



**WEST  
HILLS**  
COMMUNITY  
COLLEGE  
DISTRICT

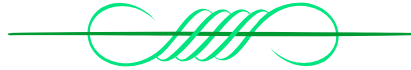
**WEST HILLS COMMUNITY COLLEGE DISTRICT**

**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**

**August 28, 2007**



**CALL TO ORDER / OPEN SESSION**

President McKean called the meeting of the Board of Trustees to order at 3:17 p.m.

Board members present:

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

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  
Jill Stearns, Dean of Student Learning, West Hills College Coalinga  
Carlos Diniz, Dean of Student Learning, West Hills College Coalinga  
Dave Bolt, Vice President of Educational Services, West Hills College Lemoore  
Susan Kincade, Dean of Learning Resources

**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 held their first meeting of the new academic year last Tuesday. Ms. Bart reported that there have been some changes in the Curriculum Committee and Sarah Shepard will now chair this group for Coalinga and Firebaugh. Ms. Bart thanked Sandy McGlothlin for her work in chairing the committee in the past. Ms. Bart reported that the joint tenure form is almost complete and the Distance Education Committee is still in the works. The faculty list has been updated and representatives will be designated for the various learning areas. In closing, Ms. Bart reported that the faculty are working on updating the Student Learning Outcomes (SLOs) and have a good number of them completed.

Mr. James Preston, Academic Senate President for West Hills College Lemoore, welcomed everyone back. He stated that this year he will be focusing on communication, commitment and committees and recognizes the importance of faculty participation on committees. Mr. Preston commented on the West Hills College Lemoore Academic Senate website and stated that development of the site will continue. He stated that Rene Sanchez is the new curriculum committee chair, along with Sarah Shepard. Trustee Minnite questioned if the information on the Senate's website will assist in working on accreditation. Mr. Preston responded that it will help with communication in general.

WHCFA Report – Ms. Faye Mendenhall, WHCFA President, reported that the faculty have been negotiating with the district throughout the summer. One of the items they are working on is a 16-week calendar. She reported that the district and the faculty will each designate three people to serve on a committee regarding this item. She stated that they may have something in place by this time next year. Ms. Mendenhall reported that the evaluation forms have been cleaned up and both sides are in agreement. She reported that one outstanding issue is the body of the article concerning distance education. This item is still being discussed. She stated that the negotiation teams also need to discuss the retirement article. Ms. Mendenhall reported that elections for CTA officers took place a couple of weeks ago. The new officers are Marty Ennes, President; Sarah Shepard, Vice President, West Hills College Coalinga; Neomi Daniels, Vice President, West Hills College Lemoore; Jacqui Shehorn, Secretary; and Tom Winters, Treasurer. Ms. Ennes commented that she would not be able to serve as President without the assistance of Faye Mendenhall. She stated that it is an honor to be here and she looks forward to addressing the Board of Trustees each month.

CSEA Report – Mr. Mark Millett, CSEA President, stated that it has been a good month. He commented that Extreme Registration was a fun event. Mr. Millett reported that the district has had a good start to the semester and he acknowledged Mr. Ken Stoppenbrink and Ms. Jana Cox for their work. He reported that he will be meeting

with Dr. Frank Gornick once a month to work out any issues before they become too big. President McKean complimented Mr. Millett on his approach to handling issues.

ASB Report – Mr. Robert Wallace, Student Trustee, reported that he recently attended the student trustee training in Santa Clara. He also reported on recent and upcoming events including the welcome week barbecue; international student movies/questions events; a concert on August 18; 9/11 event on campus; Constitution Day events; and a welcome back event at the North District Center. President McKean questioned how many active clubs are on campus. Mr. Wallace stated that there are about three clubs at West Hills College Coalinga. Three more have petitioned and there are two at the North District Center.

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 briefly discussed the men’s residence hall facilities, stating that some dollars have been identified for renovations in the bathrooms. He reported that several student activities have occurred and there is a lot of activity at the Farm of the Future. Dr. Lewallen expressed his thanks to the staff in Coalinga and Firebaugh for their work at the start of the semester. Dr. Lewallen introduced Richard Larson, new Director of the Farm of the Future. He also introduced Ms. Raquel Rodriguez, Associate Dean of Student Learning. Dr. Lewallen reported that the new psychiatric technician cohort began August 13 and the previous cohort graduated on August 17. In closing, Dr. Lewallen expressed his congratulations to Richard Wallace for his work as the ASB President.

West Hills College Lemoore – Mr. Don Warkentin, President, distributed a college activities report and commented on recent and upcoming events. He reported that the Extreme Registration event went well and there were approximately 800 students on campus for the event. Approximately 50 FTES was generated from this event. Mr. Warkentin briefly discussed walk in counseling services. He reported that West Hills College Lemoore hosted duty day this year and the guest speaker was Mr. Quay Hays. Mr. Hays discussed Quay Valley Ranch. He stated that this project is an interesting topic and generated a lot of good questions. Mr. Warkentin reported that several new full time faculty will be introduced at the September Board meeting which is scheduled to be held in Lemoore. Mr. Warkentin also reported on the recent new faculty orientation; the very first on campus athletic contest in Lemoore; and the Victor Davis Hanson event being hosted at West Hills College Lemoore on September 22.

Trustee Henry questioned financial aid disbursement. It was reported that disbursement occurs three times per semester.

Chancellor’s Report – Dr. Frank Gornick, Chancellor, and President McKean presented additional proclamations to Edna Ivans from Assemblymember Nicole Parra, Chancellor Mark Drummond and President George Bush.

Dr. Gornick announced that Ms. Michelle Kozlowski, Director of ITS, has been selected to receive the Technology Leadership Award for 2007. In addition, the West Hills Community College District Storage Area Network System (SANS) Technology Project has been selected to receive the Technology Focus Award for 2007. The Technology Research and Information Systems Division of the California Community Colleges System Office and the Foundation for the California Community Colleges have selected Ms. Kozlowski and the SANS project to receive these prestigious awards. The Leadership Award is the highest honor given by the System Office in Educational Technology. It recognizes extraordinary effectiveness, influence, diplomacy and career achievement within the field of higher educational technology management on both individual campuses and the greater California Community College System. The Technology Focus Award recognizes projects that have identified and solved significant problems to the benefit of students, staff and faculty. Ms. Kozlowski and the ITS Department will be formally recognized at the Board of Governors meeting on September 10, 2007.

Dr. Gornick reported that each of the Board members whose terms expire in 2007 are running again, unopposed.

Dr. Gornick provided a presentation on School Facilities Improvement Districts (SFIDs), stating that there is a provision in the education code that allows us to create SFIDs. He stated that we are looking at this option rather than a general obligation bond. Dr. Gornick explained that a School Facilities Improvement District is a designated area of the district which only allows the citizens in the identified boundaries to vote on that specific bond. They alone are responsible for the property tax increase generated by the bond. SFIDs also guarantee that the citizens in the special districts receive the proceeds for only the bond for which they voted. Dr. Gornick stated that the goal is to pass the bond. Trustee Oxborrow stated that she wants to see statistics from the last two bonds regarding the votes. Discussion took place regarding projects and amounts. Dr. Gornick explained the timeline for the November, 2008 bond. He commented on one of the options being to do nothing and stated that so far we are doing okay. Any funds above the 5½% reserve are being moved into the capital outlay reserve. However, this restricts us from doing other things with the funds. Brief discussion took place regarding the assessed valuation. Dr. Gornick stated that he does not recommend that we go out as a whole district for another general obligation bond and that we need to split it up amongst the communities. Ms. Ennes questioned if we have surveyed for voter support. Dr. Gornick stated that Coalinga says that they do not want their money to go to Lemoore and Lemoore says they do not want their money to go to Coalinga. He stated that it is not a new phenomenon.

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### **CONSENT AGENDA**

President McKean addressed the list of personnel transactions, stating that Mr. Bob Clement has been selected as the new Director of Athletics/Health and Physical Education at West Hills College Lemoore. His effective date will be September 10, 2007. The following consent agenda items were approved on a motion by Trustee Ivans, seconded by Trustee Cantu and carried unanimously:

- CA-5        Minutes - The minutes of the July 24, 2007 Board of Trustees meeting were approved as submitted.
  
- CA-6        Warrants - The warrants were approved as submitted.
  
- CA-7        Quarterly Financial Status Report, 311Q -The Quarterly Financial Status Report, 311Q, for the quarter ending June 30, 2007 was approved as submitted.
  
- CA-8        Personnel Transactions - The list of personnel transactions was approved as submitted.

Trustee Minnite questioned the radio ads and MySpace warrant for Janzen. Dr. Gornick responded that we have 5,700 students district wide. Trustee Minnite questioned how much we are spending per student for advertising? Dr. Gornick stated that he will get this information to him.

### **CHANCELLOR'S OFFICE**

- CO-4        Board Policy 2730, Board Member Health Benefits - Trustee Levinson made a motion to approve the revised Board Policy 2730, Board Member Health Benefits, with the understanding that the Government Code Section reference would be explained more thoroughly within the policy. The motion was seconded by Trustee Ivans and carried unanimously.

### **FISCAL SERVICES**

- FS-3        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 8.33% through the 2007-2008 fiscal year. General fund revenues are at 2.6% and general fund expenditures are at 4.7%.
  
- FS-4        2007-2008 Fiscal Year Budget - Mr. Stoppenbrink provided a presentation on the 2007-2008 budget. He stated that the budget is built on a 2% growth factor and the budgeted FTES is 5,049. COLA funding is

calculated at 4.53%. The budget is built on assumptions as provided in the Governor's May Revise and our P2. These assumptions are subject to approval of the Senate, Assembly and Finance Committee. Mr. Stoppenbrink stated that the budget solidifies why it is important to get a bond passed.

Trustee Levinson questioned if the CAMP funds are in budget. Mr. Stoppenbrink reported that they are not as notification concerning the grant had not been received prior to the development of the budget. He stated that the funds will be placed in the restricted side. Dr. Gornick reported that we will receive approximately \$423,000 per year for five years.

Mr. Stoppenbrink reported that the budget also allows for a \$3 increase to the adjunct faculty salary schedule to be effective in January, 2008. He stated that this increase keeps us competitive. Trustee Ivans questioned how many adjunct faculty we employ. Ms. Jana Cox stated that we have approximately 175 adjunct faculty.

The 2007-2008 Fiscal Year Budget was approved on a motion by Trustee Levinson, seconded by Trustee Ivans, and carried unanimously.

President McKean commented on consultant services and travel and stated that the amount seems high. Dr. Gornick commented that one of the reasons we are highly effective is because we have the opportunity to send faculty and staff to conferences and workshops. He also stated that the consultant budget for this year may be a little high because late in the year we will have consultants assisting us with implementing the new version of Datatel and this is an important project for us. He further stated that some of the consultant money is budgeted through restricted funds. Mr. Stoppenbrink commented that the budgeted amount is reduced from the previous two years. Trustee Ivans commented on grant money coming back to us as a result of Grants Caravan Trip to Washington, DC last year.

**FS-5**      Chancellor's Office Tax Offset Program - The district's participation in the 2007 Chancellor's Office Tax Offset Program (COTOP) was approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.

**FS-6**      Resolution - Amendment to JPA Agreement - Mr. Stoppenbrink reported that the resolution is initiated by the JPA of the Community College

League and all participating schools need to have this resolution approved.

The resolution authorizing amendment to the JPA agreement relating to the issuance of a private letter ruling from the IRS was adopted on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously.

**FS-7**      Resolutions - Final Project Proposals - The resolutions in the matter of the district's submission of the Final Project Proposals for the following projects were adopted on a motion by Trustee Levinson, seconded by Trustee Ivans, and carried unanimously:

- West Hills College Coalinga Initial Buildings Modernization, Phase 2
- West Hills College Lemoore Instructional Center

**FS-8**      Five Year Construction Plan - Trustee Minnite commented on the acreage listed on page 3 for the North District Center. Dr. Gornick responded that we include Ninth Street because of the parking, the Doucette property, and the child care center. Discussion took place regarding ownership of the property and Dr. Gornick stated that the information can be amended.

The West Hills Community College District Five Year Construction Plan was approved on a motion by Trustee Ivans, seconded by Trustee Minnite, and carried unanimously.

President McKean commented that page 60 states that we are starting classes in Fall 2001 and that this needs to be corrected.

### **PERSONNEL SERVICES**

**PS-3**      Administrative Job Description - The following revised administrative job description was approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously:

- Director of Westside Institute of Technology

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

Trustee Cantu welcomed everyone to the meeting.

Trustee Minnite congratulated Trustee Ivans and thanked her for her dedication. He also expressed his thanks to everyone for the presentations and support. He stated that

he appreciates Congressman Costa's visit and comments. Trustee Minnite expressed his congratulations to all new hires and to everyone for their responsibilities.

Trustee Oxborrow welcomed everyone and stated that she is excited about this year. She stated that we have some great people and great positions. She wished everyone good luck and stated that she appreciates them all.

Trustee Ivans stated that she appreciates the recognition. She expressed her congratulations for all of the grants received and welcomed all of the new employees. She stated that she appreciates the presidents' reports. In closing, Trustee Ivans thanked everyone for their hard work and she welcomed Mr. Richard Larson to the West Hills family.

Trustee Henry echoed the remarks made by Trustee Ivans and expressed his thanks to everyone.

Trustee Levinson echoed the remarks of his fellow Board members and thanked Dr. Gornick for inviting the Board members to the new faculty welcome reception. He stated that it was an enjoyable time and a good opportunity to meet the new faculty. Trustee Levinson stated that he will miss Ms. Mendenhall in her capacity as the CTA President.

President McKean thanked those who take time out to serve on numerous committees. He stated that he knows that it is usually the same people and that it would be encouraging to have new people volunteer to serve. He thanked those who are always willing to serve on committees.

President McKean announced that the next meeting of the Board of Trustees is scheduled for September 25, 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: Coalinga, California; Lemoore, California; Firebaugh, California
- Potential Litigation (as per Government Code Section 54956.9). Number of potential cases: 1
- 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 5:35 p.m.

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Nina Oxborrow  
Clerk of the Board of Trustees

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## Personnel Transactions

### 1. New Hires – Administrative

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Larson, Richard	Director of the Farm of the Future West Hills College Coalinga	40 hrs/wk	Range 42 Step 7	District	10/1/07	Replacement for Larry Rathbun

### 2. New Hires – Certificated

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Droker, Stephanie	Work Experience Instructor West Hills College Lemoore	177 day Contract	Class II Step 3	Grant/ District	8/9/07	New position
Simon, Giselle	Interim EOPS Counselor West Hills College Lemoore	90 day contract	Class IV Step 4	Grant	7/16/07	Temporary replacement for Frank Renteria

### 3. New Hires – Classified

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Bass, Leonard	Business Account Specialist One Stop Office	40 hrs/wk 12 mo/yr	Range 57 Step B	Grant	7/1/07	New position
Cordero, Kimberly	Bookstore Assistant I West Hills College Lemoore	19 hrs/wk 12 mo/yr	Range 32 Step A	Auxiliary	8/13/07	Replacement for Candid Dodd
Garcia, Angela	Child Dev. Center Associate Teacher West Hills College Lemoore	19 hrs/wk 12 mo/yr	Range 30 Step A	Grant	8/1/07	Replacement for Jessica Kemp
Gaytan, Adriana	Child Dev. Center Associate Teacher West Hills College Lemoore	40 hrs/wk, 12 mo/yr	Range 30 Step A	Grant	8/2/07	Replacement for Valerie Babbe
Murrieta, Edith	Child Development Center Teacher West Hills College Lemoore	19hrs/wk 12 mo/yr	Range 40 Step A	Grant	8/16/07	Replacement for Theresa Castleman
Ornelas, Maria	Child Development Center Teacher Avenal Child Development Center	35 hrs/wk 9 mo/yr	Range 40 Step A	Grant	8/2/07	New position
Pappas-Sorrick, Sheila	Financial Aid Assistant I West Hills College Coalinga	19 hrs/wk 12 mo/yr	Range 33 Step A	Grant	8/1/07	Replacement for Beatriz Ramos
Paz, Dulce	Child Development Center Teacher Avenal Child Development Center	19 hrs/wk 9 mo/yr	Range 40 Step A	Grant	8/11/07	
Pulido, Jorge	After School Assistant Coordinator West Hills College Lemoore	40 hrs/wk 12 mo/yr	Range 42 Step A	Grant	9/1/07	
Toledo, Juan	Office Assistant San Joaquin Child Dev. Center	40 hrs/wk, 10 mo/yr	Range 29 Step B	Grant	8/22/07	New position
Torres, Felicia	Marketing Assistant District Office	40 hrs/wk 12 mo/yr	Range 40 Step B	District	8/10/07	Replacement for Monica Santino
Torrez, Anita	Child Development Center Teacher Avenal Child Development Center	19 hrs/wk 9 mo/yr	Range 30 Step A	Grant	8/14/07	New position
Yliz, Alma	Child Dev. Center Associate Teacher West Hills College Coalinga	19 hrs/wk 12 mo/yr	Range 30 Step A	Grant	8/14/07	Replacement for Paly Zamudio

**4. New Hires – Classified Management**

<b>Name</b>	<b>Title &amp; Location</b>	<b>Schedule</b>	<b>Salary Placement</b>	<b>Funding</b>	<b>Effective Date</b>	<b>Additional Information</b>
Puga, Erika	State Preschool Supervisor Avenal Child Development Center	40 hrs/wk 9 mo/yr	Range 12 Step B	Grant	8/1/07	New position
Thompson, Tammy	Early Education Coordinator San Joaquin Child Dev. Center	40 hrs/wk 12 mo/yr	Range 27 Step A	Grant	8/2/07	New position

**5. Temporary Hires**

<b>Name</b>	<b>Title &amp; Location</b>	<b>Schedule</b>	<b>Salary Placement</b>	<b>Funding</b>	<b>Effective Date</b>	<b>Additional Information</b>
Fortune, Allen	Advising Specialist West Hills College Lemoore	19 hrs/wk	Range 56 Step A	Grant	8/29/07 – 12/31/07	Seasonal help during peak periods
Stivers, Cheryl	Advising Specialist West Hills College Lemoore	19 hrs/wk	Range 56 Step A	Grant	8/29/07 – 12/31/07	Seasonal help during peak periods
Robb, Thomas	High Technology Access Specialist West Hills College Lemoore	19 hrs/wk	Range 65 Step A	Grant	8/30/07 – 12/14/07	Temporary replacement for Pam Williams
Young, Ashley	Student Services Assistant West Hills College Lemoore	19 hrs/wk	Range 36 Step A	Grant	8/29/07 – 12/31/07	Seasonal help during peak periods

**6. Leave of Absence**

<b>Name</b>	<b>Title &amp; Location</b>	<b>Effective Date</b>	<b>Additional Information</b>
Folsom, Karen	Duplicating Services Assistant	8/18/07 – 2/18/08	Extended leave of absence

**7. Changes in Assignment**

<b>Name</b>	<b>Current Assignment</b>	<b>Change</b>	<b>Effective Date</b>	<b>Additional Information</b>
Avila, Pedro	Director of Institutional Effectiveness, Planning and Web Services	Director of Institutional Effectiveness and Planning/Accreditation Liaison	7/1/07	Title change
Castillo, David	Interim Associate Director of Vocational Educational Services	Interim Director of Westside Institute of Technology	7/1/07	Title change
Goldsmith, Carole	Director of Workforce Development/ Title V/VTEA	Director of Workforce Development/ Title V/VTEA/Vocational Education	7/1/07	Title change
Kincade, Susan	Dean of Learning Resources	Dean of Learning Resources and Web Services	7/1/07	Title change
Stieve, Karen	Financial Aid Assistant I West Hills College Lemoore Range 33, Step C	Work Study Coordinator West Hills College Lemoore Range 42, Step A	7/1/07	Reclassification
Clement, Bob	Director of Athletics West Hills College Coalinga	Director of Athletics/Health & Physical Education West Hills College Lemoore	9/10/07	

**8. Resignations / Retirements / Releases During Probation / Terminations**

<b>Name</b>	<b>Title &amp; Location</b>	<b>Effective Date</b>	<b>Additional Information</b>
Bellamy, Russell (James)	Library Technician West Hills College Lemoore	8/31/07	Resignation
Buckley, Shelley	Director of Health Careers West Hills College Coalinga	8/31/07	Resignation
Haury, Dave	Bookstore Manager West Hills College Coalinga	8/2/07	Resignation
Leaton, Martha	Security Guard West Hills College Coalinga	7/30/07	Release during probation
Redding, Desiree	Child Development Center Assistant West Hills College Coalinga	7/31/07	Resignation
Smith, Dixie	Performing Arts Instructor West Hills College Coalinga	8/10/07	Retirement
Todd, Donna	Allied Health Instructor in Psychiatric Technician Program West Hills College Coalinga	8/24/07	Resignation