



Tuesday, August 21, 2018
AGENDA OF THE REGULAR MEETING OF THE GOVERNING BOARD

West Hills Community College District
Board Room
9800 Cody Avenue - Coalinga, CA 93210

3:00 pm

Any writings or documents that are public records and are provided to a majority of the governing board regarding an open session item on this agenda will be made available on the District's website or for public inspection in the District Office located at 9900 Cody Street, Coalinga, CA 93210 during normal business hours.

1. Call to Order / Open Session

Subject **A. Flag Salute**

Meeting Aug 21, 2018 - AGENDA OF THE REGULAR MEETING OF THE GOVERNING BOARD

Category 1. Call to Order / Open Session

Access Public

Type Procedural

Subject **B. Introduction of Guests**

Meeting Aug 21, 2018 - AGENDA OF THE REGULAR MEETING OF THE GOVERNING BOARD

Category 1. Call to Order / Open Session

Access Public

Type Procedural

Subject **C. Public Comments**

Meeting Aug 21, 2018 - AGENDA OF THE REGULAR MEETING OF THE GOVERNING BOARD

Category 1. Call to Order / Open Session

Access Public

Type Procedural

*This time has been reserved for the public to comment on **non-agenda items**. If an individual wants to address the Board of Trustees, he/she should complete the public comments form located at the handout table and proceed with comments at the podium when recognized by the Board President. Individuals who want to comment on **agendized** items may do so after being recognized by the Board President and before Board discussion of the particular item during the meeting.*

2. Reports from Organizations / Colleges / District Office

Subject **A. Academic Senate Reports - Mr. Jeff Wanderer & Ms. Rene Paredes, Academic Senate Presidents**

Meeting Aug 21, 2018 - AGENDA OF THE REGULAR MEETING OF THE GOVERNING BOARD

Category 2. Reports from Organizations / Colleges / District Office

Access Public

Type Report

Subject **B. WHCFA Report - Mr. Rodney Ragsdale, WHCFA President**

Meeting Aug 21, 2018 - AGENDA OF THE REGULAR MEETING OF THE GOVERNING BOARD

Category 2. Reports from Organizations / Colleges / District Office

Access Public

Type Report

Subject **C. CSEA Report - Ms. Lenore Simonson, CSEA President**

Meeting Aug 21, 2018 - AGENDA OF THE REGULAR MEETING OF THE GOVERNING BOARD

Category 2. Reports from Organizations / Colleges / District Office

Access Public

Type Report

Subject **D. Student Trustee Report - Mr. Alan Estrada-Rivera**

Meeting Aug 21, 2018 - AGENDA OF THE REGULAR MEETING OF THE GOVERNING BOARD

Category 2. Reports from Organizations / Colleges / District Office

Access Public

Type Report

Subject **E. West Hills College Coalinga and North District Center, Firebaugh - Ms. Brenda Thames, President**

Meeting Aug 21, 2018 - AGENDA OF THE REGULAR MEETING OF THE GOVERNING BOARD

Category 2. Reports from Organizations / Colleges / District Office

Access Public

Type Information, Report

File Attachments

[President's Mo Message August 2018.pdf \(883 KB\)](#)
[WHCC Fall 2018 Update final 8_14.pdf \(710 KB\)](#)

Subject F. West Hills College Lemoore - Dr. Kristin Clark, President

Meeting Aug 21, 2018 - AGENDA OF THE REGULAR MEETING OF THE GOVERNING BOARD

Category 2. Reports from Organizations / Colleges / District Office

Access Public

Type Report

File Attachments
[Presidents Update August 13 2018.pdf \(560 KB\)](#)

3. Consent Agenda

Subject A. Minutes - July 24, 2018

Meeting Aug 21, 2018 - AGENDA OF THE REGULAR MEETING OF THE GOVERNING BOARD

Category 3. Consent Agenda

Access Public

Type Action (Consent), Minutes

Recommended Action It is recommended that the Board of Trustees approve the minutes of the July 24, 2018 regular meeting.

All consent agenda items are considered to be routine by the Board of Trustees and will be enacted by one motion. There will be no separate discussion of items unless a Board member or citizen so requests, in which event the item(s) will be considered following approval of the consent agenda.

Subject B. Quarterly Financial Status Report 311Q

Meeting Aug 21, 2018 - AGENDA OF THE REGULAR MEETING OF THE GOVERNING BOARD

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action It is recommended that the Board of Trustees approve the quarterly financial status report, 311Q, for the quarter ending June 30, 2018.

File Attachments
[311Q 063018.pdf \(199 KB\)](#)

All consent agenda items are considered to be routine by the Board of Trustees and will be enacted by one motion. There will be no separate discussion of items unless a Board member or citizen so requests, in which event the item(s) will be considered following approval of the consent agenda.

Subject C. Warrants

Meeting Aug 21, 2018 - AGENDA OF THE REGULAR MEETING OF THE GOVERNING BOARD

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action It is recommended that the Board of Trustees approve the warrants as submitted.
 Payroll - July 31, 2018: \$ 3,004,245.62
 Unrestricted: \$ 566,287.09
 Restricted: \$ 141,567.80
 Revolving/Cash Clearing: \$ 2,030,732.10
 Cafeteria: \$ 6,463.83
 Child Development Centers: \$ 15,738.66
 Farm: \$ 2,279.65
 Capital Projects: \$98,293.60

File Attachments

[Warrants 0717_081018 over 5000.pdf \(19 KB\)](#)

All consent agenda items are considered to be routine by the Board of Trustees and will be enacted by one motion. There will be no separate discussion of items unless a Board member or citizen so requests, in which event the item(s) will be considered following approval of the consent agenda.

Subject D. Personnel Transactions

Meeting Aug 21, 2018 - AGENDA OF THE REGULAR MEETING OF THE GOVERNING BOARD

Category 3. Consent Agenda

Access Public

Type Action (Consent)

Recommended Action It is recommended that the Board of Trustees approve the list of personnel transactions.

File Attachments

[Personnel Transactions_August 2018 rev.pdf \(39 KB\)](#)

All consent agenda items are considered to be routine by the Board of Trustees and will be enacted by one motion. There will be no separate discussion of items unless a Board member or citizen so requests, in which event the item(s) will be considered following approval of the consent agenda.

4. Chancellor's Office

Subject A. Chancellor's Report - Dr. Stuart Van Horn, Chancellor

Meeting Aug 21, 2018 - AGENDA OF THE REGULAR MEETING OF THE GOVERNING BOARD

Category 4. Chancellor's Office

Access Public

Type Report

File Attachments

[Enrollment Fast Facts Fall 2018 8-20.pdf \(635 KB\)](#)

[Highlights of State of the District_August 2018.pdf \(386 KB\)](#)

Subject **B. Accreditation Follow-Up Report - West Hills College Coalinga**

Meeting **Aug 21, 2018 - AGENDA OF THE REGULAR MEETING OF THE GOVERNING BOARD**

Category 4. Chancellor's Office

Access Public

Type **Report, First Reading**

The accreditation follow-up report for West Hills College Coalinga is presented for a first reading at this time. Approval will be requested at a later date.

File Attachments

[WHCC_Follow_Up_Report_Draft_8.13.18.pdf \(1,650 KB\)](#)


Subject **C. Accreditation Follow-Up Report - West Hills College Lemoore**

Meeting **Aug 21, 2018 - AGENDA OF THE REGULAR MEETING OF THE GOVERNING BOARD**

Category 4. Chancellor's Office

Access Public

Type **Report, First Reading**

The accreditation follow-up report for West Hills College Lemoore is presented for a first reading at this time. Approval will be requested at a later date. 

File Attachments

[West Hills College Lemoore Follow Up Report Draft.pdf \(167 KB\)](#)

5. Board Policies and Administrative Procedures

Subject **A. Board Policy 5052, Open Enrollment**

Meeting **Aug 21, 2018 - AGENDA OF THE REGULAR MEETING OF THE GOVERNING BOARD**

Category 5. Board Policies and Administrative Procedures

Access Public

Type Action

Recommended Action It is recommended that the Board of Trustees approve Board Policy 5052, Open Enrollment.

This policy is legally advised. It was presented for a first reading at the July 24, 2018 Board meeting.

File Attachments

[5052 Open Enrollment_proposed NEW.pdf \(21 KB\)](#)

[BP 5052 Routing Form.pdf \(47 KB\)](#)

Subject B. Board Policy 6340, Bids and Contracts

Meeting Aug 21, 2018 - AGENDA OF THE REGULAR MEETING OF THE GOVERNING BOARD

Category 5. Board Policies and Administrative Procedures

Access Public

Type Action

Recommended Action It is recommended that the Board of Trustees approve Board Policy 6340, Bids and Contracts.

The review of this Board Policy was necessitated by recent correspondence from legal counsel related to awarding of a construction contract. A first reading was held at the July 24, 2018 Board meeting.

File Attachments

[6340 Bids and Contracts_proposed revisions.pdf \(28 KB\)](#)

[BP 6340 Routing Form.pdf \(47 KB\)](#)

Subject C. Board Policy 3100, Organizational Structure

Meeting Aug 21, 2018 - AGENDA OF THE REGULAR MEETING OF THE GOVERNING BOARD

Category 5. Board Policies and Administrative Procedures

Access Public

Type Action

Recommended Action It is recommended that the Board of Trustees approve Board Policy 3100, Organizational Structure.

This policy is legally required and will replace Board Policy 201, Organization (old numbering system). It was presented for a first reading at the July 24, 2018 Board meeting.

File Attachments

[3100 Organizational Structure_proposed revisions.pdf \(22 KB\)](#)

[BP 3100 Routing Form.pdf \(47 KB\)](#)

Subject D. Board Policy 3515, Reporting of Crimes

Meeting Aug 21, 2018 - AGENDA OF THE REGULAR MEETING OF THE GOVERNING BOARD

Category 5. Board Policies and Administrative Procedures

Access Public

Type Action

Recommended Action It is recommended that the Board of Trustees approve Board Policy 3515, Reporting of Crimes.

This policy is legally required. It was presented for a first reading at the July 24, 2018 Board meeting.

File Attachments

[3515 Reporting of Crimes_proposed new.pdf \(20 KB\)](#)

[BP 3515 Routing Form.pdf \(47 KB\)](#)

6. Educational Services

Subject A. Vice Chancellor's Report - Dr. Linda Thomas, Vice Chancellor of Educational Services and Workforce Development

Meeting Aug 21, 2018 - AGENDA OF THE REGULAR MEETING OF THE GOVERNING BOARD

Category 6. Educational Services

Access Public

Type Report

File Attachments

[BOARD OF TRUSTEES REPORT August 21st 2018.pdf \(100 KB\)](#)

Subject B. Curriculum Action Report - West Hills College Coalinga

Meeting Aug 21, 2018 - AGENDA OF THE REGULAR MEETING OF THE GOVERNING BOARD

Category 6. Educational Services

Access Public

Type Action

Recommended Action It is recommended that the Board of Trustees approve the Curriculum Action Report for West Hills College Coalinga.

File Attachments

[WHC Coalinga CAR August 2018.pdf \(193 KB\)](#)

[WHC Coalinga CAR, SIGNED.pdf \(285 KB\)](#)

7. Fiscal Services

Subject A. Fiscal Services Report - Mr. Ken Stoppenbrink, Deputy Chancellor

Meeting Aug 21, 2018 - AGENDA OF THE REGULAR MEETING OF THE GOVERNING BOARD
 Category 7. Fiscal Services
 Access Public
 Type Report

The Board of Trustees will hear a report on the budget status for July 2018.

File Attachments

[Budget Status 7.31.2018.pdf \(702 KB\)](#)

[Budget Status Report 07-31-2018.pdf \(311 KB\)](#)

Subject B. 2018-2019 Proposed Budget

Meeting Aug 21, 2018 - AGENDA OF THE REGULAR MEETING OF THE GOVERNING BOARD
 Category 7. Fiscal Services
 Access Public
 Type Action

Recommended Action It is recommended that the Board of Trustees adopt the proposed budget for the 2018-2019 fiscal year.

File Attachments

[2018-19 Proposed Budget_.pdf \(3,083 KB\)](#)

[Proposed Budget Presentation Trustees June FY 2018-2019 FINAL.pdf \(583 KB\)](#)

Subject C. Chancellor's Office Tax Offset Program (COTOP)

Meeting Aug 21, 2018 - AGENDA OF THE REGULAR MEETING OF THE GOVERNING BOARD
 Category 7. Fiscal Services
 Access Public
 Type Action

Recommended Action It is recommended that the Board of Trustees approve the District's participation in the 2019 Chancellor's Office Tax Offset Program (COTOP).

File Attachments

[cotop2018contractupamendmentnr.pdf \(130 KB\)](#)

Subject D. Service Subscription with HubSpot

Meeting Aug 21, 2018 - AGENDA OF THE REGULAR MEETING OF THE GOVERNING BOARD
 Category 7. Fiscal Services

Access Public

Type Action

Recommended Action It is recommended that the Board of Trustees approve the marketing service subscription with HubSpot.

The purchase of a HubSpot service subscription will help to complete the third phase of the WHCCD website redesign project.

File Attachments

[Interoffice Memorandum HubSpot Sole Source.pdf \(500 KB\)](#)

[HubSpot _ Marketing.pdf \(110 KB\)](#)

[HubSpot Sales.pdf \(119 KB\)](#)

Subject E. Consulting Agreement - Lead California

Meeting Aug 21, 2018 - AGENDA OF THE REGULAR MEETING OF THE GOVERNING BOARD

Category 7. Fiscal Services

Access Public

Type Action

Recommended Action It is recommended that the Board of Trustees approve the consulting agreement with Lead California for the consulting services of Rebecca Farley to support the 2018-2019 Wonderful Ag Career Prep Program for the CCPT 2 grant.

File Attachments

[Sole Source Justification Rebecca-1 \(002\).pdf \(64 KB\)](#)

[Sole Source Justification_RFarley_Lead CA_WHCCD Ag Prep_updated 8.13.18b \(002\).pdf \(154 KB\)](#)

8. Personnel Services

Subject A. New Administrative Job Descriptions

Meeting Aug 21, 2018 - AGENDA OF THE REGULAR MEETING OF THE GOVERNING BOARD

Category 8. Personnel Services

Access Public

Type Action

Recommended Action It is recommended that the Board of Trustees approve the following new administrative job descriptions:

- Director of Admissions and Records/Registrar
- Vice President of Institutional Effectiveness & Strategic Initiatives

File Attachments

[Director of Admissions and Records_Registrar.pdf \(56 KB\)](#)

[VP of Ins Eff and Strategic Initiatives.pdf \(36 KB\)](#)

9. Board Reports / Comments / Requests / Announcements

Subject **A. Board Reports**

Meeting Aug 21, 2018 - AGENDA OF THE REGULAR MEETING OF THE GOVERNING BOARD

Category 9. Board Reports / Comments / Requests / Announcements

Access Public

Type Report

Subject **B. Announcement of Next Board Meeting**

Meeting Aug 21, 2018 - AGENDA OF THE REGULAR MEETING OF THE GOVERNING BOARD

Category 9. Board Reports / Comments / Requests / Announcements

Access Public

Type Information

The next meeting of the Board of Trustees is scheduled for Tuesday, September 25, 2018.

10. Closed Session

Subject **A. Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)**

Meeting Aug 21, 2018 - AGENDA OF THE REGULAR MEETING OF THE GOVERNING BOARD

Category 10. Closed Session

Access Public

Type Discussion, Information

11. Adjournment

WHCCD - "The relentless pursuit of student success."