

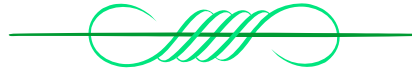


WEST HILLS COMMUNITY COLLEGE DISTRICT

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

MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD

July 27, 2010



CALL TO ORDER / OPEN SESSION

President McKean called the meeting of the Board of Trustees to order at 3:11 p.m.

Board members present:

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

Administrators present:

Frank Gornick, Chancellor
Ken Stoppenbrink, Vice Chancellor of Business Services
Pedro Avila, Vice Chancellor of Institutional Effectiveness and Enrollment Management
Carole Goldsmith, Vice Chancellor of Educational Services and Workforce Development
Willard Lewallen, President, West Hills College Coalinga
Don Warkentin, President, West Hills College Lemoore
Frances Squire, Executive Director of West Hills Community College Foundation
Jill Stearns, Vice President of Educational Services, West Hills College Coalinga
Sylvia Dorsey-Robinson, Vice President of Student Services, West Hills College Lemoore
David Reynolds, Associate Dean of Student Services, West Hills College Coalinga
Richard Larson, Director of Farm of the Future, West Hills College Coalinga
Bob Clement, Director of Athletics, West Hills College Lemoore
Mark Gritton, Director of Athletics, West Hills College Coalinga

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, was not present to report at this time.

Mr. Kurt Sterling, 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. John Ieronimo, CSEA President, was not present to report at this time.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Willard Lewallen, President, passed around recent thank you notes and letters his office has received. He also discussed various activities and events being held in conjunction with the groups that have been visiting the campus. Dr. Lewallen announced that the rededication event for the gymnasium is planned for October 16. He also discussed an upcoming visit by Mr. Francesco Attesti, an Italian pianist of international acclaim. He will be making a performance on October 11 at the West Hills College Coalinga Theatre. This will be a fundraiser which will be co-sponsored with the Rotary Club of Coalinga.

West Hills College Lemoore – Mr. Don Warkentin, President, introduced Mr. Ryan Cardoza, new SGA President for West Hills College Lemoore and Student Trustee for the District. Mr. Cardoza commented on events that will be held at West Hills College Lemoore. Welcome Week is scheduled for the first week of school and a Club Rush Day will be held a couple of weeks later. West Hills College Lemoore currently has six active clubs. SGA's main goal this year is to create more student participation on campus. President McKean questioned new clubs on campus. Mr. Cardoza responded that they are not planning to create more, but will assist students in doing so if there is interest. There is currently a diverse group of clubs already on campus.

Mr. Warkentin provided an update on accreditation, stating that he is working on reading the draft of the self study. He thanked the chairs of the accreditation standards: Mr. Bob Clement, Standard 1; Dr. Marlon Hall, Standard 2; Ms. Sylvia Dorsey-Robinson, Standard 3; and Mr. Jose Lopez, Standard 4. Mr. Warkentin discussed a recent visit to Santa Rosa Rancheria for cultural and diversity training. He explained that the decisions of the tribe are all based on consensus, which is why it sometimes takes a greater amount of time for them to respond to us. Mr. Warkentin reported that

the Golden Eagle Arena is about 50% complete and is close to being on schedule. The opening is anticipated for early spring.

Chancellor's Report – Dr. Frank Gornick, Chancellor, commented on the groups who have been visiting at the Coalinga campus and stated that Mr. Blong Xiong, Fresno City Council Member, visited the campus when the Hmong students were here. Dr. Gornick reported on the recent Chancellor's Executive Cabinet meeting at which Ms. Tammy Ketelhut attended. Ms. Ketelhut is from Paramount Farming and attended the meeting to discuss their mentorship program. Brief discussion took place regarding the program and the possibilities for the district.

Dr. Carole Goldsmith reported to the Board of Trustees that Mr. David Castillo, Director of Westside Institute of Technology (WIT), has recently spent several weeks in the hospital. He is now home and is expected to make a full recovery. Dr. Goldsmith provided information on grants that were recently awarded, including the U.S. Department of Transportation (Trucking); Teacher Preparation Grant at West Hills College Lemoore; and Employment Development Department Veterans Grant VEAP. Dr. Goldsmith reported that staff are also in the process of submitting several grants, including U.S. Department of Education, Title III, Transitioning Students with Intellectual Disabilities; U.S. Department of Education, Title V Centers for Excellence, Veterans; and U.S. Department of Education, Title III, Strengthening Native American Student Retention. We hope to hear more about pending grant awards in the next 30-60 days.

Dr. Gornick thanked Trustees Oxborrow and Ivans for their attendance at the recent Strategic Planning Retreat workshops. Mr. Pedro Avila reported that a total of 85 individuals participated in the retreat including staff, students, board members, community members, and representatives from agencies. The retreat was broken down into three sections: Student Success, High School Outreach, and Workforce Development. Mr. Avila shared a video of the retreat and thanked Mr. Dennis Gallegos for his work on the video. He reported that we will be receiving a summary of the retreat from the consultants (Eaton Cummings Group) who conducted the workshops, and the results will be shared with the Board at a later date.

CONSENT AGENDA

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

- CA-1 Minutes – The minutes of the June 22, 2010 Board of Trustees meeting were approved as submitted.

- CA-2 Warrants – The warrants were approved as submitted.

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- CA-3 District Appropriations Limit (Gann Limit) – The District Appropriations Limit (Gann Limit) for 2010-2011 was approved as submitted.
- CA-4 Quarterly Financial Status Report – The Quarterly Financial Status Report, 311Q for the quarter ending June 30, 2010 was approved as submitted.
- CA-5 Surplus Property – The list of property was declared as surplus.
- CA-6 Personnel Transactions – The list of personnel transactions were approved as submitted.

CHANCELLOR'S OFFICE

- CO-1 Resolutions – Child Care – The following resolutions in the matter of child care were adopted on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously:
- State Preschool Program No. CSPP 0094-6213-00-0
 - Children and Families Commission of Fresno County (First 5) Contract No. 2011CP6111
- CO-2 Board Policies and Administrative Procedures – The following Board Policies and Administrative Procedures were approved on a motion by Trustee Minnite, seconded by Trustee Ivans, and carried unanimously:
- Administrative Procedure 5055, Enrollment Priorities
 - Board Policy and Administrative Procedure 5070, Attendance
 - Board Policy 5500, Standards of Student Conduct
 - Board Policy and Administrative Procedure 5520, Student Discipline
 - Administrative Procedure 5530, Student Rights and Grievances

Trustee Minnite commented on the routing forms provided with the policies and procedures and questioned why there are no comments from the West Hills College Coalinga Academic Senate. Discussion took place and it was stated that the Senate is participating in the review of the policies and procedures; however, there is a breakdown in their comments being sent to the Chancellor's Office for inclusion on the routing forms. Dr. Lewallen stated that he will follow up on this matter and assured the Board that the Senate is participating in the review process.

- CO-3 Athletics Report – Mr. Warkentin and Dr. Lewallen introduced their athletic department staff and provided a presentation on the athletics

program at their respective colleges. The proposed athletic department philosophies were shared and the Presidents summarized the number of student athletes by sport and term over the past five years. Program details were discussed including out of state students, money owed by student athletes, loan default rates, FTES, operational and instructional costs, and enrollment revenue generated. Student progress was summarized and retention rate, success rate, graduation rate and transfer rate for athletes and non-athletes were discussed. Dr. Lewallen provided comments on Title IX and the Three Prong Test, and myths vs. facts. The Presidents discussed future participation interest and the surveys that were conducted at each college. Brief discussion took place regarding the information collected. Cost containment and fundraising for each college was shared with the Board. With regard to the future of athletics, Dr. Lewallen and Mr. Warkentin provided information on the plans that are being discussed and reviewed for possible implementation. Student athlete and team success stories were summarized for the Board. Dr. Lewallen discussed internal and external program review of the athletics program. The Central Valley Conference Athletic Program Review (external) was held in April 2010 for West Hills College Coalinga, and is scheduled for Spring 2012 for West Hills College Lemoore. The Athletic Department Program Review (internal) for West Hills College Coalinga occurred in Spring 2007, and Fall 2008 for West Hills College Lemoore. Dr. Lewallen commented on the recommendation received with regard to a district policy on athletic recruiting. He explained that we will continue to comply with CCCAA bylaws for recruitment of student athletes and will establish a philosophy for recruitment of student athletes that addresses our district approach. Mr. Warkentin briefly commented on state, regional and conference issues.

Trustee Levinson stated that he would like to have this item back on the agenda next month for further discussion. Trustee Ivans stated that everyone can appreciate how important the coaches are. Trustee Cantu stated that it is good to have a starting point for further discussion and thinks we can move forward to the next step. Dr. Lewallen explained that the purpose of the report was to give an overview of the program. Dr. Gornick encouraged the Board to continue reading the materials and welcomed the opportunity for further discussion at the next meeting. He stated that it is a significant topic for discussion. Trustee Oxborrow questioned how often the Central Valley Conference review takes place. Dr. Lewallen responded that it occurs every six years. Mr. Warkentin stated that the internal review occurs every four years. President McKean questioned where we are going with this topic and what the Board wants to see happen at the next meeting. Trustee Levinson stated that he anticipates further discussion and to see some resolution to some of the

areas. Trustee Henry stated that he would also like to have further discussion to determine where we want to go with the athletics program. Trustee Minnite commended everyone for the work done on the report and stated that the results of the review will be positive for all of us. Mr. Warkentin thanked all of the staff who assisted in the preparation of the report. President McKean stated that a good sports program brings a tremendous amount of energy and enthusiasm to a campus and helps with student success and retention. We need to take a look at how each program affects the campus. Trustee Henry agreed with President McKean's comments. Dr. Gornick summarized the conversation, stating that further discussion will revolve around developing a statement about athletics for the colleges. Trustee Levinson stated that he wants to continue reviewing the materials received and have the opportunity to think about the information before having a discussion at the next meeting. Student Trustee Cardoza commented that he agrees with the idea to develop Board policies with regard to this topic. Brief comments were made concerning the Civic Center Act and the use of the new facilities.

FISCAL SERVICES

FS-1 Fiscal Services Report – Mr. Ken Stoppenbrink, Vice Chancellor of Business Services, provided the fiscal services report. He stated that we are 100% through the fiscal year. General fund revenues are at 99.6% and general fund expenditures are at 82.1%.

Mr. Stoppenbrink also provided a quarterly summary of the enterprise fund revenues and expenses for the cafeteria, farm, child development centers, residence halls, and international student program.

Mr. Stoppenbrink briefly discussed the current reimbursement rate of the state and reported that we have sufficient cash flow.

FS-2 Chancellor's Office Tax Offset Program (COTOP) – On a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously, the Board of Trustees approved the district's participation in the Chancellor's Office Tax Offset Program (COTOP) for 2011.

FS-3 Contract Award – Trustee Oxborrow commented that the bid is very low and urged staff to make sure that the contractor is paying prevailing wage.

On a motion by Trustee Levinson, seconded by Trustee Ivans, and carried unanimously, the contract for the North District Center parking expansion

project was awarded to Seal Rite Paving & Grading for a total amount of \$239,306.45 which includes base bid and alternate #1.

FS-4 Resolution – Intention to Convey Real Property – Mr. Stoppenbrink stated that this is the first of six properties that we hope to acquire in Firebaugh.

The resolution in the matter of intention to convey real property was adopted on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously.

PERSONNEL SERVICES

PS-1 Faculty Contracts – On a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously, the third-year contracts for the following faculty members transferring from temporary employment contracts to regular employment contracts were approved:

- Stephanie Droker
- Michael Rodriguez

PS-2 Part Time Faculty Salary Schedule – The changes to the part time faculty salary schedule were approved on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.

BOARD REPORTS / COMMENTS / REQUESTS AND ANNOUNCEMENTS

Trustee Cantu stated that he has no further comments at this time.

Trustee Minnite welcomed Student Trustee Cardoza. He thanked Dr. Goldsmith for the information she provided on awarded and pending grants and thanked the Presidents for the athletics report.

Trustee Ivans stated that she appreciates the information provided on athletics and commented that the program is a big part of our colleges. She stated that she is happy to see the positive financial reports. Trustee Ivans expressed her appreciation for being able to attend the Strategic Planning Retreat and stated that she has heard many positive comments.

Trustee Henry echoed the comments made by his fellow Board members and thanked everyone for their good work.

Trustee Oxborrow stated that she enjoyed the Strategic Planning Retreat and that it was good to see the various individuals from the different agencies who were willing to

participate. She expressed her appreciation to Dr. Goldsmith and Mr. Avila for their work at the retreat.

Trustee Levinson expressed his thanks to everyone for their work on the athletic report.

President McKean announced that the next meeting of the Board of Trustees is scheduled for August 24, 2010.

CLOSED SESSION

The meeting was adjourned to closed session at 5:31 p.m.

- Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)
- Discussion of Land Acquisition/Disposition of Property (as per Government Code Section 54956.8). Property: Coalinga, California; Firebaugh, California; Lemoore, California
- Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation (as per Government Code Section 54956.9). 1 case

ADJOURNMENT

There being no further business before the Board of Trustees, the meeting was adjourned at 5:45 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
Avila, Leticia	After School Program Activity Spec. West Hills College Lemoore	19 hrs/wk 11 mo/yr	Range 32 Step A	Grant	8/2/10	New position
Borges, Lauren	After School Program Activity Spec. West Hills College Lemoore	19 hrs/wk 11 mo/yr	Range 32 Step B	Grant	8/2/10	New position
Chapel, Faviola	After School Program Activity Spec. West Hills College Lemoore	40 hrs/wk 11 mo/yr	Range 32 Step A	Grant	6/21/10	New position
Coronado, Ashley	After School Program Activity Spec. West Hills College Lemoore	19 hrs/wk 11 mo/yr	Range 32 Step A	Grant	6/21/10	New position
Covarrubias, Kayla	After School Program Activity Spec. West Hills College Lemoore	19 hrs/wk 11 mo/yr	Range 32 Step A	Grant	8/2/10	New position
Cruz, Elizabeth	After School Program Activity Spec. West Hills College Lemoore	19 hrs/wk 11 mo/yr	Range 32 Step B	Grant	6/21/10	New position
Hernandez, Michael	After School Program Activity Spec. West Hills College Lemoore	19 hrs/wk 11 mo/yr	Range 32 Step A	Grant	8/2/10	New position
Llamas, Jacqueline	After School Program Activity Spec. West Hills College Lemoore	19 hrs/wk 11 mo/yr	Range 32 Step A	Grant	6/21/10	New position
Macias, Sara	Security Guard West Hills College Coalinga	19 hrs/wk 12 mo/yr	Range 32 Step A	District	7/1/10	Replacement for Robert Holiman
Medina, Mayra	After School Program Activity Spec. West Hills College Lemoore	19 hrs/wk 11 mo/yr	Range 32 Step A	Grant	6/21/10	New position
Ochoa, Liliana	After School Program Activity Spec. West Hills College Lemoore	19 hrs/wk 11 mo/yr	Range 32 Step A	Grant	6/21/10	New position
Sanchez, Edgar	After School Program Activity Spec. West Hills College Lemoore	40 hrs/wk 11 mo/yr	Range 32 Step B	Grant	8/2/10	New position
Stone, Amanda	Financial Aid Assistant I West Hills College Lemoore	40 hrs/wk 12 mo/yr	Range 33 Step A	Grant	7/1/10	Replacement for Rebecca Riddle
Taylor, Janessa	After School Program Activity Spec. West Hills College Lemoore	19 hrs/wk 11 mo/yr	Range 32 Step A	Grant	8/2/10	New position
Trevino, Thelma	Accounting Services Supervisor District Office	40 hrs/wk 12 mo/yr	Range 28 Step 3	District	7/1/10	Replacement for Sandy Cavins
Wiseman, Suellen	Accounting Services Technician I District Office	19 hrs/wk 12 mo/yr	Range 49 Step A	Grant	7/12/10	New position

2. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Anfuso, Amy	Employment Readiness Specialist Coalinga One Stop Office	19-40 hrs/wk	Range 57 Step A	Grant	7/28/10 – 12/31/10	Temporary employee during recruitment
Blankenship, Cori	Child Development Center Assistant West Hills College Coalinga	19 hrs/wk	Range 23 Step A	Grant	7/28/10 – 12/31/10	
Smith, Danielle	Child Development Center Assistant West Hills College Coalinga	40 hrs/wk	Range 23 Step A	Grant	8/1/10 – 12/31/10	

2. Temporary Hires (continued...)

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Solorio, Marissa	Child Development Center Assistant West Hills College Coalinga	40 hrs/wk	Range 23 Step A	Grant	7/28/10 – 12/31/10	
Terrazas, Juditt	Employment Readiness Specialist Coalinga One Stop Office	19-40 hrs/wk	Range 57 Step A	Grant	7/28/10 – 12/31/10	Temporary employee during recruitment

3. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date
Camacho, Lourdes	Child Development Center Teacher San Joaquin Child Development Center	6/30/10
Echeveste, Esequiel	Security Guard West Hills College Lemoore	7/15/10
Neves, Rebecca	Physics and Engineering Instructor West Hills College Lemoore	5/28/10
Pimentel, Veronica	Child Development Center Teacher West Hills College Coalinga	6/30/10