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

**August 23, 2005**



**CALL TO ORDER / OPEN SESSION**

President McKean called the meeting of the Board of Trustees to order at 3:02 p.m. and the meeting was immediately adjourned to closed session. The following Board members and administrators were present during closed session:

Board members present:

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

Board members absent:

Bill Henry

Administrators present:

Frank Gornick, Chancellor  
Ken Stoppenbrink, Vice Chancellor of Business Services  
Don Warkentin, President, West Hills College Lemoore  
Keven Backman, Director of Human Resources

**CLOSED SESSION**

- 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

## **OPEN SESSION**

The meeting was reconvened to open session at 3:41 p.m.

Pedro Jurado, Student Trustee and the following administrators joined the meeting at this time:

### Administrators present:

Dave Bolt, Dean of Educational Services, West Hills College Lemoore

Jose Lopez, Dean of Students, West Hills College Lemoore

Carlos Diniz, Interim Dean of Student Learning, West Hills College Coalinga

Susan Kincade, Dean of Learning Resources

Jill Stearns, Interim Associate Dean of Student Learning, West Hills College Coalinga

### **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. David Rengh, Academic Senate President for West Hills College Lemoore, distributed a Lemoore Academic Senate Monthly Board Report and summarized the information including topics concerning the academic honesty policy and procedure; web pages; evaluation committees; tenure; non-transfer AAS degree; equivalency committee structure and procedure; amendment to constitution; and hiring committee procedure.

Ms. Anita Bart, Interim Academic Senate President at West Hills College Coalinga, reported that an Academic Senate election is currently in progress to officially name her as the new Academic Senate President, replacing Marlon Hall. She reported that the Senate has discussed some of their goals for the year and will be working with Dr. Anthony Tricoli on the midterm report for accreditation which is a primary focus of the Senate.

WHCFA Report – There was no representative present to report at this time.

CSEA Report – Mr. Tony Garcia, CSEA President, was not present to report at this time.

ASB Report – Mr. Pedro Jurado, Student Trustee, reported that the students are planning activities for Mexican Independence Day on September 16<sup>th</sup>. On behalf of the

students, Mr. Jurado recognized the Board for their action in hiring new faculty. Mr. Jurado presented a concern with regard to ASB funds. He also stated that the students want to prepay for lunches in the cafeteria and would like to have a quick implementation of a system that will take care of this. In response to the technology issue in the cafeteria, Mr. Ken Stoppenbrink reported that the software is being updated and he will find out if it will be available to all students versus just those students in the residence halls. Dr. Frank Gornick questioned the concern with the ASB funds and Mr. Jurado responded that the students do not know where the money goes. Mr. Stoppenbrink stated that he will research this matter and provide the answers when he has the information.

Mr. John Hooper, student at West Hills College Coalinga, addressed the Board. He stated that he is under the assumption that the Board doesn't care about what the students want with regard to classes. He stated that the Board needs to come up with a solution where the Board listens to what the students want. He stated that the students want to talk to the Board during their lunch break. President McKean responded that just because the Board is not on campus doesn't mean they do not talk to students in their own communities. Dr. Gornick reported that Dr. Tricoli has identified a number of open forums for this year and it is a good idea for the students to be involved. Trustee Oxborrow suggested that there be an online forum where the students can voice their concerns. President McKean commented that a suggestion box could be placed in the cafeteria. Mr. Hooper commented that the district could become #1 in the nation and we need to work together to make this happen.

West Hills College Coalinga and North District Center, Firebaugh – In the absence of Dr. Anthony Tricoli, Mr. Carlos Diniz distributed a campus activities report and briefly commented on recent and upcoming events. He addressed the concerns of Mr. Hooper stating that Dr. Tricoli and he are in the cafeteria for lunch and meet with the students at least once a week.

Mr. Diniz stated that he is excited to be back in Coalinga. Enrollment is looking good with 947 students in Coalinga and 346 at the North District Center. He reported that these numbers are a little lower than last year but they are working on how to correct it. Mr. Diniz reported that there are 425 online students in Coalinga for a total of 1,718 students overall. Some classes had to be cancelled due to low enrollment and they have already moved some of the classes to the second nine weeks allowing for another opportunity for those students. Those students have been enrolled in other classes for now. Trustee Oxborrow questioned the specific classes that were cancelled. Mr. Diniz reported that they were ag science; crop science; geology; CIS 7; English; basic skills; and speech. He further reported that only some of the sections in these areas were cancelled, not all. Trustee Minnite questioned the enrollment at the North District Center. Mr. Diniz reported that he has been working with staff for their input and thinks that we need to look at the types of classes and the times they are being offered. He stated that West Hills College Coalinga had a very ambitious AOJ schedule but had

an academy that shouldn't have been offered at this time. He stated that they were very thin on resources and the ability to offer the services in Coalinga and at the North District Center at the same time. Mr. Diniz reported that it is traditionally difficult to get adjunct faculty to travel to Firebaugh but that we will do what we need to do to make it attractive for them to travel. Trustee Minnite questioned the nursing assistant classes and how are we positioning ourselves so that we can continue to offer them. Mr. Diniz responded that he will talk to the individuals involved and see if we will have the support to market another class. Dr. Gornick responded that discussions have been held with the Superintendent in Firebaugh. They are interested in continuing the program and offering another class.

West Hills College Lemoore – Mr. Don Warkentin, President, distributed a campus activities report and briefly commented on recent and upcoming events. He reported that enrollment is even with this time last year. The LVN to RN certificate program will be starting in January with a cohort of 12 students. Ms. Carole Goldsmith discussed the partnership with Kern Community College District. She reported that the pass rate for the RN students at West Hills College is 100%. Mr. Warkentin stated that he would like to add new programs when the new facilities are ready. The demand is out there for programs for EKG technicians, sterile processing technicians, and dialysis technicians. He stated that we want to meet this demand.

With regard to accreditation, Mr. Warkentin reported that the staff remains busy with this task. He briefly report on a recent visit by Debra Blue and Jack Pond who visited the college to guide them through the accreditation process.

Chancellor's Report – Dr. Frank Gornick, Chancellor, reported that the district hosted a great opening day activity at West Hills College Lemoore. Leslie Parks, the guest speaker for the morning session, gave a good presentation. Dr. Gornick thanked the Presidents for good activities and discussion on their campuses. He stated that they have great plans.

Dr. Gornick distributed an enrollment report. He stated that the district-wide enrollment is up a little bit and he is encouraged by staff working well together with students who are receiving financial aid. He stated that we want to make sure that they are accommodated for in the payment cycle. Dr. Gornick reported that only about one of every 18 districts in the state is growing and we grew about 12% last year. This is one of the highest figures in the state.

### **CONSENT AGENDA**

President McKean stated that the personnel transaction concerning Elizabeth Repp should be corrected to reflect a change in assignment from Range 25, Step C to Range 31, Step D (not step A as indicated on the agenda). This range and step was the intended change and is currently budgeted through grant funding.

Trustee Oxborrow questioned the warrant on page 10 to AMS.net. Mr. Stoppenbrink explained that the warrant is for our annual maintenance contract and includes a service contract for repairs and replacement.

Trustee Oxborrow questioned the Instructional Interpreter position on the adult/student temporary salary schedule. Dr. Gornick explained that this position deals with individuals who are hearing impaired. Mr. Keven Backman reported that providing interpreting services to students is mandated. Dr. Gornick commented that the campuses are interested in teaching American Sign Language courses.

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

- CA-6        Minutes – The minutes of the July 26, 2005 and August 10, 2005 Board meetings were approved as submitted.
- CA-7        Warrants – The warrants were approved as submitted.
- CA-8        Quarterly Financial Status Report, 311Q – The Quarterly Financial Status Report, 311Q for the quarter ending June 30, 2005 was approved as submitted.
- CA-9        Adult/Student Temporary Salary Schedule – The changes to the adult/student temporary salary schedule were approved as submitted.
- CA-10      Personnel Transactions – The list of personnel transactions (as attached to the official minutes) was approved as submitted.

#### **CHANCELLOR'S OFFICE**

- CO-3        Board Policy 2431, Delegation of Authority to College Presidents – Dr. Gornick reported that this policy is proposed in direct response to the accreditation recommendations with respect to attempting to define the delegation of authority between the Chancellor and the Presidents. Trustee Minnite questioned the timeline and Dr. Gornick responded that the proposed policy has been introduced at the campuses and he is awaiting their comments and suggestions. Discussion took place regarding employees who work at both campuses and how the policy will affect the reporting structure. Dr. Gornick explained that employees are assigned a “home campus”.

The policy was presented for a first reading at this time. Approval will be requested at a later date.

**CO-4**      Administrative Procedure 6225, Resource Allocation – Trustee Levinson stated that he is excited about this procedure and thinks it will be a great tool to use. He stated that he wants to fine tune his thoughts but if we know how the dollars come in and how they are allocated from the bottom up, it will make the Board’s job easier. Trustee Cantu questioned the budget for the child development area. Dr. Gornick explained that child development is in a separate fund because it is restricted dollars. This allocation procedure only deals with general fund dollars.

Dr. Gornick stated that the Board has always talked about equity and viable campuses and that they have finally put it in writing in terms of the opening paragraph of the procedure. He stated that we should have written it sooner and it is important for the Board to be able to recognize and say what is best for the campuses and the communities. Dr. Gornick reported that the opening paragraph is very important in setting forth a philosophical statement in terms of how we want to behave with a procedure. Trustee Oxborrow commented that it is very important and is part of our mission and we need to make it clear to the public. Dr. Gornick stated that it can also be a part of our new mission. He stated that he regrets that we didn’t say these things sooner. President McKean commented that the procedure doesn’t drive us into a corner and we need the flexibility. He stated that it also makes sure that the campuses have a good planning process.

Trustee Cantu left the meeting at this time.

Trustee Levinson questioned the process to implement the document. Dr. Gornick stated that the campuses are motivated and he anticipates that it will happen well before January. He reported that the Presidents are routing the procedure through their campus constituencies. Trustee Levinson stated that it is important to hear the input from the campuses and he wants to see the procedure as a living document.

Trustee Cantu returned to the meeting at this time.

Trustee Oxborrow questioned how we arrived at this procedure. Dr. Gornick explained that it was developed based on information from the Presidents, the Vice Chancellor of Business Services, and other districts.

The policy was presented for a first reading at this time. Approval will be requested at a later date.

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## **FISCAL SERVICES**

**FS-7**        2005-2006 Fiscal Year Budget – Mr. Stoppenbrink reported that the development of the budget is an interesting process as we go through the allocation procedure. With regard to the budget, he stated that the bottom line is that we had 4,166 FTES at the end of 2003-2004 and had growth of 12.89% for the 2004-2005 fiscal year. This has set us on a growth pattern for 2005-2006. He stated that he is forecasting a \$1.7 million ending balance. We may end up with additional funds after the mid-year adjustment in January.

The 2005-2006 fiscal year budget was approved on a motion by Trustee Ivans, seconded by Trustee Minnite, and carried unanimously.

**FS-8**        Fiscal Services Report – Mr. Stoppenbrink distributed the budget status report and briefly discussed the status of the budget expenses and revenues. He explained that the report will now reflect the revenue and expenses of each cost center (West Hills College Coalinga, West Hills College Lemoore and the District Office). Trustee Minnite questioned how the expenses at the North District Center are monitored. Mr. Stoppenbrink stated that he will work on identifying this in the report.

**FS-9**        Chancellor’s Office Tax Offset Program (COTOP) – The district’s participation in the 2005 Chancellor’s Office Tax Offset Program (COTOP) was approved on a motion by Trustee Levinson, seconded by Trustee Oxborrow, and carried unanimously.

**FS-10**      Easement Grant Deed – The easement grant deed with the City of Coalinga was approved on a motion by Trustee Levinson, seconded by Trustee Oxborrow, and carried unanimously.

**FS-11**      Child Care Resolutions – The following resolutions in the matter of providing child care and development services were approved on a motion by Trustee Cantu, seconded by Trustee Ivans, and carried unanimously:

- Infant Toddler Care Resource Program
- School Age Resource Program

## **PERSONNEL SERVICES**

**PS-2**        Resolution – Health Insurance Benefits Cap – Dr. Gornick reported that this resolution ties in comfortably with what was just negotiated with CSEA.

The resolution in the matter of a health insurance benefits cap for administrative, classified management and confidential employee groups and Board of Trustees was approved on a motion by Trustee Cantu, seconded by Trustee Oxborrow, and carried unanimously.

### **BOARD REPORTS/COMMENTS/REQUESTS AND ANNOUNCEMENTS**

Trustee Cantu stated that it sounds like we are off to a great start. He welcomed Mr. Jurado as the student trustee and stated that he hopes to have a good year.

Trustee Minnite reported that he is excited to be here and he is looking forward to the new year. Trustee Minnite stated that accreditation is a must for us to succeed and it is our responsibility to make it happen.

Trustee Ivans welcomed the new faculty and expressed her congratulations to Ms. Jill Stearns on her selection as the Interim Associate Dean of Student Learning. She thanked everyone for their work on the draft allocation procedure.

Trustee Oxborrow welcomed everyone back to a new semester and expressed her thanks to all. She stated that it is important for all of us to let people know who we are.

Trustee Levinson welcomed Ms. Anita Bart as the new Academic Senate President for Coalinga and commented that he looks forward to hearing their reports. Trustee Levinson stated that he is truly excited about the allocation model. He stated that knowledge is power and he thinks the group will be much better board members as they will all be more knowledgeable. He stated that this procedure will be a great step in eliminating the lack of communication.

President McKean expressed his congratulations to everyone who has received promotions. He commented that the district is doing a good job in developing people. President McKean welcome Ms. Bart and thanked everyone for their attendance at the Board meeting.

President McKean announced that the next meeting of the Governing Board is scheduled for September 27, 2005.

### **ADJOURNMENT**

There being no further business before the Board of Trustees, the meeting was adjourned at 5:08 p.m.

## Personnel Transactions

### 1. New Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Birrell, Jameson	Math Instructor West Hills College Lemoore	177-day contract	Class II Step 5	District	8/11/05	New position
Hanjiev, Arkady	Math Instructor West Hills College Coalinga	177-day contract	Class IV Step 9	District	8/11/05	Replacement for Terry Corcoran
Nolasco, Estella	Bookstore Assistant II West Hills College Coalinga	40 hrs/week 12 mo/year	Range 34 Step A	Auxiliary	8/8/05	Replacement for Kim Carson
Oliveira, Tony	Director of Athletics West Hills College Lemoore	19 hrs/week	Range III Step 1	District	8/15/05	New position; one year temporary contract (214 days); no medical benefits
Rodriguez, Irma	Child Development Center Assistant North District Center	19 hrs/week 12 mo/year	Range 23 Step A	Grant	8/8/05	Replacement for Veronica Lopez
Ruble, Joel	Director of Educational Talent Search/ Upward Bound Math & Science and Americorp West Hills College Lemoore	40 hrs/week 12 mo/year	Range IV Step 8	Grant	7/1/05	Replacement for Jose Lopez
Skaggs, Robert	English Instructor West Hills College Coalinga	177-day contract	Class IV, Step 10	District	8/11/05	Replacement for Melissa Valgeirsson
Sutherland, Scott	English Instructor West Hills College Coalinga	177-day contract	Class III Step 6	District	8/11/05	Replacement for temporary position
Vang, Linda	Sociology Instructor West Hills College Lemoore	177-day contract	Class V Step 10	District	8/11/05	One year temporary contract Replacement for Bernard Navarro
Wilds, Brandy	English Instructor West Hills College Coalinga	177-day contract	Class II Step 3	District	8/11/05	One year temporary contract Replacement for Marlon Hall
Wilds, Kevin	Political Science Instructor West Hills College Coalinga	177-day contract	Class II Step 3	District	8/11/05	Replacement for Norine Oliver

### 2. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Dates	Additional Information
Attles-Scott, Latisa	Child Development Center Assistant West Hills College Lemoore	19 hrs/week	Range 23 Step A	Grant	8/24/05 – 12/31/05	

### 3. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Cox, Jana	Financial Aid Coordinator (Classified) West Hills College Coalinga Range 51, Step B	Interim Director of Financial Aid (Administrative) District Office Range IV, Step 1	8/8/05	Replacement for Jill Stearns

<b>Name</b>	<b>Current Assignment</b>	<b>Change</b>	<b>Effective Date</b>	<b>Additional Information</b>
Davis, Hillary	Financial Aid Assistant I West Hills College Coalinga 19 hrs/week, 12 mo/year	Financial Aid Assistant I West Hills College Coalinga 40 hrs/week, 12 mo/year	8/2/05 – 8/31/05	
Diniz, Carlos	Associate 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	Replacement for Beverly Smith
Hall, Marlon	English Instructor West Hills College Coalinga 177-day contract Range V, Step 14	Int. Assoc. Dean of Evening College West Hills College Lemoore Range III, Step 3	8/1/05	Replacement for Carlos Diniz
Repp, Elizabeth	WIA Coordinator One Stop Office Range 25, Step C Grant funded	WIA Adult & Youth Coordinator One Stop Office Range 31, Step D Grant funded	7/1/05	
Ruiz, Martina	Child Development Center Assistant North District Center Range 23, Step A	Child Dev. Center Associate Teacher North District Center Range 30, Step A	8/1/05 – 12/31/05	Temporary reclassification
Santos, Emma	Financial Aid Assistant I West Hills College Coalinga Range 33, Step E	Financial Aid Assistant II West Hills College Coalinga Range 42, Step B	8/1/05	
Santos, Emma	Financial Aid Assistant II West Hills College Coalinga Range 42, Step B	Interim Financial Aid Coordinator West Hills College Coalinga Range 51, Step A	8/8/05	Replacement for Jana Cox
Stearns, Jill	Director of Financial Aid District Office Range IV, Step 6	Int. Assoc. Dean of Student Learning West Hills College Coalinga Range III, Step 3	8/8/05	Replacement for Bertha Felix-Mata

#### 4. Resignations / Retirements / Releases During Probation / Terminations

<b>Name</b>	<b>Title &amp; Location</b>	<b>Effective Date</b>	<b>Additional Information</b>
Bart, John	AOJ Instructor West Hills College Coalinga	8/12/05	Resignation
Grinstain, Megan	Child Development Center Teacher West Hills College Lemoore	8/12/05	Resignation
Mares-Alatorre, Maricela	Even Start Family Resource Coordinator Avenal Even Start Program	8/9/05	Release during probation
Olivares, Kristin	Senior Secretary, Educational Services West Hills College Lemoore	10/14/05	Resignation