



**WEST  
HILLS**  
COMMUNITY  
COLLEGE  
DISTRICT

**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**

**April 22, 2008**



**CALL TO ORDER / OPEN SESSION**

President McKean called the meeting of the Board of Trustees to order at 10:29 a.m.

Board members present:

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

Administrators present:

Frank Gornick, Chancellor  
Ken Stoppenbrink, Vice Chancellor of Business Services  
Don Warkentin, President, West Hills College Lemoore  
Jana Cox, Interim Director of Human Resources  
Willard Lewallen, President, West Hills College Coalinga  
Dave Bolt, Vice President of Educational Services, West Hills College Lemoore  
Jill Stearns, Dean of Student Learning, West Hills College Coalinga  
Carlos Diniz, Dean of Student Learning, West Hills College Coalinga  
Susan Kincade, Dean of Learning Resources  
Marcel Hetu, Director of North District Center, Firebaugh  
Frances Squire, Director of Marketing  
Barbara Caganich, Executive Director of West Hills Community College Foundation

**Introduction of Guests**

Dr. Frank Gornick introduced Mr. Kevin Cobb of AP Architects.

## Public Comments

There were no public comments made at this time.

## **STUDY SESSION**

North District Center Facility/ Measure Q Project List - Dr. Willard Lewallen reported that we have had a lot of positive support from our partners. Several different names will be used on the various mail pieces for Measure Q including city personnel, school administrators, and school board members. One mailer has been sent out to date and the other should go out any day. Dr. Marcel Hetu commented on support from the city, expressing his appreciation.

The Board members and audience were given a tour of the North District Center facility. Dr. Frank Gornick commented on items that need to be addressed. He stated that carpet and paint will help but we need to focus on some structural things.

Dr. Gornick asked Mr. Kevin Cobb to address the issues with the North District Center. Mr. Cobb commented that the building is owned by the Foundation and we cannot get state money because of that. It also is not an approved educational facility; however, with some minor retrofits it can qualify as a DSA building.

Discussion took place regarding library facilities and it was explained that a new library facility will qualify for state dollars. Dr. Gornick questioned the interim process for linking up with Fresno County for their library. Mr. Cobb responded by commenting on joint use facilities. Discussion took place regarding the expansion of facilities. Dr. Gornick reported that the state has told the city library that they need to vacate their facility. Discussion took place regarding the library and the services to be offered. Dr. Hetu commented that one of the problems is where the people will go when the city library is shut down. Adults cannot be at the high school library, but they could be at the college library. Brief discussion took place regarding eminent domain.

Dr. Lewallen commented on the concept of learning centers in the surrounding communities. He discussed the possibility of a small facility in San Joaquin, Mendota, or Tranquillity, but commented that transportation is an issue. He stated that we want to occupy an existing space by leasing. This option is written into the bond language. Trustee Henry commented on occupying existing spaces, stating that we have a standard that we have set. Trustee Minnite stated that the Firebaugh City Council is very appreciative of West Hills College being here. We were referenced more than 10 times during the course of their four hour meeting. We have a good working relationship with them. Dr. Gornick thanked Mr. Cobb and his staff for the translations of the mail pieces for Measure Q.

Bookstore - Mr. Ken Stoppenbrink reported that a Request for Proposals (RFP) was developed and sent out to four vendors. Three vendors responded: Barnes & Noble, Follett and Nebraska Book. Texas Book did not want to respond. The bookstore committee has met to discuss the proposals and it was agreed that Barnes & Noble would not be in our best interest. Follett and Nebraska Book were both interviewed. Barnes & Noble did not have the financial interest and were more of a storefront operation.

Trustee Cantu questioned the composition of the committee. Mr. Stoppenbrink reported that the committee members are himself, Carlos Diniz (Dean of Student Learning, West Hills College Coalinga), Allen Moore (Director of Maintenance & Operations and Auxiliary Services, West Hills College Lemoore), John Tyler (Director of Bookstore Operations, West Hills College Coalinga), and Mark Millett (CSEA President). He explained that the analysis of inventory, commission structure, etc. was reviewed. Discussion also occurred regarding hiring staff into the current system. At the end of the interview process there was consensus that we should sub-contract. The committee agreed that we use Follett. They provide good benefits and will invest up to \$50,000 in the bookstore facility. Cash flow is about \$287,000 a year and they will provide a \$10,000 textbook scholarship, along with faculty and staff discounts. Their system integrates with Datatel and financial aid. This recommendation will go to the Executive Cabinet and will then be presented to the Board of Trustees. Trustee Oxborrow questioned the bookstore references. Mr. Stoppenbrink stated he is in the process of checking references. Follett is privately owned out of the bay area and is very flexible with regard to staffing. Dr. Gornick commented that there was interesting discussion at the District Leadership Council regarding service to students. This bookstore enterprise will greatly help in this area.

Student Trustee Wallace questioned if the hours of the bookstore will change. He stated that students are already wanting to oppose it without knowing all of the facts. He stated that no students were asked to participate in the committee and they were not able to give their input.

Trustee Oxborrow left the meeting at this time.

Mr. Carlos Diniz stated that the bookstore hours were just recently extended. He explained that the committee looked at several things and approached the process with an open mind.

Trustee Cantu left the meeting at this time.

Mr. Diniz stated that the committee also looked at staffing conditions. He commented that he thinks we will do well with Follett.

Trustee Oxborrow and Trustee Cantu returned to the meeting at this time.

Trustee Henry questioned where the nearest Follett bookstore is. It was stated that UC Berkeley is one location and they also handle Notre Dame and Purdue University. Mr. Stoppenbrink stated that reference checks will continue and he will get information on where they provide service.

Trustee Levinson left the meeting at this time.

Westside Institute of Technology (WIT) - Dr. Gornick commented on the various grants received this year for the WIT.

Trustee Levinson returned to the meeting at this time.

Dr. Gornick stated that the WIT has been able to provide training in various areas. The counties have restructured their training dollar allotments so that they can take advantage of the training. It makes us a significant player in providing training programs. We have also had requests to expand the program. Dos Palos wants to come into the WIT. The WIT Board wants to wait one full year before they add anyone else. The high schools are talking about how well it is working for them. Students are being referred into the programs. Dr. Gornick commented that Mr. David Castillo has done a good job organizing the program and it is extremely well received. Some of the training programs include maintenance mechanic, robotics, administration of justice training, welding, truck driving, and forklift training. They have been generating continuing education dollars.

Dr. Gornick reported that we have been approached by individuals who want us to buy land in the Mendota area. We told them that we don't buy land, we get it donated. Dr. Gornick discussed high school board members who are on the WIT board and are employers themselves. They spread the good word about the program and we want to continue to move forward with this program. Trustee Minnite stated that it is a huge asset for the whole Westside. He stated that Mr. Castillo is doing a great job. The WIT is greatly benefiting the public and it is a tremendous asset. Dr. Gornick commented on Tomatec and the \$800,000 grant from Employment Training Panel (ETP). He stated that we can supply some of the training for them and Mr. Castillo has already been talking to them about this.

#### **REPORTS FROM ORGANIZATIONS / COLLEGES / DISTRICT OFFICE**

Maggie Discont, instructor, commented on the visit by Ms. Natalia Almada scheduled for next week. She stated that Ms. Almada will share some of the technical aspects of film.

Academic Senate Report - Ms. Anita Bart, Academic Senate President for West Hills College Coalinga, was not present to report at this time.

Mr. James Preston, Academic Senate President for West Hills College Lemoore, was not present to report at this time.

WHCFA Report – Ms. Marty Ennes, WHCFA President, was not present to report at this time.

CSEA Report – Mr. Mark Millett, CSEA President, commented on the employee newsletter and the story featuring Vanessa Carroll, employee. He reported that CSEA is currently reviewing the proposed 16 week calendar and how it may affect classified staff. He commented on the resolution in support of SFID #1, stating that it was passed unanimously. Mr. Millett expressed his appreciation for being part of the bookstore committee.

ASB Report – Mr. Robert Wallace, Student Trustee, reported that the year is winding down. Elections for officers will be held next month. He reported that the ASB will be involved in the 75<sup>th</sup> anniversary celebration this month.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Willard Lewallen, President, distributed a college activities report and commented on recent and upcoming events. He discussed the sidewalk and lighting project for Elm Street, stating that this will make a big difference. Dr. Lewallen explained the issue with the swimming pool complex, stating that the public high school took on this project several years ago. They are now facing budget cuts and have to determine what to do with the pool. Dr. Lewallen distributed a flyer for upcoming Cinco de Mayo events. He also acknowledged Mr. Eliseo Gamino and his involvement with the USDA-HSI E. (KiKa) de la Garza Fellowship Program at the U.S. Department of Agriculture – Hispanic Serving Institutions National Program. He stated that this is a wonderful opportunity and a nice honor for Mr. Gamino.

West Hills College Lemoore – Mr. Don Warkentin, President, distributed a college activities report and commented on recent and upcoming event. He reported that his college has been very busy this semester. They will have over 440 graduates this year for Lemoore. He reported that the scholarship committee has been meeting and reviewing applications. They will be able to fund about 41 scholarships for Lemoore. The Honors Brunch is scheduled for May 9 and is a great activity. Mr. Warkentin commented on the veterans career fair, stating that there are only 12 regional career veterans fairs in the state. Lemoore has been selected to host this event and they expect several hundred veterans on campus May 1. The men's golf team has made history for the college and has qualified as a team for the Northern California Regionals.

President McKean questioned the engineering program enrollment. Mr. Warkentin responded that the program will begin in the fall and they have 14 completed applicants. They want to get to 24 as that is the lab size.

---

Chancellor's Report - Dr. Frank Gornick, Chancellor, complimented the Presidents and their staffs for their work on budget reductions. He stated that it has been an orderly process in which they have been able to submit their reductions to Mr. Stoppenbrink. He stated that we have a good handle on what it will look like. The only surprise will be the May Revise. Dr. Gornick reported that the colleges and district have engaged a consultant to help develop the educational master plan. The consultant was here last week to work with the colleges and the district. Dr. Gornick reported that AB 2489, an item on the agenda for the Board's consideration, is a bill sponsored by Assembly Member Arambula. It is a piece of legislation that will begin looking at the regulations in place for K-14 and begin systematically reducing the education code. Dr. Gornick stated that he thinks it is an intelligent way to approach the bureaucracy that has built up over the years.

### **CONSENT AGENDA**

With regard to the personnel transactions, President McKean announced that the individual to be employed as the Director of Human Resources is Ms. Jana Cox. The salary placement will be Range 42, Step 1.

Trustee Minnite questioned the Foundation secretary position and why we are hiring two identical positions. It was stated that there were two vacant positions in the Foundation office. Trustee Minnite questioned the warrant for the Department of General Services on page 12. It was explained that this amount was for the services of the Administrative Law Judge concerning an employee matter.

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

- CA-39**      Minutes - The minutes of the March 10, 2008 Board of Trustees meeting and March 20, 2008 Board of Trustees study session were approved as submitted.
- CA-40**      Warrants - The warrants were approved as submitted.
- CA-41**      Quarterly Financial Status Report, 311Q - The quarterly financial status report, 311Q for the quarter ending March 31, 2008 was approved as submitted.
- CA-42**      Out of State Travel - The following out of state travel request was approved as submitted:
- Rodeo team (approximately 16 students) to travel to the South Point in Las Vegas for the UNLV Rodeo, May 9 & 10, 2008

- CA-43**      Personnel Transactions - The list of personnel transactions was approved as submitted.

**CHANCELLOR'S OFFICE**

- CO-36**      Board of Trustees Meeting Schedule - Dr. Gornick stated that if additional study sessions are needed throughout the year, they will be held prior to the scheduled regular meeting in a given month. President McKean asked the Board members to review the schedule and provide their comments to Dr. Gornick's office prior to the next meeting.

This Board of Trustees meeting schedule was presented for review only at this time. Approval will be requested at a later date.

- CO-37**      Board Policy 6815, Emergency Response Plan - Trustee Cantu questioned the emergency response plan and Mr. Stoppenbrink responded that the plan was developed through the VIP JPA and is a template. It has been tweaked for our own needs.

The new Board Policy 6815, Emergency Response Plan, was presented for a first reading at this time. Approval will be requested at a later date.

- CO-38**      Board Policy and Administrative Procedure 3720, Computer and Network Use - Board Policy and Administrative Procedure 3720, Computer and Network Use, were approved on a motion by Trustee Ivans, seconded by Trustee Henry, and carried unanimously.

- CO-39**      Assembly Bill 2489, Education Code Maintenance Project - On a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously, the Board of Trustees acknowledged their support of AB 2489, Education Code Maintenance Project, and authorized the Chancellor to send a letter of support on their behalf.

- CO-40**      CCCT Ballot - The ballot for the California Community College Trustees Board was approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.

- CO-41**      Tenure Recommendation - West Hills College Lemoore - The following faculty member from West Hills College Lemoore was approved for tenure on a motion by Trustee Cantu, seconded by Trustee Levinson, and carried unanimously:

- Angela Tos

---

**CO-42**      Tenure Recommendations – West Hills College Coalinga – The following faculty members from West Hills College Coalinga were approved for tenure on a motion by Trustee Oxborrow, seconded by Trustee Minnite, and carried unanimously:

- Clint Cowden
- Tracey Jaurena
- Scott Sutherland
- Cal Tincher

**CO-43**      Honorary Degree – On a motion by Trustee Cantu, seconded by Trustee Henry, and carried unanimously, the Board of Trustees granted an honorary associate degree to Mr. Vernon Gordon.

Dr. Lewallen reported that Mr. Gordon will be the commencement speaker for West Hills College Coalinga.

### **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 75% through the fiscal year. General fund revenues are at 77.6% and general fund expenditures are at 68.4%. Mr. Stoppenbrink also summarized the enterprise funds for the quarter. Dr. Gornick questioned if the international student program is treated as an enterprise fund. Mr. Stoppenbrink responded that it is not. It is counted as other revenue to the district. He further commented that it is something we can look into for the future.

Mr. Stoppenbrink shared information on the state budget history. Dr. Gornick stated that we have been told the May Revise will be catastrophic.

**FS-34**      Bid Award, Classification and Compensation Study – Mr. Stoppenbrink reported that 30 Requests for Proposals (RFPs) were mailed out for bids. The reference checks on the lowest bidder were not good and so reference checks were then conducted on the second lowest bidder.

Trustee Oxborrow questioned who was used last time a classification study was performed. Mr. Stoppenbrink responded that Ewing & Company were used.

On a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously, the contract for the classification and compensation

---

study was awarded to Jacobson, Betts & Company for a total bid amount of \$29,600 plus \$4,400 in travel.

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

Trustee Minnite thanked everyone for coming to Firebaugh. He thanked them for their presentations and interest in the North District Center. He also thanked everyone for working for the future that will take us to the next level. Trustee Minnite stated that Dr. Hetu is doing a great job and has taken his job very seriously. He appreciates his enthusiasm.

Trustee Cantu stated that it is always a pleasure to come to Firebaugh.

Trustee Ivans stated that she is happy to be here and she appreciates the support of the City of Firebaugh. She thanked everyone for their appreciation of Ms. Elizabeth Lyles. Trustee Ivans expressed her congratulations to those receiving tenure and stated that it is a wonderful idea to honor Mr. Vernon Gordon.

Trustee Henry echoed the remarks of his fellow Board members and expressed his thanks to everyone for doing a good job. He stated that the budget will be difficult but we will do well.

Trustee Oxborrow stated that she enjoys being in Firebaugh and commented that it is good to see everyone again. She expressed her congratulations to Ms. Jana Cox on her new position.

Trustee Levinson echoed the comments made by his fellow Board members.

President McKean thanked the North District Center for hosting the meeting and thanked everyone for coming. He reported that the state budget may be bad but we are looking pretty good.

President McKean announced that the next meeting of the Board of Trustees is scheduled for May 20, 2008.

### **CLOSED SESSION**

The meeting was adjourned to closed session at 1:41 p.m.

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

**RECONVENE TO OPEN SESSION**

The meeting was reconvened to open session at 1:49 p.m.

President McKean announced that during closed session the Board of Trustees took action to approve the non-reemployment of a contract faculty member.

**ADJOURNMENT**

There being no further business before the Board of Trustees, the meeting was adjourned at 1:50 p.m.

---

Nina Oxborrow  
Clerk of the Board of Trustees

/di

## Personnel Transactions

### 1. New Hires – Administrative

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Cox, Jana	Director of Human Resources District Office	40 hrs/wk 12 mo/yr	Range 42 Step 1	District	7/1/08	Replacement for Keven Backman

### 2. New Hires – Classified

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Brock, Keith	High Technology/Access Specialist West Hills College Lemoore	40 hrs/wk 12 mo/yr	Range 65 Step B	Grant	4/1/08	Replacement for Pam Williams
Cabrera, Rosalva	Child Development Center Assistant West Hills College Coalinga	19 hrs/wk 12 mo/yr	Range 23 Step A	Grant	3/11/08	New position
Chavez, Maria	Child Development Center Assistant West Hills College Coalinga	19 hrs/wk 12 mo/yr	Range 23 Step A	Grant	3/11/08	New position
Esquivel, Judith	Child Dev. Center Associate Teacher West Hills College Coalinga	19 hrs/wk 12 mo/yr	Range 30 Step A	Grant	4/9/08	New position
Humphries, Bethany	Child Development Center Assistant West Hills College Coalinga	19 hrs/wk 12 mo/yr	Range 23 Step A	Grant	3/11/08	New position
Martinez, Erica	Child Development Center Assistant West Hills College Coalinga	19 hrs/wk 12 mo/yr	Range 23 Step A	Grant	3/11/08	New position
Marvel, Natalie	Advising Specialist, UBM&S West Hills College Coalinga	40 hrs/wk 12 mo/yr	Range 56 Step A	Grant	3/7/08	New position
Rayford, Cathi	Secretary, WHCC Foundation District Office	40 hrs/wk 12 mo/yr	Range 36 Step B	District	3/24/08	Replacement for Cheryl Bass
Shafer, Katherine	Child Development Center Assistant West Hills College Lemoore	19 hrs/wk 12 mo/yr	Range 23 Step A	Grant	3/31/08	Replacement for Elizabeth Jaime

### 3. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Alvarez, Veronica	Child Dev. Center Associate Teacher San Joaquin Child Dev. Center	19 hrs/wk	Range 30 Step A	Grant	4/23/08 – 6/30/08	Substitute position
Esparza, Anita	Child Development Center Assistant Avenal Child Development Center	19 hrs/wk	Range 23 Step A	Grant	4/23/08 – 6/30/08	Temporary hire while recruiting
Garcia, Leticia	Child Development Center Assistant San Joaquin Child Dev. Center	19 hrs/wk	Range 23 Step A	Auxiliary	4/23/08 – 6/30/08	Temporary hire while recruiting
Gomez, Roselia	Child Development Center Assistant San Joaquin Child Dev. Center	19 hrs/wk	Range 23 Step A	Grant	4/23/08 – 6/30/08	Temporary hire while recruiting
Navarro, Aracely	Child Dev. Center Associate Teacher West Hills College Lemoore	19 hrs/wk	Range 30 Step A	Auxiliary	3/1/08 – 6/30/08	Continuing employment as a substitute teacher
Ramirez, Edelmira	Custodian San Joaquin Child Dev. Center	19 hrs/wk	Range 35 Step A	Grant	4/23/08 – 6/30/08	Temporary hire – position on hold

**3. Temporary Hires (continued.....)**

<b>Name</b>	<b>Title &amp; Location</b>	<b>Schedule</b>	<b>Salary Placement</b>	<b>Funding</b>	<b>Effective Date</b>	<b>Additional Information</b>
Simonek, Sheri	Child Development Center Assistant West Hills College Lemoore	19 hrs/wk	Range 23 Step A	Grant	4/23/08 – 6/30/08	Temporary hire while recruiting

**4. Changes in Assignment**

<b>Name</b>	<b>Current Assignment</b>	<b>Change</b>	<b>Effective Date</b>	<b>Additional Information</b>
Santino, Monica	Marketing Assistant District Office 19 hrs/wk, 12 mo/yr Range 40, Step B	Secretary, WHCC Foundation District Office 40 hrs/wk, 12 mo/yr Range 36, Step B	4/11/08	Replacement for Karen Nelson

**5. Leave of Absence**

<b>Name</b>	<b>Title &amp; Location</b>	<b>Effective Date</b>	<b>Additional Information</b>
Toledo, Angelica	Child Development Center Assistant West Hills College Coalinga	1/9/08 – 11/30/08	Extended leave of absence due to child birth and illness

**6. Resignations / Retirements / Releases During Probation / Terminations**

<b>Name</b>	<b>Title &amp; Location</b>	<b>Effective Date</b>	<b>Additional Information</b>
Downing, Brenda	Psychology Instructor West Hills College Lemoore	5/23/08	Resignation
Navarro, Aracely	Child Development Center Associate Teacher West Hills College Lemoore	2/29/08	Resignation