



**WEST HILLS COMMUNITY COLLEGE DISTRICT**

**Board of Trustees**  
9900 Cody Street  
Coalinga, CA 93210  
(559) 934-2100

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

**ANNUAL BOARD RETREAT**

**February 6, 2008**



**OPEN SESSION / CALL TO ORDER**

Vice President Henry called the annual retreat of the Board of Trustees to order at 8:32 a.m. and led the group in the flag salute.

Board members present:

Bill Henry  
Nina Oxborrow  
Jeff Levinson  
Edna Ivans  
Jack Minnite  
Steve Cantu

Board members absent:

Mark McKean  
Jacqueline DePue, Student Trustee

Administrative staff 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, Interim Director of Human Resources  
Pedro Avila, Director of Institutional Effectiveness and Planning/ Accreditation Liaison  
Frances Squire, Director of Marketing  
Dave Bolt, Vice President of Educational Services, West Hills College Lemoore  
Jill Stearns, Dean of Student Learning

Others present:

Anita Bart, Academic Senate President, West Hills College Coalinga  
Mark Millett, CSEA President  
Kevin Cobb, AP Architects

**Introduction of Guests**

There were no guests introduced at this time.

## **Public Comments**

There were no public comments made at this time.

## **INFORMATION / DISCUSSION ITEMS**

### **Bond Rating Presentation Report**

Dr. Frank Gornick distributed the rating agency presentation from the meeting held with Standard & Poor's in San Francisco during the week of January 26. He stated that Standard & Poor's is interested in the district's fiscal stability, ending balance, and continuity of members of the Board of Trustees. Dr. Gornick stated that we are in better shape now than we were during the sale of the last bond.

### **Bond Projects/Facilities Update**

Mr. Kevin Cobb, district architect, provided an update on the district's facilities. With regard to West Hills College Coalinga, the current projects are the Wellness Center and infrastructure and the Child Development Center relocatables. The first bond sales for Measure C will provide funding for the ag science and wellness equipment and the city sports, residence halls and Huron improvements. Future state projects include modernization – phase 2, modernization of the speech/arts/music building, and a new allied health facility.

With regard to West Hills College Lemoore, the current project is the multi-use sports complex and infrastructure. The first bond sales for Measure E will provide funding for the student center, infrastructure, Avenal, Riverdale and field sports. Future state projects include field sports, classroom buildings and an expansion of the administration building.

At the North District Center in Firebaugh, the current project is an interior remodel including lighting, restrooms, HVAC repairs, video surveillance and signage. The first bond sales for Measure Q include interior remodel and repairs, Mendota, San Joaquin, Tranquillity, land acquisition, and a field sports partnership. Future state projects include master plan options of either modernization, addition or a new building.

Mr. Cobb explained that the District Office is not eligible for state funding; however, there is no requirement for the DSA process for a new building and there would be a faster schedule. He is currently updating the design for current and future staffing and is looking into possible funding and financing options.

Mr. Cobb discussed Capacity Load Ratios (CLRs) and stated that the state formula is 53 hours per week for 100%. A review of 2007-2008 data indicated the following:

- West Hills College Lemoore averaged 35-40% utilized
- West Hills College Coalinga averaged 40-45% utilized
- North District Center, Firebaugh averaged 45-50% utilized

Mr. Cobb further explained that the CLR scoring for the next funding cycle will be extremely competitive due to a back-log of projects.

With regard to the Farm of the Future and ag science, projects include site work, off site improvements and a water well.

Discussion took place concerning solar incentives. Mr. Cobb stated that the Public Utilities Commission (PUC) gives incentives for self generation. They will pay between 20-50% of installed costs. The PUC will only let you do those types of projects and set up a photo voltaic system that nets against one meter. Right now the infrastructure is not set up at the college. There has been talk for a while about letting large customers net against themselves.

With regard to the Farm of the Future, Dr. Willard Lewallen distributed a program plan which summarized the following programs:

- Agriculture Science and Technology AS Degree (current program)
- Precision Agriculture Certificate (current program)
- Ag Maintenance Mechanic Career Exploration Program (current program)
- Maintenance Mechanic Technician Career Exploration Program (existing)
- Maintenance Mechanic Technician I Certificate (proposed new program)
- Welding Technology Core SMAW Certificate (new proposal)
- Agricultural Engineering Technology (new proposal)
- Irrigation Technology Certificate (new proposal)
- Heavy Equipment Operations (new program proposal)
- Three Dimensional Machine Control Engineering (Industry Upgrade Training) (new proposal)

Dr. Lewallen reported on the welding mobile unit and the courses developed for the agriculture maintenance mechanic. He also reported on the Agriculture Engineering Technology (AET) grant, stating that it will create a new ag engineering technology program, and the irrigation grant which will assist in developing a new certificate program for Certified Irrigation Designers. Dr. Lewallen also discussed future plans for advisory committees for vocational programs; exploration of other programs; and developing a strategic plan for the Farm of the Future.

Mr. Ken Stoppenbrink provided information on Farm of the Future Revenue and Crop Revenue for 2007-2008. Brief discussion took place concerning the accounts for purposes of clarification.

### **International Program Update**

Dr. Lewallen provided a presentation on the International Students Program, explaining that the program has existed at West Hills College Coalinga for over 10 years. West Hills belongs to the IEE (International Education Exchange) Consortium which is composed of five community colleges in the United States. The consortium conducts overseas outreach approximately 60 days in one academic year. The consortium shares costs, resources and governance. The Presidents, Deans and Directors of all five schools collaborate in decision making.

Discussion took place concerning the percentage of international students and various statistics of the program. Dr. Lewallen reviewed the costs for international students to attend West Hills College and reported that the average GPA for international students in Fall 2008 was 3.0.

In closing, Dr. Lewallen reported on the various events and activities in which the students participate and briefly discussed the plans for future expansion of the program.

### **ARCC Reports**

Mr. Pedro Avila provided information to the Board of Trustees on the 2008 ARCC (Accountability Reporting for Community Colleges) Reports and self-assessments for West Hills College Coalinga and West Hills College Lemoore. Discussion took place regarding the ARCC results, cohorts, and peer group comparison. He explained that the information for West Hills College Lemoore does not contain sufficient historical data for most performance indicators due to their recent accreditation. Questions were asked by Board Members concerning the peer group average versus the college rates and discussion took place to explain the improvement rates. Special focus was placed in the area of vocational course success rates. Mr. Avila explained that both colleges are performing noticeably below their peer group averages in the area of vocational courses success rates. Data was presented to Board Members that showed vocational courses success rates by program. The College Presidents and Chief Instructional Officers commented on issues that have affected vocational courses success rates and their efforts to make improvements in those areas.

### **Classification Study Review and Presentation**

Mr. Stoppenbrink reported that the classification study process began last April. Ms. Jana Cox provided a PowerPoint presentation. She explained that the study included 12 colleges and covered salary ranges, salaries, range architecture and longevity adjustments. The focus of the study was to improve competitiveness. Sixty job classifications were reviewed, covering 277 employees. Jana reported that the study has produced some findings and recommendations. If the recommendations are

implemented there would be a cost of \$264,512, or a 3.5% increase, for the first year. The next step is to review the study findings and recommendations with CSEA and open up the appeal process.

### **Review of Board Policies and Procedures**

The following Board Policies and Administrative Procedure were reviewed by the Board:

- Board Policy 2432, Chancellor Succession
- Board Policy and Administrative Procedure 2433, Chancellor Selection

Dr. Gornick explained that the items were presented to the Board for a first reading at their January meeting. The policy for Chancellor Succession has been expanded to include language concerning the appointment of an acting Chancellor. The policy for Chancellor Selection has been expanded to include information for further clarification. The Administrative Procedure for Chancellor Selection is new. All of the suggested changes or additions have been recommended by legal counsel. Dr. Gornick asked if the Board had any suggested changes at this time. It was suggested that the words “order of” in the second paragraph of Board Policy 2432 be removed so that the sentence reads more clearly.

Dr. Gornick stated that the policies and procedure will be considered at the February 17 Board meeting.

### **Board of Trustees Self Evaluation**

Copies of the preliminary results of the Board of Trustees Self Evaluation were distributed. Dr. Gornick explained that the results are preliminary as not all of the responses have been received. The Board reviewed the ratings and comments for each question and discussion took place concerning many of the comments. Dr. Gornick stated that the results would be finalized once all of the responses have been received and the final results would be sent to the Board Members for their review and signature.

### **CLOSED SESSION**

The meeting was adjourned to closed session at 2:15 p.m.

- Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)

- Conference with Labor Negotiator (as per Government Code Section 54957.6). Agency negotiator: Chancellor; Vice Chancellor of Business Services. Employee organization: CSEA; CTA. Unrepresented employees: Administrative; Management; Confidential.
- 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 retreat was adjourned at 3:51 p.m.

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Nina Oxborrow  
Clerk of the Board of Trustees

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