



**WEST  
HILLS**  
COMMUNITY  
COLLEGE  
DISTRICT

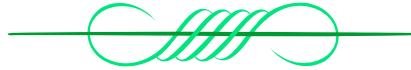
**WEST HILLS COMMUNITY COLLEGE DISTRICT**

**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**

**October 23, 2007**



**CALL TO ORDER / OPEN SESSION**

Vice President Henry called the meeting of the Board of Trustees to order at 3:56 p.m.

Board members present:

Bill Henry, Vice President

Nina Oxborrow, Clerk

Jeff Levinson

Jack Minnite

Edna Ivans

Robert Wallace, Student Trustee

Board members absent:

Mark McKean, President

Steve Cantu

Administrators present:

Frank Gornick, Chancellor

Ken Stoppenbrink, Vice Chancellor of Business Services

Willard Lewallen, President, West Hills College Coalinga

Dave Bolt, Vice President of Educational Services, West Hills College Lemoore

Jana Cox, Interim Director of Human Resources

Susan Kincade, Dean of Learning Resources

Marcel Hetu, Director of North District Center, Firebaugh

Darlene Georgatos, Director of Enrollment Services

Pedro Avila, Director of Institutional Effective and Planning/ Accreditation Liaison

Cathy Barabe, Director of Grants

**Introduction of Guests**

There were no guests introduced at this time.

**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 Academic Senate has completed the distance education philosophy statement and the committee has begun meeting. The Senate has also completed their review of Board Policy and Administrative Procedure 4020 and the comments have been sent to Ms. Donna Isaac. Ms. Bart reported that the Senate has been working on the faculty hire wish list. Some of the faculty recently attended a basic skills workshop. Ms. Bart reported that all approved curriculum from the Curriculum Committee is now available online and almost all forms are available online. A routing form has been developed for faculty so that they know the process. In closing, Ms. Bart reported that the Student Learning Outcomes (SLO) Committee is continuing their work.

Mr. James Preston, Academic Senate President for West Hills College Lemoore, reported that the Senate has been working on appointing members to committees. The Strategic Planning Committee is in the works, with eight faculty being appointed. Within the Planning and Governance Council, two committees have been identified as being needed: Technology Committee and an SLO Committee. They will have a similar feel to the Academic Senate and Curriculum Committee and will have representation from each learning area.

WHCFA Report – In the absence of Ms. Marty Ennes, WHCFA President, Ms. Faye Mendenhall, WHCFA Representative, reported that the fall association conference was recently attended by herself, Mr. David Rengh, Ms. Sarah Shepard and Ms. Marty Ennes. The conference covered the topics of the state budget update, basic skills initiative, minors in the college classroom, SLOs, and the latest changes in Title V for distance education. Mr. Rengh will return to Sacramento in December for another follow up meeting on distance education. Numerous meetings have been held on both campuses since this conference and discussion has also been had concerning evaluations. A general meeting of the association will take place on November 30 and the president of the California Community College Association will be here visiting. Ms. Mendenhall reported that Ms. Ennes has met with Dr. Frank Gornick and he has been assisting with the understanding of policy and procedure. Ms. Mendenhall questioned if Administrative Procedure 6225 would be reviewed again. Dr. Gornick responded by commenting on the study session presentation which addressed this matter.

CSEA Report – Mr. Mark Millett, CSEA President, was not present to report at this time.

ASB Report – Mr. Robert Wallace, Student Trustee, reported that the Student Government Association at West Hills College Lemoore has held numerous event including a car wash, emergency drill, and a haunted house. They have five clubs on their campus. North District Center, Firebaugh recently hosted a blood drive and West

Hills College Coalinga will host a blood drive on October 24. A movie night was held last week with a good turnout of approximately 40 students. The ASB participated in Coalinga's emergency drill and is hosting a Halloween festival and barbecue on October 31. The North District Center will host their first dance on November 3.

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 Mr. Robert Wallace and the students for all of their activities and involvement in the campus. Dr. Lewallen reported that the Coalinga campus has been asked to host the regional rotary meetings. He also reported on a number of events including Hispanic Heritage Month activities; Disability Awareness Month activities; upcoming theater performances; Tippi Hedren visit; precision agriculture program, and the Westside Institute of Technology (WIT).

West Hills College Lemoore – In the absence of Mr. Don Warkentin, President, Mr. Dave Bolt, Vice President of Educational Services, distributed a college activities report and commented on recent and upcoming events. He reported that Mr. Warkentin is currently on an accreditation visit to Canada College. Mr. Bolt provided an update on the accreditation report, stating that the draft is being reviewed internally and college approval will be sought next month. The report will be presented to the various groups in November. It will be fine-tuned in December and the Board of Trustees will have a first reading in January, followed by approval in February and submission to the Accrediting Commission in March.

Chancellor's Report – Dr. Frank Gornick, Chancellor, thanked Ms. Frances Squire, her staff and Dr. Don Forth for their work on the 75<sup>th</sup> Anniversary Yearbook. He reported that it will soon be available. Dr. Gornick commented on the WIT program, stating that it is turning into a neat project. The WIT recently held a strategic planning session and are anxiously awaiting the report. Dr. Gornick expressed his congratulations and reported that the West Hills College Coalinga Child Development Center has achieved accreditation by the National Association for the Education of Young Children (NAEYC). The administration, teaching staff and families of the West Hills College Coalinga CDC are all to be congratulated for being one of the first programs in the country to earn the mark of quality represented by the reinvented NAEYC Accreditation system. The term of NAEYC Accreditation is from September 30, 2007 – September 30, 2012.

### **CONSENT AGENDA**

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

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- CA-12**      Minutes - The minutes of the September 25, 2007 Board of Trustees Study Session and September 25, 2007 Board of Trustees meeting were approved as submitted.
- CA-13**      Warrants - The warrants were approved as submitted.
- CA-14**      Quarterly Financial Status Report, 311Q - The Quarterly Financial Status Report, 311Q, for the quarter ending September 30, 2007 was approved as submitted.
- CA-15**      Declaration of Surplus Property - The list of surplus property was declared and approved as surplus.
- CA-16**      Out of State Travel - The following requests for out of state travel were approved as submitted:
- West Hills College Lemoore Wrestling Team
    - Coos Bay, Oregon - October 25-28, 2007
    - Medford, Oregon - November 15-17, 2007
- CA-17**      Personnel Transactions - The list of personnel transactions was approved as submitted.

#### **CHANCELLOR'S OFFICE**

- CO-7**      Memorandum of Understanding (MOU) - Dr. Gornick explained that we need to have an MOU on file concerning how we will operate and that this is a procedural item.
- The Memorandum of Understanding (MOU) between the West Hills Community College District and the West Hills Community College Foundation was approved on a motion by Trustee Levinson, seconded by Trustee Oxborrow, and carried unanimously.
- CO-8**      Resolution - State of Emergency Declaration - Dr. Gornick commented on the resolution stating that it addresses the depletion of the water supply and how it affects us and our water. He stated that the water supply affects our assessed value and our jobs. This resolution is similar to that adopted by the Fresno County Board of Supervisors. This matter was also recently discussed at the Superintendents/Principals Forum and it is hoped that the school districts will adopt a similar resolution.
- The resolution in the matter of a state of emergency declaration with regard to the availability of water exported from the Sacramento-San

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Joaquin Delta was adopted on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously.

- CO-9**      Curriculum Committee Action Report – The West Hills College Lemoore Curriculum Committee Action Report was approved on a motion by Trustee Ivans, seconded by Trustee Oxborrow, and carried unanimously.

### **FISCAL SERVICES**

- FS-12**      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 25% through the 2007-2008 fiscal year. General fund revenues are at 26.4% and general fund expenditures are at 16.8%.

- FS-13**      Change Orders – The following change orders were approved on a motion by Trustee Minnite, seconded by Trustee Ivans, and carried unanimously.

- Change Order No. One – West Hills College Coalinga Ag Science Facility
- Change Order No. Two – West Hills College Coalinga Ag Science Facility

Trustee Oxborrow questioned when the permanent water meter will be available. Mr. Stoppenbrink responded that it will be installed on Thursday.

### **PERSONNEL SERVICES**

- PS-5**      Administrative Job Description – Trustee Oxborrow questioned the responsibilities of the administrative position. Dr Lewallen responded that this position is needed for the area of categorical programs (EOPS, DSPS, etc.). There is a need for someone who can manage and evaluate personnel. He explained that sometimes when we have faculty coordinators they can do a great job with the programs but are limited when it comes to the supervision and evaluation of personnel. A parallel would be the Associate Dean positions in Lemoore doing the same kind of work. Dr. Lewallen stated that it is important that job descriptions are general enough so that we do not have to keep going back to the Board for approval. Trustee Oxborrow stated that she has experience in putting job descriptions together and people need to be held accountable for their duties. Dr. Gornick commented that the job description was developed at the cabinet level. The Presidents and the Chancellor agreed that it be more generic so that it can be applied throughout the district. Ms. Jana

Cox commented on specific areas of the job description that deal with the supervision of categorical programs. Trustee Minnite questioned where the position falls on the organizational chart. It was stated that this position will report to Mr. Carlos Diniz, Dean of Student Learning.

Dr. Gornick questioned how many international students are attending West Hills College. Dr. Lewallen reported that there are 117. Dr. Gornick commented on the college's participation in an international student consortium. They have a year's worth of travel dates scheduled. Dr. Gornick discussed recruiting and reported that Mr. Diniz is taking some of the load along with Mr. Daniel Tamayo as it is important to have other people participate in the recruiting. This program is a significant source of revenue for the college.

Trustee Minnite questioned the job description and if we are prepared to help this person succeed at the job. Dr. Lewallen responded in the affirmative, stating that we also have some dollars available for professional development.

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

- Director of Student Services, West Hills College Coalinga

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

Trustee Minnite thanked everyone for their participation in the meeting, stating that it is great to be here. He thanked those involved in the creation of the 75<sup>th</sup> anniversary publication. He thanked everyone for the reports and updates. Trustee Minnite stated that his heart goes out to Southern California and commented that we are impacted tremendously by the fires. In closing, Trustee Minnite thanked Dr. Marcel Hetu for his work at the North District Center and stated that it is good to see Ms. Mendenhall again.

Trustee Ivans expressed her thanks for the 75<sup>th</sup> anniversary book. She mentioned the many comments she has received concerning the Comcast spots highlighting West Hills College. Trustee Ivans reported that she attended the WIT ribbon cutting event.

Trustee Oxborrow echoed the comments made by her fellow trustees and stated that she appreciates what everyone does.

Trustee Levinson stated that he enjoyed the dialogue with regard to the Financing Corporation. He thanked the Board for their thought process.

Vice President Henry thanked everyone for their work.

Dr. Gornick commented on the Wills brothers. He stated that they attended West Hills College in the sixties and are Cal Poly graduates. They have built an electric truck simulator and do our truck driving training for us as part of the WIT program. He commented that this is the kind of spirit that embodies the valley.

Vice President Henry announced that the next meeting of the Board of Trustees is scheduled for November 20, 2007.

**CLOSED SESSION**

The meeting was adjourned to closed session at 5:04 p.m.

- Discussion of land acquisition/disposition of property (as per Government Code Section 54956.8). Property: Firebaugh, California
- Potential Litigation (as per Government Code Section 54956.9). Number of potential cases: 2
- Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)

**ADJOURNMENT**

There being no further business before the Board of Trustees, the meeting was adjourned at 5:27 p.m.

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Nina Oxborrow  
Clerk of the Board of Trustees

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## Personnel Transactions

### 1. New Hires – Classified

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Nelson, Karen	Secretary, WHC Foundation District Office	40 hrs/wk 12 mo/yr	Range 36 Step A	District	10/15/07	New position
Ochoa, Adriana	Secretary, EOPS West Hills College Coalinga	40 hrs/wk 12 mo/yr	Range 36 Step A	Grant	10/1/07	Replacement for Estella Fronaberger

### 2. New Hires – Classified Management

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Pimentel, Robert	WIA Youth & Adult Coordinator West Hills College Coalinga	40 hrs/wk 12 mo/yr	Range 34 Step 2	District	10/1/07	Replacement for Elizabeth Repp; Robert was previously serving as the Interim WIA Youth & Adult Coordinator
Tyler, John	Bookstore Manager West Hills College Coalinga	40 hrs/wk 12 mo/yr	Range 22 Step 7	District	10/15/07	Replacement for Dave Haury

### 3. New Hires – Confidential

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Chavez, Marissa	Human Resource Specialist District Office	40 hrs/wk 12 mo/yr	Range 7 Step 7	Grant	10/29/07	

### 4. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Champion, Doris	Accounting Technician II District Office	19 hrs/wk	Range 52 Step A	District	9/11/07 – 12/31/07	Temporary hire to work during peak payroll period each month
Chavez, Yvonne	Child Development Center Teacher West Hills College Lemoore	19 hrs/wk	Range 40 Step A	Grant	10/24/07 – 12/31/07	Temporary hire while recruiting
Vierra, Stacey	Child Development Center Teacher West Hills College Lemoore	19 hrs/wk	Range 40 Step A	Grant	10/24/07 – 12/31/07	Temporary hire while recruiting

### 5. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Cleveland, Franki	Program Assistant Farm of the Future 19 hrs/wk, 12 mo/yr Range 36, Step E	Secretary, International Student Prog. West Hills College Coalinga 40 hrs/wk, 12 mo/yr Range 36, Step A	10/15/07	Replacement for Wendy Black