of those with higher than a high school degree. Ms. Susan Whitener stated that one of the things we are doing is to look at webcasting, which is live web streaming with lecture capture. It is ADA compliant and is the way we are going to reach the rural locations. Discussion took place regarding the courses that would be offered and Ms. Whitener stated that they would be rolled out a little bit at a time.
- Goal 4.1 – Maintain Success Rates Within the California Community College Statewide Average. Mr. Avila stated that separate benchmarks were developed for face-to-face and online success rates. Ms. Whitener commented on the audit that was conducted for online student services. She stated that we are working on making this component more robust.
- 4.2 – Maintain Transfer Rates Within the California Community College Average. Mr. Avila commented on the transfer rates following the trend with fees at the UC and CSU systems. He also commented on West Hills Community College District transfers to four year institutions.

- 4.3 – Maintain Graduation Rates Within the California Community College Average. Mr. Avila reported on the degree and certificate rates by freshmen cohorts, comparing district completion rates to California Community College statewide completion rates.
- Goal 5 – Become the Preferred Choice of Students Through Ongoing and Active Recruitment. Mr. Avila stated that staff have been focusing a lot on this area in the past few months. A declining trend has been noticed with high school participation rates. Either students are not going anywhere or someone is beating us to them. We are going to begin finalizing our project with CalPASS which will provide us with more detailed information about where students are going. What we know is that the relationship with the counselors at the high schools is very critical. It is very important that we create and maintain the relationships. The college deans have been working hard to address the issue of participation rates. Mr. Avila stated that there is an overall trend and he is mostly concerned with the reduced number of sections and the priority registration process and how this affects the incoming high school students. There are a lot of questions and we are trying to find the answers. It is difficult to give a conclusion at this time. Dr. Gornick stated that he thinks we need to fight a little harder to maintain the percentages.

In addition to the goals, Mr. Avila commented on the District Score Card which summarizes the progress on each of the goals since 2005-2006. He also shared the Comprehensive Effectiveness Model with the Board.

Dr. Gornick questioned if the Board wants to include distance education, basic skills, and workforce in the new goals. The Board agreed and discussion took place concerning maintaining financial integrity. Mr. Avila commented on the strategic planning process that has been occurring at the college level, stating that they include basic skills and workforce in their planning. The Comprehensive Effectiveness Model would align with the colleges.

CONSENT AGENDA

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

- CA-50** Minutes – The minutes of the April 20, 2010 Board of Trustees study session and Board of Trustees meeting were approved as submitted.
- CA-51** Warrants – The warrants were approved as submitted.
- CA-52** Surplus Property – The list of surplus property was approved as submitted.

CA-53 Adult/Student Temporary Salary Schedule – The changes to the adult/student temporary salary schedule were approved as submitted.

CA-54 Personnel Transactions – The list of personnel transactions were approved as submitted.

Trustee Cantu questioned when additional information would be received on the solar farm. Dr. Gornick stated that a lot of information is being collected and will be provided at a later date.

CHANCELLOR'S OFFICE

CO-31 Honorary Degrees – Mr. Warkentin reported that the recommendation to award an honorary degree to Ms. Evelyn Sue Westover was brought forward by the faculty. Ms. Westover passed away but was close to receiving her degree.

The following honorary degrees were awarded on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously:

- Dolores Crabtree, West Hills College Coalinga
- Evelyn Sue Westover, West Hills College Lemoore

CO-32 West Hills College Coalinga Mission and Vision Statements and Goals – The West Hills College Coalinga Mission and Vision Statements and Goals were approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.

CO-33 West Hills College Lemoore Mission and Vision Statements – The West Hills College Lemoore Mission and Vision Statements were approved on a motion by Trustee Minnite, seconded by Trustee Ivans, and carried unanimously.

CO-34 Board of Trustees Meeting Schedule – The proposed Board of Trustees meeting schedule for 2010-2011 was approved on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously.

CO-35 Board Policies and Administrative Procedures – Trustee Cantu questioned the issue with regard to the storage of firearms. Mr. Ken Stoppenbrink stated that staff are still working on resolving the memorandum of understanding with City of Lemoore with regard to storage. At this time they have possession of the firearms.

The following Board Policies and Administrative Procedure were approved on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously:

- Board Policy and Administrative Procedure 3530, Weapons on Campus
- Board Policy and Administrative Procedure 4260, Prerequisites and Co-requisites
- Board Policy and Administrative Procedure 5040, Student Records, Directory Information and Privacy
- Administrative Procedure 5045, Student Records – Challenging Content and Access Log
- Board Policy 6816, Hearing Conservation Program
- Board Policy 6817, Transportation and Driver Selection

CO-36 Substantive Change Submittals to ACCJC – The submission of substantive changes to the Accrediting Commission for Community and Junior Colleges (ACCJC) for West Hills College Coalinga and West Hills College Lemoore was approved on a motion by Trustee Ivans, seconded by Trustee Minnite, and carried unanimously.

CO-37 Child Development Centers Annual Report – Ms. Kathy Watts, Director of Child Development Centers, provided a report on the child development centers. She stated that the child development center I sending 340 children ready for kindergarten to the local school districts. The child development centers currently have 10 4-year old student classrooms that focus on cognitive development; 7 3-year old student classrooms that focus on socio-emotional development; and 10 3- and 4-year old student blended classrooms. She reviewed the desired result indicators and the progress made from fall 2009 to spring 2010, along with the summary of findings from the fall 2009 assessment. Ms. Watts also reviewed the action plan and results with the Board.

Dr. Goldsmith stated that the child development program is an exemplary program as identified by First 5 Fresno County and is recognized throughout the state. She congratulated Ms. Watts for the success of the program.

The child development centers annual report was approved on a motion by Trustee Ivans, seconded by Trustee Oxborrow, and carried unanimously.

FISCAL SERVICES

FS-44 Fiscal Services Report – Mr. Ken Stoppenbrink, Vice Chancellor of Business Services, provided the fiscal services report. He stated that we are 83.4% through the fiscal year. General fund revenues are at 74.3% and general fund expenditures are at 71.5%.

Mr. Stoppenbrink reported on the budget outlook for the May Revise. We are not going to budget any COLA or growth and no new revenue will be built into the budget. The budget will be built on no furloughs and will include step increases. The budget will also include a 12% increase in health and welfare benefits. PERS and STRS increases are unknown at this time. The actual budget is subject to legislative action and the state is still short \$20 billion.

Trustee Cantu questioned the cost of PERS and STRS. Mr. Stoppenbrink responded that the district's contribution for PERS will increase to a little over 10% for 2010-2011 and STRS is at 8.25%.

Mr. Stoppenbrink summarized the 2010-2011 budget outlook and commented on the ending balance, revenue changes, expenses, and the 5% reserve. Discussion took place regarding cash flow and it was stated that we will have cash flow to meet payroll. We are in a much healthier cash flow position than we were last year. Mr. Stoppenbrink discussed cuts to the CalWORKs program; -.38% COLA; and \$1.2 million deferred apportionment. He stated that we are very well positioned in our district to deal with the cuts. Dr. Gornick thanked everyone for their sacrifices and willingness to make changes.

FS-45 Resolution – Mitigated Negative Declaration for North District Center – Trustee Cantu questioned how much the report cost. Mr. Kevin Cobb, district architect, responded that it was approximately \$35,000.

The resolution certifying the completion of the mitigated negative declaration for the North District Center expansion and adopting a mitigation monitoring plan was adopted on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously.

PERSONNEL SERVICES

PS-9 Job Descriptions – Trustee Cantu stated that the position appears to be very important. It was explained that the position will be very important for the coordinating of the new Wellness Center facility in Coalinga and the Multi Use Sports Complex facility in Lemoore.

The following new classified job description was approved on a motion by Trustee Ivans, seconded by Trustee Cantu, and carried unanimously:

- Equipment and Event Coordinator

PS-10 Resolution – Reduction of Extended Contract Days – Mr. Stoppenbrink explained that the resolution is a result of the recent negotiations with the Faculty Association.

The revised resolution in the matter of the reduction of extended contract days for the psychiatric technician faculty for the 2010-2011 and 2011-2012 academic years was adopted on a motion by Trustee Minnite, seconded by Trustee Ivans, and carried unanimously.

BOARD REPORTS / COMMENTS / REQUESTS AND ANNOUNCEMENTS

Trustee Cantu congratulated the golf team for their success. Also thanked Mr. Avila for his presentation on strategic planning. He stated that he looks forward to coming to every meeting and seeing that we are still operating in the black.

Trustee Minnite echoed the comments made by Trustee Cantu. He expressed his thanks to Ms. Droker for her service as Academic Senate President at West Hills College Lemoore and stated that she will be missed. He expressed his appreciation to Mr. Avila, Ms. Whitener, Dr. Goldsmith and Ms. Watts for their reports. He congratulated the golf team, coaches and staff on their success and thanked everyone for their work.

Trustee Ivans expressed her congratulations to the golf team. She thanked Trustee Henry for attending the CCCT conference and stated that it is important for the Board members to attend these types of events. Trustee Ivans thanked Ms. Droker for her work as Senate President and thanked Mr. Avila and Ms. Watts for their reports, stating that she appreciates them. She also thanked Mr. Dave Bolt and Ms. Jill Stearns for their work on the substantive change reports submitted to the Accrediting Commission. Trustee Ivans expressed her appreciation to everyone for their hard work.

Trustee Henry echoed the comments made by his fellow Board members and stated that he finds the webcasting topic interesting. He commented on the CCCT conference and the issues that are discussed in the various workshops. He stated that it is a good feeling to know that with West Hills College, all phases of our institution are exemplary.

Trustee Oxborrow also echoed the comments made by the other Board members and stated that everyone has done a wonderful job. She stated that we are a family and we

take care of each other and she is proud to be a part of it. She thanked everyone for their hard work and stated that she will miss Ms. Droker.

Trustee Levinson expressed his thanks to Ms. Droker. He commented on the budget, stating that furlough are not fun and it is good to see that we will not be doing that in 2010-2011. He stated that the sacrifices everyone has made are appreciated.

President McKean echoed the comments made by the Board members. He expressed his thanks to Ms. Droker and thanked everyone for their great efforts. He congratulated the golf team, stating that it is a huge accomplishment.

President McKean announced that the next meeting of the Board of Trustees is scheduled for June 22, 2010.

CLOSED SESSION

The meeting was adjourned to closed session at 5:36 p.m.

- Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)
- Discussion of Land Acquisition/Disposition of Property (as per Government Code Section 54956.8). Property: Coalinga, California; Firebaugh, California; Lemoore, California
- Conference with Legal Counsel – Potential Litigation (as per Government Code Section 54956.9). 2 potential cases
- Conference with Legal Counsel – Pending Litigation (as per Government Code Section 54956.9). Caganich v. West Hills Community College District; CSEA and its Chapter 429 v. West Hills Community College District

ADJOURNMENT

There being no further business before the Board of Trustees, the meeting was adjourned at 6:26 p.m.

Nina Oxborrow
Clerk of the Board of Trustees

Personnel Transactions

1. New Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Araiza, Jessica	Child Dev. Center Associate Teacher Avenal Child Development Center	19 hrs/wk 9 mo/yr	Range 30 Step A	Grant	5/17/10	Replacement for Ana Gutierrez
Guzman, Cynthia	Child Development Center Assistant Avenal Child Development Center	19 hrs/wk 9 mo/yr	Range 3 Step A	Grant	6/2/10	New position
Nava, Sarina	Child Dev. Center Associate Teacher Avenal Child Development Center	19 hrs/wk 9 mo/yr	Range 30 Step A	Grant	5/17/10	Replacement for Vanessa Pelletier
Sauceda, Nichole	After School Prog. Site Coordinator Avenal	19 hrs/wk 11 mo/yr	Range 40 Step A	Grant	5/3/10	New position
Shortnacy, Sheryl	After School Prog. Site Coordinator Avenal	40 hrs/wk 12 mo/yr	Range 40 Step C	Grant	5/17/10	Replacement for Anthony Alcala
Wright, Anita	Interim Dir. of Special Grant Programs District Office	40 hrs/wk 12 mo/yr	Range 41 Step 9	Grant	5/1/10	New position
Valle, Maria	Child Development Center Assistant Avenal Child Development Center	19 hrs/wk 9 mo/yr	Range 23 Step A	Grant	5/17/10	Replacement for Erika Solorio

2. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Sabaranjan, Subothini Sri	Child Development Center Assistant West Hills College Lemoore 19 hrs/wk, 12 mo/yr	Child Development Center Assistant West Hills College Lemoore 19 hrs/wk, 9 mo/yr	7/1/10	
Torres, Elva	Secretary West Hills College Lemoore Range 36, Step F	Senior Secretary West Hills College Lemoore Range 40, Step D	6/1/10	Replacement for Wendy Paxton

3. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date
Gonzalez, Renee	Program Eligibility Asst. Intake/Recruitment West Hills College Coalinga	4/30/10
Sexton, Sheri	Senior Employment Readiness Specialist West Hills College Coalinga	4/30/10
Wyman, Leisa	Psychiatric Technician Instructor West Hills College Coalinga	4/29/10