



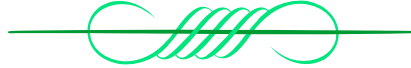
**WEST
HILLS**
COMMUNITY
COLLEGE
DISTRICT

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

November 17, 2009



CALL TO ORDER / OPEN SESSION

Vice President Henry called the meeting of the Board of Trustees to order at 3:01 p.m.

Board members present:

Mark McKean, President
Bill Henry, Vice President
Nina Oxborrow, Clerk
Edna Ivans
Jack Minnite
Steve Cantu
Yohan Maeda, Student Trustee

Board members absent:

Jeff Levinson

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
Carole Goldsmith, Vice Chancellor of Educational Services and Workforce Development
Pedro Avila, Vice Chancellor of Institutional Effectiveness and Enrollment Management
Frances Squire, Director of Marketing
Jill Stearns, Vice President of Educational Services, West Hills College Coalinga
Susan Whitener, Associate Vice Chancellor of Educational Planning
Richard Larson, Director of Farm of the Future, West Hills College Coalinga
Sylvia Dorsey-Robinson, Vice President of Student Services, West Hills College Lemoore

Introduction of Guests

Ms. Frances Squire, Director of Marketing, introduced the following guests: Sandy Cavins, Linda Oman, and Estella Fronaberger, all retirees of the district.

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, reported that the Senate is working diligently on their accreditation teams and Board Policies and Administrative Procedures are moving through the review and approval process.

Ms. Stephanie Droker, Academic Senate President for West Hills College Lemoore, reported that Administrative Procedure 6225, Resource Allocation, was approved by the Senate with no suggested changes. They have also discussed and approved Board Policy and Administrative Procedure 5055, Enrollment Priorities, with the understanding that they will be reviewed again in six months. Ms. Droker wished everyone a happy Thanksgiving.

President McKean arrived at this time.

WHCFA Report – Ms. Marty Ennes, WHCFA President, reported that the Faculty Association has been reviewing policies and procedures. She stated that it has been a wild and crazy month. She expressed her thanks to Mr. Ken Stoppenbrink and Ms. Becky Cantu for their assistance with payroll issues; and to Mr. Stoppenbrink for his assistance with grievance issues. She wished everyone a happy Thanksgiving.

CSEA Report – Mr. John Ieronimo, CSEA President, was not present to report at this time.

Student Trustee Report – Mr. Yohan Maeda, Student Trustee, provided information on International Education Week, November 16-20. Mr. Maeda also commented on a Thanksgiving dinner that will be hosted for the international students this Thursday.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Willard Lewallen, President, circulated information on a recent conference in San Diego related to migrant education and the CAMP program, stating that our students were well represented. Dr. Lewallen reported that the college was recently contacted by an organization of educators in China about sending a group of teachers to Coalinga from China. Details are being discussed with regard to pricing, living arrangements, activities, etc. Dr. Lewallen stated that this would be a good opportunity to utilize our residence halls throughout the summer. Dr. Lewallen reported that he and staff have been working closely with the City of San Joaquin on an outreach learning center. They are trying to develop a model that will then be rolled out in other communities. The facility would not be a full campus center, but a storefront operation. He stated that they are also working on a memorandum of understanding for the use of a facility. Dr. Lewallen reported that discussions have taken place with city officials in Mendota concerning a partnership. Trustee Oxborrow questioned where we are at with facilities in Huron. Dr. Lewallen stated that an outreach center for Huron is also being

discussed. In closing, Dr. Lewallen reported on current and upcoming campus events and stated that cheerleading has returned to the college and is a nice addition to school spirit.

West Hills College Lemoore – Mr. Don Warkentin, President, reported that West Hills College Lemoore is serving as host for the Women’s State Golf Championship. The college also recently hosted a banquet for the sports program. Mr. Warkentin thanked Ms. Droker for her leadership and being the driving force behind the recent town hall meeting which involved faculty, staff and students. At the meeting, the group discussed guiding principles and what is working well, areas for improvement, etc. The results will be tracked and be made a part of the program improvement process. Mr. Warkentin commented on open registration, stating that there are 126 closed sections at this time. There are 40-45% less offerings than last year. Mr. Warkentin thanked Ms. Sylvia Dorsey-Robinson and Mr. Dave Bolt for their work on budget reductions.

Chancellor’s Report – Dr. Frank Gornick, Chancellor, commented on the recent Central Valley Infrastructure Conference hosted by CalPERS at West Hills College Lemoore. He stated that Mr. Tony Oliveira facilitated the event and it was an interesting conference.

Dr. Gornick invited Dr. Carole Goldsmith to speak about a recent donation. Dr. Goldsmith commented on the gift of funds from Gill Ranch Storage and PG&E which was recently made to the Westside Institute of Technology (WIT). The funds will help with training. The receipt of the funds is to be credited to the great work that Mr. David Castillo and his staff are doing, as well as the work of Mr. Robert Pimentel and his staff. Dr. Gornick commented on the previous donation received by AT&T for the WIT. Dr. Gornick commented on the Fresno Bee article which focuses on the solar energy industry. West Hills was mentioned in this article, along with an article in The LICA Contractor. Trustee Oxborrow requested a statistics report on the WIT and where some of the students have come from. Dr. Gornick stated that this is a topic for the February Board retreat.

Dr. Gornick invited Mr. Pedro Avila to discuss priority registration. Mr. Avila reported that priority registration opened on Monday, November 9 and regular registration opened on Friday, November 13. Within ten minutes, 200 students registered for classes. He reported that the first four hours of registration the system is very slow. In the first seven days of registration, 1,000 more students than last spring (for the same time period) were registered. He stated that we are at a point where we have to go back and identify priorities within the enrollment priorities. He stated that we need to re-think and restructure registration process. Trustee Minnite questioned if the process was underestimated and if our equipment is sufficient. Mr. Avila responded that our system is good and we have the capacity. He briefly discussed the Datatel system and stated that it is constantly monitored. He expressed his appreciation to the ITS

department for their work, stating that the system was slow but only crashed once. He specifically recognized Mr. Keith Stearns, Mr. John Wright, and Mr. Paul Blair for making sure everything continued working. Dr. Gornick commented on managing what we have better versus expanding our technology.

With regard to the heavy traffic with registration and the reduced number of sections offered, Student Trustee Maeda questioned transportation to West Hills College Lemoore for those students who were not able to get all of the classes they needed at West Hills College Coalinga. Dr. Gornick directed Dr. Lewallen and Ms. Jill Stearns to work on this issue with the students.

Trustee Minnite questioned the total enrollment as of today. It was stated that there are 2,500 students registered throughout the district, which is 1,000 more than this time last year. Trustee Henry questioned the total number of students for the current semester. It was stated that there are about 7,000. Trustee Henry commented on “normal” capacity usage level and Dr. Gornick stated that we have a “new normal” and will for a while. President McKean commented on unintended consequences of decreasing class offerings and commented on the student who needs a particular class to graduate and didn’t get registered in time. He stated that we need to try to somehow accommodate this. Dr. Gornick commented on the cutoff for priority registration and the number of units some students already have. He stated that we need to be more proactive in directing information to students.

CONSENT AGENDA

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

- CA-21** Minutes – The minutes of the September 17, 2009 and October 27, 2009 Board of Trustees meetings were approved as submitted.
- CA-22** Warrants – The warrants were approved as submitted.
- CA-23** Personnel Transactions – The list of personnel transactions were approved as submitted.

CHANCELLOR’S OFFICE

- CO-14** Board Policy and Administrative Procedure 6200, Budget Preparation – Board Policy and Administrative Procedure 6200, Budget Preparation, were approved on a motion by Trustee Cantu, seconded by Trustee Ivans, and carried unanimously.

CO-15 Administrative Procedure 6225, Resource Allocation – Dr. Gornick stated that this procedure is reviewed on an annual basis. He stated that times have changed since the original adoption of the procedure and it is always a good practice to review the document.

Administrative Procedure 6225, Resource Allocation, was presented for a first reading at this time. Approval will be requested at a later date.

FISCAL SERVICES

FS-22 Fiscal Services Report – Mr. Ken Stoppenbrink, Vice Chancellor of Business Services, provided the fiscal services report. He stated that we are 33.4% through the fiscal year. General fund revenues are at 38.1% and general fund expenditures are at 29.7%.

Mr. Stoppenbrink stated that the district is in great shape for cash, but in January and February it will need to be monitored closely. He reported that the state appears to be back on a regular timeline with regard to reimbursements for projects.

BOARD REPORTS / COMMENTS / REQUESTS AND ANNOUNCEMENTS

Trustee Cantu wished everyone a happy Thanksgiving.

Trustee Minnite expressed his wishes for happy holidays, stating that everyone should enjoy their family and be grateful for their blessings. He thanked everyone for their attendance at the meeting, stating that we are now embarking on a “new normal” for education and the state.

Trustee Ivans thanked everyone for attending the meeting. She stated that it is nice to have encouraging reports from both colleges. She wished everyone a happy Thanksgiving.

Trustee Oxborrow wished everyone a happy Thanksgiving and expressed her thanks for their attendance.

Trustee Henry thanked everyone for their support and good work and wished all a happy Thanksgiving.

President McKean stated that important information has been provided and he thanked the staff for making the right decisions.

President McKean announced that the next meeting of the Board of Trustees is scheduled for December 8, 2009; however, this meeting date may be changed due to some scheduling conflicts. The meeting date will be posted on the district's website.

President McKean announced that in addition to the closed session items listed on the agenda, the Board of Trustees will also discuss land acquisition.

CLOSED SESSION

The meeting was adjourned to closed session at 4:06 p.m.

- Anticipated Litigation (as per Government Code Section 54956.9). Number of potential cases: 1
- Existing Litigation (as per Government Code Section 54956.9). Name of case: Barbara Caganich v. West Hills Community College District
- 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
- Conference with Labor Negotiator (as per Government Code Section 54957.6). Agency negotiator: Chancellor; Vice Chancellor of Business Services; Director of Human Resources. Employee organization: CSEA; CTA. Unrepresented employees: Administrative; Management; Confidential

ADJOURNMENT

There being no further business before the Board of Trustees, the meeting was adjourned at 5:13 p.m.

Nina Oxborrow
Clerk of the Board of Trustees

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Personnel Transactions

1. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Herrera, Maria	Child Dev. Center Associate Teacher North District Center, Firebaugh Range 30, Step E	Child Development Center Assistant North District Center, Firebaugh Range 23, Step E	12/1/09	Requested demotion due to not meeting requirements for CDC Teacher Permit renewal
Keough, Olga	Accounting Services Technician I District Office Range 49, Step B	Accounting Services Technician II District Office Range 52, Step B	11/1/09	New position; Grant funded
Perez, Anna	Child Dev. Center Associate Teacher North District Center, Firebaugh Range 30, Step D	Child Development Center Assistant North District Center, Firebaugh Range 23, Step D	11/1/09	Requested demotion due to not meeting requirements for CDC Teacher Permit renewal
Rodriguez, Maria	Child Dev. Center Associate Teacher San Joaquin Child Dev. Center 19 hrs/wk, 12 mo/yr	Child Dev. Center Associate Teacher San Joaquin Child Dev. Center 19 hrs/wk, 10 mo/yr	11/2/09	
Sanchez, Sarah	Child Development Center Assistant North District Center, Firebaugh Range 23, Step C	Child Dev. Center Associate Teacher North District Center, Firebaugh Range 30, Step A	11/3/09	Substitute for Anna Perez; Temporary replacement until position is filled

2. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date
Anderson, Raymond	Security Guard West Hills College Lemoore	11/2/09
Lopez, Veronica	Child Development Center Associate Teacher San Joaquin Child Development Center	10/23/09
Ramirez, Oscar	Groundskeeper West Hills College Coalinga	11/5/09
Smith, Dolores	Director of Financial Aid West Hills College Coalinga	11/11/09