



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

April 26, 2005



CALL TO ORDER / OPEN SESSION

President McKean called the meeting of the Board of Trustees to order at 10:16 a.m.

Board members present:

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

Board members absent:

Willie Lee, Student Trustee
Bill Henry

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
Beverly Smith, Dean of Student Learning, West Hills College Coalinga
Susan Kincade, Dean of Learning Resources
Bertha Felix-Mata, Associate Dean of Student Learning
Eliseo Gamino, Associate Dean of Student Learning, North District Center, Firebaugh
Keven Backman, Interim Director of Human Resources

Public Comments

Mr. Eliseo Gamino introduced Ms. Ana Espinoza, the new advising specialist for the CAMP program at North District Center, Firebaugh. Ms. Espinoza addressed the Board and explained her background. She stated that she is happy to be working with students.

President McKean questioned our involvement with Dos Palos. Mr. Gamino stated that we go to Dos Palos when we are invited.

Mr. Gamino reported that a mural dedication will be occurring on May 13th and that he will provide further details as the date approaches.

Ms. Patty Scroggins, Director of Child Care Centers for the West Hills Community College District, introduced Ms. Olivia Ibanez, Site Supervisor at the child development center in Firebaugh. Ms. Scroggins presented a photo board to Ms. Ibanez and congratulated the child development center on their accreditation. Ms. Ibanez thanked everyone for their support.

REPORTS FROM ORGANIZATIONS / COLLEGES / DISTRICT OFFICE

Academic Senate Report – In the absence of Mr. Marlon Hall, Academic Senate President at West Hills College Coalinga, Ms. Anita Whitehead reported. She reported that the students are excited to see the Board of Trustees in Firebaugh. She stated that the Academic Senate has been busy and has had meetings discussing the needs of the students. Ms. Whitehead distributed resolutions from the West Hills College Coalinga Academic Senate. The resolutions read as follows: (typed as submitted)

West Hills College Coalinga/NDC Academic Senate Resolution-

Whereas, it has been six months since the death of Norine Oliver, the sole full-time History and Political Science instructor at West Hills College Coalinga;

Whereas, Norine Oliver taught at West Hills College Coalinga for more than twenty years;

Whereas, there is not currently a full-time History and Political Science instructor at West Hills College Coalinga;

Whereas History and Political Science are absolutely necessary for our students to graduate and transfer via approved CVHEC and other articulation agreements;

Whereas, the West Hills College Coalinga, Instructional Service Council has identified this as one of the positions needed to be hired;

the College Consultation Council has reviewed this and agreed with the Instructional Services Council;

the Presidents of WHCC and WHCL negotiated and placed this position as the top of the priority listing for faculty replacement hiring;

the Presidents of WHCC and WHCL presented this list to the Chancellor on February 16, 2005.

Whereas, it is in the best interest of students at West Hills College Coalinga to hire a full-time History and Political Science instructor;

Be it resolved, the West Hills Community College District will immediately commence hiring a full-time instructor to teach History and Political Science at West Hills College Coalinga.

West Hills College Coalinga/NDC Academic Senate Resolution-

Whereas, there has been one temporary full-time English instructor at the West Hills College Coalinga for the 2004-2005 school year.

Whereas, the temporary instructor has taught a full load this academic year and there are still more courses needing to be taught;

Whereas, the temporary instructor is the only full-time English instructor at West Hills College Coalinga;

Whereas, English courses are absolutely vital for our students to graduate and to transfer via approved CVHEC and other articulation agreements;

Whereas, the West Hills College Coalinga, Instructional Service Council has identified this as one of the positions needed to be hired;

the College Consultation Council has reviewed this and agreed with the Instructional Services Council;

the Presidents of WHCC and WHCL negotiated and placed this position as the top of the priority listing for faculty hiring;

the Presidents of WHCC and WHCL presented this list to the Chancellor on February 16, 2005.

Whereas, it is in the best interest of students at West Hills College Coalinga to hire a full-time English instructor;

Be it resolved the West Hills Community College District will immediately commence hiring a full-time instructor to teach English at West Hills College Coalinga.

West Hills College Coalinga/NDC Academic Senate Resolution

WHEREAS, West Hills College Coalinga is currently the accredited college in the West Hills Community College District and;

WHEREAS, it is fitting that West Hills College Coalinga maintain a standard of academic excellence and:

WHEREAS; it is of paramount importance to the students and the community that the college uphold its mission statement to provide both the quality and quantity of courses necessary to remain a competitive institution of higher learning;

BE IT RESOLVED, that the Academic Senate of West Hills College Coalinga is committed to having a minimum one full-time permanent instructor in each academic discipline offered by the college, for example History, English, Art, Sociology, Geology.

Ms. Whitehead commented on losing full time instructors and stated that the Senate would like to have one full time permanent instructor in each academic discipline offered by the college. They are concerned that there are not full time instructors. The Senate agrees that having a full time instructor is beneficial to the students and the academic integrity of the college.

Mr. David Rengh, Academic Senate President for West Hills College Lemoore, reported that the Senate is doing very well. He reported that West Hills College Lemoore will have their first graduation in May and it looks like they will have about 155 students walk the line. Mr. Rengh reported that Assemblymember Nicole Parra will be in attendance and the event should be a big media blitz. The Senate is working on academic policy and procedure. He stated that the biggest problem is that we have a policy in place but no procedure. Mr. Rengh reported that Ron Mitchell and Fred Mahoney are retiring this year. The Senate is excited about faculty from Coalinga participating in the graduation ceremony for Lemoore. He stated that the adjunct faculty will also walk.

Mr. Rengh provided an accreditation report for West Hills College Lemoore. He reported that surveys were distributed and information has been compiled. They are still in the process of compiling information from student surveys and things are going well. The tri chairs are meeting on a weekly basis with the standard teams and they should have a rough draft by the end of the semester. A review copy for the Board should be ready sometime during the fall semester.

WHCFA Report – Mr. John Bart, WHCFA President, was not present to report at this time.

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 commented on the benefits of the President's Scholars Program being offered to educational institutions that do not have a CSF program (i.e. Pleasant Valley Day School). He stated that we do not want to deprive them the opportunity. Dr. Tricoli reported that he has received the draft response from the accreditation team and that there were no real surprises. He now has the responsibility to review the document for errors of fact. He will be collaborating with Dr. Beverly Smith and Dr. Frank Gornick and will provide a response by the end of next week. Dr. Tricoli reported that he met with Ms. Cynthia Davis and Mr. Tom Voss to discuss the psychiatric technician program. Coalinga State Hospital has agreed to provide two faculty for us. Dr. Tricoli reported that two individuals have been selected as alumni of the year. The formal dedication of the library was held on April 22nd and

had a great turnout. Dr. Tricoli also commented on a visit to Tranquillity High School; heavy equipment class; recent theater performances; Hospital Peace Officer Training program; and scholar athlete awards.

Trustee Levinson questioned the Academic Senate resolutions. Dr. Tricoli stated he had met with Senate and didn't feel they should be brought forward because the Board of Trustees was already aware of the issue.

Dr. Gornick commented that the accreditation and the resolutions are two distinct matters.

West Hills College Lemoore – Mr. Don Warkentin, Interim President, distributed a campus activities report and briefly commented on recent and upcoming events. Mr. Warkentin reported on numerous items including the recent progressive dinner; SIFE student activities; Radiologic Technician program; men's golf team; outreach efforts by counselors and advisors; graduation plans; accreditation; and construction progress.

Trustee Minnite questioned enrollment. It was reported that we are at 3,400 for the spring semester and are anticipating 3,500 – 3,600 for the fall semester. Full time faculty were discussed and it was stated that 31 of the 81 full time faculty are in Lemoore. They rely heavily on adjunct faculty.

Trustee Minnite questioned enrollment for Coalinga. Dr. Smith commented that enrollment is approximately 1,200 in Coalinga and 500 in Firebaugh for the spring semester. Dr. Tricoli stated that we will see the highest enrollment ever at West Hills College Coalinga in the fall. Trustee Minnite questioned Dr. Gornick regarding the state's funding and our position. Dr. Gornick stated that he has had a lot of discussion with the Presidents and it is prudent not to make a decision until May 15th which is the date for the May revise. He stated that the Presidents are aware of this and have a strategy for employing full time faculty. Dr. Gornick commented that he feels confident in terms of their approach to doing that. We are planning on more students and betting that there will be more money and more growth.

Mr. Rengh commented that we are not at a standstill and are hiring three faculty at this time in art, sociology and history.

Mr. Warkentin reported that West Hills College Lemoore will be co-hosting a simulcast event on April 29th, The Influential Leader. He also reported that the middle college high school grant application has been submitted and we are waiting to hear the outcome.

Chancellor's Report – Dr. Gornick thanked Dr. Tricoli and his staff for a great dedication event at the library. He expressed his congratulations to Ms. Scroggins and the child development center staff for their accreditation. Dr. Gornick also expressed

his congratulations to Mr. Warkentin for a successful progressive dinner event. In closing, Dr. Gornick commented on the recent AACC convention he attended in Boston with two of the Board members and the IEE President's meeting held during the convention.

CONSENT AGENDA

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

- CA-41 Minutes – The minutes of the March 8, 2005 Board meeting; April 5, 2005 Board hearing; and April 5, 2005 Board study session were approved as submitted.
- CA-42 Warrants – The warrants were approved as submitted.
- CA-43 Quarterly Financial Status Report, 311Q – The Quarterly Financial Status Report, 311Q for the quarter ending March 31, 2005 was approved as submitted.
- CA-44 Personnel Transactions – The list of personnel transactions (as attached to the official minutes) was approved as submitted.

CHANCELLOR'S OFFICE

- CO-21 Board of Trustees Meeting Schedule – Trustee Minnite requested that all of the early meetings be moved to a 3:00 p.m. start time. Trustee Levinson stated that he would not want to change the start time of 10:00 a.m. for the annual meeting in Firebaugh. President McKean asked that the Chancellor's Office review the schedule again and bring the schedule back to the next meeting for consideration.
- CO-22 Board Policy 7105, Statement of Ethics – Mr. Rengh commented on the proposed policy and stated that the items listed are not measurable. Trustee Ivans commented that this is an important policy to have in place. Mr. Rengh provided comments on the policy from the faculty association and the Academic Senates and distributed copies to the Board. President McKean stated that this policy is presented for a first reading at this time.

Trustee Levinson requested that the Academic Senate come back during a specified period of time with what they would like to change in the policy. Dr. Gornick stated this may cause some consternation with the process and what the President's have to deal with. He further explained that the policy was reviewed by the Executive Cabinet and then sent to the

campuses for their review and approval. The policy was approved at the campus level by the District Council on Student Learning (DCSL) with recommendations, all of which were included in the policy presented to the Board today. Dr. Gornick reported that the DCSL's membership has representation from both the faculty association and the Academic Senate and they were provided the opportunity to vote on this policy at the DCSL level.

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

- CO-23** Administrative Procedure 2745, Board Self-Evaluation – Trustee Levinson commented that he has a problem with question 18 on the self evaluation form. He questioned the solution if there is a negative response. Dr. Gornick commented that the question is too ambiguous and brief discussion occurred.

Trustee Oxborrow made a motion to table the item at this time until additional information is provided. Trustee Ivans seconded the motion. Trustee Levinson stated that although the Board of Trustees had a first reading on this procedure in February, it needs to be reviewed further before final approval. The motion to table the item carried unanimously.

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

- CO-24** Tenure Recommendations – West Hills College Lemoore – The following tenure recommendations for West Hills College Lemoore were approved:

- Shawn Jackson
- Rene Sanchez

- CO-25** Tenure Recommendations – West Hills College Coalinga – The following tenure recommendations for West Hills College Coalinga were approved:

- Mark Arce
- John Bart
- Hector Dam-Mikkelsen
- Marlon Hall
- Genie Pratt
- Sarah Shepard
- Dixie Smith
- Ken Sowden
- Mel Sutton
- Anita Whitehead
- Harold Wiest

Mr. Rengh thanked the Board of Trustees for their approval of the faculty tenure recommendations.

At this time Trustee Minnite left the meeting.

FISCAL SERVICES

FS-41 Fiscal Services Report – Mr. Ken Stoppenbrink distributed the budget status report and briefly discussed the status of the budget expenses and revenues.

FS-42 Changes to Adopted Budget – The changes to the 2004-2005 adopted budget were approved on a motion by Trustee Levinson, seconded by Trustee Ivans, and carried unanimously.

FS-43 Change Orders – The following change orders were approved on a motion by Trustee Cantu, seconded by Trustee Ivans, and carried unanimously:

- Change Order No. 5 for the West Hills College Coalinga Library project
- Change Order No. 1 for the West Hills College Lemoore Child Development Center Building project
- Change Order No. 1 for the West Hills College Lemoore Phase 2B project

FS-44 Notice of Completion – The notice of completion for the Coalinga Library Expansion project was approved on a motion by Trustee Levinson, seconded by Trustee Cantu, and carried unanimously.

FS-45 Contract with Coalinga State Hospital – Mr. Stoppenbrink commented on a minor change to the contract. He stated that the students are not paying for the classes. The state will be paying the enrollment fees and the contract will be changed to reflect this item.

The contract between the West Hills Community College District and the Coalinga State Hospital, with the modification as noted by Mr. Stoppenbrink, was approved on a motion by Trustee Levinson, seconded by Trustee Ivans, and carried unanimously.

The following resolutions were adopted on a motion by Trustee Levinson, seconded by Trustee Ivans and carried unanimously:

- FS-46** Resolution - Avenal Child Development Center - The resolution for the purpose of providing an early care and education program at the Avenal Child Development Center was adopted.
- FS-47** Resolution - Coalinga Child Development Center - The resolution for the purpose of providing an early care and education program at the Coalinga Child Development Center was adopted.
- FS-48** Agreement with First 5 Children and Families Commission - The agreement with the First 5 Children and Families Commission of Fresno County was adopted on a motion by Trustee Cantu, seconded by Trustee Oxborrow, and carried unanimously.

PERSONNEL SERVICES

Trustee Cantu left the meeting at this time.

- PS-12** Classified Management Job Description - Mr. Backman commented that this new job description is for a position which will manage the contract with First 5.

The following classified management job description was approved on a motion by Trustee Levinson, seconded by Trustee Ivans, and carried unanimously:

- Family Resource Coordinator

Trustee Cantu returned to the meeting at this time.

- PS-13** Resolution - Elimination of Classified and Classified Management Employees - Mr. Backman reported that grant funding is ending for the positions noted in the resolution.

The resolution in the matter of the elimination of classified and classified management employees was adopted on a resolution by Trustee Ivans, seconded by Trustee Oxborrow, and carried unanimously.

BOARD REPORTS/COMMENTS/REQUESTS AND ANNOUNCEMENTS

Trustee Oxborrow commented that it is great to be in Firebaugh and see the campus.

Trustee Cantu commented that it is good to be in Firebaugh and great to see the city manager be active with the college. Trustee Cantu thanked Ms. Ibanez for the great job she is doing with the child development center.

Trustee Ivans thanked everyone for the reports. She stated that the library in Coalinga looks great. Trustee Ivans expressed her congratulations to the newly tenured faculty.

Trustee Levinson echoed the comments made by his fellow Board members. He thanked Mr. Warkentin for his efforts at the progressive dinner event. He stated that it was nice to attend the dedication event at the library in Coalinga and see the campus. Trustee Levinson briefly reported on his trip to Boston with Trustee Henry and Dr. Gornick. He stated that the trip was educational. Trustee Levinson congratulated Edna Ivans for her longevity as a trustee and mentioned the upcoming awards brunch at which Trustee Ivans will be honored.

President McKean expressed his congratulations to Trustee Ivans and stated that he appreciates her many years of dedicated service. He commented on the enjoyable library dedication event and stated that the entire campus looks very nice and that it is good to see all of the community members on campus.

President McKean announced that the next meeting of the Governing Board is scheduled for May 17, 2005.

CLOSED SESSION

The meeting was adjourned to closed session at 12:02 p.m.

- Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)
- Existing Litigation (as per Government Code Section 54956.9(a)). Names of cases: Wendy Paxton v. West Hills Community College District; 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

ADJOURNMENT

There being no further business before the Board of Trustees, the meeting was adjourned at 12:45 p.m.

Nina Oxborrow
Clerk of the Board of Trustees

Personnel Transactions

1. New Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Anderson, Raymond	Security Guard West Hills College Lemoore	19 hrs/week 12 mo/year	Range 32 Step A	District	4/5/05	New position
Bustamante, Pedro	Media Specialist District-wide	40 hrs/week 12 mo/year	Range 50 Step A	District	5/1/05	Replacement for Andrea Robinson
Cabrera, Rosa	Child Dev. Center Associate Teacher San Joaquin Child Dev. Center	19 hrs/week 9 mo/year	Range 30 Step A	Grant	3/15/05	New position
Cadena, Jennifer	Student Services Assistant West Hills College Lemoore	19 hrs/week 12 mo/year	Range 36 Step A	District	4/6/05	Replacement for Molly Nettles
Cleveland, Franki	Program Assistant, Farm of the Future West Hills College Coalinga	19 hrs/week 12 mo/year	Range 36 Step C	Grant	4/18/05	Call back from 39-month re-hire list
Cortez, Edna	Child Development Center Assistant San Joaquin Child Dev. Center	19 hrs/week 12 mo/year	Range 23 Step A	Grant	4/1/05	New position
Gutierrez, Ana	Child Development Center Teacher Cheney Child Development Center	19 hrs/week 9 mo/year	Range 40 Step A	Grant	4/1/05	New position
Jurado, Griselda	Child Development Center Cook Avenal Infant Center	19 hrs/week 9 mo/year	Range 33 Step A	Grant	3/30/05	Replacement for Stacy Griswold
Lopez, Laura	Child Development Center Assistant North District Center, Firebaugh	19 hrs/week 12 mo/year	Range 23 Step A	Grant	4/1/05	Replacement for Ana Gonzales
Ratto, Debbie	Custodian West Hills College Coalinga	15 hrs/week 12 mo/year	Range 35 Step A	Grant	4/11/05	Replacement for Laura Oxford
Robinson, Andre	Custodian/Groundskeeper District Office	19 hrs/week 12 mo/year	Range 37 Step A	District	3/11/05	New position
Suter, Monique	Student Services Assistant West Hills College Lemoore	19 hrs/week 12 mo/year	Range 23 Step A	District	3/28/05	Replacement for Teresa Macias-Quilici
Torres, Donna	Child Development Center Assistant West Hills College coalinga	19 hrs/week 12 mo/year	Range 23 Step A	Grant	4/1/05	Replacement for Erica Solorio

2. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Dates	Additional Information
Augustus, Brenda	Student Services Assistant West Hills College Lemoore	19 hrs/week	Range 36 Step A	District	4/20/05 – 6/30/05	Temporary replacement for Sue Silva while out on medical leave
Kerns, Valarie	Financial Aid Assistant West Hills College Coalinga	40 hrs/week	Range 33 Step A	District	4/27/05 – 6/30/05	Temporary replacement for Chris Salazar while out on administrative leave
Rivera, Monica	Child Development Center Assistant San Joaquin Child Dev. Center	19 hrs/week	Range 23 Step A	Grant	4/27/05 – 6/30/05	
Rossetti, Celina	Child Dev. Center Associate Teacher San Joaquin Child Dev. Center	19 hrs/week	Range 30 Step A	Grant	4/27/05 – 6/30/05	

3. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Chavarria, April	Health Careers Outreach Specialist West Hills College Coalinga	Senior Employment Readiness Specialist All Youth One West Hills College Coalinga	5/1/05	Replacement for Refugio Santacruz
Folsom, Karan	Duplicating Assistant West Hills College Coalinga 19 hrs/week, 9 mo/year Range 32, Step A District funded	Director of Duplicating West Hills College Coalinga 40 hrs/week Range 10, Step A District funded	3/28/05 – 4/29/05	Temporary replacement for Tom Benedict while out on medical leave
Gonzales, Anna	Child Development Center Teacher North District Center, Firebaugh 19 hrs/week	Child Development Center Teacher North District Center, Firebaugh 40 hrs/week	4/1/05	Replacement for Kim Chapman

4. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date	Additional Information
Cruz, Maribel	Child Development Center Cook San Joaquin Child Development Center	4/5/05	Resignation
Hill, James	Allied Health Instructor West Hills College Coalinga	4/30/05	Resignation
Ibanez, Raquel	Child Development Center Assistant San Joaquin Child Development Center	3/23/05	Resignation
Mahoney, Fred	Physical Education Instructor West Hills College Lemoore	5/27/05	Retirement
Palacio, Sonia	Child Development Center Assistant Avenal Infant Center	4/1/05	Resignation
Patlan, Melissa	Child Development Center Assistant San Joaquin Child Development Center	3/17/05	Resignation
Salazar, Chris	Financial Aid Assistant 1 West Hills College Coalinga	4/30/05	Resignation
Wyatt, Kimberly	Psychiatric Technician Program Instructor West Hills College Coalinga	4/29/05	Resignation