



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

May 16, 2006



CALL TO ORDER / OPEN SESSION

Vice President Minnite called the meeting of the Board of Trustees to order at 3:15 p.m.

Board members present:

Jack Minnite
Nina Oxborrow
Jeff Levinson
Edna Ivans
Bill Henry
Steve Cantu
Pedro Jurado, Student Trustee

Board members absent:

Mark McKean

Administrators present:

Frank Gornick, Chancellor
Ken Stoppenbrink, Vice Chancellor of Business Services
Don Warkentin, President, West Hills College Lemoore
Anthony Tricoli, President, West Hills College Coalinga
Susan Kincade, Dean of Learning Resources
Keven Backman, Director of Human Resources
Frances Squire, Director of Marketing

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, reported that the Senate has been busy this year on responses for

accreditation, policies and procedures. Ms. Bart reported that the Senate is still reviewing the minimum qualifications procedure. The State Chancellor's Office has some new recommendations which are assisting with the review. The review of this item will continue in the fall. The Senate will also be working on the review of curriculum and distance learning issues. Ms. Bart expressed her congratulations to the ASB students who attended the State Academic Senate meeting. She stated that the Senate wants to have a resolution on the next Board meeting agenda in the matter of tenure for Cal Tincher.

Vice President Minnite congratulated Mr. David Rengh for his work and efforts as the Academic Senate President for West Hills College Lemoore.

Mr. David Rengh, Academic Senate President for West Hills College Lemoore, presented a resolution for the award of tenure to Marleen Smart. He requested that this item be placed on the agenda for the next Board meeting. Mr. Rengh distributed a report of Academic Senate activities. He commented on the job description for the Associate Dean position in Lemoore and questioned why the Board was being asked to approve a job description now when the position is already filled. Mr. Rengh stated that he wants the Board to approve the Academic Honesty policy today as this policy has been proposed for quite a while.

With regard to the job description, Mr. Keven Backman responded that the position is currently filled with an interim appointment. Mr. Don Warkentin stated that this item has been an ongoing discussion and the faculty have been involved. Vice President Minnite questioned if we have followed procedure concerning the position. Mr. Backman responded in the affirmative, stating that Title 5 allows us to offer interim positions for up to a year, pending Board approval. Mr. Warkentin and Mr. Backman agreed that they understand this is what is to happen. Ms. Faye Mendenhall commented that if a faculty position is being removed from the bargaining unit and being turned into an administrative position, it is a negotiated item.

WHCFA Report - Ms. Faye Mendenhall, WHCFA President, reported that a mediation meeting was held this morning. The groups have come to an agreement and we now have a contract. Discussion took place regarding the timeline for ratification. Ms. Mendenhall responded that the faculty will vote on the contract immediately following the graduation ceremonies at West Hills College Lemoore on Thursday, May 25 and at West Hills College Coalinga on Friday, May 26. She stated that the negotiations process has been an educational experience and she thanked everyone for a good school year. Dr. Frank Gornick expressed his appreciation to the faculty for their long and thankless hours. He commented that everyone operated in good faith. We have a contract that we can live with and not everyone got everything they wanted. The contract represents the quality and expertise of those in the district.

CSEA Report – Ms. Tracy Wertenberger, CSEA President, was not present to report at this time.

ASB Report – Mr. Pedro Jurado, Associated Student Body President, West Hills College Coalinga, reported that everything is going well. He reported that a Cesar Chavez march was held in April and the clubs got together. Some students attended a conference in San Diego and voted on representatives for Region 5. Mr. Benjamin Balderaz of West Hills College Coalinga has been elected and will serve as a representative at the state level.

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 reported that the accreditation report has been received and each of the recommendations has been met. Dr. Tricoli reported that he doesn't believe there is any reason for the warning status to remain.

Mr. Bob Clement provided a brief report on student athletes, Anthony Robinson and David Lainhart, who have been recently recognized at the state level for their achievements.

West Hills College Lemoore – Mr. Don Warkentin, President, distributed a college activities report and commented on recent and upcoming events. He reported that a precinct walk for Measure B was recently conducted.

Chancellor's Report – Dr. Frank Gornick, Chancellor, briefly commented on the Measure B campaign, stating that Congressman Jim Costa, Fresno County Supervisor Phil Larson, and the Central Union Elementary School District are on the endorsement list. Dr. Gornick reminded everyone about the upcoming Foundation fundraiser, stating that the silent auction will be held on Sunday, May 21 and the golf tournament will be held on Monday, May 22. Dr. Gornick briefly commented on the recent article in the Community College League newsletter about Barbara Beno, President of the Accrediting Commission. He stated that it is an enlightening interview about how people have viewed the Commission in the past year.

CONSENT AGENDA

Vice President Minnite noted a correction to the personnel transactions, stating that the range and step for Jill Stearns, new Dean of Student Learning at West Hills College Coalinga, should be listed as Range II, Step 2. Dr. Tricoli briefly explained the blended functions of student services and instruction.

The following consent agenda items, with the correction as noted above, were approved on a motion by Trustee Levinson, seconded by Trustee Ivans, and carried unanimously:

- CA-46** Minutes - The minutes of the April 4, 2006 Study Session and April 25, 2006 Board meeting were approved as submitted.
- CA-47** Warrants - The warrants were approved as submitted.
- CA-48** Personnel Transactions - The list of personnel transactions was approved as submitted.

CHANCELLOR'S OFFICE

- CO-54** Board of Trustees Meeting Schedule - Much discussion took place regarding the meeting schedule and suggested changes. It was agreed that the following changes be considered:

- Proposed meeting time of 10:00 a.m. on September 26, 2006 be changed to 1:00 p.m.
- Proposed meeting date of Tuesday, October 25, 2006 is a typographical error. The date should read Tuesday, October 24, 2006.
- Proposed meeting date of November 14, 2006 be changed to November 21, 2006.
- Proposed meeting time of 10:00 a.m. on January 23, 2007 be changed to 1:00 p.m.
- Proposed meeting time of 10:00 a.m. on April 24, 2007 be changed to 1:00 p.m.

The proposed Board of Trustees meeting schedule for 2006-2007, with the changes incorporated as suggested above, was approved on a motion by Trustee Levinson, seconded by Trustee Ivans, and carried unanimously.

- CO-55** Curriculum Committee Action Report, West Hills College Lemoore - Dr. Gornick commented on course deletions and stated that it is evidence of the good work of the Curriculum Committee. Mr. Rengh commented that the committee is working very hard on getting Student Learning Outcomes in shape and ready to go. He stated that the work has been long and arduous.

The West Hills College Lemoore Curriculum Committee Action Report was approved on a motion by Trustee Ivans, seconded by Trustee Cantu, and carried unanimously.

- CO-56** Board Policy and Administrative Procedure 5505, Academic Honesty - The new Board Policy and Administrative Procedure 5505, Academic

Honesty, was presented for a first reading. Approval will be requested at the June Board meeting.

- CO-57** Academic Senate Resolution – Dr. Gornick commented that the Academic Senate resolution deals with the matter of distance education. He recommended that no action be taken at this time in order to allow the colleges and the Chancellor’s Executive Cabinet to have more discussion regarding the ramifications. Ms. Bart commented that the reason for the resolution is that it is the belief of the Academic Senate that distance education is a college function, not a district function. The Senate feels it is a disservice to students because faculty are not involved in the selection of online courses.

FISCAL SERVICES

- FS-43** Fiscal Services Report – Mr. Ken Stoppenbrink distributed the budget status report and discussed the status of the budget expenses and revenues to date. He stated that we are currently 83.3% through the fiscal year. General fund revenues are at 84.6% and general fund expenditures are at 68%.

Mr. Stoppenbrink referred to the other fund detail reports. Trustee Henry stated that this information is very helpful. Vice President Minnite thanked Mr. Stoppenbrink for the reports, stating that they make things very clear. He questioned the activity with regard to the school farm. Dr. Gornick responded that the detail information will be provided on a quarterly basis. Vice President Minnite suggested using column headings in the other fund detail reports for ease of use.

- FS-44** Claim for Damages – Mr. Stoppenbrink briefly discussed the claim for damages.

On a motion by Trustee Levinson, seconded by Trustee Ivans, and carried unanimously the Board of Trustees denied the claim for damages submitted by JTS Modular, Inc. and referred it to the VIP JPA for resolution.

- FS-45** Audit Services Contract – Trustee Henry made a motion to approve the audit services contract with Vavrinek, Trine, Day & Company of Fresno. Trustee Oxborrow commented on changing auditing firms and attorneys every three to five years. She stated that it is a good practice to get fresh eyes taking a look at the district. Dr. Gornick responded that Trustee Oxborrow’s comments are very appropriate and that he would recommend we take a look at sending out a Request for Proposals (RFP).

Trustee Henry withdrew his motion to approve the contract, stating that he agrees with Trustee Oxborrow and would encourage the Board to have more dialogue on this issue. He stated that it is good business to take a look at what we are doing and requested that the item be tabled until next month. Dr. Gornick responded that he will provide the Board with a history of the district's auditing services. Mr. Stoppenbrink commented that different individuals from the firm come out each year for the audit so the same people are not performing the audit every time. However, he stated that the principal auditor is the same individual making the report to the Board.

Trustee Levinson questioned if we are asking for an RFP. Dr. Gornick responded that he believes his instruction is to table the item until the next meeting and come back with more information. Trustee Levinson questioned when the last RFP was done and who submitted proposals. Dr. Gornick stated that he will find out and report back to the Board.

Trustee Oxborrow made a motion to table the item, allowing staff to prepare a response for the Board based on their concerns and questions. The motion was seconded by Trustee Henry and carried unanimously.

FS-46 Resolutions - Child Care - The following resolutions for the purpose of providing child care and development services were approved on a motion by Trustee Levinson, seconded by Trustee Oxborrow, and carried unanimously:

- Pre-Kindergarten Resource Grant - Coalinga
- Pre-Kindergarten Resource Grant - North District Center

FS-47 Extension of Escrow - Mr. Stoppenbrink reported that the funds are already in escrow and are non-refundable.

The extension of escrow for the old school farm property was approved on a motion by Trustee Henry, seconded by Trustee Ivans, and carried unanimously.

PERSONNEL SERVICES

PS-13 New Position and Job Description - Trustee Henry made a motion to approve the new position and job description for the Associate Dean of Student Services for Categorical Programs. The motion was seconded by Trustee Ivans.

Trustee Oxborrow commented on the concerns raised earlier by Ms. Mendenhall. Dr. Gornick responded that the contract provision states that when a faculty unit member is taken out of the bargaining unit, we must meet and confer to do this. He stated that we have a counseling position that will remain and we are not losing the number of faculty. He stated that we are creating a new position that has gone through the governance process at the colleges. Trustee Henry questioned Ms. Mendenhall's concern that a position was being removed without prior conversation; however, there is no removal of the position. Ms. Mendenhall responded in the affirmative stating that this is what she understands Dr. Gornick to be saying. Trustee Ivans questioned the location of the position and Dr. Gornick responded that it is assigned to Lemoore.

Mr. Rengh commented on the job description, stating that there are no skills required for accounting but essential functions list these duties. Dr. Gornick stated that these skills are also not required for administrative positions.

Ms. Mendenhall commented on counselor positions and director/counselor positions. Mr. Warkentin responded that Ms. Julie Allvin is currently the counselor for DSPPS and is retiring. This position is currently being recruited. He explained that Mr. Frank Renteria is the counselor for EOPS and is remaining. Ms. Joyce Smyers' position has not really been to function as a counselor, but as a director. Mr. Warkentin explained that we want to elevate her position to an administrative position because of the responsibilities. Ms. Mendenhall stated that the faculty should have been consulted in advance of this move.

Trustee Henry questioned if there are going to be replacements for both Ms. Allvin's position and Ms. Smyers' position. Mr. Warkentin responded that Ms. Allvin's replacement will be a faculty position. The replacement for Ms. Smyers' position is not a faculty position. Mr. Warkentin reported that he has had discussions with the Academic Senate for several months regarding this matter but has not had conversations with CTA. He stated that this was an error. He further stated that the faculty unit is not losing faculty numbers because we are continuously bringing in new positions. He stated that the problem is that we are trying to make it an administrative position. Trustee Henry stated that he understands the position must be negotiated as per the union's point of view.

Vice President Minnite suggested that the position and job description be approved subject to the dialogue being mapped out for everyone's benefit. Trustee Henry stated that this position doesn't have anything to do with creating another position. Dr. Gornick responded that Trustee Henry is

correct and we are dealing with more than one issue. Vice President Minnite recommended that Dr. Gornick, Mr. Warkentin and Ms. Mendenhall discuss this issue further. Ms. Mendenhall stated that she understands that we are only creating a job description and position at this time and not filling the position.

Several Board members requested information on the discussions that are scheduled to occur regarding this matter. Dr. Gornick responded that it will be provided for them.

As there was already a motion and a second on the floor, Vice President Minnite called for the vote. The item carried unanimously.

BOARD REPORTS / COMMENTS / REQUESTS AND ANNOUNCEMENTS

Trustee Cantu expressed his thanks to the Academic Senate Presidents and the College Presidents. He stated that a lot of hard work has occurred with regard to accreditation. Trustee Cantu stated that he hopes for a good graduation and the numbers look good.

Trustee Oxborrow echoed the comments made by Trustee Cantu. She commented that the Honors Brunch in Coalinga was good and the success of the students is due to the hard work of the faculty.

Trustee Ivans thanked everyone for the reports and thanked Mr. Bob Clement for the recognition of students.

Trustee Henry thanked everyone for their efforts and hard work. He stated that as President of the Central Union Elementary School District CTA and chief negotiator, it warms his heart to see nice a contract in process.

Trustee Levinson echoed the remarks made by the other Board members and stated that it is delightful to have resolution on the faculty contract.

Vice President Minnite thanked everyone and stated that together we can accomplish a lot.

CLOSED SESSION

The meeting was adjourned to closed session at 5:21 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

- 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 6:35 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
Brown, Tameka	Secretary, Health Careers Program West Hills College Coalinga	40 hrs/wk 12 mo/yr	Range 36 Step A	Grant	5/1/06	Replacement for Susan Torrance
Delaney, Melissa	Art Instructor West Hills College Coalinga	177-day contract	Class V Step 5	District	8/11/06	
Diniz, Carlos	Dean of Student Learning West Hills College Coalinga	40 hrs/wk 12 mo/yr	Range II Step 6	District	7/1/06	Replacement for Beverly Smith
Holiman, Robert	Security Guard West Hills College Coalinga	19 hrs/wk 12 mo/yr	Range 32 Step A	District	5/4/06	Replacement for Paul Lopez
Majia, Esmeralda	Security Guard West Hills College Coalinga	19 hrs/wk 12 mo/yr	Range 32 Step A	District	5/4/06	Replacement for Andrew Anthony
Stearns, Jill	Dean of Student Learning West Hills College Coalinga	40 hrs/wk 12 mo/yr	Range II Step 4 2	District	7/1/06	New position
Valentine, Teasha	Office Assistant I, Career Center West Hills College Lemoore	15 hrs/wk 12 mo/yr	Range 29 Step A	Grant	5/1/06	New position

2. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Dates	Additional Information
Shively, Janelle	Student Services Technician, NAS West Hills College Lemoore	40 hrs/wk	Range 36 Step A		5/17/06 – 8/31/06	Temporary replacement for Jan Young

3. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Mata, Annie	Custodian West Hills College Coalinga 19 hrs/week, 12 months/year	Custodian West Hills College Coalinga 40 hrs/week, 12 months/year	5/1/06	Replacement for Patrick Reynoso
Young, Janet	Student Services Technician, NAS West Hills College Lemoore Range 36, Step E	Advising Specialist West Hills College Lemoore Range 56, Step A	5/1/06	

4. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date	Additional Information
Cardenas, Madonna	Family Resource Coordinator District Office	5/31/06	Resignation
Rizzo, Isaura	Child Development Center Teacher Coalinga Child Development Center	4/21/06	Resignation
Solorio, Erica	Child Development Center Associate Teacher Avenal Infant Center	4/12/06	Resignation