



**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**

**May 25, 2004**



**OPEN SESSION / CALL TO ORDER**

President Levinson called the meeting of the Board of Trustees to order at 3:07 p.m.

Board members present:

Jeff Levinson  
Jack Minnite  
Nina Oxborrow  
Mark McKean  
Edna Ivans  
Bill Henry  
Steve Cantu  
Elizabeth Campos, Student Trustee

Administrators present:

Frank Gornick, Chancellor  
Jack Mahrt, Vice Chancellor of Business Services  
Barbara Hioco, President, West Hills College Lemoore  
Anthony Tricoli, President, West Hills College Coalinga  
Dave Bolt, Dean of Educational Services, West Hills College Lemoore  
Beverly Smith, Dean of Educational Services, West Hills College Coalinga  
Don Warkentin, Dean of Students, West Hills College Lemoore  
Susan Kincade, Dean of Learning Resources, District wide  
Larry Rathbun, Associate Dean of Educational Services, West Hills College Coalinga  
Stephanie Atkinson-Alston, Assoc. Dean of Educational Services, West Hills College Lemoore  
Ken Stoppenbrink, Director of Human Resources  
Frances Squire, Director of Marketing

**Introduction of Guests**

Ms. Frances Squire, Director of Marketing, introduced the following guests: Subha Ravindhram, ABC Channel 30; Dave Borjun, ABC Channel 30; Rick Lopez, ABC Channel 30. Also in attendance were several West Hills Community College District employees.

## Public Comments

Ms. Faye Mendenhall, West Hills College Coalinga instructor, addressed the Board and asked that they reconsider the layoff of Laura Ames. She stated that Laura is the epitome of our two mottos and has been a tutor in the math and English departments for 16 years. Ms. Mendenhall stated that she feels Laura puts students first. This semester Laura has worked 15 hours per week in Ms. Mendenhall's math classes and has also met with Mark Gritton's students many times at 5:30 a.m. Laura has also tutored learning communities students. She previously traveled to Lemoore twice per week to tutor students. Ms. Mendenhall asked the Board to please reconsider the layoff of Laura Ames and to reinstate her.

Mr. Tom Winters, West Hills College Coalinga instructor, stated that he did not know that Ms. Mendenhall would be speaking with regard to Laura Ames and added that he, too, believes Laura to be an extraordinary person. Mr. Winters commented that Laura has had remarkable insight to foster and help students along year after year. Many students have called her long after leaving West Hills College. Mr. Winters asked the Board to consider classified employees in general. He commented on classified employees being committed to the college and taking job advancements to move ahead in their career and when grant irrational situations occur, those employees are let go even though they may be the senior person. President Levinson thanked Mr. Winters for his input.

Mr. John Hooper reported that he is a student at West Hills College. He described a scenario of the college as a business and selling a product. He asked the Board to think of students first and to reinstate Laura Ames as she has helped him in his years at West Hills College.

Mr. Frank Renteria, West Hills College Lemoore counselor, stated that he is here today in a good way and thanked the Board for doing a good job. He stated that it has been a year since he has addressed the Board and that he is not speaking for something he wants. He stated that we have a chance to make history. Mr. Renteria reported that he believes there is a way to make cuts rather than make layoffs. He asked that the Board reconsider the dismissal of Susie Briones for whatever reason she has been let go. Mr. Renteria stated that he believes she has made valuable inroads into the Mexican community. Mr. Renteria stated that he always speaks positively on behalf of the West Hills Community College District staff and administration. He stated that it is hard to make judgment on the Board as it is not clear as to their work load. Mr. Renteria also addressed Dr. Barbara Hioco in regard to her recent acceptance of the Reedley College presidency position. He stated that she should stay with us. He thanked Dr. Hioco and the Board.

President Levinson introduced Elizabeth Campos, Student Trustee, and expressed his appreciation of her attendance.

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

Academic Senate Report – Dr. Michael Burke announced that Mr. Marlon Hall will be the new Academic Senate President for the next two years. Dr. Burke reported that the Senate has recently helped staff with two screening committees. Dr. Burke stated that both Senates need more information regarding the CVHEC transfer AA/AS degree and how it will impact our students. Dr. Gornick asked if the Senate is gathering the information. Mr. David Rengh responded in the affirmative. Mr. Rengh thanked Dr. Hioco on behalf of the Academic Senate for her excellent leadership as an administrator and teacher.

WHCFA Report – In the absence of Mr. John Bart, WHCFA President, Ms. Faye Mendenhall reported that Mr. Bart will not be teaching this summer and will be available to attend the Board meetings. On behalf of the Faculty Association, Ms. Mendenhall expressed appreciation to Dr. Barbara Hioco for all her years of service and for all she has done, and wished her well in her new position. Trustee McKean questioned if Mr. Bart would be available this summer to proceed with negotiations. Ms. Mendenhall responded in the affirmative.

CSEA Report – Tony Garcia, CSEA President, thanked Dr. Hioco for her wonderful years of service. Mr. Garcia stated that he has had questions brought to him on behalf of students. The questions are as follows:

1. Why are there so many lay offs?
2. Why can't we get the classes we want?
3. Why are we treated so poorly in student services?
4. Why is Laura Ames being denied bumping rights?
5. Why is the MESA Center closing?
6. Will college catalogs be printed?
7. How come expensive commercials and printing jobs are still being done?

President Levinson asked that a copy of the questions be given to Dr. Gornick so that he may prepare a response.

Mr. Garcia stated that he has met for many months to discuss bumping rights with the Board and that Laura Ames is not being allowed to bump due to contract language. He stated that he believes opportunities are stifled as employees do not take grant positions due to the fear of losing years of seniority with the District. He stated that the new accreditation standards include student learning outcomes which directly relate to the need for tutors such as Laura Ames and Nila Vosburg. Mr. Garcia stated that he believes that the “no employee should be let go” statement does not apply to classified employees and that any cuts hurt us all.

Mr. Garcia introduced Mr. John Ieronimo, CSEA Job Stewart and chairman of the negotiations committee. He reported that Mr. Ieronimo has worked very hard, along with others on the negotiation team, to develop CSEA Chapter 429's initial proposal. Mr. Ieronimo presented the initial proposal to the Board and thanked the following individuals who have participated on the negotiating team: Shaun Bailey, Chris Salazar, Tracy Wertenberger and Mark Millett.

ASB Report – Ms. Elizabeth Campos, Student Trustee, reported that the questions referred to by Mr. Garcia were the latest concerns brought forward from the ASB council at their last meeting. She stated that she has since met with Ms. Bertha Felix-Mata, West Hills College Coalinga Dean of Students, to discuss these concerns.

Miss Campos reviewed several of the recent activities on the Coalinga campus, specifically the Ceasar Chavez Walk held May 5<sup>th</sup> and sponsored by the MEChA Club. She reported that MEChA representatives recently went to Sacramento to protest the licensing of immigrants. Ms. Campos reported that there was a radio station on campus to cover the CAMP Banquet on May 7<sup>th</sup>. In closing, Ms. Campos announced the new ASB representatives, Pedro Herrado and Juan Madrigal.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Anthony Tricoli highlighted some items from the recall of faculty layoffs – being to work with staff to improve efficiency. He reported that he has held meetings with ten faculty members to identify barriers in order to be more productive. The 3 areas being addressed are: to identify barriers; elimination of barriers; and develop a productivity plan. The plan is due back in November, 2004.

Dr. Tricoli reported that the Central Valley Conference (CVC) conducted a program review on the Coalinga campus on May 11<sup>th</sup>. A team of 10-12 representatives came to review the athletic programs and the process was led by Mr. Bob Clement, Athletic Director. Dr. Tricoli reported that commendations were received and he expressed his appreciation to Mr. Jeff Wanderer, Head Volleyball Coach. Dr. Tricoli stated that he had previously participated as the chair for the Modesto College athletic program review visit and felt that a fabulous job was done by West Hills College in comparison.

Dr. Tricoli announced that open forums were held in Coalinga and Firebaugh resulting in a strategic plan which is almost complete. The plan highlights goals and how they can be reached and includes a mission and vision statement. In addition, there was discussion about possible administrative organizational changes and a new committee structure.

Dr. Tricoli reported on a successful Honors Brunch held May 21<sup>st</sup> to recognize outstanding student achievement. He stated that there was standing room only. Dr. Tricoli announced that he and his wife hosted a staff recognition and backyard barbecue at their home on May 21<sup>st</sup> and much fun was had.

Dr. Tricoli reported that the end of the year basketball banquet was a success and he thanked Nardie and Dick Christenson for all their support.

Dr. Tricoli reported that he will deliver a speech at the San Joaquin Child Development Center Dedication Ceremony on May 26<sup>th</sup>. He acknowledged the hard work of the contributing agencies and donors to bring about services to students and children in our communities.

Dr. Tricoli announced that he has accepted a seat on the Central California Hispanic Chamber of Commerce Board of Directors and reported that he will bring detailed staffing and finance reports to the next Board meeting.

In closing, Dr. Tricoli paid tribute and gave congratulations to his good friend and colleague, Dr. Barbara Hioco, on her new position.

An update on the West Hills College Coalinga accreditation was provided by Ms. Faye Mendenhall. Ms. Mendenhall stated that all should now have a copy of the report and that two major events have occurred: The students, faculty and staff surveys have been distributed and are to be returned at the end of this week. Thereafter, assessments will be made. Secondly, the first draft review of the report has been completed and is actively being revised to be due back by June 6<sup>th</sup>. The plan will then be presented to faculty on flex day for further revisions. At this time the campus is awaiting notification from the Accrediting Commission with regard to the accreditation team chairperson. The anticipated visit will occur in February or March, 2005.

West Hills College Lemoore – On behalf of the Board of Trustees, President Levinson congratulated Dr. Barbara Hioco on her new job.

Dr. Hioco, President of West Hills College Lemoore, announced that the Accrediting Commission will meet June 9<sup>th</sup> to take action on the West Hills College Lemoore accreditation. She stated that she does not foresee any problems.

Dr. Hioco stated that there are many activities this time of year. She reported that a successful Honors Brunch was held on May 21<sup>st</sup> with approximately 160 persons in attendance. She gave special recognition to Neomi Daniels and Marcia McCornick for their help to serve the food. She reported that many outreach activities have occurred and many have been busy with area high school award ceremonies.

Dr. Hioco announced that the Lemoore Campus will be used as a plant test garden to include soil analysis by the charter school as a science project.

Dr. Hioco reported that enrollment is up for summer by 25% and 35% for fall with many classes full. With regard to facilities, Dr. Hioco provided an update stating that

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the Phase II B bid deadline is May 27<sup>th</sup> and the Child Development Center bid deadline is June 3<sup>rd</sup>. The projected construction start date is August 4, 2004.

Dr. Hioco announced that the Lemoore Food and Follies (end of the year staff barbecue and recognition activity) is scheduled for May 26<sup>th</sup>. She extended an open invitation for all to attend.

Dr. Hioco stated that this Board meeting would be her last. She explained that acceptance of the Reedley College presidency position was not an easy decision to make, however these types of positions do not come up often. She thanked everyone, expressing particular thanks to Dr. Frank Gornick, for allowing her the opportunity to acquire the skills necessary to qualify for the position. She stated that her years at the West Hills Community College District have been very rewarding.

Dr. Hioco introduced Mr. Ron Oxford, Library/Learning Resource Specialist. Mr. Oxford gave a broad overview of his position in the library as well as the services and resources available in the Library/Learning Resources Center.

President Levinson thanked Dr. Hioco again for all her years of service.

Chancellor's Report - Dr. Gornick addressed Dr. Hioco as his colleague and friend and reminded her that "once she goes here, she can go anywhere."

### **CONSENT AGENDA**

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

- CA-45**      Minutes - The minutes of the April 27, 2004 and May 11, 2004 Board meetings were approved as submitted.
- CA-46**      Warrants - The warrants were approved as submitted.
- CA-47**      Out of State Travel - The following out of state travel request was approved as submitted:
- West Hills College Coalinga rodeo team to travel to Casper, Wyoming for the College National Finals Rodeo, June 12-19, 2004
- CA-48**      Personnel Transactions - The list of personnel transactions (as attached to the official minutes) was approved as submitted.

### **CHANCELLOR'S OFFICE**

- CO-72**      Board Policy 7110, Delegation – The new Board Policy 7110, Delegation, was approved on a motion by Trustee Oxborrow, seconded by Trustee Henry, and carried unanimously.
- CO-73**      Board Policy and Administrative Procedure 3518, Child Abuse and Neglect Mandated Reporting – The new Board Policy and Administrative Procedure 3518, Child Abuse and Neglect Mandated Reporting, was approved on a motion by Trustee Cantu, seconded by Trustee Ivans, and carried unanimously.
- CO-74**      2004-2005 Board of Trustees Proposed Meeting Schedule – The 2004-2005 Board of Trustees proposed meeting schedule was approved on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously, with the exception of October 12<sup>th</sup>. The alternate date suggested by Trustee McKean is October 26, 2004 at 12:00 noon, or 1:00 p.m., prior to the regular Board meeting scheduled for that same day.
- CO-75**      Child Development Center Annual Self Evaluation Report – Ms. Patty Scroggins, West Hills Community College District Child Development Center Director, thanked the Board. She displayed a rendering of the plaque to be presented at the dedication ceremony of the San Joaquin Child Development Center on May 26 at 9:00 a.m. in San Joaquin. Ms. Scroggins introduced Ms. Virginia Ramirez, San Joaquin Child Development Center site supervisor. Ms. Scroggins reported that the center is licensed for 68 children at the new center and 700 children will now be served throughout the district. Ms. Scroggins introduced Ms. Kathy Watts and Ms. Michelle Dove, site supervisors at West Hills College Coalinga and Lemoore Child Development Centers, respectively. Ms. Scroggins announced that both individuals are also West Hills College students and that Ms. Watts will be graduating this week. Ms. Scroggins introduced Ms. Juanita Alvarado, Director of the West Hills College State Preschool Program and Ms. Bonnie Mullen, Special Education Coordinator for the Child Development Centers. Ms. Watts and Ms. Ramirez gave a presentation on the Family Needs Assessment and explained that each family completes this assessment prior to service. Follow up occurs to find out new needs and each year at parent conferences surveys are completed to reveal needs. Ms. Dove displayed several creative posters that had been prepared by parents to exhibit various cultures. President Levinson commended the site supervisors on the excellent job that they do.

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**FISCAL SERVICES**

**FS-39**      Fiscal Services Report – Mr. Jack Mahrt addressed the budget status report by recapping the percentages. He pointed out that the estimated savings of \$803,795 is due to individuals working hard not to spend dollars. He stated that he foresees a 23% increase over what was projected for an ending balance. He reported that enterprise funds are at 66.9% and that these accounts are analyzed monthly and weekly.

Trustee Oxborrow questioned the budget status report of February 27, 2004 with regard to other operating expenses and what had caused the significant change. Mr. Mahrt responded that as grant funds come in they are charged back. Dr. Gornick commented that grants are fiscal.

Trustee Henry questioned where the dorms, cafeteria, child development centers and bookstore funds are accounted for. Mr. Mahrt responded that they are all in the enterprise area and that there was no budget received for these programs last year for the beginning balances. Trustee Minnite questioned whose responsibility it is to get beginning balances. Mr. Mahrt responded that it is the responsibility of business services.

Trustee Henry questioned how the dorms have done this year. Mr. Mahrt replied that the dorms were not full. Outgoing student aid was 91.6%, but 95% had been expended. Mr. Mahrt commended Dr. Tricoli and his staff, stating that they had done an excellent job of encouraging students to work. Trustee Minnite asked if the difference was due to a lack of payment or non-occupancy. Mr. Mahrt replied that it was due to lack of occupancy and that many repairs were needed. Dr. Tricoli commented that the debt is less this year than it was last year as a plan had been implemented to provide students with a promissory note. The vacancy rate is short about 18 rooms due to various circumstances. Trustee Minnite questioned the break even point. Mr. Mahrt responded that the dorms need be full. He stated that the students pay for damages they incur, although \$20,000 was spent on upgrading and maintenance. Dr. Gornick commented that maintenance initial dollars were added based upon occupancy. Structural expenses ended up coming from the maintenance and operations budget. It was stated that if we do not account for it then we end up transferring funds out of capital outlay. We know what the actual cost is and it is charged to the general maintenance fund. Trustee Henry asked how much the dorm cost this year and if it included the cost of maintenance. Trustee McKean stated that he recalled a presentation by Chris Addington, District Architect, in which he stated that we need another \$250,000 to update the dorms. Dr. Gornick stated that when the books close this year a dormitory financial report will be

brought to the Board for their review. Trustee Minnite questioned if the dorms are going to be a liability to the Coalinga campus. Dr. Gornick stated that increased enrollment of international students may help and other measures are being met to fill the dorms. We have many students on campus now that we would not have if it weren't for the dorms. Trustee Oxborrow stated that she would like to have a report. Trustee Ivans commented that the dorms are a service to students. Trustee Henry stated that he remembers discussion that the dorms would pay for themselves and the City of Coalinga and West Hills College bond were not to be a drain on the general fund. President Levinson recommended a report for the July board meeting.

Mr. Mahrt reported that the governor has made various deals with constituencies over the last couple of months. Student enrollment fees will increase to \$26 per unit. The Partnership for Excellence apportionment will be rolled into the base. The growth funding is 3%. Dr. Gornick commented that the tuition increase takes effect in the fall and that we have a positive in that the CSU is limiting enrollment. We will not be paid for growth over 3%. Growth history for the last 2-3 years has been more than 3%. Tuition increased the year before last. Trustee Henry stated that the 16% is not included in this budget. It was reported that Chancellor Mark Drummond is going to continue to work toward getting the 16% restored. It was reported that we have not touched the COP's at this time and we are in good condition.

Trustee Henry asked where the money is to pay the City of Coalinga bond. It was reported that the payment is \$72,000 per year and is paid through the general fund. Trustee Minnite questioned how monies could be better used (i.e. Farm of the Future, dormitories, cafeteria budgets). He stated that he would like to see a budget breakdown of how many more students could be served if we were not to incur these expenses or how the dollars could be better used to serve students.

**FS-40**

Substitution of Subcontractors – Trustee Oxborrow stated that this is the first time that a contractor has been retracted. It was reported that this is a no cost change.

The substitution of the following subcontractors for the West Hills College Coalinga library expansion project was approved on a motion by Trustee Oxborrow, seconded by Trustee Ivans and carried unanimously:

- Marseilles Plumbing for site plumbing
- Golden State Steel for steel/decking

**FS-41**      Change Order - Mr. Jack Mahrt stated that a ramp and parking stalls are needed for the portables and the bathrooms need to be cleaned up as well.

Change order no. 1 in the amount of \$3,962.00 for the District Office relocation project was approved on a motion by Trustee Ivans, seconded by Trustee Henry, and carried unanimously.

### **PERSONNEL SERVICES**

**PS-29**      Injury and Illness Prevention Program - Mr. Ken Stoppenbrink, Director of Human Resources, reported that this document is being used by the JPA. Trustee Oxborrow questioned who would be providing the training. Mr. Stoppenbrink responded that it can be a flex day activity and will also be given to all new employees upon hire. Training can also be conducted quarterly.

The Injury and Illness Prevention Program was approved on a motion by Trustee Henry, seconded by Trustee Ivans, and carried unanimously.

**PS-30**      New Job Descriptions - Mr. Stoppenbrink reported that the new job descriptions are a result of the recent accreditation visit and the recommendation that the District develop a researcher position. Trustee Minnite commented that the Director of Institutional Effectiveness, Planning and Web Services was, in part, Mr. Pedro Avila's position and that he recommends this be a new position (i.e. Director of Institutional Research). He stated that he believes we need a professional researcher and someone be hired who has experience. Trustee Oxborrow stated that we did hire someone to do research within the database. Dr. Gornick stated that currently the database is being mapped (outsourcing). The database warehouse is analogous to a dictionary and definitions are being refined (full-time student, FTE, etc.) which will then have the capability to run queries. Dr. Gornick stated that he believes that Coalinga and Lemoore not becoming accredited is less than 10%. Trustee Henry questioned how the reorganization meets the concerns of the accreditation committee on page 25 in the report. It was stated that the committee did not recommend a full-time or part-time position, but simply that there has to be one. Trustee Minnite recommended adding research into the title of the position. Trustee Oxborrow questioned who the individual would report to. She also questioned how the position would interact with the IT department and if there would be overlapping duties. Dr. Gornick responded that consideration was given to the positive way in which Mr. Avila had worked thus far and that the new website, to be launched June 1, would be maintained by the ITS department. He stated that information can be an electronic process and Mr. Avila would be able to assist with the

data warehouse design. Trustee Minnite questioned Mr. Avila's research experience and Dr. Gornick responded that it is minimal, specifically marketing research experience; however, he intends to give adequate support to this position. Dr. Gornick stated that his issue in addressing this matter is budget driven. Trustee Minnite commented that this job was previously combined and asked if consideration was given to combining it with other positions. Dr. Gornick responded in the affirmative stating that both campuses were looked at and this needs to be a district position. Dr. Gornick reported that he also looked at the ITS area but many projects still remain to be completed within that department. Trustee Oxborrow commented that job descriptions are important and careful consideration needs to be given to having descriptions be accurate to their duties. Dr. Gornick stated that Mr. Avila is eager to provide this service.

The following new job descriptions were approved on a motion by Trustee Ivans, seconded by Trustee Henry, and carried on the following votes: Ayes – 6; Noes – 1 (Trustee Minnite).

- Director of Institutional Effectiveness, Planning and Web Services
- Director of Grants

**PS-31**     District Office Organizational Structure – The following District Office organizational structure was approved on a motion by Trustee Henry, seconded by Trustee Ivans, and carried on the following votes: Ayes – 6; Noes – 1 (Trustee Minnite).

- Pedro Avila, Webmaster – Changing assignment to Director of Institutional Effectiveness, Planning and Web Services
- Cathy Barabe, Director of Grants and Research – Changing assignment to Director of Grants

### **CLOSED SESSION**

The meeting was adjourned to closed session at 5:37 p.m.

- 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
- 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 Employee Performance Evaluation (as per Government Code Section 54957). Title: Chancellor/Executive Director of West Hills College Foundation

### **ADJOURNMENT**

There being no further business before the Board of Trustees, the meeting was adjourned at \_\_\_\_\_

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Nina Oxborrow  
Clerk of the Board of Trustees

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## Personnel Transactions

### 1. New Hires

- a. **Carson, Kim** – Bookstore Assistant II, West Hills College Coalinga Bookstore; 40 hours/week, 12 months/year; Range 34, Step A. Replacement for Penny Williams. Effective date: 5/17/04
- b. **Cox, Jana** – Financial Aid Coordinator, West Hills College Coalinga; 40 hours/week, 12 months/year; Range 51, Step A. **New position; grant funded.** Effective date: 6/1/04
- c. **Ibanez, Raquel** – Child Development Center Assistant, San Joaquin Child Development Center; 19 hours/week, 12 months/year; Range 23, Step A. **New position; grant funded.** Effective date: 5/3/04

### 2. Temporary Hires

- a. **Corella, Sylvia** – Library Technician, West Hills College Coalinga; 40 hours/week; Range 40, Step A. Temporary replacement for Jim Vosburg while out on medical leave. Effective dates: 4/1/04 – 6/30/04
- b. **De La Cerda, Gloria** – Child Development Center Assistant, North District Center, Firebaugh Child Development Center; 19 hours/week; Range 23, Step A. Effective dates: 5/26/04 – 12/31/04
- c. **Heathcoat, Brenda** – Student Services Assistant, West Hills College Lemoore; 19 hours/week; Range 36, Step A. Temporary replacement for Teresa Macias-Quilici. Effective dates: 6/1/04 – 8/31/04
- d. **Lopez, Laura** – Child Development Center Assistant, North District Center, Firebaugh Child Development Center; 19 hours/week; Range 23, Step A. Effective dates: 5/26/04 – 12/31/04
- e. **Rocha, Gloria** – Child Development Center Assistant, North District Center, Firebaugh Child Development Center; 19 hours/week; Range 23, Step A. Effective dates: 5/26/04 – 12/31/04
- f. **Shirk, Suzanne** – Tutor Coordinator, West Hills College Coalinga; 19 hours/week; Range 42, Step A. Effective dates: 6/1/04 – 12/31/04

### 3. Changes in Assignment

- a. **Bailey, Shaun** – Skilled Maintenance Worker (classified), West Hills College Coalinga; Range 46, Step C. Temporarily changing assignment to Interim Director of Maintenance and Operations (classified management), West Hills College Coalinga; Range 25, Step A. Effective dates: 3/1/04 – 6/30/04 (ending date contingent upon new hire effective date)

- b. **Eldridge, Sharon** – Library Specialist, West Hills College Lemoore. Increasing assignment from 16 hours/week, 9 months/year to 16 hours/week, 12 months/year. Effective date: 6/1/04.
- c. **Macias-Quilici, Teresa** – Student Services Technician, West Hills College Lemoore; 19 hours/week, 12 months/year; Range 36, Step D. Changing assignment to Interim Advising Specialist, West Hills College Lemoore; 40 hours/week, 12 months/year; Range 56, step A. Temporary replacement for Lenore Simonson. Effective dates: 5/26/04 – 8/31/04 (ending date contingent upon new hire effective date)
- d. **Rodriguez, Rica** – Office Assistant I, North District Center, Firebaugh Child Development Center; 19 hours/week. Increasing assignment to 40 hours/week. **Grant funded position.** Effective date: 7/1/04
- e. **Simonson, Lenore** – Advising Specialist, West Hills College Lemoore; Range 56, Step D. Changing assignment to Interim Educational Technology Specialist, West Hills Community College District; Range 65, Step A. Temporary replacement for Jill Stearns. Effective dates: 5/26/04 – 8/31/04 (ending date contingent upon new hire effective date)
- f. **Trevino, Dolores** – Child Development Center Assistant, West Hills College Coalinga Child Development Center; Range 23, Step C. Increasing assignment to Associate Teacher, West Hills College Coalinga Child Development Center; Range 30, Step A. **Grant funded position.** Effective date: 5/3/04
- g. **Villarreal, Oscar** – Advising Specialist, Upward Bound Program, West Hills College Coalinga; 40 hours/week, 12 months/year; Range 56, Step C. Changing assignment to Math and Science Outreach Specialist, Upward Bound Math/Science Program, West Hills College Lemoore; 40 hours/week, 11 months/year; Range 57, Step D. **New position; grant funded.** Effective date: 5/17/04

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

- a. **Corpus, Angelica** – Food Service Cashier, West Hills College Coalinga. Effective date: 5/26/04
- b. **Dean, Carl** – Health Instructor/Offensive Coordinator, West Hills College Coalinga. Effective date: 6/30/04
- c. **Placencia, Nicole** – Child Development Center Assistant, West Hills College Lemoore Child Development Center. Effective date: 6/4/04