



WEST  
HILLS  
COMMUNITY  
COLLEGE  
DISTRICT

WEST HILLS COMMUNITY COLLEGE DISTRICT

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

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MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD

September 22, 2009



**CALL TO ORDER / OPEN SESSION**

President McKean called the meeting of the Board of Trustees to order at 1:00 p.m.

Board members present:

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

Administrators present:

Frank Gornick, Chancellor  
Ken Stoppenbrink, Vice Chancellor of Business Services  
Willard Lewallen, President, West Hills College Coalinga  
Don Warkentin, President, West Hills College Lemoore  
Jana Cox, Director of Human Resources  
Frances Squire, Director of Marketing  
Rick Post, Interim Executive Director, West Hills Community College Foundation

**Introduction of Guests**

Ms. Frances Squire Director of Marketing, reported that the students from Ms. Vera Kennedy's Sociology 1 Class, Politics and the Economy, are all in attendance.

**Public Comments**

There were no public comments made at this time.

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

Academic Senate Report – Ms. Anita Bart, Academic Senate President for West Hills College Coalinga, reported that the Senate is working on their bylaws and working with faculty committees on developing a schedule for committees.

Ms. Stephanie Droker, Academic Senate President for West Hills College Lemoore, reported that the Senate recently passed Board Policy and Administrative Procedure 6200, Budget Preparation.

WHCFA Report – Ms. Marty Ennes, WHCFA President, read the following statement: “The mission of the West Hills Community College District is enhancing student learning and enriching the lives of the populations we serve.” According to the mission statement, one way we do this is “by providing for appropriate allocation and management of human, fiscal and capital resources.”

A few years ago, it would have been nice if we had had a crystal ball, if we had known the current financial situation would arise. Had we known, we might not have transferred \$500,000 a year from the general fund into the capital outlays account. The reversal of just one of those transfers would have meant that none of us had to take furloughs this year. Another would have meant not facing an additional \$600,000 cut from the adjunct faculty and overload budget for the spring.

Our human, fiscal, and capital resources have been depleted. Every area of the district has fewer people and less money. Everyone is doing more with less – less people because of retirements and attrition, less time because of furlough days, and less money because of the budget.

We must be prudent with the diminished resources we have or we will no longer be seen as (to quote our vision statement) “a trusted steward, [that] actively engages, encourages, enriches and empowers students, faculty, staff and the communities it serves to reach their full potential (academically, socially and economically).”

While everyone wants to see the District grow and flourish, we need to do so in a fiscally responsible manner keeping student learning the target of all of our endeavors. The Multi-Use Sports Complex will someday be a facility this community will fully utilize, but that day is far in the future. We may have the bond money and the state matching funds to break ground, but do we have the money to realize the building’s potential? When we say that the money for this project does not come from the general fund, is that really accurate? How will we purchase equipment, hire staff, and maintain the building?

The proposed reorganization in today’s board packet is another example of potential short-sightedness. This reorganization appears to have been developed around people

rather than around functions. Reorganizations should be done based on functions, not on the people we have. They should also be the result of a district-wide process as WASC will look for a process based on internal evaluation.

This reorganization will cost the district at least \$8,712 because of title changes. When you're used to looking at millions of dollars, that may not sound like much, but that money could pay for three sections in the spring schedule. That's approximately 100 students that may not meet a graduation requirement.

These small things add up. The District has also purchased an evaluation management tool for \$2,800 a year. That amount could pay for another three unit section this coming spring.

Those two costs alone equal the savings to the District of 23 faculty furlough days. When the faculty agreed to the furlough request from the District, we gave you a \$50,000 buffer over your 5% reserve target. We did not agree to the furloughs in order to fund title changes or evaluation tools for administration.

If there is money to spend, large or small amounts, it needs to go to our highest priority: providing quality education to students.

CSEA Report – Mr. Mark Millett, CSEA President, thanked Ms. Tammy Weatherman and Mr. Ken Stoppenbrink for their work on the PERS issue as it relates to furloughs. He stated that CSEA will soon be choosing the recipient for the classified employee of the year and will provide that name to the Board of Trustees at their October meeting. Mr. Millett thanked Ms. Jana Cox for her work in the human resources department.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Willard Lewallen, President, reported on the recent 9/11 event, explaining that in the past the college has had military personnel as participants in the event. He stated that he asked the students this year to recognize the role that first responders played on 9/11. Dr. Lewallen updated the Board on the progress of the Coalinga Sports Complex, stating that the City of Coalinga now has the property and is working on a five year plan to develop it. They will be unveiling their five year plan at the next city council meeting. Dr. Lewallen reported that he will be participating in an accreditation visit in October to Moreno Valley College in the Riverside Community College District.

Trustee Minnite asked for an update on the work that has been occurring at the North District Center. Dr. Lewallen stated that all of the flooring has been replaced, painting has been completed and the interior and exterior lighting has been improved. Improvements have also been made to the heating, ventilation and air conditioning system, and the restroom facilities have been renovated and modernized. The completion of the remodel should occur by the end of September and the restrooms will then be back on line. He reported that the planning team meets regularly with regard

to the design of the new building that is contingent upon the passing of a statewide bond. Dr. Frank Gornick asked Dr. Lewallen for an update on the progress of the demolition of the house. Dr. Lewallen stated that the plan is to demolish the house and turn the property into parking. The college and district are also exploring the possibility of acquiring another parcel of land for more options with the alignment of the building.

West Hills College Lemoore – Mr. Don Warkentin, President, thanked everyone for their attendance at the groundbreaking ceremony. He expressed his thanks to the maintenance and operations department, the Student Government Association, the wrestlers and the Upward Bound students as they all played a part in the success of the event. He reported that enrollment is still growing.

Chancellor's Report – Dr. Frank Gornick, Chancellor, commented on the recent death of Ms. Dixie Welborn, stating that she was an alumnus of Coalinga College and an employee for over 30 years. She was full of life and was a great friend to all.

Dr. Gornick introduced Dr. Rick Post, Interim Executive Director of the West Hills Community College Foundation. Dr. Post commented on his meeting with the Henry Mayo Newhall Foundation; the successful retirement dinner, with special thanks to CTA and CSEA; the finalized sale of the Firebaugh property to the district; the upcoming Foundation Board meeting on October 14; The 14<sup>th</sup> Annual Golf Tournament scheduled for May 10 at Kings Country Club in Hanford; and the donations received since July 1, 2009 which total \$42,377.80.

### **CONSENT AGENDA**

Trustee Oxborrow questioned the following warrants:

- Page 1, Reimbursement to West Hills Community College Foundation – Mr. Stoppenbrink explained that the bill was paid by the Foundation with MAA funds, but the Foundation was reimbursed by the district from the state preschool grant.
- Page 4, Payment to AMS.Net – Mr. Stoppenbrink explained that the payment is for the IT switches project.
- Page 12, Payment to Valley Industries for a lathe and bandsaw – Mr. Richard Larson stated that the tools are used for the maintenance mechanic and welding programs.
- Page 17, Payment to WestAmerica Bank – Mr. Stoppenbrink explained that the payment is for the loan taken out for the purchase of the District Office buildings.

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

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- CA-10**      Minutes - The minutes of the August 25, 2009 Board of Trustees meeting were approved as submitted.
- CA-11**      Warrants - The warrants were approved as submitted.
- CA-12**      Surplus Property - The list of property was declared surplus as submitted.
- CA-13**      Out of State Travel - The following requests for out of state travel were approved:
- West Hills College Lemoore Wrestling Team to travel to Medford, Oregon November 13-14, 2009 for Best of the West Tournament (approximately 25 students)
  - West Hills College Lemoore Wrestling Team to travel to Coos Bay, Oregon November 20-21, 2009 for South Western Duals Tournament (approximately 25 students)
- CA-14**      Personnel Transactions - The list of personnel transactions were approved as submitted.

**CHANCELLOR'S OFFICE**

- CO-5**      Administrative Procedure 2712, Conflict of Interest Code - This item was presented for a first reading at this time. Approval will be requested at a later date.
- CO-6**      Board Policy and Administrative Procedure 6305, Fiscal Grants Management - This item was presented for a first reading at this time. Approval will be requested at a later date.
- CO-7**      Curriculum Committee Action Report, West Hills College Lemoore - The Curriculum Committee Action Report for West Hills College Lemoore was approved on a motion by Trustee Ivans, seconded by Trustee Minnite, and carried unanimously.
- CO-8**      District and College Reorganization Plans - Trustee Oxborrow questioned the cost to implement the reorganization plan. Dr. Gornick explained that the adjustments amount to \$8,712.

On a motion by Trustee Ivans, seconded by Trustee Minnite, and carried unanimously, the district and college reorganization plans to include the following new and revised administrative job descriptions, were approved:

- Vice Chancellor, Educational Services and Workforce Development – District Office
- Vice Chancellor, Institutional Effectiveness and Enrollment Management – District Office
- Associate Vice Chancellor, Educational Planning – District Office
- Vice President, Student Services
- Director of Financial Aid – West Hills College Coalinga
- Director of Financial Aid – West Hills College Lemoore

### **FISCAL SERVICES**

**FS-16**      Fiscal Services Report – Mr. Ken Stoppenbrink, Vice Chancellor of Business Services, provided the fiscal services report. He stated that we are 16.7% through the fiscal year. General fund revenues are at 18.3% and general fund expenditures are at 13.3%.

**FS-17**      Contract Award – On a motion by Trustee Cantu, seconded by Trustee Ivans, and carried unanimously, the contract for lab testing and inspection for the West Hills College Lemoore Multi-Use Sports Complex was awarded to Construction Testing Services (CTS) in the amount of \$116,756.

**FS-18**      Firearms Transfer and Indemnity Agreement – Trustee Cantu questioned what types of programs use the firearms equipment. Mr. Stoppenbrink responded that it is used by the Administration of Justice (AOJ) classes. Mr. Warkentin stated that the equipment is used for firearms qualification. He explained that we cannot keep the firearms on campus. The agreement allows for the firearms to be kept at the city police department.

Dr. Lewallen stated that guns are stored on campus in Coalinga and discussion took place regarding security training for the state hospital. He stated that he will work on determining why there is a difference in the storage of the firearms for Coalinga and Lemoore. Dr. Gornick stated that we will conduct further research and provide a status report at the next Board meeting.

The Firearms Transfer and Indemnity Agreement between the City of Lemoore and the West Hills Community College District was approved on a motion by Trustee Levinson, seconded by Trustee Ivans, and carried unanimously.

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**PERSONNEL SERVICES**

**PS-1**      Job Description – Dr. Gornick commented that the district has a number of grants that need a director. The job description is a generic director position that will cover the needs. Trustee Minnite questioned the funding for the position and Dr. Gornick stated that the particular grant would pay for the position.

The following new job description was approved on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously:

- Director of Special Grant Programs (Classified Management)

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

Trustee Ivans stated that ground breaking ceremony and lunch were very nice. She commented on the excitement of looking at where we are today and where we are going to be in the future.

Trustee Minnite thanks everyone for their attendance at the groundbreaking ceremony. He stated that it is special to him as an individual to see the work that has been done and he is grateful to everyone who has sacrificed.

Trustee Cantu stated that it is always good to be in Lemoore and see the development and expansion of the campus. He stated that he hopes everyone understands the funding for the construction at a time when we are cutting back.

Trustee Henry commented on Trustee Cantu's statement, explaining that if we don't proceed now then the state will not give us the funds.

Trustee Oxborrow thanked everyone for their attendance at the groundbreaking event, stating that it was a very nice ceremony. She stated that we are here for all the students.

Trustee Levinson thanked Mr. Warkentin and West Hills College Lemoore for their hospitality. He stated that he always enjoys Ms. Ennes' perspective.

President McKean expressed his thanks to West Hills College Lemoore for hosting the meeting and the groundbreaking event. He stated that it is exciting to see bricks and mortar. He also thanked the students for attending the meeting.

President McKean announced that the next meeting of the Board of Trustees is scheduled for October 27, 2009.

**ADJOURNMENT**

There being no further business before the Board of Trustees, the meeting was adjourned at 1:48 p.m.

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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
Georgatos, Darlene	Director of Enrollment Services District Office	8-16 hrs/wk	Range 31 Step 13	District	9/8/09 – 10/31/09	
Olson, Melinda	Office Manager West Hills College Lemoore	15 hrs/wk	Range 18 Step 10	District	9/1/09 – 9/30/09	
Zucilla, Sandra	Child Development Center Assistant San Joaquin Child Dev. Center	40 hrs/wk	Range 23 Step A	Grant	9/23/09 – 12/31/09	

### 2 Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Jackson, Caroline	Child Development Center Teacher Range 40, Step E	Child Dev. Center Master Teacher Range 45, Step C	9/22/09	

### 3. Leave of Absence

Name	Title & Location	Effective Date	Additional Information
Ochoa, Adriana	Secretary West Hills College Coalinga	9/21/09 – 12/14/09	FMLA Request

### 4. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date
Flores, Raphael	Advising Specialist West Hills College Lemoore	9/1/09
Green, Brian	Advising Specialist West Hills College Lemoore	8/14/09
Ibanez, Olivia	Child Development Center Site Supervisor North District Center, Firebaugh	7/31/09