



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

February 16, 2010



CALL TO ORDER / OPEN SESSION

President McKean called the meeting of the Board of Trustees to order at 3:26 p.m.

Board members present:

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

Administrators present:

Frank Gornick, Chancellor
Ken Stoppenbrink, Vice Chancellor of Business Services
Pedro Avila, Vice Chancellor of Institutional Effectiveness and Enrollment Management
Carole Goldsmith, Vice Chancellor of Educational Services and Workforce Development
Willard Lewallen, President, West Hills College Coalinga
Don Warkentin, President, West Hills College Lemoore
Sylvia Dorsey-Robinson, Vice President of Educational Services, West Hills College Lemoore
Jill Stearns, Vice President of Educational Services, West Hills College Coalinga
Dave Bolt, Vice President of Educational Services, West Hills College Lemoore
David Reynolds, Associate Dean of Student Learning, West Hills College Coalinga
Frances Squire, Director of Marketing
Tammy Weatherman, Director of Fiscal Services
Richard Larson, Director of Farm of the Future, West Hills College Coalinga
Jana Cox, Director of Financial Aid

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. She thanked the Board for approving Ms. Melissa Delaney for tenure. Ms. Bart reported that the Senate is working on the restructuring of committees, the college budget process, and the first draft document for degree level program SLOs (Student Learning Outcomes).

Ms. Stephanie Droker, Academic Senate President for West Hills College Lemoore, reported that the Senate is working on tenure resolutions. They have forwarded four names for tenure. The Senate will soon be voting in a new president and they have had a lot of discussion on the proposed District Education Coordinating Council (DECC) and will continue to have dialogue. They want to have stronger communication between the colleges.

WHCFA Report – Ms. Marty Ennes, WHCFA President, reported that the Faculty Association is busy as usual. A meeting is scheduled with the district for next week to set the calendar for 2012 through 2014. The first general meeting of the semester will also be held next week. Ms. Ennes reported that Matt Magnuson, West Hills College Coalinga librarian, recently graduated from the CCA Building Strong Locals Academy at the CCA Winter Conference.

She stated that the faculty enjoyed spending the day at the Board Retreat and hearing Barbara Beno's comments. As we watch the nation and the state grapple with this economic crisis, it is important to remember that each and every one of us is in crisis as well. Many of Barbara Beno's statements were reassuring and a good reminder of our mission: to enhance student learning. Ms. Ennes stated that she walked away reminded of how essential it is that, to quote Dr. Beno, "Everything goes back to educational excellence" and that "priorities should be based on how to enhance (or improve) student learning". This is something that faculty struggle daily to achieve. While some may believe that "those who can't do, teach," the reality is that a large number of teachers enter education because of their passion for their subject areas. They are driven to share this passion and knowledge with others in order to make the world a better place. For without education, a true democracy is impossible. Most of the faculty were drawn to the West Hills Community College District because of the supportive environment and the freedom to develop their programs. Like the students, they appreciated the small class sizes and the opportunity to work one-on-one with students, because it is in those interactions that true difference is achieved.

“The new normal” means less freedom, less support, and almost no one-on-one time with students. Our students are not getting everything we could give them. They may not know that they’re being cheated, but we know. We know that there is a better way because we have lived and worked it for decades. Standing in the classroom used to be the time faculty could take a deep breath and remember why they work here. But “the new normal” also means those deep breaths are few and far between. The classroom, once a place of reprieve and nourishment, is now one more thing to manage.

In 2001, before we had even acquired the land to build West Hills College Lemoore, we had 87 full-time faculty, just over 7,000 students in unduplicated headcount, and roughly 4,000 FTES. Today we have the same number of full-time faculty, over 10,000 students, and well over 5,000 FTES. We have lost the majority of our part-time faculty, and all of those “other duties as assigned” have doubled. Because we are now two colleges rather than one, we must duplicate everything: two Academic Senates, two curriculum committees, program reviews for each college, and two self-studies rather than one, to name just a few. We now must also write, assess, and evaluate student learning outcomes. Faculty surely are doing more with less – in essence, 50% less.

We must do something now before we lose sight of what made this institution great and before we are stretched any thinner. Faculty need support, they need control over the classroom, and they need to be listened to when it comes to class capacity and scheduling decisions. Faculty need to see your commitment and a plan for how we are going to get back to being an institution that truly is in the business of enhancing and improving student learning.

President McKean questioned Ms. Ennes’ comment about faculty control over the classroom. Ms. Ennes discussed enrollment and classes not being in the schedule, along with the class size and when the class is offered (fall versus spring). Trustee Oxborrow questioned the comment concerning program reviews for each college. Ms. Ennes stated that it is part of accreditation and has to be done for each college. Trustee Minnite questioned SLOs, stating that his understanding is that we have to continue with a second round. Ms. Ennes responded that the first round involved writing the SLOs and the next round is the assessment. Each college has its own assessment calendar. After being assessed, the SLOs must be evaluated and then re-assessed. It is an ongoing process and is part of accreditation.

CSEA Report – Mr. John Ieronimo, CSEA President, was not present to report at this time.

Student Trustee Report – Mr. Yohan Maeda, Student Trustee, stated that he wanted to share some pictures of student activities with the Board of Trustees. Due to a technical error, the pictures were not able to be projected.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Willard Lewallen, President, passed around photos of new signs at the North District Center, Firebaugh. He also shared letters from students thanking us for what we have done for them. Dr. Lewallen provided an update on the accident involving four West Hills College Coalinga students, stating that they all sustained injuries and are recuperating.

West Hills College Lemoore – Mr. Don Warkentin, President, commented on recent activities at West Hills College Lemoore. He stated that the campus was recently host to the California League of Cities area dinner meeting and commented on the staff development day for classified staff and the upcoming Gospel and Gumbo event. Mr. Warkentin reported that he attended a contractor’s meeting this morning. The Multi Use Sports Complex is 16% complete. He reported that we now have a new project superintendent through EMJ Construction and things are moving quickly. He thanked the Board of Trustees for supporting the Lemoore Kiwanis/WHC Lemoore Valentine Dinner. Mr. Warkentin reported that his college is busy with the accreditation process and they need to their mission statement back to the Board. They will be reviewing performance indicators and making sure that they match up with the mission statement. In closing, Mr. Warkentin commented on the Wine and Wellness event coming up in March. The event is a fundraiser for the nursing program as they are raising money for their pinning ceremony.

Chancellor’s Report – Dr. Frank Gornick, Chancellor, thanked the Board of Trustees and all of the staff who were in attendance for the time spent at the Board Retreat. He stated that Dr. Barbara Beno was very pleased to see what we are doing in terms of the accreditation process. He stated that the Accrediting Commission will be holding their annual planning retreat March 17-19 and they will be discussing the scheduling of colleges and timing for the accreditation cycle.

Dr. Gornick commented on the great staff development day recently held with classified staff, stating that it was well attended and the participants learned a lot. He thanked Ken and his staff for arranging the details for the day. He stated that the 2011 staff development day will be held at West Hills College Coalinga.

The CVHEC Coordinating Council recently met with members of the Legislative Analyst’s Office at CSU Stanislaus. They discussed issues faced in higher education. Discussion also took place regarding California’s Master Plan, if it has served us well, and what it is doing for us now. The conclusion is that there is a need for greater coordination among the segments of higher education. The biggest complaint is the difficulty of transferring among the segments. Good discussion occurred at the meeting and the group is looking at ways in which to approach the legislature about setting up the system in a different way.

With regard to the Board of Trustees Retreat, Dr. Gornick stated that there are a few items that the Board will be reviewing and discussing over the next couple of months.

Those items include Robert’s Rules of Order; the Board of Trustees self evaluation to be discussed in more detail; code of ethics training; and the review of the Board of Trustees handbook. At their retreat, the Board discussed athletics. The College Presidents and the Vice Chancellor of Institutional Effectiveness and Enrollment Management were assigned to prepare a report for the Board to review and discuss at their June meeting. The Board requested factual information about the athletic programs. Dr. Gornick stated that the end result will be a philosophical statement about athletics.

Dr. Gornick stated that the Board of Trustees must participate in ICS (Incident Command System) training. This is a two hour training session for elected officials. He asked that the Board members begin thinking about the possibility of having another study session to cover this item, along with the remaining items from the Board Retreat.

CONSENT AGENDA

Trustee Ivans asked for clarification on the third bullet of the Assistant Coach 1 job description. Dr. Lewallen stated that the second occurrence of the word “coach” is being used as a verb.

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

- CA-35 Minutes – The minutes of the January 19, 2010 Board of Trustees meeting were approved as submitted.

- CA-36 Warrants – The warrants were approved as submitted.

- CA-37 Adult Student Temporary Salary Schedule – The changes to the adult student temporary salary schedule were approved as submitted.

- CA-38 Personnel Transactions – The list of personnel transactions were approved as submitted.

CHANCELLOR’S OFFICE

- CO-20 Resolution – Child Care Services – The resolution certifying approval for the instructional materials grant no. CIMS-9110-10-6213-00-0 in the amount of \$1,781.00 for the 2009-2010 fiscal year was adopted on a motion by Trustee Levinson, seconded by Trustee Oxborrow, and carried unanimously.

FISCAL SERVICES

FS-30 Fiscal Services Report – Mr. Ken Stoppenbrink, Vice Chancellor of Business Services, provided the fiscal services report. He stated that we are 58.4% through the fiscal year. General fund revenues are at 62.6% and general fund expenditures are at 57.2%.

Trustee Minnite questioned if we are in better shape to date for the remainder of the fiscal year or if we will face the same problems as last year. Mr. Stoppenbrink responded that we are still in the same situation with regard to deferred apportionment; however, with the measures we have taken to cut expenditures and freeze spending, he stated that he believes we will be okay with our cash flow. This is being monitored on a monthly basis. Mr. Stoppenbrink stated that we have a BAN in place, but hope not to have to use it. Dr. Gornick commented on things that can affect us, including midyear reductions; projects that are moving forward that are bond funded; and allocations that come from the Public Works Board. He also commented on the state's credit rating. Discussion took place regarding FTE, stating that we have more than we need even with cuts to classes. We are becoming more efficient.

Mr. Kevin Cobb, district architect, distributed a revised spreadsheet on the facilities projects, stating that the numbers on this corrected documents more accurately reflect the information. The spreadsheet was corrected following the errors pointed out at the Board Retreat.

FS-31 Resolution - TRANs – The resolution in the matter of the district's participation in the 2010-2011 Piper Jaffray California Cash Reserve Program (Tax and Revenue Anticipation Notes – TRANs) was adopted on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously. The resolution will allow, but does not obligate, the District to utilize the TRANs program. It is a means of interim cash flow financing only.

FS-32 Audit Report – Mr. Stoppenbrink introduced Mr. Bill Williams, auditor. Mr. Williams reported that there are no major changes to the audit report format. GASB was implemented this year and a portion of that liability is being recorded each year as long term liability. It is offset by expenditures paid out for retirees and how much is in the trust. There were no noted findings in the audit and the district is in good financial condition. Mr. Williams stated that the district has a good business office, Vice Chancellor of Business Services, and Chancellor. They are all doing an outstanding job.

Trustee Ivans questioned the recommendations. Mr. Stoppenbrink stated that the process has already been started. Some of the recommendations will tie back to the Foundation because of the fundraising activities.

Dr. Gornick commented on the discussion held at the Board Retreat about the efforts going into reducing transfers. He stated that the College Presidents are doing a great job. We are focusing on the technology that is available to us and are looking at all of these areas. Student debt has been discussed and staff are looking at processes. Good suggestions are coming out of the meetings that have been held to tighten the controls.

Trustee Oxborrow questioned the finding on page 2 of the letter to the Board of Trustees with regard to the farm. It was noted by the auditors that three out of 10 purchase orders were dated after the date on the invoice. Mr. Stoppenbrink commented on the district's procedure with confirming purchase orders. He stated that the procedure is to have a purchase order in place prior to the purchase. Memos have been sent to the offenders letting them know that they are liable for the purchase amount if a purchase order is not in place. Letters have also been sent to the vendors letting them know that they will not be paid by the district if there is no purchase order for the purchase. Mr. Stoppenbrink stated that the situation is getting better but there is still room for improvement. Trustee Oxborrow stated that we can't afford to have items ordered that we cannot afford. There needs to be accountability. Dr. Gornick commented on the use of open purchase orders and how this helps with the purchase process. Trustee Henry questioned how other institutions control this issue. Mr. Williams stated that this is a common problem and he commented on the possibility of utilizing internal audits or spot checks.

Trustee Levinson JL questioned the finding on page 1 which refers to Falcon Express. It was stated that this is the district's credit card process.

Trustee Oxborrow questioned page 30 and the statement that the district does not have a policy for custodial credit risk. Mr. Williams stated that this is a guideline that restricts the amount that can be invested in any one account. Brief discussion took place.

The 2008-2009 audit report 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 for their great accomplishments.

Trustee Minnite expressed his thanks for the good news on the district's financial status. He stated that the Board Retreat was a positive and enriching experience and he thanked everyone who attended.

Trustee Ivans expressed her thanks for the good financial reports. She also thanked the grants office for the wonderful accomplishment on grants.

Trustee Henry commented on the Board Retreat and thanked everyone for their attendance. He stated that he was very impressed with Dr. Beno's statements with regard to the district. He thanked the staff for their hard work.

Trustee Oxborrow echoed the comments made by her fellow board members and stated that we have to keep doing a lot more with a lot less. She stated that it can be stressful, but hopefully things will turn around. Trustee Oxborrow expressed her appreciation for the work everyone is doing.

Trustee Levinson stated that he truly enjoyed the retreat and thought it was very enlightening. He stated that Dr. Carole Goldsmith's presentations were on the mark. Trustee Levinson commented on Ms. Ennes' comments, providing his perspective on compensation. He stated that we truly do care about our staff, faculty and management and he understands the concerns of the faculty. We have no idea where we are going to be because of the state, but we have a duty to our students and we do not want to turn them away. Trustee Levinson stated that the Board does not have a solution but will keep trying.

President McKean stated that we want to provide as many students as we can with a quality education.

President McKean announced that the next meeting of the Board of Trustees is scheduled for Monday, March 8, 2010.

CLOSED SESSION

The meeting was adjourned to closed session at 4:50 p.m.

- 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
- Conference with Labor Negotiator (as per Government Code Section 54957.6). Agency negotiator: Chancellor; Vice Chancellor of Business Services; Director of Human Resources. Employee organization: CSEA; CTA. Unrepresented employees: Administrative; Management; Confidential.

- Public Employment (as per Government code Section 54957). Title: Chancellor

ADJOURNMENT

There being no further business before the Board of Trustees, the meeting was adjourned at 5:26 p.m.

Nina Oxborrow
Clerk of the Board of Trustees

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Personnel Transactions

1. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Araiza, Jessica	Child Dev. Center Associate Teacher Avenal State Preschool	40 hrs/wk	Range 30 Step A	Grant	3/9/10 – 6/30/10	
Hernandez, Yazmin	Child Development Center Assistant Avenal Child Development Center	40 hrs/wk	Range 23 Step A	Grant	2/17/10 – 6/30/10	
Magana, Marisol	Child Development Center Assistant San Joaquin Child Dev. Center	40 hrs/wk	Range 23 Step A	Grant	3/9/10 – 6/30/10	
Nava, Sarina	Child Dev. Center Associate Teacher Avenal State Preschool	40 hrs/wk	Range 30 Step A	Grant	3/9/10 – 6/30/10	
Villa, Jennifer	Child Development Center Assistant West Hills College Coalinga	40 hrs/wk	Range 23 Step A	Grant	2/17/10 – 6/30/10	

2. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Andrade, Frances	Library Technician West Hills College Lemoore Range 40, Step G	Library Specialist West Hills College Lemoore Range 42, Step G	1/1/10	
Gonzales, Anna	Child Development Center Teacher North District Center, Firebaugh Range 40, Step E	Child Dev. Center Site Supervisor North District Center, Firebaugh Range 17, Step 1	2/8/10	Replacement for Olivia Ibanez

3. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date
Alcala, Anthony	After School Program Site Coordinator Avenal	2/5/10
Blanco, Melissa	Child Development Center Assistant San Joaquin Child Development Center	1/12/10
Keck, Shane	Equipment Coordinator West Hills College Coalinga	1/29/10
Mahon, Marguerite	Child Development Center Assistant West Hills College Lemoore	1/15/10