



**WEST  
HILLS**  
COMMUNITY  
COLLEGE  
DISTRICT

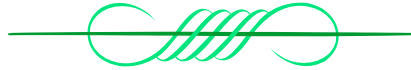
**WEST HILLS COMMUNITY COLLEGE DISTRICT**

**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**

**February 19, 2008**



**CALL TO ORDER / OPEN SESSION**

President McKean called the meeting of the Board of Trustees to order at 3:08 p.m.

Board members present:

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

Administrators present:

Frank Gornick, Chancellor  
Don Warkentin, President, West Hills College Lemoore  
Jana Cox, Interim Director of Human Resources  
Jill Stearns, Dean of Student Learning, West Hills College Coalinga  
Susan Kincade, Dean of Learning Resources  
Dave Bolt, Vice President of Educational Services  
Richard Larson, Director of Farm of the Future  
Dolores Smith, Director of Financial Aid  
Frances Squire, Director of Marketing  
Mark Gritton, Director of Athletics  
Darlene Georgatos, Director of Enrollment Services  
Marcel Hetu, Director of North District Center, Firebaugh

**Introduction of Guests**

Ms. Frances Squire, Director of Marketing, introduced Mr. Ray Giles from Dale Scott & Company.

## **Public Comments**

There were no public comments made at this time.

## **PUBLIC HEARING**

President McKean opened the public hearing regarding the formation of School Facilities Improvement District No. 1 of the West Hills Community College District.

Mr. Ray Giles of Dale Scott and Company stated that the purpose of the Board action today is part of a process that began in January with the resolution of intent to form a School Facilities Improvement District (SFID). Mr. Giles reported that he and Dr. Frank Gornick recently attended a meeting of the Fresno County Board of Supervisors seeking their approval to establish an SFID for the purpose of calling a bond election. This bond would require 55% voter approval. If approved by the voters, the \$11.8 million in bonds would fund facilities that will benefit the SFID No. 1 area exclusively. Mr. Giles stated that he is looking forward to working with the Board of Trustees concerning this matter.

Dr. Gornick commented on the existing Board Policy with regard to the formation of a Citizens' Oversight Committee, stating that Board members are encouraged to nominate individuals to serve on the committee.

President McKean asked if there were any public comments or questions concerning the formation of the SFID. Hearing none, the public hearing was closed.

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

Academic Senate Report - Ms. Anita Bart, Academic Senate President for West Hills College Coalinga, reported that the Senate has been working on reviewing policy and procedure. The wording has been a group effort among both Senates and the administration. Ms. Bart stated that the Senate is waiting for comments from the faculty before the routing forms are completed and returned to the Chancellor's Office. The Senate is also working on putting together a list for faculty tenure, which will be submitted to the College President. With regard to curriculum, things have been moving forward. They are looking at some of the changes for English and math requirements for graduation. Trustee Minnite questioned Student Learning Outcomes (SLOs) and the participation by part time faculty. Ms. Bart responded that one of the problems is the limited involvement because of their schedules. She stated that they need to get together for training so that SLOs can be explained. Student Trustee Wallace questioned the changing requirements for English and math. Ms. Bart explained that the change is effective for the incoming class in Fall 2009.

Mr. James Preston, Academic Senate President for West Hills College Lemoore, discussed brown bag lunch sessions which have been planned in order to share information with other faculty. Different facilitators are used for each session. The Senate is currently working on tenure resolutions. They will be providing their comments at the next Board meeting with regard to the Board Policies and Administrative Procedures currently in progress. He echoed the comments made by Ms. Bart, stating that the recommendations are the result of a lot of collaboration.

WHCFA Report – In the absence of Ms. Marty Ennes, WHCFA President, Ms. Faye Mendenhall commented on the Board Policies and Administrative Procedures on the agenda for a first reading today. She stated that the comments from the faculty had been sent to the Chancellor’s Office but apparently had not been received in time for inclusion on the routing forms. She distributed copies of their comments.

CSEA Report – Mr. Mark Millett, CSEA President, was not present to report at this time. Dr. Gornick stated that Mr. Millett has been ill.

ASB Report – Mr. Robert Wallace, Student Trustee, reported that the Lemoore Student Government Association recently had a successful candy sale. The North District Center, Firebaugh also had a candy fundraiser and did well. Student Trustee Wallace reported that Coalinga is hosting black history month movies through the month of February.

Dr. Gornick commented on Mr. Gary Boyd and the great job he does in Coalinga at the cafeteria. He mentioned the cultural food night held each Wednesday.

West Hills College Coalinga and North District Center, Firebaugh – In the absence of Dr. Willard Lewallen, President, Jill Stearns, Dean of Student Learning, reported that the accreditation midterm report is on the agenda for approval. She referred to recommendation 6, stating that the Board has already adopted a code of ethics and Board of Trustees handbook. Ms. Stearns reported on the Family Education Day held on February 9. There were a lot of staff, faculty and administrators on campus and it was a good day. On February 2, Mr. Mark Gritton was honored by the Coalinga Chamber of Commerce as Educator of the Year. She stated that it was wonderful to see him recognized for his many years of service. Mr. Gritton addressed the Board and stated that tomorrow will be 12 years to the day that he was announced as head football coach at West Hills College. He stated that he works at a great place with a great bunch of people. He stated that he is blessed to be a part of West Hills College.

West Hills College Lemoore – Mr. Don Warkentin, President, acknowledged the great valentine dinner event hosted by the Lemoore Kiwanis Club. The culinary program prepared the meal and did a wonderful job. He distributed a flyer announcing upcoming culinary workshops for the spring. Mr. Warkentin reported that he had a visit this morning from Ms. Felina Sutton, marketing and communications specialist for

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Wal-Mart. Wal-Mart is in the process of visiting neighbors in the area of their new location at Bush and Belle Haven and they want to be good neighbors. Mr. Warkentin briefly commented on the upcoming meeting of the Board of Registered Nurses, stating that several staff members will travel to Emeryville for the meeting on February 22.

Chancellor's Report - Dr. Frank Gornick, Chancellor, asked Ms. Jana Cox to comment on the recent classified staff development day. Ms. Cox reported that it was a great day. There were approximately 110 CSEA staff members in attendance and several presentations were given throughout the day. Dr. Gornick thanked Ms. Cox, her staff, and Mr. Millett for their work on arranging for the activities to occur.

Dr. Gornick referred to the SFID resolution (item CO-22) that is on the agenda and asked Mr. Ray Giles to comment. Mr. Giles stated that the attorney has advised that the board delay their consideration of this item today because there are two other resolutions that must be approved prior to the resolution ordering the election. It was suggested that the Board of Trustees schedule a conference call for the purpose of considering all three resolutions in the appropriate order.

Dr. Gornick stated that the College Presidents and their staffs are working with their respective colleges on the budget. The budget picture has turned out a little bit better for us; however, we are proceeding with planning for the worst case scenario. The freezes that have been put into place are working to our advantage. The budget is very unpredictable and we can control our own destiny with this process. We are planning for the worst and hoping for the best.

### **CONSENT AGENDA**

Trustee Minnite questioned the minutes from the February retreat. It was stated that they will be included with the agenda packet for the March Board meeting.

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

- CA-32      Minutes - The minutes of the January 22, 2008 Board of Trustees meeting were approved as submitted.
- CA-33      Warrants - The warrants were approved as submitted.
- CA-34      Declaration of Surplus Property - The list of surplus property was proved and declared as surplus as submitted.
- CA-35      Personnel Transactions - The list of personnel transactions was approved as submitted.

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**CHANCELLOR'S OFFICE**

- CO-22**      Resolution – Ordering Election to Authorize Issuance of School Bonds –  
The resolution ordering an election to authorize the issuance of school bonds in School Facilities Improvement District No. 1 was tabled on a motion by Trustee Minnite, seconded by Trustee Ivans, and carried unanimously.
- CO-23**      Accreditation Midterm Report – West Hills College Coalinga – Dr. Gornick stated that the Presidents have been asked to do some last minute updating to their midterm reports with regard to items that have been approved. They are also taking a look at accreditation midterm reports that have been recently accepted by the Accrediting Commission. Trustee Oxborrow questioned page 9 and bringing back a deleted course. Ms. Stearns responded that a deleted course can only be brought back as a new course. Inactive courses can be brought back as they are.
- The Accreditation Midterm Report for West Hills College Coalinga was approved, subject to updates, on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously.
- CO-24**      Accreditation Midterm Report – West Hills College Lemoore – Mr. Warkentin commented on updating his report, stating that once approval is received from the Board of Registered Nursing, this information will be included in the report. Dr. Gornick stated that he wants to have latitude from the Board to be able to make minor updates.
- The Accreditation Midterm Report for West Hills College Lemoore was approved, subject to updates, on a motion by Trustee Levinson, seconded by Trustee Oxborrow, and carried unanimously.
- CO-25**      Administrative Procedure 3430, Prohibition of Harassment – Dr. Gornick stated that the recommendations from the faculty concerning Administrative Procedure 3430 and Board Policy and Administrative Procedure 4020 will be reviewed prior to final consideration by the Board.
- This item was presented for a first reading at this time. Board approval will be requested at a later date.
- CO-26**      Board Policy and Administrative Procedure 4020, Program and Curriculum Development – Trustee Minnite commented on the Rule of 5 and questioned why Student Learning Outcomes was deleted. Dr. Gornick explained that a paragraph dedicated to SLOs was added in its place.

This item was presented for a first reading at this time. Board approval will be requested at a later date.

### **FISCAL SERVICES**

**FS-27**      Fiscal Services Report – In the absence of Mr. Ken Stoppenbrink, Vice Chancellor of Business Services, Ms. Anne Jorgens provided the fiscal services report. She stated that we are 53.8% through the fiscal year. General fund revenues are at 61.4% and general fund expenditures are at 55.1%. Dr. Gornick commented on the delay of our final payment. Ms. Jorgens responded that what has been done in the past is that our June payment has been deferred and is received in August. There is now talk about the payment being deferred until September or October. This makes things difficult for us as far as cash flow is concerned. Dr. Gornick stated that we need to try to find as much money as we can now and this will help us. Trustee Henry questioned who supplies TRANs (Tax and Revenue Anticipation Notes). Dr. Gornick responded that the Community College League has a service, along with other entities. Brief discussion took place regarding the reserve and the availability of the money so that we can make our payments in time.

**FS-28**      Mid-Year Budget Adjustments – Ms. Jorgens reported that the budget adjustments come about because the audit has been completed. She summarized the changes, explaining the beginning balance, revenues, expenditures and reserve/contingency changes. It was stated that the ending balance is projected to be \$1.7 million. It is hoped that the purchasing cutoffs and hiring freeze will contribute additional funds to this projected balance.

Trustee Cantu left the meeting at this time.

The mid-year budget adjustments to the 2007-2008 general fund budget were approved on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously.

**FS-29**      Change Order – Change Order No. 1 for the West Hills College Lemoore Soccer Scoreboard Project was approved on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.

### **PERSONNEL SERVICES**

**PS-9**      Job Descriptions – Dr. Gornick stated that each of the job descriptions are for the nursing program and are necessary as part of the approval process with the Board of Registered Nursing. Discussion took place regarding

the funding of the positions. Mr. Warkentin stated that the program is scheduled to begin in August and we have funding for the first year. It is hoped that the funds will be renewed after that time. Partnerships are being developed with hospitals that will help us fund the positions and it is hoped to expand the current number of slots (24) in the future. Mr. Warkentin explained that the grants department has already written grants for this program and continues to look for grant writing opportunities.

Trustee Cantu returned to the meeting at this time.

It was stated that we have a good track record because of our psychiatric technician program. A nursing partnership is good for us and good for the hospitals. It was stated that the job description for the Director of Nursing has already been approved.

The following new certificated job descriptions were approved on a motion by Trustee Ivans, seconded by Trustee Minnite, and carried unanimously:

- Assistant Director of Nursing
- Assistant Nurse Instructor
- Nurse Instructor
- Registered Nurse Clinical Teaching Assistant

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

Student Trustee Wallace reminded everyone of the basketball game against Fresno City tomorrow night.

Trustee Cantu expressed his thanks to everyone who was involved in the preparation of the midterm reports. He congratulated Mr. Gritton on his award as Education of the Year.

Trustee Minnite echoed the comments made by Trustee Cantu. He stated that he appreciates the collaboration with the faculty and the Academic Senates. He stated that everyone's efforts make West Hills College what it is today.

Trustee Henry echoed the comments made by his fellow Board members. He stated that he is excited about the possibilities with the Board of Registered Nursing and the program can change lives. Trustee Henry commented on the Kiwanis valentine dinner, stating that there were a good group of people in attendance.

Trustee Ivans thanked everyone for the reports and presentations and congratulated Mr. Gritton on his new position and award. She thanked Dr. Gornick for his remarks about Mr. Boyd and expressed her congratulations for the work that has taken place concerning the nursing program.

Trustee Oxborrow echoed the comments made by her fellow Board members and expressed her congratulations to Mr. Gritton. She stated that the accreditation midterm reports provide good information and the hard work is appreciated. Trustee Oxborrow stated that she thinks the brown bag lunch program for sharing ideas in Lemoore is a great idea and a good opportunity for the faculty to work together.

Trustee Levinson expressed his wishes for a positive outcome on Friday at the Board of Registered Nursing meeting. He also thanked everyone for the work on the midterm report and the faculty participation.

President McKean thanked Ms. Cox for putting together the activities for the classified staff development day. He stated that he had an opportunity to attend and it was a good combination of presentations for classified staff.

President McKean announced that the next meeting of the Board of Trustees is scheduled for March 10, 2008.

### **CLOSED SESSION**

The meeting was adjourned to closed session at 4:21 p.m.

- Discussion of land acquisition/disposition of property (as per Government Code Section 54956.8). Property: Coalinga, California; Firebaugh, California; Lemoore, 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 4:57 p.m.

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Nina Oxborrow  
Clerk of the Board of Trustees



## Personnel Transactions

### 1. New Hires – Administrative

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Gritton, Mark	Director of Athletics West Hills College Coalinga	40 hrs/wk 12 mo/yr	Range 42 Step 9	District	2/1/08	Replacement for Bob Clement
Savopolos, Kathleen	Director of Student Services West Hills College Coalinga	40 hrs/wk 12 mo/yr	Range 31 Step A	Grant	1/22/08	New position

### 2. New Hires – Classified

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Blanks, Karen	Child Development Center Assistant West Hills College Coalinga	19 hrs/wk 12 mo/yr	Range 23 Step A	District	2/11/08	
Chavez, Yvonne	Child Development Center Teacher West Hills College Lemoore	19 hrs/wk 12 mo/yr	Range 40 Step A	District	2/1/08	
Davis, Hillary	Work Study Coordinator West Hills College Coalinga	40 hrs/wk 12 mo/yr	Range 42 Step A	District & Grant	2/11/08	Replacement for Melissa Richerson
Diaz, Miriam	Child Development Center Assistant West Hills College Lemoore	19 hrs/wk, 12 mo/yr	Range 23 Step A	District	2/11/08	
Fernandez, Jessica	Library Specialist West Hills College Lemoore	19 hrs/wk 12 mo/yr	Range 42 Step A	Grant	1/28/08	Replacement for James Bellamy
Freeland, Majula	Child Development Center Assistant West Hills College Coalinga	19 hrs/wk 9 mo/yr	Range 23 Step A	Grant	2/11/08	
Martinez, Gina	Child Development Center Assistant West Hills College Coalinga	19 hrs/wk 12 mo/yr	Range 23 Step A	District	2/11/08	
Navarro, Aracely	Child Dev. Center Associate Teacher West Hills College Lemoore	19 hrs/wk 12 mo/yr	Range 30 Step A	District	2/1/08	
Oglesby, April	Custodian/Groundskeeper West Hills College Lemoore	19 hrs/wk 12 mo/yr	Range 35 Step A	District	2/1/08	
Oliveira, Jonathan	Custodian/Groundskeeper West Hills College Lemoore	19 hrs/wk 12 mo/yr	Range 35 Step A	District	2/1/08	
Paz, Dulce	Child Development Center Teacher Avenal Child Development Center	19 hrs/wk 12 mo/yr	Range 40 Step A	Grant	2/1/08	
Rowden, Jodee	Secretary West Hills College Coalinga	19 hrs/wk 12 mo/yr	Range 36 Step A	Grant	2/1/08	
Vierra, Stacey	Child Development Center Teacher West Hills College Lemoore	40 hrs/wk 12 mo/yr	Range 40 Step A	District	2/1/08	

### 3. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Alvarado, Valerie	Child Development Center Assistant Avenal Child Development Center	19 hrs/wk	Range 23 Step A	District	2/20/08 – 6/30/08	

**3. Temporary Hires (continued...)**

<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>
Cortez-Ontiveros, Domenica	Career Center Technician West Hills College Coalinga	19 hrs/wk	Range 42 Step A	Grant	2/20/08 – 6/30/08	
Garcia, Leticia	Child Development Center Assistant San Joaquin Child Dev. Center	19 hrs/wk	Range 23 Step A	District	2/20/08 – 6/30/08	
Lopez, Alma	Child Development Center Assistant Avenal Child Development Center	19 hrs/wk	Range 23 Step A	District	2/20/08 – 6/30/08	
Nava, Sarina	Child Development Center Assistant Avenal Child Development Center	19 hrs/wk	Range 23 Step A	District	2/20/08 – 6/30/08	
Rayford, Cathi	Secretary District Office, Foundation	40 hrs/wk	Range 36 Step A	District	2/20/08 – 6/30/08	
Shannon-Cunningham, Crystal	Program Assistant West Hills College Lemoore	19 hrs/wk	Range 36 Step A	Grant	2/20/08 – 6/30/08	

**4. Changes in Assignment**

<b>Name</b>	<b>Current Assignment</b>	<b>Change</b>	<b>Effective Date</b>	<b>Additional Information</b>
Jurado, Griselda	Child Development Center Cook Avenal Child Development Center 19 hrs/wk, 12 mo/yr	Child Development Center Cook Avenal Child Development Center 40 hrs/wk, 12 mo/yr	2/1/08 – 6/30/08	Temporary increase in hours
Nelson, Karen	Secretary District Office, Foundation Range 36, Step A	Senior Secretary District Office, Foundation Range 40, Step A	1/14/08 – 2/8/08	Working out of class

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

<b>Name</b>	<b>Title &amp; Location</b>	<b>Effective Date</b>	<b>Additional Information</b>
Nelson, Karen	Secretary District Office, Foundation	2/8/08	Resignation
Saldana, Martin	Library Technician North District Center, Firebaugh	1/31/08	Resignation