



MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD

June 26, 2007



CALL TO ORDER / OPEN SESSION

Trustee Oxborrow called the meeting of the Board of Trustees to order at 3:11 p.m.

Board members present:

Nina Oxborrow, Clerk
Jeff Levinson
Jack Minnite
Edna Ivans
Steve Cantu
Robert Wallace, Student Trustee

Board Members absent:

Mark McKean, President
Bill Henry, Vice President

Administrators present:

Frank Gornick, Chancellor
Ken Stoppenbrink, Vice Chancellor of Business Services
Willard Lewallen, President, West Hills College Coalinga
Jose Lopez, Dean of Students, West Hills College Lemoore

Introduction of Guests

There were no guests introduced at this time.

Public Comments

Dr. Kyalo Mativo, ethnic studies and communications instructor, addressed the Board of Trustees. He stated that he is from Kenya, Africa and was educated in the United States. He commented that he was asked by Mr. Don Warkentin and Mr. Dave Bolt to develop an ethnic studies program. The idea is to build a broader program that will eventually stand on its own. Dr. Mativo stated that he is proud to be a part of the development. The Curriculum Committee has approved the courses in the ethnic studies program. Dr. Frank Gornick commented that Dr. Mativo has been very instrumental in bringing speakers from various backgrounds to the district.

Mr. David Castillo, Interim Associate Director of Vocational Education, addressed the Board of Trustees. He stated that he has been hired as the new director of the Westside Institute of Technology (WIT). The WIT will encompass three unified school districts, taking their vocational programs and joining them together to put new programs in place. The WIT will address the needs of the communities and will do whatever is best to serve their needs. The WIT is currently applying for various grants and gaining support daily. They have a long way to go but it will be an exciting time.

Trustee Minnite commented that he is a member of the WIT steering committee and it is exciting to see the collaboration among the school districts and the excitement and anticipation of making a difference on the greater west side. He commented that the west side has been somewhat neglected and the WIT is an opportunity to make a difference.

Trustee Oxborrow stated that this is something we have to look forward to. Mr. Castillo thanked the Board and stated that he will send information regarding the progress of the program.

REPORTS FROM ORGANIZATIONS / COLLEGES / DISTRICT OFFICE

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 – On behalf of the Academic Senates and the Faculty Association, Ms. Faye Mendenhall, WHCFA President, questioned the review of Administrative Procedure 6225, Resource Allocation. Dr. Gornick responded that the groups were given ample time to review this procedure; however, comments from the groups will be welcome. Dr. Gornick stated that we need to be able to demonstrate to the accreditation bodies that all segments of the district have been given ample time to review. Dr. Gornick asked that the faculty keep in mind that this is only the second year that the allocation model has been in place.

Trustee Minnite expressed his thanks to Ms. Mendenhall for her support. Ms. Mendenhall stated that the Faculty Association and the Academic Senates have a good rapport with the Board and they do not want to let it get away.

CSEA Report – Mr. Mark Millett, CSEA President, stated that he is glad to be here representing CSEA and classified employees. He stated that the district has wonderful employees who hold the institution in high regard. Mr. Millett referred to a news release from Jack O’Connell’s office and reported that Congress unanimously passed a resolution honoring classified employees. He stated that in his capacity as CSEA

President, he has a great working relationship with the Interim Director of Human Resources. Trustee Oxborrow thanked Mr. Millet for taking on the challenge as CSEA President.

ASB Report – Dr. Willard Lewallen introduced Mr. Robert Wallace, Student Trustee, West Hills College Coalinga. Dr. Lewallen reported that he and Mr. Wallace met last week and began developing a good relationship. The students have a lot of exciting things planned for this year and he plans to meet with them on a regular basis in order to be a part of what they are doing and to support their goals and objectives.

Mr. Wallace addressed the Board of Trustees and stated that he is looking forward to working with the Board and Dr. Lewallen. He reported that the students are planning for a back to school dance and a Halloween dance. Mr. Wallace reported that there will also be an ASB office at the North District Center and they will be included in events at West Hills College Coalinga.

Trustee Oxborrow welcomed Mr. Wallace and stated that she looks forward to working with him. Mr. Wallace reported that he will soon be attending a trustee training seminar in San Jose.

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 recognized the recent graduates stating that graduation is the most inspiring event on campus each year. He congratulated the district because they had a great turnout of students participating in the ceremony and recognized K-12 students who graduated simultaneously from high school and West Hills College. Dr. Lewallen commented that the ASB officers are in place and he looks forward to working with them; Mr. Daniel Tamayo is currently recruiting in Hong Kong; a teacher preparation grant has been received from the state Chancellor's Office; hiring is in the final stages for the geography instructor position, education coordinator position for the Claremont Custody Center, and the North District Center director; a number of positions are currently in active recruitment; Arkady Hanjiev was named teacher of the year for 2006-2007; and the Hall of Fame dinner is scheduled for October 27.

Brief discussion took place regarding the results of the rodeo finals. Dr. Gornick stated that the competition was tough.

West Hills College Lemoore – In the absence of Mr. Don Warkentin, President, Mr. Jose Lopez, Dean of Students, commented on recent and upcoming events. Mr. Lopez stated that all are very pleased with the 5C Experience. He stated that it is going very well. Mr. James Preston and Mr. Joel Ruble are to be commended for their hard work. The students who have gone through the camp want to come back as mentors. There are 167 students participating from seven different school districts. Mr. Lopez also reported that the second extreme registration event will be occurring in August. Ms.

Sylvia Dorsey-Robinson is organizing this event and Ernie G has been secured to participate. The event will be followed up with welcome week. The emphasis is to get the community involved and make it an annual event. Mr. Lopez reported that students in the Upward Bound Math and science program just returned from a trip to Washington, DC where they attended a national student congress conference. The Talent Search program will be wrapping up in August or September and 12 of the students will be traveling to Henderson and Las Vegas, Nevada. They will tour UNLV, the Grand Canyon and Hoover Dam. Mr. Lopez commented on outreach activities at the Kings Fair and Farmers Market and thanked Dr. Lewallen for volunteering. In closing, Mr. Lopez reported that faculty interviews are in progress and a candidate for the associate dean position has been recommended.

Chancellor's Report – Dr. Frank Gornick, Chancellor, congratulated the colleges on their FTE accomplishment. He stated that they exceeded the growth target and have some FTE to roll over for next year. He expressed his congratulations to everyone particularly for their outreach efforts. Dr. Gornick stated that we are receiving requests from the high schools for both colleges to visit their students as each college has different things to offer. This is all due to our marketing efforts. We are making a difference with students. Dr. Gornick reported that we have received good news from our district architect concerning the remodel for efficiency project at West Hills College Coalinga. Coalinga has always struggled with Capacity Load Ratios. We are eligible to receive a little over \$7 million but we have to come up with the match. Dr. Gornick asked that the Board of Trustees keep this in mind regarding our options. This project will make West Hills College Coalinga right on target for efficiency. Trustee Levinson questioned when the funds will be available. Dr. Gornick responded that they will be available in the next fiscal year.

CONSENT AGENDA

Trustee Oxborrow questioned the wresting position. It was noted that this position will be at West Hills College Lemoore, not West Hills College Coalinga. This correction will be made to the list of personnel transactions for the official minutes.

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

- CA-48** Minutes – The minutes of the May 8, 2007, May 15, 2007 and May 30, 2007 Board of Trustees meetings were approved as submitted.
- CA-49** Warrants – The warrants were approved as submitted.
- CA-50** Adult Student Temporary Salary Schedule – The changes to the adult student temporary salary schedule were approved as submitted.

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- CA-51** Personnel Transactions - The list of personnel transactions was approved as submitted.

Ms. Mendenhall questioned the adult student temporary salary schedule and the difference between an adjunct head coach and an assistant coach. Mr. Stoppenbrink responded that he can email the job descriptions to Ms. Mendenhall for clarification.

CHANCELLOR'S OFFICE

- CO-41** Board Policy and Administrative Procedure 3250, District Strategic Planning - Board Policy and Administrative Procedure 3250, District Strategic Planning, were approved on a motion by Trustee Levinson, seconded by Trustee Ivans, and carried unanimously.
- CO-42** Board Policy and Administrative Procedure 2740, Board Education - Board Policy and Administrative Procedure 2740, Board Education, were approved on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously.
- CO-43** Board Policy and Administrative Procedure 2510, Participation in Local Decision Making - Board Policy and Administrative Procedure 2510, Participation in Local Decision Making, were approved on a motion by Trustee Minnite, seconded by Trustee Ivans, and carried unanimously.

Mr. Millett questioned the tracking form for policies and procedures concerning why CSEA is not included on the form. Dr. Gornick responded that the form can be revised.

- CO-44** Administrative Procedure 2410, Policy and Administrative Procedure - Administrative Procedure 2410, Policy and Administrative Procedure, was approved on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously.

Trustee Levinson questioned if Ms. Mendenhall has read the disclaimer on the routing forms with regard to further review by the faculty over the summer months. Ms. Mendenhall responded that she has. Dr. Gornick commented that his office is working on developing a master calendar of meetings and how it relates to the review of policies and procedures for 2007-2008.

- CO-45** Information Technology Services (ITS) Program Review - In the absence of Ms. Michelle Kozlowski, Director of ITS, Dr. Frank Gornick presented the ITS Program Review. Trustee Minnite questioned where the mainframe is located. Mr. Millett responded that we do not have one anymore and that the blade system allows us to duplicate what we have at each location. Trustee Minnite questioned the purchase of Datatel and

how it is performing and if it is preferred for our move into the future. Dr. Gornick stated that in January, 2008 we have scheduled an upgrade to the new release of Datatel. It is much more compatible to where we are now and this new version will allow us to do many other things. The new version will also allow us to update the human resources and financial systems. With regard to the slide on the adequacy of staffing, Trustee Minnite questioned how we get the five additional employees in ITS. Dr. Gornick responded that we are very resourceful and can fund some staff with grant funds. Trustee Minnite commented on the greatest enrollment growth being in online classes and questioned if we need to focus more in that direction to fill the needs. Dr. Gornick commented on what we want to continue to offer. Trustee Minnite questioned technology and podcasting and stated that he thinks this is the direction we need to go. Dr. Gornick stated that we are also looking at this from a student services point of view.

- CO-46** Instructional Calendar - The 2008-2009 instructional calendar was approved on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously.
- CO-47** Resolution - Grant Agreements - The resolution in the matter of authorizing the Chancellor to legally sign on district contractual grant agreements was adopted on a motion by Trustee Ivans, seconded by Trustee Cantu, and carried unanimously.
- CO-48** Resolution - Notice and Order of Election - The resolution in the matter of notice and order of election was adopted on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously.
- CO-49** Resolution - Retiree Health Benefit Program - Mr. Ken Stoppenbrink reported that the Community College League has developed a program for options related to GASB 45 compliance. Each participating district has been asked to adopt a resolution with regard to a retiree health benefit program.
- The resolution authorizing the establishment of a retirement board relating to participation in a retiree health benefit program was adopted on a motion by Trustee Minnite, seconded by Trustee Ivans, and carried unanimously.
- CO-50** Curriculum Committee Action Report - Mr. Lopez noted a correction to Biology 15 and stated that it should read 2 lecture, 3 laboratory instead of 3 lecture, 3 laboratory.

The West Hills College Lemoore Curriculum Committee Action Report for Spring, 2007 was approved on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously.

- CO-51** Memorandum of Understanding – The memorandum of understanding for the Westside Institute of Technology was approved on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously.

FISCAL SERVICES

Mr. Stoppenbrink introduced Ms. Jana Cox as the new Interim Director of Human Resources and Ms. Becky Cantu as the new Administrative Assistant. He also thanked Ms. Anne Jorgens for her work on the tentative budget.

- FS-46** Fiscal Services Report – Mr. Stoppenbrink, Vice Chancellor of Business Services, discussed the status of the budget expenses and revenues to date. He reported that we are 91.7% through the 2006-2007 fiscal year. General fund revenues are at 96.4% and general fund expenditures are at 81.1%. Dr. Gornick commented on the ending balance and stated that the dollars will be put toward capital outlay projects. He stated that if the bond had passed we could have used this money for other things.

- FS-47** Tentative Budget – Mr. Stoppenbrink provided a presentation on the tentative budget. He explained that the budget is built on a 2% growth factor. The COLA funding is calculated at 4.53%. The budget is built on assumptions as provided in the Governor’s May revise and is subject to approval of the Senate, Assembly and Finance Committee. Dr. Gornick commented on the Williamson Act and how this will affect the budget. Mr. Stoppenbrink commented on page 6, capital outlay budgets. Trustee Minnite questioned the North District Center parking lot development. Ms. Jorgens responded that the money is in there for a potential project.

The tentative budget for 2007-2008 was approved on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously.

- FS-48** District Appropriations Limit (Gann Limit) – The District Appropriations Limit (Gann Limit) for 2006-2007 was reviewed by the Board of Trustees. The document will be made available to the public for review 15 days prior to the adoption date which is scheduled for July 24, 2007.

- FS-49** Notice of Completion – The notice of completion for the West Hills College Coaling ag science facility fencing project was approved on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously.

FS-50 Bid Award - Paving Scheduled Maintenance - Trustee Oxborrow expressed concern over having only one bid. She requested that AP Architects revise and update their bid list so that we get the best qualified bidders. Mr. Stoppenbrink stated that he will follow up with them.

On a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously, the contract for the West Hills College Coalinga paving scheduled maintenance project was awarded to Garcia Paving for a total bid amount of \$152,504.

FS-51 Bid Award - Mobile Electrical Control Training Devices - Mr. Stoppenbrink commented that this is an interesting project and there are two districts and four colleges involved.

On a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously, the contracts for the mobile electrical control training device items were awarded to Cable Links for total bid amounts as follows:

- Item No. 1 & 2 \$220,986
- Item No. 3 \$ 56,856
- Item No. 4 \$ 33,000
- Item No. 5 \$147,384

FS-52 Resolutions - Child Care Services - The following resolutions in the matter of providing child care and development services for fiscal year 2007-2008 were approved on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously:

- General Child Care Grant
- State Preschool Grant

PERSONNEL SERVICES

PS-16 Administrative Job Description - Trustee Minnite questioned the minimum qualifications for the position and stated that he sees nothing with respect to minimum qualifications having an agriculture background. He requested that this be included in the job description. Trustee Levinson suggested that the degree requirement have an emphasis in agriculture. Dr. Gornick suggested that the job description instead state agriculture or related field. He stated that the intent is to make the description broader rather than focused in order to attract a larger pool. Trustee Levinson suggested that we try it out and see what

comes back. Dr. Gornick stated that he will include the phrase "agriculture or related" to the job description.

The following new administrative job description, with the addition as indicated by Dr. Gornick, was approved on a motion by Trustee Cantu, seconded by Trustee Levinson, and carried unanimously:

- Director, Farm of the Future

PS-17 Resolution - Elimination of Classified Services - The resolution in the matter of elimination of classified services was adopted on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.

PS-18 Administrative Contracts - The following administrative contracts were approved on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously:

- Vice Chancellor of Business Services
- President, West Hills College Lemoore

BOARD REPORTS / COMMENTS / REQUESTS AND ANNOUNCEMENTS

Trustee Cantu welcomed the new employees, association representative and student trustee. He stated that there is an interesting future for the WIT. Trustee Cantu thanked Dr. Mativo for his comments concerning the ethnic studies program.

Trustee Ivans thanked Trustee Oxborrow for chairing the meeting. She thanked everyone for their reports and welcomed the new employees. Trustee Ivans commented that the graduation ceremonies were good and had some nice speakers.

Trustee Minnite echoed the comments of his fellow Board members and stated that the diversity in the meeting today is great. He stated that he is proud to be a part of this organization.

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

Trustee Oxborrow thanked everyone for their patience and stated that she appreciates the help from board members. She stated that it is nice to have guests at the meeting and thanked everyone for being here. Trustee Oxborrow welcomed the new student trustee.

Trustee Oxborrow announced that the next meeting of the Board of Trustees is scheduled for July 24, 2007.

CLOSED SESSION

The meeting was adjourned to closed session at 4:56 p.m.

- 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
- Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)
- Public Employee Performance Evaluation (as per Government Code Section 54957). Title: Chancellor

ADJOURNMENT

There being no further business before the Board of Trustees, the meeting was adjourned at 6:15 p.m.

Nina Oxborrow
Clerk of the Board of Trustees

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Personnel Transactions

1. New Hires – Certificated

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Olson, Kent	PE Instructor/Wrestling Coach West Hills College Coalinga Lemoore	199 day contract	Class IV Step 10	District	7/1/07	New position

2. New Hires – Classified

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Garcia, Maria	Office Assistant I West Hills College Lemoore	19 hrs/wk 12 mo/yr	Range 29 Step A	Grant	6/1/07	Replacement for Teasha Valentine

3. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Dates	Additional Information
Cantu, Rosa	Child Dev Center Associate Teacher West Hills College Coalinga	40 hrs/wk	Range 30 Step A	Grant	6/27/07 – 8/31/07	Temporary assignment while recruiting for position
Navarro, Aracely	Child Dev Center Associate Teacher West Hills College Coalinga	40 hrs/wk	Range30 Step A	Grant	6/27/07 – 8/31/07	Temporary assignment while recruiting for position

4. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Gutierrez, Ana	Child Development Center Teacher Avenal Child Development Center Range 40, Step B	Child Dev Center Master Teacher Avenal Child Development Center Range 45, Step A	6/1/07	Grant funded position
Jaurena, Tracey	Athletic Trainer (Classified position) Range 61, Step E 40 hrs/wk, 12 mo/yr	Athletic Trainer/Instructor (Certificated position) Class II, Step 14 199 day contract	7/1/07	
Rauh, Jennifer	Child Dev Center Associate Teacher West Hills College Coalinga 19 hrs/wk, 12 mo/yr	Child Dev Center Associate Teacher West Hills College Coalinga 40 hrs/wk, 12 mo/yr	6/11/07	Replacement for Evelyn Tario
Simas, Adrienne	Learning Skills Program Assistant West Hills College Lemoore 40 hrs/wk, 10 mo/yr	Learning Skills Program Assistant West Hills College Lemoore 40 hrs/wk, 12 mo/yr	7/1/07	
Smith, Dolores	Student Services Technician (Classified position) West Hills College Lemoore - LNAS Range 36, Step D	Interim Director of Financial Aid (Administrative position) District Office Range 31, Step 1	7/1/07 – 6/30/07	Temporary 1-year assignment

5. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date	Additional Information
Denman, Shannon	Child Development Center Cook West Hills College Coalinga	7/25/07	Resignation (Date changed from 7/31/07)
Francis, DeAndrea	PC & Lan System Specialist II District	5/24/07	Release During Probation
Guinn, Timothy	Equipment Coordinator West Hills College Coalinga	5/25/07	Resignation
Trevino, Dolores	Child Development Center Associate Teacher West Hills College Coalinga	5/25/07	Resignation
Williams, Pam	High Technology Access Specialist West Hills College Coalinga	6/4/07	Resignation
Young, Ashley	Student Services Assistant West Hills College Coalinga	6/1/07	Resignation