



AGENDA OF THE REGULAR MEETING OF THE GOVERNING BOARD

Tuesday – October 23, 2012

**Location: West Hills Community College District – Board Room
9800 Cody Street – Coalinga, CA 93210**

Time: 3:10 pm (time approximate after Financing Corporation meeting)

Any writings or documents that are public records and are provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection in the District Office located at 9900 Cody Street, Coalinga, CA 93210 during normal business hours.



I. Call to Order/Open Session

- Introduction of Guests
- Public Comments

This time has been reserved for the public to comment on non-agenda items. If an individual wishes to address the Board of Trustees, he/she should state his/her name and occupation/ affiliation and proceed with comments at the podium.

II. Reports from Organizations / Colleges / District Office

- Academic Senate Report – Mr. Jeff Wanderer & Mr. Kurt Sterling, Academic Senate Presidents
- WHCFA Report – Mr. Ken Sowden, WHCFA President
- CSEA Report – Mr. Keith Brock, CSEA President
- West Hills College Coalinga and North District Center, Firebaugh – Dr. Tom Harris, Interim President
- West Hills College Lemoore – Mr. Don Warkentin, President
- Student Trustee Report – Ms. Brittany Burkhart, SGA President
- Chancellor's Report – Dr. Frank Gornick, Chancellor
 - Closing the Gap Update
 - Accreditation Timeline
 - ARCC Report – Mr. Keith Stearns, Associate Vice Chancellor of Academic and Information Services/Registrar
 - District Reports Review – Mr. Keith Stearns, Associate Vice Chancellor of Academic and Information Services/Registrar
 - FTES
 - Priority Registration Results

- Lecture/Capture Project Update – Ms. Michelle Kozlowski, Associate Vice Chancellor of Educational Services and Information Technology
- C6 Grant and Open Source Update – Dr. Carole Goldsmith, Vice Chancellor of Educational Services and Workforce Development

III. Consent Agenda

All consent agenda items are considered to be routine by the Board of Trustees and will be enacted by one motion. There will be no separate discussion of items unless a Board member or citizen so requests, in which event the item(s) will be considered following approval of the consent agenda.

CA-20	Minutes
CA-21	Warrants
CA-22	Quarterly Financial Status Report, 311Q
CA-23	Acceptance of Donation
CA-24	Declaration of Surplus Property
CA-25	Personnel Transactions

IV. Chancellor's Office

CO-15	Review of Board Policies and Administrative Procedures <ul style="list-style-type: none">● Administrative Procedure 7211, Faculty Service Areas, Minimum Qualifications, and Equivalencies● Board Policy and Administrative Procedure 4235, Credit by Examination
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V. Fiscal Services

FS-18	Fiscal Services Report
FS-19	Consideration of change order no. 1 for West Hills College Lemoore roof recoating and repairs project
FS-20	Consideration of contract award for West Hills College Coalinga, Building 4H Cooling Towers project
FS-21	Consideration of resolution in the matter of intention to convey real property
FS-22	Consideration of resolution for West Hills Financing Corporation (NMTC-MUSC) approving, authorizing and directing the execution of documents in connection with improvements to West Hills Community College District facilities
FS-23	Consideration of resolution approving, authorizing and directing execution by the District of documentation to and from the West Hills Financing Corporation (NMTC-MUSC)

VI. Personnel Services

- PS-3** Consideration of new job descriptions
- Director of DSPS (Administrative)
 - Academic Services Manager/Articulation Officer (Classified Management)
- PS-4** Consideration of instructional calendars for 2013-2014 through 2015-2016

VII. Board Reports/Comments/Requests and Announcements

- Board Reports
- Announcement of next Board meeting: November 13, 2012

VIII. Closed Session

- Discussion of Land Acquisition/Disposition (as per Government Code Section 54956.8). Property: Lemoore, California; Firebaugh, California
- Conference with Labor Negotiator (as per Government Code section 54957.6. Agency negotiator: Chancellor; Vice Chancellor of Business Services. Employee organization: CTA; CSEA
- Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)

IX. Adjournment

Personnel Transactions

1. Call Back from Layoff List

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Call, Claudia	Business Account Specialist Classified Position District Office (Workforce Development)	40 hrs/wk 12 mo/yr	Range 57 Step C	Grant	10/1/12	New position; call back from layoff list
Shortnacy, Sheryl	After School Prog. Site Coordinator Classified Position West Hills College Lemoore	40 hrs/wk 11 mo/yr	Range 40 Step E	Grant	10/1/12	Replacement for Rudy Amaya; call back from layoff list

2. New Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Adams, Patrice	Secretary Classified Position West Hills College Lemoore	19 hrs/wk 9 mo/yr	Range 36 Step A	District	10/15/12	Replacement for Farrah Canseco
Haggard, Trista	Human Resources Analyst Confidential Position District Office	40 hrs/wk 12 mo/yr	Range 17 Step 1	District	10/15/12	Replacement for Melissa Richerson

3. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
De Ochoa, Michelle	Advising Specialist Classified Position West Hills College Coalinga 40 hrs/wk, 12 mo/yr Range 56, Step E	Counselor Certificated Position West Hills College Coalinga 57 day contract (pro-rated contract) Class V, Step 4	10/1/12 – 12/21/12	Temporary replacement for Martha Rodriguez
Hall, Lataria	DSPS Counselor Certificated Position West Hills College Lemoore 197 day contract Class V, Step 12	Director of DSPS Administrative Position West Hills College Lemoore (60%) West Hills College Coalinga (40%) 40 hrs/wk, 12 mo/yr Range 42, Step 7	11/1/12	Change in assignment due to reorganization
Lourenco, Maria	Instructional Operations Manager Classified Management Position 40 hrs/wk, 12 mo/yr Range 21, Step 12	Academic Services Manager/ Articulation Officer Classified Management Position 40 hrs/wk, 12 mo/yr Range 26, Step 10	11/1/12	Reclassification due to reorganization

4. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date
Guillen, Erika	Child Development Center Assistant West Hills College Lemoore	10/12/12