



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

November 15, 2005



CALL TO ORDER / OPEN SESSION

President McKean called the meeting of the Board of Trustees to order at 3:12 p.m.

Board members present:

Mark McKean
Jack Minnite
Nina Oxborrow
Jeff Levinson
Edna Ivans
Bill Henry
Steve Cantu
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
Susan Kincade, Dean of Learning Resources
Dave Bolt, Dean of Educational Services, West Hills College Lemoore
Larry Rathbun, Associate Dean of Student Learning, West Hills College Coalinga
Keven Backman, Director of Human Resources
Frances Squire, Director of Marketing
Carole Goldsmith, Director of Regional Strategic Planning for Health Careers
Darlene Georgatos, Director of Enrollment Services
Cathy Barabe, Director of Grants
Pedro Avila, Director of Institutional Effectiveness, Planning and Web Services

Introduction of Guests

President McKean introduced Ms. Julie Allvin.

Public Comments

Ms. Allvin asked that she be allowed to read her letter of retirement into the minutes. (Typed as submitted):

Dear West Hills Community College Board and Chancellor Gornick:

Please accept this letter as notification of my decision to retire from the West Hills Community College District effective June 30, 2006.

The field of education has been good to me and I have many wonderful years of memories. It has been a pleasure to be employed by West Hills for the past 11 years and it is a great way to end my career in education. Combining my West Hills years with my 19 years of elementary teaching, I have a total of 30 years in education.

My job here has been testing and counseling students with disabilities. This position has been rewarding and, at the same time, quite challenging. It has made me appreciate how blessed my life is and how quickly one's life can change forever due to unexpected events.

Our counseling/advising department is very near and dear to my heart, and I would like to take this opportunity to mention two things which I feel will be important for the future of that department. As West Hills College Lemoore grows larger, and due to the seclusion of the counseling and advising offices, I feel a procedure needs to be in place to maintain the safety and protection of our counselors and advisors as they deal with a larger and more diverse student population. Perhaps a "panic" button placed in each office or cubicle would suffice to alert the need for a security response.

Secondly, many of our students are in need of counseling that extends beyond our disability and counseling/advising services. Contracting monthly services with Kings View Mental Health may be a good solution to assist any students with special needs.

West Hills has been my "home" for the past 11 years and I will miss my fellow staff members very much. Thank you for the opportunity to be part of this excellent staff.

*Respectfully,
s/Julie Allvin
DSPS Counselor/LD Specialist*

Ms. Allvin stated that it is her hope that someone will be hired before she leaves and she expressed her willingness to help in the transition over the summer. Ms. Allvin

gave a special thanks and word of appreciation to Mr. Don Warkentin. She stated that she wants to start a “Friends of West Hills” group and help with events.

On behalf of the Board of Trustees, President McKean thanked Ms. Allvin for her years of service to the West Hills Community College District.

REPORTS FROM ORGANIZATIONS / COLLEGES / DISTRICT OFFICE

Academic Senate Report – Ms. Anita Bart, Academic Senate President for West Hills College Coalinga, reported that the Senate has received the latest round of Board policies and one of the things that the faculty has asked about is the process for the policies. She commented that it reminds her a lot of the courts and the decision-making process. Sometimes the decision is made by law and sometimes it is the judge’s decision, who has to find an equitable decision. That decision does not always please both parties.

With regard to the job descriptions for the Chancellor and the College President, Ms. Bart requested that they be formatted the same.

With regard to Board Policy and Administrative Procedure 3430, Prohibition of Harassment, Ms. Bart stated that the Academic Senate has not yet been given the opportunity to review it.

President McKean thanked Ms. Bart for her comments and stated that it is also important to be able to sit back and respect the decision made by the judge that was made for all concerned.

Mr. David Rengh, Academic Senate President for West Hills College Lemoore, distributed and summarized a packet of information from the Senate. He commented on a proposed academic honesty policy and procedure and strongly suggested that it be considered. He also commented on a resolution from the Arts and Letters Department in Lemoore regarding enrollment in short term classes. He stated that this puts a hardship on the instructor and students and the Senate would like for the Board to consider it.

With regard to Administrative Procedure 6225, Resource Allocation, Mr. Rengh stated that it has been torn apart and put back together. It has been reviewed by all and he stated that he thinks it is in good shape. Mr. Rengh stated that he believes it is fairly sound and is written on solid ground. He thanked Trustee Henry for his comments at the last Board meeting regarding the dialogue to improve the institutions and not just answer the accreditation team’s suggestions.

WHCFA Report – Ms. Faye Mendenhall, WHCFA President, thanked the outgoing officers and introduced the incoming officers as follows: Vice President, West Hills

College Coalinga – Sarah Shepard; Vice President, West Hills College Lemoore – Marty Ennes; Treasurer – Tom Winters; and Secretary – Sandy McGlothlin. Ms. Mendenhall reported that the Faculty Association continues to advocate the professional growth of the faculty and student learning. She reported that they have changed their bylaws to reflect Vice Presidents from both colleges. The Faculty Association has held a general meeting and had dinner with the entire faculty. They also held a Sunday afternoon barbecue and social. Three of the officers have attended conferences covering leadership, establishing a PAC, grievance procedures, building teams, bargaining, negotiations, part time faculty rights, distance education, evaluations and retirement benefits.

CSEA Report – Mr. Tony Garcia, CSEA President, was not present to report at this time. Dr. Frank Gornick commented that the ITS staff are short by one person at this time and that Mr. Garcia is probably helping out in this area on campus.

ASB Report – Mr. Pedro Jurado, Associated Student Body President, West Hills College Coalinga, reported that the ASB has been very busy this past month in Coalinga. A journalism workshop was held recently and featured a local newscaster, a Pulitzer Prize winner, a journalism professor and an editor from The Fresno Bee. Many activities and events have been occurring including a taco sale for the Hurricane Katrina Relief Fund; establishment of a CAMP club; Halloween dance; nacho sale; presentation by Mr. Simon Silva; and a blood drive. A Thanksgiving dinner is being planned for the international students, as well as a “big bash” for December.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Anthony Tricoli, President, distributed a college activities report and briefly commented on recent and upcoming events. He commented that the students have done an outstanding job in leading activities this year. Dr. Tricoli reported that he will be meeting with the accreditation chairs this week and there is a lot of work being done on all fronts. They will commence writing the accreditation responses after the meeting this week. Dr. Tricoli expressed his appreciation for the teamwork. Dr. Tricoli announced the Design Award of Merit for the Coalinga Library Modernization project.

Trustee Levinson commented on the football program and stated that he feels good about what Coach Gritton does for the students.

West Hills College Lemoore – Mr. Don Warkentin, President, distributed a college activities report and briefly commented on recent and upcoming events. He reported that the third annual President’s Scholars Dinner will be held that evening.

Chancellor’s Report – Dr. Frank Gornick, Chancellor, showed a brief video on the Latino Outreach Campaign and briefly discussed transfer rates. Dr. Gornick reported on the recent Jack Harris Memorial Scholarship and West Hills College Foundation joint fundraiser. He reported that it was a nice event and raised approximately \$26,000 for

scholarships. Dr. Gornick reported that although Measure B was not successful, the election results show that we have retained Nina Oxborrow as a trustee for the next four years. He expressed his congratulations to Nina. Dr. Gornick reported that the Board of Governors just released the list of capital outlay projects and West Hills College Coalinga and West Hills College Lemoore are on this list. He stated that this is good news for us. Dr. Gornick reported that one of the last recommendations that we need to address for the Accrediting Commission deals with communication. He reported that he has contacted Mr. Bob Jensen to facilitate a district leadership workshop on December 6th. Mr. Jensen will discuss single college versus multi-college districts. He has been sent our accreditation information and will be a good speaker.

CONSENT AGENDA

Trustee Oxborrow questioned the negative benefits figure on the revised 311Q report and Mr. Stoppenbrink explained that it was a result of the employee versus the district paying the employees' share of PERS.

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

- CA-20** Minutes – The minutes of the October 25, 2005 Board Study Session and October 25, 2005 Board meeting were approved as submitted.
- CA-21** Warrants – The warrants were approved as submitted.
- CA-22** Revised Quarterly Financial Status Report, 311Q – The revised Quarterly Financial Status Report, 311Q, for the quarter ending September 30, 2005 was approved as submitted.
- CA-23** Personnel Transactions – The list of personnel transactions (as included with the official minutes) was approved as submitted.

CHANCELLOR'S OFFICE

- CO-11** Resolution – Annual Organizational Meeting – The resolution in the matter of setting the date of the annual organizational meeting of the Board of Trustees was adopted on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously.
- CO-12** Board Policy 2431, Delineation of Authority to College Presidents and District Chancellor – The new Board Policy 2431, Delineation of Authority to College Presidents and District Chancellor was approved on a motion by Trustee Ivans, seconded by Trustee Cantu, and carried unanimously.

CO-13 Administrative Procedure 6225, Resource Allocation – Dr. Gornick summarized the changes to the procedure. Trustee Oxborrow questioned how it was determined which of the recommendations from the college groups would or would not be incorporated into the final version. Each College President explained the process they followed at their respective college. Trustee Oxborrow questioned if the process is working the way that it should and if we have done everything we can to make sure that it is the best process. Trustee Minnite commented that he agreed with Trustee Oxborrow’s line of questioning and asked the Presidents if they can live with the decisions made. Mr. Warkentin responded in the affirmative. Dr. Tricoli stated that his college provided input and the goal was to share the information. Trustee Oxborrow questioned if it is truly reflective of what everyone recommended. Dr. Gornick responded in the affirmative stating that some of the recommendations were incorporated and some were not. He explained that if the recommendation wasn’t included in the final version, then it was not in the best interest of the district as a whole. Dr. Gornick explained that the procedure is not chiseled in stone and that it can be revised as necessary.

Trustee Minnite questioned cost centers and how the district charges the services to the colleges. Dr. Gornick responded that we are getting better at identifying what our costs are and how they are coded and correctly allocated. Trustee Oxborrow questioned what would happen if a site or college had an unexpected cost. Dr. Gornick responded that the campus would look to their reserve and then to the district’s reserve. Dr. Tricoli responded that the reserves are based upon the revenues at each college. Dr. Gornick stated that the procedure is a model for us to begin working with and was developed in response to accreditation recommendations. He reported that 95% of multi-college districts take the expenditures from the previous year and roll them over. He stated that growth is based on FTE and is allocated. He commented that we can use a program review on the procedure if changes need to be made. Trustee Henry stated that the procedure has to be a flexible document. Mr. Rengh commented on the need to add a sentence in the procedure that the procedure will be reviewed annually. Ms. Mendenhall questioned where final input was given. Dr. Gornick responded that the procedure was reviewed by his office, the Chancellor’s Executive Cabinet and the District Leadership Council.

President McKean stated that he thinks that a retention goal should be included. Dr. Gornick explained that retention is a factor of FTE – the more students you retain, the more FTE. He stated that one of the ways to increase the FTE goal is to take a look at retention. President McKean commented that he thinks it would help everyone if retention were

included. Trustee Henry questioned how it would be quantified for the distribution of funds. Mr. Warkentin questioned what would happen if a college were to fall below their retention goal as it is a moving target. Dr. Gornick commented that the colleges would much rather be judged on FTE. President McKean stated that he thinks both retention and FTE are vitally important. Ms. Bart commented on putting the word “retention” in and taking the word “goal” out of the procedure. Dr. Gornick suggested adding another sentence to item 2 on page 1 of 3: “Retention may also be a factor in the amount of resources realized by each college.” Trustee Levinson commented that the procedure is a living, breathing document and that we will need to look at it for the year and then tweak it.

President McKean asked Ms. Donna Isaac to summarize the suggested revisions. Ms. Isaac reported the following: Add the sentence, “Retention may also be a factor in the amount of resources realized by each college.” to item 2 on page 1 of 3; and add a section at the end of the procedure on page 3 of 3 titled “Review of Procedure” The section should read, “This procedure will be reviewed annually.”.

The new Administrative Procedure 6225, Resource Allocation, with suggested revisions as reported by Ms. Isaac, were approved on a motion by Trustee Ivans, seconded by Trustee Levinson, and carried on the following roll call vote: Ayes – 7; Noes – 0.

Trustee Henry questioned if there is a policy and procedure that talks about annually reviewing policies and procedures. Ms. Isaac reported that there is a Board Policy concerning the development of policies and procedures which may address this issue. She will report to the Board concerning this policy. Dr. Gornick reported that his office constantly reviews all policies and procedures and brings updates and new policies to the Board as needed.

CO-14 Board Policy and Administrative Procedure 3430, Prohibition of Harassment – Dr. Gornick reported that all administrative, management and confidential employees recently went through sexual harassment training.

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

CO-15 West Hills College Lemoore Accreditation Self Study – Mr. Warkentin commented that it is important to keep in mind that what is presented is a draft document. His college is getting ready to write the self evaluation

piece and this document is the descriptive summary. Mr. Warkentin complimented and thanked Ms. Jacqui Shehorn for all her work on the self study. He reported that a final product will be presented to the Board in December.

Discussion took place regarding the draft document and each of the sections were commented on by the Board members. Recommendations were given for the benefit of the final version which will be prepared based upon the comments.

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

FISCAL SERVICES

- FS-18** Fiscal Services Report – Mr. Ken Stoppenbrink distributed the budget status report and briefly discussed the status of the budget expenses and revenues. He provided a PowerPoint presentation and explained the changes to the budget. Mr. Stoppenbrink stated that the budget looks good and we are currently 33.33% through the 2005-2006 fiscal year. Overall revenue is at 35.1% and overall expenses are at 32.2%.
- FS-19** Unrestricted General Fund (11) Budget and Expenditures for 2005-2006 – The unrestricted general fund (11) budget increase of \$2,833,319 and expenditures of \$2,086,081 for 2005-2006 were approved on a motion by Trustee Cantu, seconded by Trustee Levinson, and carried unanimously.
- FS-20** Changes to Restricted Fund Budget – The following change to the 2005-2006 restricted fund budget was approved on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously:
- DSPS – Decrease of \$7,236
- FS-21** Notice of Completion – The notice of completion for the Avenal Child Development Center Relocatables Project was approved on a motion by Trustee Ivans, seconded by Trustee Oxborrow, and carried unanimously.

PERSONNEL SERVICES

- PS-7** Revised Job Descriptions – Trustee Oxborrow stated that she does not think that the job descriptions are solid and that they need to include more information. She stated that the Chancellor job description needs to include requirements, knowledge, skills and abilities. President McKean stated that he wants to add language concerning overseeing compliance

with the budget. Trustee Oxborrow stated that it is a weak document and made a motion to table the item. The motion was seconded by Trustee Minnite, and carried unanimously:

PS-8 New Job Descriptions – The following new job descriptions were approved on a motion by Trustee Ivans, seconded by Trustee Minnite, and carried unanimously:

- Culinary Arts Instructor (certificated position)
- Title V Activity One Coordinator/Counselor, West Hills College Lemoore (certificated position)
- Title V Career Center Technician, West Hills College Lemoore (classified position)

PS-9 Adjunct Faculty Salary Schedule – The increase to the adjunct faculty salary schedule was approved on a motion by Trustee Levinson, seconded by Trustee Cantu, and carried unanimously.

BOARD REPORTS / COMMENTS / REQUESTS AND ANNOUNCEMENTS

Trustee Oxborrow expressed her congratulations to the soccer and golf teams. She stated that it is awesome to have these sports and also have great success. Trustee Oxborrow thanked Ms. Julie Allvin for her service to the district and for her suggestions and interest after retirement. She thanked everyone for their hard work on accreditation and stated that she appreciates everyone's participation and discussion.

Trustee Minnite echoed the comments made by Trustee Oxborrow. He thanked everyone who participated in the Measure B effort and stated that it was nice to hear from someone who is retiring that we are doing the right thing. Trustee Minnite stated that we have a huge responsibility to the students and the faculty to continue to provide quality education in whatever way we can get it to them. He stated that we collectively represent a mix of economic bases and when we discuss allocation we have to do what is in the best interest of the district. Trustee Minnite expressed his thanks to everyone who is involved in accreditation.

Trustee Cantu commented that it was fantastic to have Ms. Allvin address the Board and show satisfaction in the job she has accomplished. Trustee Cantu apologized for not reviewing his portion of the accreditation self study.

Trustee Ivans expressed her congratulations to Ms. Allvin on her retirement. She thanked the Athletic Director and the selection committee for the recognition of herself and her husband at the recent Hall of Fame event. Trustee Ivans thanked Ms. Frances Squire for the wonderful public relations information and thanked Mr. Stoppenbrink for explaining the budget and making it easier to understand.

Trustee Henry commented that all of the conversations are deeply appreciated, as is the hard work. He thanked everyone for their efforts on Measure B and stated that there was a lot of support. He commented that we will do a better job and get the word out a little better next time.

Trustee Levinson stated that we need to solve the problem and get Measure B passed.

President McKean commented that he believes we can remedy the Measure B loss and that the Board will revisit the subject in the very near future.

President McKean announced that the next Board meeting is scheduled for December 6, 2005.

CLOSED SESSION

The meeting was adjourned to closed session at 6:17 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; CSEA v. West Hills Community College District; 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 6:50 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 |
|--------------|---------------------------------------|---------------------------|--------------------|----------|----------------|-------------------------------|
| Wright, John | Programmer/Analyst District Office | 40 hrs/week 12 mo/year | Range 73 Step C | District | 11/1/05 | Replacement for Greg Peterson |

2. Changes in Assignment

| Name | Current Assignment | Change | Effective Date | Additional Information |
|-------------------|--|---|----------------|--|
| Goldsmith, Carole | Director of Regional Strategic Planning for Health Careers District Office | Director of Title V/Workforce Development District Office | 10/1/05 | |
| Millett, Mark | PC LAN Specialist II Range 65, Step E | PC LAN Specialist II Range 65, Step E + 5% | 11/1/05 | Additional duties while Mike Parker is on medical leave |

3. Resignations / Retirements / Releases During Probation / Terminations

| Name | Title & Location | Effective Date | Additional Information |
|-----------------|---|----------------|------------------------|
| Allvin, Julie | Counselor, DSPS West Hills College Lemoore | 6/30/06 | Retirement |
| Alvarez, Maria | Child Development Center Assistant West Hills College Coalinga | 6/9/05 | Resignation |
| Lupercio, Jenny | Custodian/Groundskeeper West Hills College Lemoore | 11/11/05 | Resignation |
| Solorio, Erika | Child Development Center Assistant Avenal Child Development Center | 11/9/05 | Resignation |