



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

January 24, 2006



CALL TO ORDER / OPEN SESSION

Vice President Minnite called the meeting of the Board of Trustees to order at 10:25 a.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
Carlos Diniz, Interim Dean of Student Learning, West Hills College Coalinga
Keven Backman, Director of Human Resources
Frances Squire, Director of Marketing
Pedro Avila, Director of Institutional Effectiveness, Planning and Web Services
Cathy Barabe, Director of Grants

Introduction of Guests

Ms. Frances Squire, Director of Marketing, introduced Mr. John Hooper, student.

Public Comments

Mr. Hooper addressed the Board of Trustees. He stated that he is a member of the District Council on Student Learning (DCSL) and is also involved with the student

newspaper. He stated that he is here to address the policy and procedure on student health fees and it is his understanding that we cannot charge student health fees without a registered nurse and this is stated in Education Code. He questioned if the fee will be mandatory or optional and stated that some students are on disability and have their own health benefits and some cannot afford to pay the fee. Mr. Hooper stated that he would like for the fee to be optional and the students should be able to decide.

Trustee Ivans stated that the Board of Trustees has not yet approved the policy. Dr. Gornick stated that Mr. Hooper will have the opportunity to voice his opinion through the governance process at the college. Dr. Gornick stated that there are some exemptions to the health fee, although not as many as in the past. He stated that we will not collect a health fee without having a health program in place for the students and the Board would not allow this either, nor would they recommend it.

REPORTS FROM ORGANIZATIONS / COLLEGES / DISTRICT OFFICE

Academic Senate Report – Ms. Anita Bart, Academic Senate President for West Hills College Coalinga, thanked Dr. Gornick for the letters of response on the items that were proposed last semester. She reported that the Flex Day activities in Coalinga were focused on student success and student learning and involved various breakout sessions. Ms. Bart reported that the Senate’s first meeting of the semester was held yesterday. She has met with Dr. Anthony Tricoli and brainstormed ideas to serve students and communities and discussed where the Senate wants to go in the future.

Mr. David Rengh, Academic Senate President for West Hills College Lemoore, welcomed everyone back to a new semester. He reported that the most productive session at the Flex Day in Lemoore was when each faculty member introduced themselves and told what they do and what they have planned. He reported that the new physics instructor outlined a complete program about how to bring the engineering program back and how she is already doing outreach to different high schools. Mr. Rengh reported that the Senate will be meeting on the first and third Tuesdays of the month. The Curriculum Committee is now meeting every Wednesday at noon for one hour. Key issues for discussion include online hiring practices; class size versus quality; equivalency policy and procedure; grade due dates; and scheduling priorities. Mr. Rengh questioned the status of the academic honesty policy and the resolution concerning policies and procedures. Dr. Gornick responded that the academic honesty policy is being routed through the appropriate groups. With regard to the policy and procedure process, he reported that there has been good conversation at the Chancellor’s Office level and his office is developing a procedure and form. He commented on how many organizations have already seen the policies and procedures before they are sent to the Board. He stated that the resolution was a good suggestion and many of the suggestions will be implemented.

Trustee Levinson questioned if adjunct faculty take part in Flex Day and Duty Day activities. It was explained that they are invited, but not many participate. Mr. Don Warkentin commented that the adjunct faculty in Lemoore take part in an orientation during the evening of Flex Day.

WHCFA Report – Ms. Faye Mendenhall, WHCFA President, was not present to report at this time.

CSEA Report – Dr. Anthony Tricoli introduced Ms. Laura Ames, new CSEA President. Ms. Ames has been an employee since 1988 and works in the DSPS department. Ms. Ames stated that she has nothing to report at this time.

ASB Report – Mr. Pedro Jurado, Associated Student Body President, West Hills College Coalinga, reported on various events that occurred prior to the winter break. He stated that there are a lot of plans for this semester. The ASB wants to be more involved in the community and wants to have more people join ASB.

Mr. Rengh stated that he understands that the Student Trustee position alternates each year between Coalinga and Lemoore and questioned if the Lemoore ASB has an opportunity to give him information to report on their behalf. Mr. Jurado stated that he has given the Lemoore ASB his contact information but has received no response.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Anthony Tricoli, President, distributed a college activities report and commented on recent and upcoming events. He thanked the Board for having their meeting at his campus and welcomed Ms. Ames to her new position of CSEA President. Dr. Tricoli stated that a tour of the library/learning resource center and student services center will be provided after the meeting. He reported that Dr. Larry Rathbun is now serving in full-time capacity as the Director of the Farm of the Future. Mr. Eliseo Gamino has moved from the North District Center in Firebaugh to West Hills College Coalinga. Ms. Marlese Roton will be taking on an active directorship at the North District Center. Dr. Tricoli commented that he has been doing some rethinking about the organization and has plans for expanding the evening college which may be handled by Mr. Gamino in the future. He stated that he will share an overview of his plans at the next meeting. Dr. Tricoli reported that spring courses began last week and many courses are already closed. The ag program is on the road recruiting students. The Duty day activity went well and information was provided to all employees regarding function mapping. The mapping survey was sent out yesterday to all employees. Dr. Tricoli reported that he recently met with the University of Phoenix and discussed articulation agreements. He has also been working with Ms. Bart, the Academic Senate and the Deans to develop new ideas. These ideas include developing a corrections academy; an Addictive Disorder Studies (ADS) program; a pharmacy technician training program; and working with the state hospital and prison on block training. He stated that he will have more information at a later date. Trustee Minnite initiated brief discussion on the

new programs and what they mean for Coalinga in terms of FTE. Dr. Tricoli thanked Ms. Bart for her assistance with the corrections academy project.

West Hills College Lemoore – Mr. Don Warkentin, President, distributed a college activities report and briefly commented on recent and upcoming events. He commented on the function mapping presentations made on Duty Day and stated that West Hills College Lemoore was well represented. He reported that they are well prepared for the upcoming accreditation visit and the function mapping discussion was good training for everyone. Mr. Warkentin reported that he will be expanding the function mapping to college function mapping. Mr. Warkentin reported that West Hills College Lemoore was selected as the Lemoore Chamber of Commerce Organization of the Year for 2006 and he thanked the Board of Trustees for their support. With regard to the accreditation visit, Mr. Warkentin reported that the team members have been identified and a couple of them will be visiting the District Office. Discussion took place regarding FTE and how much will be funded. Dr. Gornick responded that if growth occurs like last year, we will be funded. If not, they will catch up with us in the second year. Trustee Minnite questioned enrollment and class cancellations. Mr. Warkentin responded that they have only cancelled a few because of low enrollment. Only one class that was full was cancelled because there was no instructor; however, the students were all moved to another section. Trustee Minnite initiated discussion regarding faculty, classes and enrollment.

Chancellor's Report – Dr. Frank Gornick, Chancellor, thanked the Presidents for providing a good Duty Day activity. He stated that the function mapping document has evolved and is very helpful. With regard to accreditation, Dr. Gornick stated that he has had a chance to speak with Ms. Barbara Beno, President of the Accrediting Commission. The comments from Ms. Beno were that she enjoyed the function mapping document and it made a lot of sense.

President McKean arrived at this time.

With regard to charter schools, Dr. Gornick commented that there has been communication about high schools and exit exams. He stated that one of the things that needs to be discussed is a charter high school at the community college level. He stated that we need to think about this as there are pros and cons but it may be a good decision.

At this time Trustee Minnite turned the meeting over to President McKean.

CONSENT AGENDA

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

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- CA-27** Minutes - The minutes of the December 6, 2005 District Leadership Workshop and December 6, 2005 Board meeting were approved as submitted.
- CA-28** Warrants - The warrants were approved as submitted.
- CA-29** Quarterly Financial Status Report, 311Q - The Quarterly Financial Status Report, 311Q for the quarter ending December 1, 2005 was approved as submitted.
- CA-30** Revised Gann Limit - The revised Gann Limit worksheet was approved as submitted.
- CA-31** Non-Resident Tuition Fee - The non-resident tuition fee worksheet was approved as submitted.
- CA-32** Personnel Transactions - The list of personnel transactions (as included with the official minutes) was approved as submitted.

CHANCELLOR'S OFFICE

- CO-24** West Hills College Coalinga Accreditation Progress Report - Trustee Ivans stated that the accreditation progress report was done well. Dr. Gornick commented that Dr. Tricoli and his staff did a good job in being concise and preparing a document that the team can follow.
- The accreditation progress report was submitted for a first reading. Approval will be requested at the regular meeting of the Board of Trustees in February.
- CO-25** Board Policy and Administrative Procedure 2431, Delineation of Authority to College Presidents and District Chancellor - Trustee Levinson suggested a minor change to the policy, requesting that the second sentence of the third paragraph be revised to read "...professional advisor ~~of~~ **to** the Board...".
- The revised Board Policy and new Administrative Procedure 2431, Delineation of Authority to College Presidents and District Chancellor, were presented for a first reading. Approval will be requested at a later date.
- CO-26** Board Policy and Administrative Procedure 3810, Claims Against the District - The new Board Policy and Administrative Procedure 3810,

Claims Against the District, were presented for a first reading. Approval will be requested at a later date.

- CO-27** Board Policy and Administrative Procedure 3310, Records Retention and Destruction – The new Board Policy and Administrative Procedure 3310, Records Retention and Destruction, were approved on a motion by Trustee Levinson, seconded by Trustee Ivans, and carried unanimously.
- CO-28** Administrative Procedure 3420, Equal Employment Opportunity – The new Administrative Procedure 3420, Equal Employment Opportunity, was approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.
- CO-29** Board Policy and Administrative Procedure 3517, Incident Reporting – The new Board Policy and Administrative Procedure 3517, Incident Reporting, were approved on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously.
- CO-30** Administrative Procedure 7347, Transitional Duty Program – The new Administrative Procedure 7347, Transitional Duty Program, was approved on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.
- CO-31** Board Policy and Administrative Procedure 6520, Security for District Property – The revised Board Policy and Administrative Procedure 6520, Security for District Property, were approved on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously.
- CO-32** Board Policy and Administrative Procedure 7135, Employee Scholars Program – The revised Board Policy and Administrative Procedure 7135, Employee Scholars Program, were approved on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously.

Trustee Henry questioned if this is the policy and procedure that Ms. Faye Mendenhall had commented on at a previous meeting. Dr. Gornick responded in the affirmative and stated that no further discussion had occurred with her.

- CO-33** Administrative Procedure 7120, Recruitment and Selection – The new Administrative Procedure 7120, Recruitment and Selection, was approved on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously.

- CO-34** Administrative Procedure 2715, Code of Ethics/Standards of Practice – The new Administrative Procedure 2715, Code of Ethics/Standards of Practice, was approved on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously.
- CO-35** Board Policy and Administrative Procedure 2510, Participation in Local Decision Making Through the District Council on Student Learning – The revised Board Policy and Administrative Procedure 2510, Participation in Local Decision Making Through the District Council on Student Learning, were approved on a motion by Trustee Ivans, seconded by Trustee Oxborrow, and carried unanimously.
- CO-36** Administrative Procedure 7210, Employment of Academic Employees – The revised Administrative Procedure 7210, Employment of Academic Employees, was approved on a motion by Trustee Cantu, seconded by Trustee Ivans, and carried unanimously.

FISCAL SERVICES

- FS-26** Fiscal Services Report – Mr. Ken Stoppenbrink distributed the budget status report and briefly discussed the status of the budget expenses and revenues. He stated that we are currently 50% through the budget year.
- FS-27** Resolution – Child Care and Development – The resolution in the matter of providing child care and development services and to authorize the designated personnel to sign contract documents for fiscal year 2005-2006 was adopted on a motion by Trustee Levinson, seconded by Trustee Oxborrow, and carried on the following votes: Ayes – 6; Noes – 1 (Trustee Minnite).
- FS-28** Change Orders – Trustee Minnite commented on the change orders, stating that he has a problem with what we would have been able to save up front without adding these items onto the contingency fund. He stated that the change orders are for quite a bit of money and the items should have been put into the original bid. Mr. Stoppenbrink responded that the project would not have been approved at the State Chancellor’s Office with these items included. We have a limited inventory of culinary equipment that we are pulling in and using. These items are necessary for the program to become full blown. Trustee Oxborrow questioned why it would be approved now. Dr. Gornick explained that when the project was originally bid, the construction costs had increased. The state has a formula but would not include the total project costs. This expense was bid as an alternate. Trustee Oxborrow commented that there are a good portion of contractors that make their money on change orders and we

need to be more responsible in the beginning with the bids. She further commented that the Board needs to be aware of these things. Dr. Gornick stated that the dollars were in the total project approved by the Board and we did not exceed the amount that the state was giving us for the project. Trustee Minnite questioned the line item which refers to a conflict in plans. Dr. Gornick stated that this error should have been caught and he will find out the reason for the conflict in plans.

At this time, Mr. Chris Addington, District Architect, was brought into the meeting. Mr. Addington explained that when the project was bid it was substantially over budget. He had to make changes to get the project approved by the state. Some of the items were pulled out and then the project was funded at a lower construction price; however, all of these items were in the project. Trustee Levinson questioned the line item regarding the conflict in plans. Mr. Addington stated that this is a typographical error and that this line item is actually a project upgrade. Mr. Addington further explained that some of the items are also being bid out of the equipment fund. Dr. Gornick stated that Board members always have questions on the change order process and he does not have the expertise to answer the questions. He requested that Mr. Addington provide a more detailed explanation of how the process works. Mr. Addington responded that he has to deal with the Chancellor's Office, Department of Finance, and Public Works and explained that this has been a tough year for construction.

Mr. Addington commented on the Farm of the Future and the news he has heard, explaining that the ag pavilion project may be on the tail end of the next statewide bond. Dr. Gornick stated that he believes the statewide bond election will occur in March.

The following change orders were approved on a motion by Trustee Cantu, seconded by Trustee Henry, and carried on the following vote: Ayes – 6; Noes – 1 (Trustee Minnite):

- Change Order No. 3 – West Hills College Lemoore Child Development Center Building Project
- Change Order No. 3 – West Hills College Lemoore Phase 2B Initial Buildings Project

FS-29

Resolution – Roadway Agreement – Trustee Oxborrow commented on following through with a deed of trust for this agreement. Mr. Stoppenbrink explained the agreement and Dr. Gornick reported that it will be completed during phase 1 of the construction project.

The resolution in the matter of granting authority to a designee to accept a roadway on behalf of the District was adopted on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously.

BOARD REPORTS / COMMENTS / REQUESTS AND ANNOUNCEMENTS

Trustee Cantu thanked everyone for a job well done with all the new programs. He stated that the enrollment increases are good. Trustee Cantu welcomed Laura Ames as the new CSEA President.

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

Trustee Oxborrow echoed the comments made by Trustee Cantu.

Trustee Ivans expressed her thanks to everyone and stated that she enjoys the progress being made on the campuses. She stated that she attended the recent Duty Day activity and enjoyed it.

Trustee Henry thanked everyone for their hard work. He stated that the accreditation reports are monumental and good programs keep developing.

Trustee Levinson stated that the campus looks very nice.

President McKean stated that the enrollment numbers look good. He also commented on the basketball games, stating that they have been good.

CLOSED SESSION

The meeting was adjourned to closed session at 12:32 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; 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 12:43 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
Brownlee, Rebecca	Physics Instructor West Hills College Lemoore	89-day contract	Class I, Step 4	District	1/12/06	New position
Delaney, Melissa	Interim Art Instructor West Hills College Coalinga	89-day contract	Class IV, Step 4	District	1/12/06	New position; Interim position while recruiting
Lopez, Nadia	Child Development Center Assistant West Hills College Coalinga	19 hrs/week 9 mo/year	Range 23 Step A	Grant	1/9/06	New position
Lopez, Yvonne	Program Assistant, Bridge Program West Hills College Coalinga	19 hrs/week 9 mo/year	Range 36 Step A	Grant	12/1/05	New position
Reynolds, David	Int. Eng./Philosophy/Humanities Inst. West Hills College Coalinga	89-day contract	Class III Step 10	District	1/12/06	Replacement for Jeff Vaughn; Interim position while recruiting
Rouska, Brian	Tutor Coordinator West Hills College Coalinga	19 hrs/week 12 mo/year	Range 42 Step A	District	1/23/06	Replacement for Juan Toledo
Thompson, Alvis	Tutor Coordinator West Hills College Coalinga	19 hrs/week 9 mo/year	Range 42 Step A	Grant	12/1/05	New position

2. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Dates	Additional Information
Ortiz, Amalia	Child Development Center Teacher West Hills College Lemoore	19 hrs/week	Range 40 Step A	Grant	1/25/06 – 6/30/06	
Shively, Janelle	Senior Secretary – M & O West Hills College Lemoore	40 hrs/week	Range 40 Step A	District	1/25/06 – 6/30/06	

3. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Fees, Melissa	Financial Aid Assistant I West Hills College Coalinga Range 33, Step A	Workstudy Coordinator West Hills College Coalinga Range 42, Step A	12/12/05	Replacement for Richard Castro while recruiting
Jeffcoach, Nancy	Early Education Coordinator District Office Range 24, Step B	Interim Child Dev. Center Site Supv. West Hills College Lemoore Range 14, Step F	2/1/06 – 6/30/06	Interim position while recruiting
Smart, Marleen	Psychiatric Technician Instructor West Hills College Coalinga 177-day contract	RN Instructor West Hills College Lemoore 197-day contract	1/9/06	
Todd, Donna	Psychiatric Technician Instructor West Hills College Coalinga Class I, Step 9 (Grant funded)	Interim Director of Health Careers West Hills College Coalinga Class III, Step 1 (Grant funded)	12/19/05 – 6/30/06	Interim position while recruiting

3. Changes in Assignment (continued...)

Name	Current Assignment	Change	Effective Date	Additional Information
Watts, Kathy	Child Dev. Center Site Supervisor/ Even Start Coordinator West Hills College Coalinga Range 14, Step B (Grant funded)	Interim Director of Child Dev. Centers District Office Class III, Step 1 (Grant funded)	2/1/06 – 6/30/06	Interim position while recruiting

4. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date	Additional Information
Banales, Lupe	Child Development Center Site Supervisor West Hills College Lemoore	12/14/05	Resignation
Smyers, Joyce	Director of DSPS/EOPS West Hills College Lemoore	6/30/06	Retirement
Vaughn, Jeff	Instructor West Hills College Coalinga	12/31/05	Retirement
Whitwill, Mark	Security Guard West Hills College Coalinga	12/31/05	Resignation