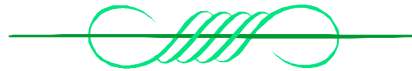


**MINUTES OF THE STUDY SESSION OF THE GOVERNING BOARD**

**April 10, 2007**



**CALL TO ORDER / OPEN SESSION**

Trustee Levinson called the meeting of the Board of Trustees to order at 3:00 p.m.

Board members present:

Nina Oxborrow  
Jeff Levinson  
Edna Ivans  
Bill Henry

Board members absent:

Mark McKean  
Jack Minnite  
Steve Cantu  
Larry Logsdon, Student Trustee

Administrators present:

Frank Gornick, Chancellor  
Ken Stoppenbrink, Vice Chancellor of Business Services  
Tom Harris, Interim President, West Hills College Coalinga  
Don Warkentin, President, West Hills College Lemoore  
Dave Bolt, Vice President of Educational Services, West Hills College Lemoore  
Jose Lopez, Dean of Students, West Hills College Lemoore  
Sylvia Dorsey-Robinson, Assoc. Dean of Categorical Programs, West Hills College Lemoore  
Susan Kincade, Dean of Learning Resources

**Introduction of Guests**

The following guest was in attendance: Ms. Sue Cercone, legal counsel.

**Public Comments**

There were no public comments made at this time.

**STUDY SESSION**

**Chancellor's Office Report** – Dr. Frank Gornick discussed the colleges' enrollments. He thanked Ms. Frances Squire and her staff for their efforts in marketing which support the colleges' increased enrollments for spring, summer and fall. Dr. Gornick reported that comedian, Ernie G, visited the college campuses last week. His visit was a success as Ernie G understands what the colleges are doing and why

they do it. Ernie G's time with students was well spent and Dr. Gornick noted that these types of activities are positive for our communities.

Dr. Gornick reported that only 20 districts are growing in the state and the West Hills Community College District is one of those districts. Trustee Levinson questioned the current enrollment and Mr. Ken Stoppenbrink responded that we are at approximately 4,950 FTE and that the district surpassed 6,000 students this semester. Dr. Gornick shared that these numbers will help build the budgets and allow the colleges greater flexibility in class offerings.

Dr. Gornick commented on the recent visit by Chancellor Drummond wherein he and his staff viewed Mr. Pedro Avila's presentation on accountability. Mr. Avila's presentation aligned the district's strategic planning goals and the goals of the colleges with the statistics from the state. As a result of the presentation, Mr. Scott Lay, President of the Community College League of California (CCLC), has asked that Dr. Gornick and the Board of Trustees give a presentation from their perspective on the assessment of district and college goals at the CCLC 2007 Annual Trustees Conference on May 4-6 in San Francisco. Dr. Gornick stated that the presentation will be held on Saturday morning, May 5. Dr. Gornick asked the trustees to review their calendars and let him know if they will be available to attend.

Dr. Gornick thanked Mr. Stoppenbrink, Mr. Clint Cowden and Mr. Bruce Hunt for their efforts with this year's rodeo as it was a great success. Dr. Gornick reported that the citizens enjoyed the arena and liked the way it was set up. It is estimated that over the three day event there were approximately 1,200 people in attendance. Trustee Ivans also noted that several individuals had stopped her, commenting on the same observations.

**Facilities Update** – Dr. Gornick suggested that the Trustees consider investing in facilities polling data and test those concepts to see if they are worth pursuing. Mr. Stoppenbrink distributed a handout which identified the four projects already approved by the state and followed up with discussion on each of the projects:

### **Wellness Center**

- The Wellness Center will require a \$2 million dollar match for this \$10 million dollar project. There is currently \$1.5 million set aside for this match.
- The plan for the project are in the process of submission to the state for approval by the end of April.
- Construction is scheduled to begin in 2008-2009 and completed in 2009-2010.

Mr. Stoppenbrink shared that the assumption is that the remaining \$500,000 will be available to pull out for this project.

### **Ag Science Facility**

- The bids for installation of the remaining fencing (animal stalls and pasture area) are scheduled to be opened on May 7, 2007 at 4:30 p.m.
- The bids for irrigation will also be opened on May 7, 2007 at 4:30 p.m. This will bring water to the rodeo facility, the pasture area and the animal stalls).
- The district's match is \$2.1 million of the \$12 million project (subject to inflation factors). The district currently has this entire match set aside in a CD earning 5.6%;
- The district is in the process of going through a CEQA study/procedure. This presentation will be made by the district's architect on the district's behalf at the Coalinga City Council Study Session scheduled for April 26.
- Plans are to be completed in 2007-2008; working drawings completed in 2008-2009; construction to begin in 2009-2010, and completed in 2010-2011.
- The Heavy Equipment Program will be actively involved in providing the work necessary for the infrastructure (trenching, leveling, building pad, etc.) to help save some resources;
- The district has an agreement with Granite Construction that will provide the district with about \$75,000 in product (rock for roads, parking lots, etc.) in exchange for access rights to our property to run their heavy equipment during a four month period of time.
- Granite Construction is also interested in contracting with our heavy equipment program for further services (trenching services for sewer lines, etc.).

Trustee Oxborrow questioned the definition of the Ag Science Facility at this point in time. Dr. Gornick stated that the facility will include a shop, a lab, two or three classrooms, and will be located west of the Claremont Custody Center. Mr. Stoppenbrink reported that the plans and a physical document are being prepared by Mr. Chris Addington's office for final review.

### **Multipurpose Sports Center**

- The district match is \$4.1 million of the \$19 million project.
- Plans and working drawings are to be completed in 2007-2008; construction will begin in 2008-2009, and completed in 2009-2010.
- The district is currently working with the City of Lemoore for a possible match contribution (Leprino Plant - redevelopment funds).

Dr. Gornick shared that this facility might include permanent seating for shared use by the City of Lemoore (quality of life enhancements and private citizen multipurpose use) and the city might "front load" the matching funds (redevelopment pass through dollars) to the college. He reported that discussions continue between the district and the City of Lemoore.

## Field Sports

- The district match is \$5 million of the \$19.5 million project.
- Plans and working drawings are to begin in 2008-2009 and will be completed in 2009-2010; construction to begin in 2010-2011, and completed in 2011-2012.

Dr. Gornick shared that this project was on our last bond list and has been approved by the state for West Hills College Lemoore. Mr. Don Warkentin shared that this project includes tennis courts, a community swimming pool, softball/baseball fields, and track and field. It does not include a football stadium.

Dr. Gornick asked that the Trustees consider these projects or replacement projects (i.e. construction of the district office in Coalinga; solar projects, etc.). Trustee Levinson questioned costs. Mr. Stoppenbrink reported that costs have increased since the last bond attempt and he also discussed the district's cash flow analysis. He reported that the district is in good shape for 2007-2008. The challenges will begin in the 2008-2009 fiscal year and continue until 2011-2012. A total match of \$13.2 million is needed. Mr. Stoppenbrink reported that the district currently has \$3.5 million dollars available for this total match. Other funding options discussed were as follows:

- Continue to work with local agencies (City of Lemoore, City of Coalinga, etc.) for resources.
- Continue to take resources from the district's ending balance that exceed the 5% required by the Chancellor's Office (internal source available to the district).
- Borrow money. This option is not recommended but is an option to consider.
- Special district bond to carve out specific projects for Fresno and Kings Counties.

**Student Housing** – Dr. Gornick reported that housing is becoming more and more of an issue for students in the valley and discussions on this topic have been ongoing with financial organizations as well as construction organizations who are involved with student residential housing. District staff have also visited other educational sites to view their student housing offerings and some colleges have non-profit corporations operating their student housing. Dr. Gornick noted that an extensive renovation would be needed in Coalinga due to the aged facility. He stated that with a renovation, the residence halls would probably lose approximately 20% of the rooms on the college campus as every two rooms would include a private bath.

Mr. Stoppenbrink provided an analysis of the residence halls. He discussed the revenue potential which does not include food component costs. He also discussed the fiscal data for previous years and noted that expenses include real expenses (i.e. labor, wages, benefits, and a loan payment of \$110,000 each year) and not bad debt issues/depreciation. Mr. Stoppenbrink stated that revenue is actual occupancy dollars.

Dr. Gornick commented on possible funding options should the Board decide that dorms are needed at West Hills College Lemoore and renovation or demolition is needed at West Hills College Coalinga. A couple of the options are as follows:

- A management firm builds and operates the residence halls for the district on the college property. He explained that there are tax advantages to this option.
- A bond project.

Trustee Oxborrow commented on management concerns with regard to fee collections, damage and yearly lease maintenance costs. Mr. Warkentin stated that West Hills College Lemoore would like to explore ways to bring more students to the campus to participate in the college life and residence halls are one aspect of this. Mr. Warkentin also commented on looking into single family housing/residences for single parents with children.

The following down sides relative to student housing were discussed:

- Unrealistic dollar cost by students for renting.
- The majority of West Hills Community College District students receive financial aid.
- Mismanagement concerns: the college may be required to make up the difference between what is collected by the management agency and the actual costs (their losses).

It was the consensus of the Board to explore all opportunities including the following:

- West Hills College Coalinga
  - Renovation and management by a third party
  - Renovation and management by the District
  - Demolition and management by a third party
- West Hills College Lemoore
  - What costs would be for new student housing
  - What the costs for having a third party management would be

The Board also asked that further discussion be held at a future meeting.

**Special Facilities Districts** – Mr. Stoppenbrink distributed copies of the shared analysis information provided by Stone & Youngberg. Dr. Gornick discussed receptivity to special district bonds. He commented on separating funds by colleges/counties and reported that this type of resolution for separate funds is an option in Kings County, but in Fresno County the district would have to take extra steps to make this happen. Dr. Gornick noted that voters, once again, would need to be polled to see if they would be receptive to this idea.

Mr. Stoppenbrink reported that Fresno County makes up 60% of the district and could support a total of \$21.2 million dollars, resulting in an average annual and highest tax of about \$25 per \$1,000 of assessed value. Kings County makes up approximately 38% of the district and could support a total of \$18 million resulting in an average annual and highest tax of about \$25 per \$1,000 dollars of assessed value. The total would be approximately \$39.2 million dollars. Fresno County chooses to take these bonds on a case by case basis and the district would have to work with their election timeframes. Dr. Gornick stated that a project list would have to be identified for these bonds.

Trustee Ivans stated that she does not want to see the district split, but noted the success of College of the Sequoias using this method and commented that the district has to do what works. Board members also discussed Merced/Los Banos' success with this type of bond election. Trustee Levinson questioned whether or not the voters did not want to support the colleges or if they were primarily concerned with raising taxes. Discussion continued on how the district could transcend the cost issues (i.e. \$75 a year per \$300,000 assessed value for increased facility use) to the voters and minimize equalization of fund issues.

It was the consensus of the Board to pursue further polling data to include the following:

- The feasibility of splitting the district for a special facilities district bond
- Whether or not voter concerns were on support issues (the colleges already have what they need) or the raising of taxes
- At what level would voters support a bond (which projects the community needs)

Dr. Gornick agreed that he would revisit this issue with the Board once the data has been collected.

**Board Policies and Administrative Procedures** – Dr. Gornick shared that recommendation 1 from the accreditation visit to West Hills College Lemoore in June 2006 stated that special evaluation focus be given to a number of Board policies. He then reported on the status of the following board policies and administrative procedures:

- Board Policy and Administrative Procedure 2431, Delineation of Authority to College Presidents and District Chancellor – these items have been reviewed by the Chancellor's Executive Cabinet and it was agreed that it is okay. The policy and procedure were forwarded to the colleges on April 2 for their review. Review by the Board is scheduled for April 24.

- Administrative Procedure 6225, Resource Allocation – revisions were made to the procedure at the Chancellor’s Executive Cabinet level. The procedure was forwarded to the colleges on March 21 and is being reviewed at that level. The Board of Trustees’ first reading is scheduled for April 24.
- Board Policy and Administrative Procedure 3250, District Strategic Planning – revisions are being made at the Chancellor’s Executive Cabinet level with final review at that level in April. The policy and procedure will then be forwarded to the colleges for review.
- Board Policy 2740, Board Education – revisions are being made at the Chancellor’s Executive Cabinet level with final review at that level in April. It will then be presented to the colleges and the Board of Trustees for review simultaneously. In addition, as recommended by the accrediting team, a procedure is being developed for review.
- Board Policy and Administrative Procedure 2510, Participation in Local Decision Making Through the District Council on Student Learning – revisions are being made at the Chancellor’s Executive Cabinet level. The biggest change deals with the proposed elimination of the DCSL, replacing it with input from the College Consultation Council at West Hills College Coalinga and the Planning and Governance Council at West Hills College Lemoore, followed by input by the District Leadership Council which will be expanded to include representatives from various college groups. Final review of the revised policy will occur at the Executive Cabinet level in April and the policy and procedure will then be forwarded to the colleges for review.

Dr. Gornick also shared that, although not specifically included in the accreditation recommendation, the Chancellor’s Executive Cabinet has agreed to review Administrative Procedure 2410, Policy and Administrative Procedure. This procedure deals with review and the process for routing policies and procedures. Changes will be made to reflect any changes made to Board Policy and Administrative Procedure 2510, Participation in Local Decision Making. He also noted that pending review and approval by all applicable groups, final review and consideration of these policies and procedures by the Board of Trustees is anticipated to be complete by the end of June 2007.

Dr. Gornick reported that the district, along with the staff at both colleges, continues to work on the multi-casualty incident drills and crisis response plans. He shared that key individuals are being identified to participate on the teams and thanked Ms. Anne Jorgens, Mr. Stoppenbrink, and the College Presidents for their efforts in completing this important task.

**CLOSED SESSION**

The meeting was adjourned to closed session at 4:44 p.m.

- 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 5:42 p.m.

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Nina Oxborrow  
Clerk of the Board of Trustees

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