



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

**January 20, 2008**



**CALL TO ORDER / OPEN SESSION**

Vice President Henry called the meeting of the Board of Trustees to order at 1:16 p.m.

Board members present:

Mark McKean, President  
Bill Henry, Vice President  
Nina Oxborrow, Clerk  
Jeff Levinson  
Edna Ivans  
Jack Minnite  
Steve Cantu

Board members absent:

Jaqueline DePue, Student Trustee

Administrators present:

Frank Gornick, Chancellor  
Ken Stoppenbrink, Vice Chancellor of Business Services  
Don Warkentin, President, West Hills College Lemoore  
Willard Lewallen, President, West Hills College Coalinga  
Jana Cox, Director of Human Resources  
Frances Squire, Director of Marketing  
Darlene Georgatos, Director of Enrollment Services  
Pedra Avila, Director of Institutional Effectiveness and Planning/ Accreditation Liaison  
Cathy Barabe, Director of Grants  
Carlos Diniz, Dean of Student Learning, West Hills College Coalinga  
David Reynolds, Associate Dean of Student Services, West Hills College Coalinga  
Marcel Hetu, Director of North District Center, Firebaugh  
Kathy Watts, Director of Child Development Centers  
Carole Goldsmith, Director of Workforce Development/Title V/VTEA  
Susan Whitener, Dean of Learning Resources

**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 - Ms. Anita Bart, Academic Senate President for West Hills College Coalinga, apologized for missing the last meeting. Ms. Bart expressed her appreciation of the distance learning system. She reported that she was able to show the inauguration event live during her class this morning and stated that it was good for the students to have the opportunity to see this event. Ms. Bart reported that the recent flex day was successful and the faculty were re-introduced to the various committee representatives. They also discussed basic skills and active learning and had a Student Learning Outcomes (SLO) breakout session. She reported that program SLOs are being turned in this week. The college now has all course SLOs completed and has a schedule for assessments. Ms. Bart reported that the Senate will be working on their committee structure and will also be working on the accreditation self study report.

President McKean arrived at this time.

Ms. Stephanie Droker, Academic Senate President for West Hills College Lemoore, reported that eight faculty at West Hills College Lemoore are being recommended for tenure and the names have been submitted to Mr. Don Warkentin. She reported that the Lemoore Senate held their first meeting of the semester this past week and have been reviewing policies and procedures. She stated that they strongly support the Follow Up Accreditation Report.

WHCFA Report - Ms. Marty Ennes, WHCFA President, was not present to report at this time. In her absence, Ms. Droker reported that Ms. Ennes expressed her regret at not being able to attend and her hope that everyone had a restful holiday. Ms. Droker reported that the instructional calendars were approved at a recent meeting of the Faculty Association. In addition, the Association has had numerous meetings with administration regarding faculty issues.

CSEA Report - Mr. Mark Millett, CSEA President, was not present to report at this time.

Student Government Association (SGA) Report - Ms. Jaqueline DePue, Student Trustee, was not present to report at this time.

West Hills College Coalinga and North District Center, Firebaugh - Dr. Willard Lewallen, President, reported that a Governance Planning Retreat was recently held for West Hills College Coalinga and there were about 15 participants. The group reviewed the current college governance structure, along with the assistance of some consultants. He stated that it was a good, productive day. Dr. Lewallen passed around a copy of the

categorical program self evaluation for his college and stated that a visit is scheduled for April. The rodeo arena light project is underway and donations of time, material and help have been received. PG&E is assisting with this project. Dr. Lewallen also reported on the solar energy project in Coalinga and stated that construction should begin the first part of 2010. The Vice President of Finance for the company overseeing the project has contacted the college and is interested in a possible partnership. In closing, Dr. Lewallen passed around a rare copy of a 1935 West Hills College yearbook.

West Hills College Lemoore - Mr. Don Warkentin, President, reported that some of his staff will be presenting on the Xtreme Registration process at an upcoming ACCCA Conference. The second annual Leadership Conference will be hosted in April and John Chiang has been invited as the keynote speaker. West Hills College Lemoore will be hosting the women's state regional golf tournament at Kings Country Club in November. With regard to the multi use sports complex project, Mr. Warkentin reported that it has been delayed and we will be going out to bid again. The bids should re-open on February and staff are in the process of planning for future projects. In closing, Mr. Warkentin reported that he will be chairing an accreditation visit to Berkeley City College (formerly Vista College) in March.

Chancellor's Report - Dr. Frank Gornick, Chancellor, reported that three former employees have recently passed away: Lillian Schawe, counseling secretary; Jim Hicks, chemistry instructor; and Marion Stephens, coach and athletic director. He also reported that the Board met on January 15 and voted to reject all bids for the West Hills College Lemoore Multi Use Sports Complex and decided to go out to bid again. A current enrollment report was distributed and Dr. Gornick reported that the enrollment numbers are about 30% up over last year. He stated that the bad news is that the state is not going to pay us for the growth. Dr. Gornick reported that notice was received last week that we have been awarded two new grants. Dr. Carole Goldsmith described the grants, stating that they will allow us to provide additional Psychiatric Technician and LVN programs. These grants provide nearly a half million dollars.

Dr. Lewallen introduced Mr. David Reynolds, new Associate Dean of Student Services. He stated that he was formerly a faculty member.

### **CONSENT AGENDA**

President McKean announced a correction to item CA-37, Personnel Transactions. The salary range for David Reynolds should be Range 42, Step 2 instead of Range 42, Step 1.

President McKean questioned the warrant for Artistata Associates on page 7. Mr. Ken Stoppenbrink responded that we are paying a consultant for the VTEA State Leadership Grant. Trustee Minnite questioned the warrant for Hands on Communication for interpreting services for students (page 21). Mr. Stoppenbrink responded that we are required to provide these services for students.

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The following consent agenda items, with the change to the salary as corrected, were approved on a motion by Trustee Ivans, seconded by Trustee Minnite, and carried unanimously:

- CA-32**      Minutes – The minutes of the December 16, 2008 Board of Trustees meeting were approved as submitted.
- CA-33**      Warrants – The warrants were approved as submitted.
- CA-34**      Quarterly Financial Status Report, 311Q – The Quarterly Financial Status Report, 311Q of the quarter ending December 31, 2008 was approved as submitted.
- CA-35**      Non-Resident Tuition Rates – The non-resident tuition rates for 2009-2010 were approved as submitted.
- CA-36**      Bid Threshold – The bid threshold amount was increased from \$72,400 to \$76,700 as submitted.
- CA-37**      Personnel Transactions – The list of personnel transactions were approved as submitted.

#### **CHANCELLOR’S OFFICE**

- CO-33**      Board Policies and Administrative Procedures – The following policies and procedures were presented for a first reading at this time. Approval will be requested at a later date.
- BP 2432, Chancellor Succession
  - BP & AP 2433, Chancellor Selection
  - BP & AP 4225, Course Repetition
  - BP & AP 5050, Matriculation
- CO-34**      Follow Up Accreditation Report – President McKean briefly commented on the success rate of students. The West Hills College Lemoore Follow Up Accreditation Report was presented for a first reading at this time. Approval will be requested at a later date.
- CO-35**      Instructional Calendars – The following West Hills Community College District Instructional Calendars were approved on a motion by Trustee Ivans, seconded by Trustee Cantu, and carried unanimously:
- 2009-2010
  - 2010-2011

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- CO-36**      Curriculum Committee Action Report - The West Hills College Lemoore Curriculum Committee Action Report was approved on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.
- CO-37**      Resolution - Certifying Election Results, SFID No. 2 (Coalinga Area) -  
The resolution certifying proceedings in the November 4, 2008 General Obligation Bond Election within School Facilities Improvement District No. 2 (Coalinga Area) was adopted on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.
- CO-38**      Resolution - Certifying Election Results, SFID No. 3 (Lemoore Area) -  
The resolution certifying proceedings in the November 4, 2008 General Obligation Bond Election within School Facilities Improvement District No. 3 (Lemoore Area) was adopted on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.

#### **FISCAL SERVICES**

- FS-33**      Fiscal Services Report - Mr. Ken Stoppenbrink, Vice Chancellor of Business Services, provided the fiscal services report. He stated that we are 50% through the fiscal year. General fund revenues are at 60.5% and general fund expenditures are at 43.8%.

Trustee Oxborrow questioned the negative balance in the other operating expenses category under Administrative Overhead District (page 3). Mr. Stoppenbrink stated that he will have to research this and provide a response at a later date.

The following resolutions (FS-34 and FS-35) were adopted on a single motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously

- FS-34**      Resolution - Issuance and Sale of Bonds, SFID No. 2 (Coalinga Area) - The resolution providing for the issuance and sale of general obligation bonds of SFID No. 2 (Coalinga Area) in the amount of \$3,000,000 was adopted.
- FS-35**      Resolution - Issuance and Sale of Bonds, SFID No. 3 (Lemoore Area) - The resolution providing for the issuance and sale of general obligation bonds of SFID No. 3 (Lemoore Area) in the amount of \$6,000,000 was adopted.
- FS-36**      Utility Easement - The utility easement grant deed for Granite Construction Company access to utilities was approved on a motion by Trustee Oxborrow, seconded by Trustee Minnite, and carried unanimously.

**FS-37**      Auditor's Reports - Mr. Stoppenbrink introduced Mr. Bill Williams of Vavrinek, Trine, Day & Company. Mr. Williams distributed an executive summary of the audit report and explained the various charts and graphs. Dr. Gornick commented on the information that is documented for those employees who are paid by grants. It was stated that this documentation is reviewed by the auditors. Discussion took place regarding MAA (MediCal Administrative Activities). Time accounting also occurs for this program.

Mr. Williams stated that the audit of the West Hills Community College Foundation is included in the district's audit. He reported that things were out of balance in 2007 and this was attributed to the turnover of staff in the Foundation department. He stated that the 2006 audit was fine, but things needed to be re-balanced in 2007. Part of the balancing issue dealt with the monies that were moved into separate investment accounts. Mr. Williams commented that there is not a good accounting system available for non-profit foundations. He stated that he believes there is good oversight in the department now and he has not received phone calls for assistance from the Foundation in several months. Mr. Williams stated that he feels 90% comfortable that things will be balanced for 2008. The Foundation is currently working with QuickBooks software. Dr. Gornick stated that Datatel has a component for Foundations which ties in with our accounting system. By using this, we will have more people who understand the process. Mr. Williams stated that during the implementation of any new software, they will have communication with the Foundation to make sure that things are set up correctly. Mr. Williams stated again that things should look a lot better for the end of 2008 than they were for 2007.

With regard to the district audit report, Mr. Williams reported that there were no major findings. Brief discussion took place concerning collateral not being held in the District's name. Mr. Williams stated that there is some risk, but it is small.

The auditor's report was approved on a motion by Trustee Minnite, seconded by Trustee Cantu and carried unanimously.

Dr. Gornick reported that the district is running its own payroll this month, independent of Fresno County.

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

Trustee Cantu stated that he had no comments at this time.

Trustee Minnite stated that he had no comments at this time.

Trustee Ivans thanked West Hills College Lemoore for their accreditation report and stated that the news about the grants is good. Trustee Ivans expressed her regret at the passing of the former employees.

Trustee Henry echoed the comments made by Trustee Ivans. He commended West Hills College Lemoore for the accreditation report and stated that the grants department did a good job.

Trustee Oxborrow stated that she wished to echo the comments made by Trustee Ivans and Trustee Henry.

Trustee Levinson commented that it is nice to see so much activity on campus.

President McKean echoed the comments made by the other Board members and stated that it is nice to have the Board meeting on campus.

President McKean announced that the next regularly scheduled meeting of the Board of Trustees will be held on February 17, 2009. He also announced that the annual Board Retreat will be held on February 6, 2009.

### **CLOSED SESSION**

The meeting was adjourned to closed session at 2:36 p.m.

- Potential Litigation (as per Government Code Section 54956.9). Number of potential cases: 2
- Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)
- Discussion of Land Acquisition/Disposition of Property (as per Government Code Section 54956.8). Property: Coalinga, California; Firebaugh, California; Lemoore, California

### **ADJOURNMENT**

There being no further business before the Board of Trustees, the meeting was adjourned at 3:37 p.m.

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Nina Oxborrow  
Clerk of the Board of Trustees

## Personnel Transactions

### 1. New Hires – Administrative

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Reynolds, David	Associate Dean of Student Services West Hills College Coalinga	40 hrs/wk 12 mo/yr	Range 42 Step 2	Grant	1/5/09	

### 2. New Hires – Classified

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Boettiger, Bobbi	Advising Specialist West Hills College Coalinga	40 hrs/wk 12 mo/yr	Range 56 Step A	Grant	1/20/09	Replacement for Juan Rubio
Haggard, Trista	Advising Specialist West Hills College Coalinga	40 hrs/wk 12 mo/yr	Range 56 Step A	Grant	1/20/09	
Lopez, Leticia	Financial Aid Coordinator West Hills College Coalinga	40 hrs/wk 12 mo/yr	Range 51 Step A	Grant	1/5/09	

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

Name	Title & Location	Effective Date
Padilla, Laura	Child Development Center Cook West Hills College Coalinga	12/18/08
Philbrick, Stephanie	Child Development Center Teacher West Hills College Coalinga	11/2/08
Rodriguez, Rica	Child Development Center Office Assistant I North District Center, Firebaugh	12/19/08