



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 16, 2004



CALL TO ORDER / OPEN SESSION

President Levinson called the meeting of the Board of Trustees to order at 3:16 p.m.

Board members present:

Jeff Levinson
Jack Minnite
Nina Oxborrow
Mark McKean
Edna Ivans
Bill Henry
Steve Cantu
Willie Lee, Student Trustee

Administrators present:

Frank Gornick, Chancellor
Ken Stoppenbrink, Interim Vice Chancellor of Business Services
Don Warkentin, Interim President, West Hills College Lemoore
Beverly Smith, Dean of Student Learning, West Hills College Coalinga
Susan Kincade, Dean of Learning Resources
Jose Lopez, Dean of Students, West Hills College Lemoore
Bertha Felix-Mata, Associate Dean of Student Learning, West Hills College Coalinga
Eliseo Gamino, Associate Dean of Student Learning, North District Center, Firebaugh

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, stated that the Academic Senate has nothing to report at this time.

President Levinson questioned the recent basketball championship. Mr. Hall stated that the West Hills College Coalinga basketball team recently won the Mid State Classic at Cuesta College. The Board of Trustees expressed their congratulations.

Mr. David Rengh, Academic Senate President at West Hills College Lemoore, distributed an Academic Senate report and summarized the key issues on which the Senate is currently working. Much discussion occurred regarding single course equivalency.

Mr. Rengh also provided an accreditation update for West Hills College Lemoore. He summarized the current and upcoming activities.

WHCFA Report – In the absence of Mr. John Bart, WHCFA President, Ms. Faye Mendenhall reported. She stated that the campuses in Coalinga, Firebaugh and Lemoore are working on a memorial in honor of Norine Oliver who recently passed away. She expressed her thanks to everyone who attended the funeral.

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

ASB Report – Mr. Willie Lee, Student Trustee, distributed a fall Board report and summarized recent and upcoming events and activities.

West Hills College Coalinga and North District Center, Firebaugh – In the absence of Dr. Anthony Tricoli, President, Dr. Beverly Smith, Dean of Student Learning, distributed a campus activities report and briefly commented on recent and upcoming events. She reported that a staff development workshop was held on November 12. A motivational guest speaker was brought in and there was good employee turnout at the workshop.

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 things are underway with construction on Phase 2B. Trustee Oxborrow questioned the online instruction project with inmates at Corcoran State Prison and asked if the same could be done in Coalinga and Avenal. Dr. Frank Gornick stated that Don Warkentin will try out this program with Corcoran and will share the information with the wardens in Coalinga and Avenal.

Chancellor's Report – Dr. Frank Gornick, Chancellor, reported that the West Hills Community College District has distinguished itself by being one of the top districts in

increasing the diversity of its faculty or educational administrators during the last ten years. Chancellor Mark Drummond will be recognizing the District at the Community College League of California conference luncheon on Saturday, November 20. Mr. Dave Bolt, Dean of Educational Services at West Hills College Lemoore, will be attending the conference lunch and will accept the award on our behalf.

Dr. Gornick reported that he will be attending the Community College Working Group meeting in Washington, DC on November 18. The meeting is hosted by the Department of Education and will focus on the issues and opportunities that affect the community college mission.

Trustee Minnite announced that a scholarship fund was created at the North District Center several years ago. One of the first individuals who helped to fund the program, Mr. Tom Stefanopoulos, has decided to provide additional dollars to the scholarship fund in the amount of \$15,000. Trustee Minnite reported that this will be an ongoing, yearly contribution at the discretion of Mr. Stefanopoulos.

Dr. Gornick commented that Norine Oliver was a student at West Hills and went on to become an instructor for us. She enjoyed her discipline, was energized by it and communicated her enthusiasm to her students. The students saw that she cared about them. He stated that Norine is someone you don't replace and she is a significant loss to us. Dr. Gornick commented that you always knew where she stood and her comments were always appreciated. Dr. Gornick stated that the West Hills College Foundation will be happy to work with the colleges in honoring her.

At this time, Dr. Frank Gornick provided an efficiencies report. He stated that for the past couple of years the entire District has been focusing on trimming the budget. The report is in the preliminary stages and gives an idea of the kinds of things that we are doing and will continue to do. There is still a significant amount of information from the campuses that we are sorting through which will be included in a later report.

Mr. Eliseo Gamino, Associate Dean of Student Learning at North District Center, Firebaugh, reported on the recent beautification party held at the North District Center. He expressed his thanks to Cathy Barabe, Maria Cavazos and Frances Squire for their work in helping to beautify the North District Center. He also expressed his thanks to the Board of Trustees for the plaza project. He stated that it is very attractive and sends a message to the surrounding communities. Mr. Gamino thanked Susan Kincade for demonstrating our distance education capabilities and showing off our technology.

CONSENT AGENDA

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

- CA-19** Minutes - The minutes of the October 26, 2004 study session and regular Board meeting were approved as submitted.
- CA-20** Warrants - The warrants were approved as submitted.
- CA-21** Declaration of Surplus Property - The list of surplus property was declared as surplus.
- CA-22** Adult/Student Temporary Salary Schedule - The additions to the adult/student temporary salary schedule were approved as submitted.
- CA-23** Personnel Transactions - The list of personnel transactions (as attached to the official minutes) was approved as submitted.

Trustee Minnite questioned a few of the items on the warrants list and the warrants were explained.

Trustee Minnite questioned the large number of items on the surplus property list with unknown purchase orders. It was stated that the purchase of these items was made prior to the Datatel system being in place. The equipment is quite old and dates back several years. There is now a procedure in place and all purchases will have a requisition and purchase order.

CHANCELLOR'S OFFICE

- CO-9** Resolution - Annual Organizational Meeting - Trustee Minnite requested that the meeting time be changed. Discussion took place regarding the meeting time and Trustee Cantu made a motion to change the meeting time on December 7 to 2:00 p.m. The motion was seconded by Trustee Minnite and carried on the following votes: Ayes - 6; Noes - 1 (Trustee Henry).

The resolution in the matter of the annual organizational meeting of the Board of Trustees, to be held on December 7, 2004 at 2:00 p.m., was adopted on a motion by Trustee Cantu, seconded by Trustee Oxborrow, and carried unanimously.

- CO-10** Accreditation Self Study - West Hills College Coalinga - President Levinson reminded the Board members that at the last Board meeting, each member was assigned to read a section of the self study. He asked for comments on the particular sections which were read.

Trustee Cantu commented on Standard I, Institutional Mission and Effectiveness. He questioned why the mission statement has to be

repeated so much. Dr. Smith explained that a lot of it is repetition. When the site team comes to visit, they only read the piece that is assigned to them. Trustee Cantu commented that the standard reflects that the student is the number one priority. He stated that he believes we are all moving in the right direction.

Trustee McKean commented on Standard II, Student Learning Programs and Services. He commented that it seems as though we are very critical of ourselves and that he thought we could have more good things in the report instead of bad things as there are a lot of good things happening.

Trustee Minnite commented on the Introduction. He commented that the school farm, rodeo and athletics do not appear to be represented well. Dr. Smith responded that these areas are covered under other sections of the self study as well.

Trustee Oxborrow commented on Standard III, Resources, Sections A and B (Human Resources and Physical Resources). She commented that the report was easy to follow. Dr. Smith commented that if the standard is met, we do not have to have a planning agenda. Discussion took place concerning surveys and the poor responses received.

Trustee Ivans commented on Standard III, Resources, Sections C and D (Technology Resources and Financial Resources). She commented that the report was very well written and that she believes we are very well prepared. Trustee Ivans commented on faculty training and Dr. Smith responded that there is low participation by the faculty during the semester because they are teaching. Trustee Ivans questioned the TAC committee versus the TAT committee. Dr. Smith stated that she will work on rewording this paragraph.

Trustee Henry and President Levinson commented on Standard IV, Leadership and Governance. Trustee Henry stated that he thought it was well written. Discussion occurred regarding Board self evaluation. Dr. Gornick responded that the Board will be discussing a self evaluation tool at their February retreat.

Dr. Smith stated that she is pleased that the Board took the time to read the document. President Levinson thanked Dr. Smith and her accreditation co-chair, Ms. Faye Mendenhall.

Approval of the accreditation self study for West Hills College Coalinga will be requested at the December meeting of the Board of Trustees.

FISCAL SERVICES

FS-16 Fiscal Services Report – Mr. Ken Stoppenbrink, Interim Vice Chancellor of Business Services, distributed the budget status report and briefly discussed the status of the budget expenses and revenues.

FS-17 Total Compensation Plan – Mr. Stoppenbrink provided a presentation on a total compensation plan, explaining the costs associated with the plan and the benefits for employees.

FS-18 Resolution – Authorizing Participation in Retiree Health Benefit Program JPA – Mr. Stoppenbrink explained the purpose of the resolution and stated that the District’s participation in the JPA will help us to manage this issue.

The resolution in the matter of authorizing participation in the retiree health benefit program joint powers agency and approving an agreement was adopted on a motion by Trustee Ivans, seconded by Trustee Oxborrow, and carried unanimously.

Mr. Stoppenbrink expressed his thanks to Ms. Anne Jorgens and Ms. Tammy Weatherman for their great assistance during his transition to the interim position of Vice Chancellor of Business Services.

FS-19 Resolution – Child Care and Development Services – The resolution in the matter of entering into a transaction with the Department of Education for the purpose of providing child care and development services was adopted on a motion by Trustee Minnite, seconded by Trustee Henry, and carried unanimously.

FS-20 Psychiatric Technician Training Master Agreement – Dr. Gornick introduced Ms. Carole Goldsmith, Director of Regional Strategic Planning for Health Careers. Ms. Goldsmith explained that the Psychiatric Technician Training Agreement is a one-of-a-kind agreement in California and that it hopefully will be one of many joint ventures. She commented that it is a way to tap into the federal funding source. Dr. Gornick reported that Ms. Goldsmith is also working on an agreement for a truck driving program.

Trustee Minnite questioned if the psychiatric technician training program is open to everyone. Ms. Goldsmith responded in the affirmative. Brief discussion occurred concerning instruction costs. It was stated that the agreement covers our costs.

The Psychiatric Technician Training Master Agreement with the Fresno County Workforce Investment Board was approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.

BOARD REPORTS/COMMENTS/REQUESTS AND ANNOUNCEMENTS

Trustee Cantu thanked everyone who was involved in the accreditation process. He commented that it seems as if there would be a standardized template that could be used as we are all in the same business of educating students and there shouldn't be so many man hours involved in writing the report. He stated that everyone did a good job.

Trustee McKean reported that he enjoyed the dedication event in Firebaugh. He thanked Mr. Stefanopoulos for helping us out in a huge way.

Trustee Minnite thanked everyone for the dedication event in Firebaugh. He stated that it means a lot to him as a resident and believes that we are changing people's lives. Trustee Minnite thanked everyone for all of the work on the accreditation and stated that Dr. Anthony Tricoli's Voices, Values and Vision project is working in Firebaugh.

Trustee Oxborrow stated that she is going to miss Norine Oliver. She stated that she was a very inspiring instructor and will be greatly missed. Trustee Oxborrow stated that the COP presentation was very good and she thanked Mr. Stoppenbrink for his hard work. With regard to accreditation, Trustee Oxborrow stated that she thinks it was a great opportunity to have discussion and reinforce all of the work that everyone has put into it.

Trustee Ivans thanked everyone for the reports. She expressed her congratulations on the plaza opening and the scholarship donation by Mr. Stefanopoulos.

Trustee Henry echoed the remarks made by his fellow Board members. He thanked everyone for their hard work and stated that the accreditation report represents many hours of work. He expressed his congratulations to the North District Center on their recent dedication event. Trustee Henry expressed his condolences to the family of Norine Oliver.

President Levinson announced that the next meeting of the Governing Board is scheduled for December 7, 2004 at 2:00 p.m.

CLOSED SESSION

The meeting was adjourned to closed session at 5:55 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: Grant v. West Hills Community College District, et al; 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: Director of Human Resources. Employee organizations: CTA; CSEA

ADJOURNMENT

There being no further business before the Board of Trustees, the meeting was adjourned at 7:00 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
Banales, Lupe	Child Dev. Center Site Supervisor	40 hrs/week 12 mo/year	Range 14 Step D	Grant	11/8/04	Replacement for Michelle Dove
Rodriguez, Monica	Child Development Center Assistant West Hills College Coalinga	19 hrs/week 12 mo/year	Range 23 Step A	Grant	10/26/04	Replacement for Dolores Trevino
Toss, Angela	Counselor West Hills College Lemoore	197-day contract	Range II Step 10	District	11/22/04	Replacement for Kathy Trezza

2. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Dates	Additional Information
Cabrera, Zenaida	Child Development Center Cook San Joaquin Child Dev. Center	19 hrs/week	Range 33 Step A	Grant	11/17/04 – 12/31/04	Temporary replacement for Maribel Cruz while out on maternity leave
Lopez, Laura	Child Dev.Center Associate Teacher North District Center, Firebaugh	19 hrs/week	Range 30 Step A	Grant	11/17/04 – 6/30/05	

3. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Gore, Deborah	Accounting Services Technician I Classified District Office Range 49, Step A Grant funded position	Grants Accounting Services Supv. Classified Management District Office Range 25, Step A Grant funded position	10/25/04 – 12/31/04	Temporary replacement for Doris Williams while out on medical leave

4. Request of FMLA (Family Medical Leave Act)

Name	Title & Location	Request	Effective Dates	Additional Information
Nettles, Molly	Student Services Assistant West Hills College Lemoore	Requests 6 weeks of FMLA	10/25/04 – 12/5/04	

5. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date	Additional Information
Rocha, Gloria	Child Development Center Associate Teacher North District Center, Firebaugh	10/22/04	Resignation