



## WEST HILLS COMMUNITY COLLEGE DISTRICT

Board of Trustees  
9900 Cody Street  
Coalinga, CA 93210  
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### MINUTES OF THE STUDY SESSION OF THE GOVERNING BOARD

October 25, 2005



#### **OPEN SESSION / CALL TO ORDER**

President McKean called the study session of the Board of Trustees to order at 1:10 p.m.

Board members present:

Mark McKean  
Jeff Levinson  
Bill Henry  
Nina Oxborrow

Board members absent:

Edna Ivans  
Steve Cantu  
Jack Minnite

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  
Susan Kincade, Dean of Learning Resources  
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  
Larry Rathbun, Associate Dean of Student Learning, West Hills College Coalinga  
Keven Backman, Director of Human Resources  
Pedro Avila, Director of Institutional Effectiveness, Planning and Web Services  
Frances Squire, Director of Marketing

#### **STRATEGIC PLANNING UPDATE**

Review and Discussion of Draft Strategic Planning Document – Dr. Frank Gornick stated that the purpose of this study session is to bring the Board of Trustees up to date on the status of strategic planning. He stated that it is a work in progress and each step we take in the process makes us more organized in developing a cohesive strategic plan. Dr. Gornick commented on the accreditation recommendations received and stated even though we received a warning, the positive result is the development of a strategic plan. He stated that we are one of the few districts that has actually been able to put together budgeting and strategic planning at the same time. We have also

broadened the whole concept of strategic planning to include mandatory planning required by law.

Mr. Don Warkentin commented that the draft strategic planning document has been given to the college groups at West Hills College Lemoore for their review and input. They are getting a grass roots take on it. Students have also been actively involved in the review of the document.

Dr. Anthony Tricoli reported that West Hills College Coalinga is doing much the same thing as Lemoore. Additionally, a number of individual meetings are occurring with regard to the accreditation recommendations. Open forum meetings have also been held and have been attended by Mr. Ken Stoppenbrink and Mr. Pedro Avila. Dr. Tricoli stated that everyone is working nicely toward the same goal.

Dr. Gornick commented that the staff involved in the Strategic Planning Retreat appreciates the participation of the Board members in the process. It will also mean a lot to the visiting accreditation team when they see the process.

Dr. Gornick reported that the strategic planning group was reconvened on Friday, October 21<sup>st</sup> to review the draft document prepared by the consultants that facilitated the retreat. The group unanimously agreed on the document and agreed to send it on to the Board. The results of their efforts are being reviewed by the Board today.

Dr. Gornick reviewed the helping and hurting trends that are likely to influence the future of the district. These trends were agreed upon by the strategic planning group as the most important trends.

Dr. Gornick reviewed the draft mission and vision statements. Brief discussion took place regarding the phrase, "The 'highest percentage' of students completing courses and eligible population attending classes 'in the world'". Trustee Oxborrow commented that she believes it was intended to reflect that we can have students anywhere throughout the world due to the online courses that are offered.

Dr. Gornick reviewed the strategic goals that were identified by the group, stating that one of the goals is to annually achieve or exceed growth targets. He explained that the flip side of this is the state funding our growth. With regard to the goal on marketing efforts, he reported that there are a lot of good stories in the district. He also reported that there are many ways in which we can improve transfer, completion and graduation rates by providing better and more timely information to counselors, teachers and parents.

The next steps in the strategic planning process were outlined. Dr. Gornick stated that the college and district wide goals will be reviewed to see how they mesh. The strategic planning document had been sent to all employees and the Presidents have invited

their staff, students and community to attend open forums. Dr. Gornick reported that a District Strategic Planning Council will be established. The Board of Trustees will review and consider a policy and procedure that addresses this item. The policy and procedure have been shared with the District Leadership Council and the Presidents have been asked to share it with their respective college groups. Dr. Gornick stated that he would like for there to be a two year membership commitment for those who participate on the committee.

Mr. Pedro Avila reviewed the strategic planning development process and timeline, reporting that Board approval and adoption of the strategic planning document will be requested at the November or December Board meeting.

Accreditation Progress – Dr. Frank Gornick provided a presentation on accreditation and reviewed the accreditation recommendations and actions taken to date.

With regard to recommendation 2, Dr. Gornick reported that the West Hills College Coalinga Curriculum Committee Action Report was approved by the Board of Trustees and included 52 course inactivations; two course deletions; and two program deletions.

Actions taken on recommendation 3 include the administration of a Student Access and Technology Survey and a Community Access and Technology Survey. Printed schedules and catalogs will be made available to the community and students effective Spring, 2006.

Recommendation 5 was broken down into various areas. The actions taken with regard to the recommendations include the development of a Board Policy concerning the delegation of authority to College Presidents; development of a resource allocation procedure; mapping of functions and responsibilities; district program review; strategic planning; and the formation of a District Leadership Council.

Dr. Gornick complimented all of the staff for their work on the strategic planning process and thanked everyone for all of the meetings, discussions and open forums. He reported that great progress has been made.

Trustee Oxborrow questioned the many ideas that were presented at the initial Strategic Planning Retreat. Dr. Gornick explained that all of the suggestions and ideas were captured in the minutes that were taken that day.

President McKean suggested that the language be reworded on the vision statement to more accurately reflect the meaning of “The ‘highest percentage’ of students completing courses and eligible population attending classes ‘in the world’”.

Trustee Levinson questioned the District Leadership Team workshop scheduled for December 6, 2005 and asked if it will help to meet the goal of the strategic planning

process. Dr. Tricoli commented on recommendation 6 and stated that the accreditation team recommended that someone come in and train the Board, Chancellor and College Presidents on communication. Dr. Gornick stated that this training would occur at the December 6<sup>th</sup> meeting.

**ADJOURNMENT**

There being no further business before the Board of Trustees, the study session was adjourned at 2:28 p.m.

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Nina Oxborrow  
Clerk of the Board of Trustees

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