



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

July 26, 2005



CALL TO ORDER / OPEN SESSION

Vice President Minnite called the meeting of the Board of Trustees to order at 3:06 p.m.

Board members present:

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

Board members absent:

Mark McKean
Pedro Jurado, Student Trustee

Administrators present:

Frank Gornick, Chancellor
Ken Stoppenbrink, Vice Chancellor of Business Services
Don Warkentin, President, West Hills College Lemoore
Anthony Tricoli, President, West Hills College Coalinga
Keven Backman, Director of Human Resources
Dave Bolt, Dean of Educational Services, West Hills College Lemoore
Carlos Diniz, Interim Dean of Student Learning, West Hills College Coalinga
Susan Kincade, Dean of Learning Resources

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 – Mr. Marlon Hall, Academic Senate President at West Hills College Coalinga, was not present to report at this time.

Mr. David Rengh, Academic Senate President for West Hills College Lemoore, was not present to report at this time.

WHCFA Report – Mr. John Bart, WHCFA President, was not present to report at this time.

CSEA Report – Mr. Tony Garcia, CSEA President, reported that negotiations are going fairly well and the next meeting is scheduled for Wednesday, July 27th. He stated that he feels that CSEA has made several concessions with regard to the insurance issue. He reported that Central Valley Trust has reduced their rates down by 1.7% and there may be additional savings. CSEA has also been talking with the mediator and the district with regard to health insurance options. They realize that there are some cost savings. Mr. Garcia stated that it is becoming increasingly important to the classified staff to address salaries. He commented that the District had agreed to conduct a classification survey because we are falling behind other districts in the Central 14. As an example, secretaries and senior secretaries are some of the lowest paid employees in the district and the Child Development Center just posted 14 open positions. Mr. Garcia commented that he hopes that the district and CSEA can come to an agreement regarding salaries.

ASB Report – Mr. Pedro Jurado, Student Trustee, was not present to report at this time.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Anthony Tricoli, President, distributed a campus activities report and briefly commented on recent and upcoming events. He also distributed a draft activities calendar for the fall and spring semesters. Dr. Tricoli reported that a successful CNA program was recently completed in Firebaugh. He also reported that Mr. Carlos Diniz has been selected as the Interim Dean of Student Learning for West Hills College Coalinga and commented on the passing of Dr. Bob Holmes, chemistry instructor.

Trustee Henry arrived at this time.

West Hills College Lemoore – Mr. Don Warkentin, Interim President, distributed a campus activities report and briefly commented on recent and upcoming events. He reported that construction at the Child Development Center is 54% complete and construction on Phase 2B is 48% complete.

Chancellor's Report – Dr. Frank Gornick, Chancellor, stated that significant items in his area include the bond and accreditation. These items will be reported on later in the meeting.

CONSENT AGENDA

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

- CA-1 Minutes – The minutes of the June 28, 2005 Board meeting were approved as submitted.

- CA-2 Warrants – The warrants were approved as submitted.

- CA-3 District Appropriations Limit – The District Appropriations Limit (Gann Limit) for 2005-2006 was approved as submitted.

- CA-4 Adult/Student Temporary Salary Schedule – The changes to the adult/student temporary salary schedule were approved as submitted.

- CA-5 Personnel Transactions – The list of personnel transactions (as attached to the official minutes) was approved as submitted.

Trustee Oxborrow questioned the truck driving positions that are still listed on the adult/student temporary salary schedule. Dr. Gornick responded that they are on there just in case we bring back the program. Vice President Minnite questioned the significant increase in the salary for the Upward Bound instructor position. Mr. Keven Backman responded that the revisions to the job description were made to more accurately reflect what is being done by the instructors. The salary increase is more reflective of the rate of pay for adjunct faculty and the change was necessary in order to keep the program intact. Mr. Ken Stoppenbrink stated that the salary for this position was originally tied to the adjunct faculty salary schedule and hadn't been changed in quite a while. This change is a "catch up" measure.

CHANCELLOR'S OFFICE

- CO-1 Resolution – Bond Resolution – Dr. Gornick distributed the final version of the bond resolution; an updated 7-Year Construction Plan which includes project descriptions; and drawings of the proposed facilities. Dr. Gornick thanked Mr. Chris Addington, District Architect, for providing the project descriptions. Dr. Gornick introduced Mr. Bob Viets who will serve as a co-chair on the bond campaign. Mr. Viets stated that he thinks the district has made a wise decision to embark on this project and obtain monies through a bond measure for these purposes. Trustee Levinson thanked Mr. Viets for his participation with the bond campaign. Dr. Gornick explained that Mr. Fred Harrell has also agreed to co-chair the bond campaign in Lemoore. Both individuals are established

businessmen and know the value that our colleges bring to the communities.

The resolution in the matter of ordering an election to authorize the issuance of school bonds was approved on a motion by Trustee Cantu, seconded by Trustee Ivans, and carried on the following roll call vote: Trustee Cantu – Aye; Trustee Oxborrow – Aye; Trustee Ivans – Aye; Trustee Henry – Aye; Trustee Levinson – Aye; Vice President Minnite – Aye.

Ms. Dawn Vincent explained that the district's home county (Fresno County) sets the pace for the other counties. She explained what occurred with the last bond with regard to the taxes and stated that it is a structural issue. Dr. Gornick stated that the bond consultants realize that this issue is very important to the District and that it needs to be understood by the Board. Vice President Minnite questioned the tax rate. Ms. Vincent stated that it is assumed to be approximately \$25 per year per \$100,000 of assessed valuation. Brief discussion took place and Ms. Vincent explained that the amount will not exceed \$25 per year per \$100,000 over the life of the bond.

CO-2 Accreditation Responses/Update – Dr. Tricoli reported on the recommendations received from the Accrediting Commission for West Hills College Coalinga and provided a presentation outlining how the recommendations will be addressed. He stated that Recommendations 1 and 4 do not need to be addressed until 2008. The other recommendations will be addressed by 2006.

Vice President Minnite commented that we need to focus our energies on these recommendations. Dr. Tricoli indicated his agreement and stated that it will be a big part of what he does. Dr. Tricoli commented on printed schedules and Trustee Oxborrow expressed her feelings regarding this matter. She stated that she pushed for printed schedules when the recommendation from the administration was not to print them. Trustee Levinson expressed his agreement and commented that we are trying to be on the cutting edge but it has cost us. Dr. Gornick stated that there is no question that we will do what the accreditation team tells us to do. Trustee Oxborrow further commented on accessibility and stated that we are having to retrace our steps. Trustee Levinson stated that he agreed with Trustee Oxborrow. Trustee Henry commented on the catalog being the student's contract. Dr. Gornick stated that this is still true and even though we do not have a printed catalog, electronic versions are available.

With regard to Recommendation 5.1, Dr. Gornick commented on the development of a policy statement that will identify the responsibilities of the Chancellor and the College Presidents. He stated that job descriptions will be developed into a policy statement. Trustee Levinson commented that he sees that the recommendation is to have the presidents have more control over their colleges. Trustee Oxborrow stated that she has seen a lot of policies that delegate authority to the Chancellor. Dr. Tricoli commented that it comes down to giving the college autonomy. Dr. Gornick stated that his office will develop a policy statement delineating the responsibilities of the Chancellor and the College Presidents.

With regard to Recommendation 5.2, Dr. Gornick stated that the steps listed are what we have done but we just hadn't written them down. Dr. Tricoli stated that they were written down at the college level. Trustee Henry questioned if there is a time frame for when the discussions occur each year. Dr. Tricoli stated that a time frame can be developed but that the reality is that it happens when necessary. Dr. Gornick stated that the process is ongoing. He commented on positions that were not hired and stated that he thinks we will hire an additional five faculty. He stated that the College Presidents need to determine how they want to hire and brief discussion took place to clarify the decision-making process.

With regard to Recommendation 5.3, it was reported that the cycle of communication needs to be completed.

With regard to Recommendation 5.4, discussion took place regarding budgets. Dr. Gornick stated that the accreditation team is looking for an allocation model. He reported that 85% of funds are wrapped up in salaries. There is only a small amount left to be discretionary. Dr. Gornick commented that the Vice Chancellor, College Presidents and himself have been looking at allocation models for the past eight to nine months. Dr. Gornick has recently spoken with Tom Crow and learned that they do not have an allocation model at State Center. Dr. Gornick commented that we can easily develop an allocation of funds

With regard to Recommendation 5.5, it was reported that we already have a district strategic plan – the Millennium Report. Dr. Gornick stated that this report was not what the accreditation team was looking for as it was developed when we were still a single college district. Dr. Gornick stated that we are already beginning to develop a new strategic plan.

With regard to Recommendation 6, it was reported that many things are already being done to meet this recommendation. The accreditation team also recommended that we demonstrate that we meet Eligibility

Requirements 17 and 20. Dr. Gornick reported that Eligibility Require 17 deals with the allocation model, which is being addressed. Eligibility Requirement 20 concerns the catalog and schedule not being printed. We are also addressing this issue by providing printed copies.

With regard to the recommendations to be addressed by March, 2008, Dr. Gornick reported that Mr. Pedro Avila, Director of Institutional Effectiveness, Planning and Web Services, has a great plan in place and there is no question that we will be able to address this recommendation.

With regard to Recommendation 4, we already have a piece of this recommendation completed and should be done finished by mid-spring.

It was reported that we will conduct a comprehensive study from 2008 - 2011.

Mr. Warkentin reported that he will host a full accreditation team at West Hills College Lemoore in the spring. It was stated that West Hills College Coalinga will have a smaller team visit that will validate that we are moving forward on the recommendations. Trustee Oxborrow questioned what happens if we can't take care of a recommendation. Dr. Tricoli responded that we can't move forward with accreditation for Lemoore. Mr. Warkentin stated that we need to have a good excuse and a plan of action if we can't take care of a recommendation. Dr. Tricoli stated that the Accrediting Commission wants more things documented. Trustee Cantu commented that one of the big items was the allocation model. He stated that he thinks we need to go above and beyond in addressing this recommendation.

With regard to the team visit for West Hills College Coalinga that will validate our responses on the recommendations, Dr. Gornick stated that the Accrediting Commission usually sends someone from the team that was here for the previous visit and that they are only here for a day. Trustee Henry stated that they want to see the allocation model because they want to see a set of rules. Dr. Gornick stated that we want to build in maximum flexibility. Trustee Levinson stated that he wants to move forward and get it done. Dr. Gornick stated that this is a bi-weekly topic either in person or on the phone between himself and the College Presidents. He stated that it is high on their list of goals, along with the remaining accreditation items and the bond.

Mr. Warkentin distributed the letter from the Accrediting Commission to West Hills College Lemoore that was sent in June, 2004. He explained candidacy status and the identified recommendations.

Vice President Minnite thanked everyone for their work and stated that he thinks we can work together to get it all accomplished.

Mr. Avila provided a presentation on the district planning process for evaluating institutional effectiveness and how it ties to accreditation.

Dr. Gornick asked Ms. Patty Scroggins, Director of Child Development Centers, to share what has occurred with regard to the issue with the Even Start Program. Ms. Scroggins stated that she feels confident that they will be able to work through the process and that she will have a recommendation regarding the program at the August Board meeting. Ms. Scroggins reported that the State appears favorable and is pleased with the program. She stated that the staff will do everything they can to maintain the program.

FISCAL SERVICES

FS-1 Fiscal Services Report – Mr. Ken Stoppenbrink distributed the budget status report and briefly discussed the status of the budget expenses and revenues. He reported that we are at 107.5% of expected revenue and the increase is due to the mid-year adjustment received from the state. Trustee Oxborrow questioned why we are significantly over budget in the other outgo category. Mr. Stoppenbrink stated that he will find out why and will respond to her at a later time.

FS-2 Change Orders – Trustee Oxborrow questioned item 2.6 of the West Hills College Lemoore Child Development Center Building Project. Mr. Chris Addington, District Architect, explained that the item is for a gap that was left out. He stated that it was never paid for originally.

With regard to the West Hills College Lemoore Phase 2B Initial Buildings Project, item 2.4, Mr. Addington explained that it was cheaper to buy new material than to use and install existing material. With regard to item 2.5, Mr. Addington explained that the lift station was in the middle of the road. When it was determined that the roadway would be built by the new developers, it had to be moved. Mr. Addington stated that he negotiated with them to get it out of the roadway and will receive a trade for it. Most of the road will be built and maintained for us. With regard to item 2.6, the cost for this item was in the project but was not bid because it was not available at the time. He stated that it is an additional cost for construction, but not an additional project cost because it was already accounted for.

The following change orders were approved on a motion by Trustee Ivans, seconded by Trustee Cantu, and carried unanimously:

- Change Order No. 2 – West Hills College Coalinga Child Development Center Expansion Project
- Change Order No. 2 – West Hills College Lemoore Child Development Center Building Project
- Change Order No. 2 – West Hills College Lemoore Phase 2B Initial Buildings Project

FS-3 Notice of Completion – The notice of completion for the West Hills College Coalinga Child Development Center Expansion Project was approved on a motion by Trustee Ivans, seconded by Trustee Oxborrow, and carried unanimously.

Trustee Henry questioned when we will begin using the center. Ms. Scroggins responded that we would like to begin using it August 22nd, but that we still need to go through state licensing.

FS-4 Five Year Construction Plan – Mr. Addington explained that the Five Year Construction Plan is to be submitted to the state each year.

The Five Year Construction Plan for the West Hills Community College District was approved on a motion by Trustee Ivans, seconded by Trustee Oxborrow, and carried unanimously.

FS-5 Initial Project Proposal (IPP) – The Initial Project Proposal (IPP) for the North District Center, Firebaugh Modernization Project was approved on a motion by Trustee Cantu, seconded by Trustee Oxborrow, and carried unanimously.

FS-6 Final Project Proposals (FPPs) – The Final Project Proposals (FPPs) for the following projects were approved on a motion by Trustee Henry, seconded by Trustee Ivans, and carried unanimously:

- West Hills College Coalinga SAM Modernization
- West Hills College Coalinga Ag Science Facility
- West Hills College Lemoore Instructional Center
- West Hills College Lemoore Field Sports Facility
- West Hills College Lemoore 500 Building Expansion

BOARD REPORTS/COMMENTS/REQUESTS AND ANNOUNCEMENTS

Trustee Oxborrow expressed her condolences on behalf of Dr. Bob Holmes. Trustee Oxborrow expressed her appreciation to all of the employees and stated that they are all valued and she wants everyone to be successful.

Trustee Ivans expressed her congratulations to Mr. Carlos Diniz. She stated that it is good to hear about the CNA program in Coalinga. She expressed her thanks to Mr. Bob Viets and Mr. Fred Harrell for their work on the bond and thanked everyone for their work on accreditation.

Trustee Henry stated that it saddened him to hear about Bob Holmes and he expressed his condolences to Dr. Holmes' friends and family. Trustee Henry complimented Dr. Tricoli and Mr. Warkentin on their endeavors with accreditation. He stated that it is stressful, long and a lot of work but that they are appreciated. Trustee Henry expressed his congratulations to Mr. Diniz. He thanked Mr. Viets and Mr. Harrell for their work on the bond measure and stated that it will be a lot of hard work. In closing, Trustee Henry commented that he was happy with Dawn Vincent's comments and that they were clear in the impact the bond will have on the community.

Trustee Levinson stated that accreditation is the most important item on our plate for next year and that the Board is counting on Dr. Tricoli and Mr. Warkentin. He stated that the bond is also important and expressed his congratulation and thanks to Mr. Diniz.

Vice President Minnite congratulated Mr. Diniz and expressed his thanks to Dr. Tricoli and Mr. Warkentin for their work on accreditation, stating that they have his full support. He also thanked the Board members for their participation and commented that it is good to hear from everyone and that they have had good dialogue. He also thanked Mr. Addington for the information he provided.

Vice President Minnite announced that the next meeting of the Governing Board is scheduled for August 23, 2005.

CLOSED SESSION

The meeting was adjourned to closed session at 5:57 p.m.

- Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)
- Existing Litigation (as per Government Code Section 54956.9(a)). Name of case: West Hills Community College District v. Doucette, et al

- 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 organizations: CTA; CSEA

ADJOURNMENT

There being no further business before the Board of Trustees, the meeting was adjourned at 6:25 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
Harris, Clifton	Biology Instructor	177-Day Contract	Class V Step 10	District	8/12/05	New position

2. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Dates	Additional Information
Fees, Melissa	Admissions & Records Assistant	32 hrs/week	Range 36 Step A	District	7/8/05 – 12/31/05	Temporary replacement for Alicia Aguilera while out on medical leave

3. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Diniz, Carlos	Assoc. Dean of Evening College West Hills College Lemoore Range III, Step 6	Interim Dean of Student Learning West Hills College Coalinga Range II, Step 6	7/18/05	

4. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date	Additional Information
Diokno, Michelle	Food Service Cashier West Hills College Coalinga	6/9/05	Resignation
Emerson, Kristi	Child Development Center Master Teacher West Hills College Lemoore	7/29/05	Resignation
Gonzalez, Monica	Child Development Center Associate Teacher San Joaquin Child Development Center	6/27/05	Resignation
Hewitt, Paula	Human Resources Specialist District Office	7/7/05	Resignation
Kerns, Valarie	Financial Aid Assistant I West Hills College Coalinga	7/28/05	Resignation
Ortiz, Amalia	Child Development Center Teacher West Hills College Lemoore	6/10/05	Resignation
Ratto, Debbie	Custodian West Hills College Coalinga	6/30/05	Resignation
Schmidt, Jennifer	Financial Aid Assistant I West Hills College Lemoore	5/31/05	Resignation