



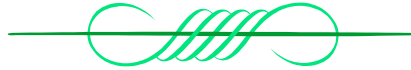
## WEST HILLS COMMUNITY COLLEGE DISTRICT

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

Tuesday - January 25, 2005



Prior to the Board meeting, a walking tour of the West Hills College Coalinga campus was held.

#### **CALL TO ORDER / CLOSED SESSION**

President Levinson called the meeting of the Board of Trustees to order at 12:40 p.m. and led the group in the flag salute.

Board members present:

Mark McKean  
Jack Minnite  
Nina Oxborrow  
Jeff Levinson  
Edna Ivans  
Bill Henry  
Steve Cantu

Board members absent:

Willie Lee, Student Trustee

Administrators present:

Frank Gornick, Chancellor  
Ken Stoppenbrink, Interim Vice Chancellor of Business Services  
Don Warkentin, Interim President, West Hills College Lemoore  
Anthony Tricoli, President, West Hills College Coalinga  
Dave Bolt, Dean of Educational Services,  
Jose Lopez, Dean of Students, West Hills College Lemoore  
Susan Kincade, Dean of Learning Resources  
Bertha Felix-Mata, Associate Dean of Educational Services, West Hills College Coalinga  
Keven Backman, Interim Director of Human Resources

The meeting was immediately adjourned to closed session:

- Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)
- Existing Litigation (as per Government Code Section 54956.9(a)). Name of case: Grant v. West Hills Community College District, et al; West Hills Community College District v. Doucette, et al

- Discussion of land acquisition/ disposition of property (as per Government Code Section 54956.8). Property: Coalinga, California; Lemoore, California; Firebaugh, California
- Conference with Labor Negotiators (as per Government Code Section 54957.6). Agency negotiator: Director of Human Resources. Employee organizations: CTA; CSEA
- Public Employment (as per Government Code Section 54957). Titles: Chancellor; President, West Hills College Coalinga

The meeting was reconvened to open session at 2:10 p.m.

### **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 – Mr. Marlon Hall, Academic Senate President at West Hills College Coalinga, provided tenure recommendations from the Senate. He reported that there are 11 individuals from West Hills College Coalinga who have completed their probationary period and are eligible for tenure. Mr. Hall also read a resolution in support of the recommendation for tenure. Mr. Hall provided a presentation on the Academic Senate for California Community Colleges for his doctoral studies.

Mr. David Rengh, Academic Senate President at West Hills College Lemoore, was not present to report at this time.

WHCFA Report – In the absence of Mr. John Bart, WHCFA President, Ms. Faye Mendenhall reported. She stated that the faculty association stands behind the Senate's recommendations for tenure and feels that the individuals are awesome instructors.

CSEA Report – Mr. Tony Garcia, CSEA President, was not present to report at this time.

ASB Report – Mr. Willie Lee, Student Trustee, was not present to report at this time.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Anthony Tricoli, President, distributed a campus activities report and briefly commented on recent and upcoming events. Dr. Tricoli reported that the Hospital Peace Officer Training Academy program was developed by the Administration of Justice Department in cooperation with the Coalinga State Hospital. Dr. Beverly Smith and

Mr. John Bart have submitted the curriculum for this program and it is expected to enroll over 100 full-time students at West Hills College Coalinga each year. Dr. Tricoli announced that James Kossler will be the accreditation team chair for the upcoming visit in the spring.

West Hills College Lemoore – Mr. Don Warkentin, Interim President, distributed a campus activities report and briefly commented on recent and upcoming events. On behalf of Mr. Rengh, who was unable to attend the Board meeting, Mr. Warkentin announced that the Lemoore Academic Senate is recommending Shawn Jackson and Rene Sanchez for tenure. Mr. Warkentin reported that Student Trustee, Willie Lee, is currently in class but would like the Board to know that students are back on campus for the new semester and are active. An ecology club is being formed and the students are preparing for black history month in February.

Mr. Dave Bolt briefly reported on the curriculum committee report.

Mr. Warkentin reported that he is making visits to the various service groups in the Lemoore community and is giving presentations concerning West Hills College Lemoore.

Chancellor's Report – Dr. Frank Gornick, Chancellor, provided a brief update on the Presidential Search process for West Hills College Lemoore. The web page for the search was explained and Dr. Gornick reported that it will soon be live on the District's website.

At this time President McKean presented Trustee Levinson with a plaque on behalf of the students, employees, citizens and Board members of the West Hills Community College District in honor of his service as President of the Board of Trustees from 2001-2004.

### **CONSENT AGENDA**

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

**CA-27**      Minutes – The minutes of the December 7, 2004 and December 28, 2004 Board meetings were approved as submitted.

**CA-28**      Warrants – The warrants were approved as submitted.

**CA-29**      Quarterly Financial Status Report, 311Q – The Quarterly Financial Status Report, 311Q for the quarter ending December 31, 2004 was approved as submitted.

**CA-30**      Non-Resident Tuition Fees - The non-resident tuition fee worksheet for fiscal year 2005-2006 was approved as submitted.

**CA-31**      Personnel Transactions - The list of personnel transactions (as attached to the official minutes) was approved as submitted.

### **CHANCELLOR'S OFFICE**

**CO-13**      Presidential Search Committee - The following list of Presidential Search Committee members was approved on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously:

- Mark McKean, Board of Trustees (Committee Chairperson)
- Bill Henry, Board of Trustees
- Stephanie Atkinson-Alston, Associate Dean of Educational Services, West Hills College Lemoore
- Vince Montoya, Director of Maintenance and Operations, West Hills College Lemoore
- David Rengh, Certificated Faculty
- Bob Gibson, Certificated Faculty
- Tracy Wertenberger, Classified
- Cheryl Stivers, Classified
- Willie Lee, Student

**CO-14**      Curriculum Committee Action Report , Fall 2004 - The Curriculum Committee Action Report for Fall, 2004 was presented for a first reading. Approval will be requested at a future meeting of the Board of Trustees.

**CO-15**      Board Policies and Administrative Procedures - The following Board policies and administrative procedures were presented for a first reading. Approval will be requested at a later date.

- New Board Policy 7100, Commitment to Diversity
- New Board Policy 7120, Recruitment and Selection
- New Board Policy 3420, Equal Employment Opportunity
- New Board Policy 7130, Compensation
- Revised Board Policy and Administrative Procedure 7210, Employment of Academic Employees
- Revised Board Policy 7230, Employment of Classified Employees
- New Board Policy 7240, Employment of Confidential Employees
- Revised Board Policy and Administrative Procedure 7250, Employment of Administrators
- New Board Policy 7260, Employment of Classified Managers

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### **FISCAL SERVICES**

- FS-27**      Fiscal Services Report – Mr. Stoppenbrink distributed the budget status report and briefly discussed the status of the budget expenses and revenues.
- FS-28**      Lease Agreement – ATM Machines – Discussion occurred regarding the lease agreement and what is being approved as there are many unknown areas in the agreement. Discussion took place regarding the approximate number of transactions that are anticipated. Trustee Levinson requested that the decision be tabled until more information is given. President McKean stated that we do not know whether or not this is a good bid. Trustee Levinson requested that we ask the vendors what they anticipate in terms of numbers and activity. President McKean directed the Board members to contact Mr. Stoppenbrink with any questions that they would like to have answered prior to further consideration of the item.
- FS-29**      Substitution of Site-Plumbing Contractor – The substitution of the site-plumbing subcontractor for the West Hills College Coalinga Child Development Center Expansion Project was approved on a motion by Trustee Ivans, seconded by Trustee Cantu, and carried unanimously.

### **PERSONNEL SERVICES**

- PS-8**      New Administrative Job Description – The following new administrative job description was approved on a motion by Trustee McKean, seconded by Trustee Ivans, and carried unanimously:
- Director of Educational Talent Search/Upward Bound Math & Science/AmeriCorps
- PS-9**      Administrative Contract Extensions – The contract extensions for the following administrative positions were approved on a motion by Trustee Henry, seconded by Trustee Minnite, and carried unanimously:
- Frank Gornick, Chancellor
  - Anthony Tricoli, President, West Hills College Coalinga

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

Trustee Henry congratulated Dr. Gornick and Dr. Tricoli on their contract extensions. He stated that the extensions make for a stable institution.

Trustee Levinson thanked the Board for the plaque in honor of his service to the District and thanked Dr. Gornick and Dr. Tricoli for their service to the District.

Trustee Minnite thanked everyone for their participation in the meeting.

Trustee Oxborrow commented that the campus tour was great and is something that she looks forward to. She thanked everyone for their presentations and expressed her best wishes to Dr. Gornick and Dr. Tricoli for their contract extensions.

Trustee Ivans expressed her congratulations with regard to the contract extensions. She thanked Dr. Tricoli and his staff for the campus tour and stated that she appreciates everyone's hard work.

Trustee Cantu thanked Dr. Tricoli for the campus tour.

President McKean expressed his thanks for the campus tour. He announced that the Board of Trustees will hold their annual Board retreat on Friday, February 4, 2005. The next regular meeting of the Governing Board is scheduled for February 22, 2005.

#### **ADJOURNMENT**

There being no further business before the Board of Trustees, the meeting was adjourned at 3:35 p.m.

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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
Ames, Laura	Learning Skills Program Assistant West Hills College Coalinga	40 hrs/week 9 mo/year	Range 32 Step E	Grant	12/13/04	Replacement for Crystal Aguilar Rehired from 39 month list
Anthony, Andrew	Security Guard West Hills College Coalinga	19 hrs/week 12 mo/year	Range 32 Step A	District	1/18/05	
Arevalo, Wendy	Marketing Assistant District Office	40 hrs/week 12 mo/year	Range 40 Step D	50% Grant 50% District	1/4/05	New position Replacement for Dianne Carpenter
Bellamy, Russell	Library Technician West Hills College Lemoore	19 hrs/week 12 mo/year	Range 40 Step A	Grant	1/4/05	New position
Espinoza, Ana	Advising Specialist, CAMP Program West Hills College Coalinga	19 hrs/week 12 mo/year	Range 56 Step A	Grant	1/4/05	New position
Flores, Rafael	Advising Specialist, CAMP Program West Hills College Coalinga	19 hrs/week 12 mo/year	Range 56 Step A	Grant	1/4/05	New position
Harper, Gina	Senior Secretary West Hills College Coalinga	40 hrs/week 12 mo/year	Range 40 Step A	District	12/1/04	Replacement for Roberta Rhoades
Leon, Ana	Child Dev. Center Site Supervisor Avenal Infant Center	40 hrs/week 12 mo/year	Range 14 Step A	Grant	1/5/05	Replacement for LeeAnne Ramsey Rehired from 39 month list
Patlan, Melissa	Child Development Center Assistant	19 hrs/week 9 mo/year	Range 23 Step A	Grant	1/18/05	New position
Shirk, Suzanne	Web Assistant District Office	40 hrs/week 12 mo/year	Range 42 Step C	District	1/4/05	New position
Whitwill, Mark	Security Guard West Hills College Coalinga	19 hrs/week 12 mo/year	Range 32 Step A	District	1/18/05	
Zavala, Edward	Security Guard West Hills College Lemoore	19 hrs/week 12 mo/year	Range 32 Step A	District	1/19/05	New position

### 2. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Dates	Additional Information
Ali, Munira	Child Dev. Center Associate Teacher Lemoore Child Development Center	19 hrs/week	Range 30 Step A	Grant	1/26/05 – 6/30/05	
Bishop, Dawn	Tutor Coordinator West Hills College Coalinga	19 hrs/week	Range 42 Step A	District	1/26/05 – 6/30/05	
Booker, Julie	Child Dev. Center Associate Teacher	19 hrs/week	Range 30 Step A	Grant	1/26/05 – 6/30/05	
Cabrera, Zenaida	Child Development Center Cook San Joaquin Child Dev. Center	19 hrs/week	Range 33 Step A	Grant	1/26/05 – 6/30/05	Temporary replacement for Maribel Cruz while out on maternity leave
Hewitt, Elizabeth	Tutor Coordinator West Hills College Lemoore	19 hrs/week	Range 42 Step A	District	1/26/05 – 6/30/05	

Putnam, Katrina	Student Services Assistant West Hills College Lemoore	19 hrs/week	Range 36 Step A	District	1/26/05 – 6/30/05	
Suter, Monique	Student Services Assistant West Hills College Lemoore	19 hrs/week	Range 36 Step A	District	1/26/05 – 5/27/05	Replacement for Teresa Macias- Quilici

### 3. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Hatcher, Anita	Child Dev. Center Associate Teacher Cheney Child Development Center 19 hrs/week, 12 mo/year Range 30, Step B Grant funded	Child Dev. Center Associate Teacher Cheney Child Development Center 40 hrs/week, 12 mo/year Range 30, Step B Grant funded	1/4/05	Replacement for Diane Rhodes (Anita Hatcher's hours were reduced in July, 2004 due to the CDC restructuring. This replacement makes her a full time employee again.)
Macias-Quilici, Teresa	Student Services Assistant West Hills College Lemoore 19 hrs/week, 12 mo/year Range 36, Step D District funded	Advising Specialist West Hills College Lemoore 40 hrs/week, 12 mo/year Range 56, Step A District funded	1/3/05	Replacement for Lenore Simonson
Sanchez, Laura	Child Development Center Assistant West Hills College Coalinga 19 hrs/week, 12 mo/year Range 23, Step B Grant funded	Child Dev. Center Associate Teacher San Joaquin Child Dev. Center 40 hrs/week, 12 mo/year Range 30, Step A Grant funded	1/18/05	

### 4. Request of FMLA (Family Medical Leave Act)

Name	Title & Location	Effective Date	Additional Information
Whittington, Stephanie	Child Development Center Assistant West Hills College Lemoore	2/28/05 – 3/31/05	

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

Name	Title & Location	Effective Date	Additional Information
Davis, Penny	Program Assistant West Hills College Coalinga	1/3/05	Resignation
Montoya, Michael	Food Service Manager West Hills College Coalinga	2/1/05	Resignation