



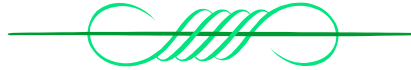
**WEST
HILLS**
COMMUNITY
COLLEGE
DISTRICT

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

September 28, 2004



CALL TO ORDER / OPEN SESSION

President Levinson called the meeting of the Board of Trustees to order at 9:02 a.m.

Board members present:

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

Administrators present:

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

Introduction of Guests

There were no guests present at this time.

Public Comments

There were no public comments made at this time.

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, Vice President,

reported. She stated that the Senate is moving forward. They have new members and are focused on working with the President on accreditation issues.

Mr. David Rengh, Academic Senate President at West Hills College Lemoore, reported that the executive team is fully staffed – Ms. Neomi Daniels is the Vice President and Ms. Julie Allvin is the secretary. Mr. Rengh distributed an Academic Senate report and commented on the guaranteed transfer AA degree. He also recognized Pedro Avila and Edna Ivans for “going the extra mile”

WHCFA Report – No representative was present to report at this time.

CSEA Report – In the absence of Mr. Tony Garcia, CSEA President, Mr. Mark Millet addressed the Board of Trustees. He reported that Lenore Simonson has been named as the educational technology specialist on an interim basis and has recently received her bachelor’s degree from Fresno State.

Trustee McKean arrived at this time.

ASB Report – President Levinson introduced Mr. Willie Lee, Student Trustee. Mr. Lee stated that he has 13 years of military service and is a self-employed businessman. Mr. Lee reported on various activities occurring at the campuses highlighting the Mexican independence celebration; job fair; the upcoming “Fun Day”; red ribbon week; blood drive; and homecoming in October.

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. He stated that things are busy at the Coalinga campus this semester. He has met with the deans to discuss efficiencies and will soon be presenting their findings on this issue. Individuals have also met regarding Medical Billing Technologies. The North District Center is coming alive and the students are active, interested and involved. Dr. Tricoli stated that he met this month with the Academic Senate and the student government leaders to discuss the strategic plan and the reorganization of the college structure. The students had a lot of questions and an open forum was held on September 20. The same thing was done via video conference for the North District Center. Dr. Tricoli reported that his campus will be using the quality circle process to implement the goals on campus. Key performance indicators will also be used.

President Levinson questioned when the Board of Trustees will be reviewing the accreditation self study. Dr. Tricoli responded that the final draft will be given to the Board in November.

Dr. Beverly Smith, Dean of Student Learning, briefly reported on the accreditation process. She stated that the faculty met on flex day and duty day to review the draft of

the accreditation report. All of the suggestions have been incorporated and she is now in the process of completing the last re-working of the draft and gathering documentation.

West Hills College Lemoore – Mr. Don Warkentin, Interim President, distributed a campus activities report and briefly commented on recent and upcoming events. He stated that Lemoore is beginning to work on their accreditation again and he introduced Ms. Jacqui Shehorn, accreditation co-chair. Ms. Shehorn reported that they will be using the thematic program which is preferred by the Accrediting Commission. She explained that by using this approach, the self study becomes an easier document to read.

Mr. Warkentin distributed a special events calendar. He also discussed adding degrees for West Hills College Lemoore. President Levinson questioned the Fresno State classes and Mr. Warkentin stated that he will provide an update at the next Board meeting. Trustee Minnite questioned the degrees mentioned by Mr. Warkentin and stated that he likes the concept of utilizing the assets we have on hand. In closing, Mr. Warkentin reported that the sports program is off and running.

Chancellor's Report – Dr. Frank Gornick, Chancellor, provided the Board of Trustees with his State of the District presentation. He reported that he attended the Central Valley Higher Education Consortium (CVHEC) meeting in Coarsegold yesterday, along with Dr. Tricoli and Mr. Warkentin. Discussion took place concerning guaranteed admission to the CSU system with a particular GPA. The universities are already on track and this gives students more options for a guaranteed transfer degree. Dr. Gornick stated that prior to that meeting, he had attended a meeting with Assemblymembers Liu and Dymally to talk about the higher education committees. He stated that this is a timely issue to address. The work that the Presidents do on focusing on new degrees will begin to attract new students to our campuses.

Dr. Gornick recognized Mr. Mark Millett, stating that he is resigning as CSEA treasurer. He thanked Mr. Millett for his work with CSEA.

Dr. Gornick commented on the groundbreaking ceremony that will occur later in the morning. He stated that it has been almost five years to the day since we broke ground for Phase 1. He commented that the budget is what it is and it will be tight, but we can live within our budget. He stated that we are hoping that we won't get any surprises along the way at the state level and commented that Assemblymember Dymally's goal is to get us to the level of the CSU and the UC in terms of funding as there is no rational reason as to why we are not funded at the same level.

CONSENT AGENDA

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

- CA-11** Minutes - The minutes of the August 24, 2004 Board meeting were approved as submitted.
- CA-12** Warrants - The warrants were approved as submitted.
- CA-13** Out of State Travel for Rodeo Team - The request for the rodeo team to travel to Western Nevada Community College in Fallon, Nevada to compete on October 1, 2004 was approved.
- CA-14** Personnel Transactions - The list of personnel transactions (as attached to the official minutes) was approved as submitted.

CHANCELLOR'S OFFICE

- CO-6** Resolution - Opposition to California Performance Review Proposal - Dr. Gornick commented that the Governor has put together a California Performance Review and is looking for ways we can become more efficient; however, we disagree with coming under their control.

The resolution in the matter of opposition to the California Performance Review Proposal Consolidating Community College System into a Division of Higher Education was adopted on a motion by Trustee McKean, seconded by Trustee Cantu, and carried unanimously.

FISCAL SERVICES

- FS-8** Fiscal Services Report - Dr. Gornick reported that we will continue to use the current budget report format unless there are objections. With regard to the budget, he stated that if we get into a situation at the state level where the state takes money away from us, we will use the same method as last year - there will be a freeze on everything and we will quit spending money. Dr. Gornick stated that he will keep everyone posted.
- FS-9** Application for Exemption from Education Code Section 84362 (The 50% Law) - Dr. Gornick explained that we have submitted this application in the past. It is a precaution in case we are in a situation where we need the exemption. At this point we are above the 50% law and it is always very tricky as to how we get there. Trustee Cantu questioned how long it takes

to close out the fiscal year. Dr. Gornick stated that it takes about two months and we are getting better each year.

The application for exemption from Education Code Section 84362 (The 50% Law) was approved on a motion by Trustee Oxborrow, seconded by Trustee Minnite, and carried unanimously.

FS-10 Change Orders – Trustee Minnite expressed his thanks for the detail on the change orders. He stated that it gives him the ability to agree with the process rather than question it as much as he has in the past. Trustee Cantu questioned if we have better supervision over the projects. Dr. Gornick responded in the affirmative.

The following change orders were approved on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously:

- Change Order No. 2 – West Hills College Coalinga Library Expansion Project
- Change Order No. 2 – West Hills College Coalinga Women’s Locker Room Project

FS-11 Notice of Completion – The notice of completion for the West Hills College Coalinga Women’s Locker Room Expansion Project was approved on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.

PERSONNEL SERVICES

PS-5 Classified Job Description – Mr. Ken Stoppenbrink explained that this is a new job description that did not exist before. CSEA has reviewed the description and given their approval. The position was previously budgeted as a senior secretary.

Trustee Minnite questioned if this position will fall under the Director of Marketing. Dr. Gornick responded in the affirmative. Trustee Minnite questioned if it is premature to approve this marketing position since we are not being funded for our growth, which ties to our marketing efforts. Dr. Gornick responded that the approval will not be premature and that we will be funded for all our growth, but it is not as much as we would like. He further stated that this is a position that is in the budget. We are still marketing ourselves to the communities and have special events and we have a web site that needs to be maintained. He commented that this position is focused more on what the needs are in the area it serves. Trustee Minnite questioned if this position will serve as a secretary/

marketing assistant. Dr. Gornick responded that there will be no secretary and that the marketing assistant will assume those duties. He reported that there will be a savings for a couple of months while the position is vacant. Trustee Ivans stated that she thinks we need the marketing. Trustee Oxborrow commented that we have streamlined ourselves and questioned if we are financially in a position to be able to do this. She also questioned the advantages of the position. Dr. Gornick stated that we would have been faced with this issue eventually and that Ms. Frances Squire, Director of Marketing, would have requested a reclassification anyway. He stated that there is no increase in the salary. Discussion took place concerning the duties of the position and Mr. Stoppenbrink reported that the senior secretary duties are included in the description.

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

- Marketing Assistant

PS-6 Resolution – Placement on 39-month Re-employment List – Mr. Stoppenbrink explained that the employee affected by the resolution has exhausted all leaves and is not medically able to return to work at this time.

The resolution in the matter of the placement of a classified employee on a 39-month re-employment list was adopted on a motion by Trustee Cantu, seconded by Trustee Ivans, and carried unanimously.

BOARD REPORTS/COMMENTS/REQUESTS AND ANNOUNCEMENTS

Trustee Oxborrow thanked everyone who is working on accreditation and stated that it is very important. She commented that she is glad to hear about Mr. Pedro Avila's success and it is good to have the right people in the right position.

Trustee Ivans expressed her congratulations to everyone in preparation for the day's groundbreaking ceremony and thanked everyone for their work on accreditation. Trustee Ivans thanked Mr. David Rengh and the Academic Senate for their recognition of her.

Trustee Henry echoed the comments made by other Board members and thanked everyone for their hard work. He stated that he hates to see Mr. Steve Renton leave the District as he is a great employee.

Trustee McKean expressed his congratulations to Ms. Patty Scroggins on her nomination.

Trustee Cantu expressed his congratulations to Trustee Ivans and Mr. Pedro Avila for their recognition and thanked Mr. Rengh for the acknowledgement. Trustee Cantu commented on the expansion of the degree program and stated that it is a great idea and is why we are here.

Trustee Minnite thanked everyone for their dedication to the colleges. He stated that we are attempting to do the best we can with what is available to us and thanked everyone for their work individually and collectively.

President Levinson announced that the next meeting of the Governing Board is scheduled for October 26, 2004.

CLOSED SESSION

The meeting was adjourned to closed session at 10:15 a.m.

- Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)
- Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)
- Public Employee Appointment (as per Government Code Section 54957)
 - Vice Chancellor of Business Services
- 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

ADJOURNMENT

There being no further business before the Board of Trustees, the meeting was adjourned at 10:52 a.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
Colin, Anna	Office Assistant I, Child Dev. Center West Hills College Coalinga and Avenal Infant Center	40 hrs/week 12 mo/year	Range 29 Step A	Grant	9/20/04	Replacement for Lorena Salazar
Cowden, Joy	GPS Project Coordinator West Hills College Coalinga	40 hrs/week 12 mo/year	Range 19, Step B	Grant	9/20/04	Replacement for Bruce Baker
Mares-Alatorre, Maricela	Even Start Coordinator District Office	40 hrs/week 12 mo/year	Range 24 Step A	Grant	9/3/04	Replacement for Joey Cox
Mendoza, Esther	Child Development Center Assistant West Hills College Coalinga	19 hrs/week 12 mo/year	Range 23 Step A	Grant	9/22/04	
Ruiz (Limon), Estrellita	Custodian San Joaquin Child Dev. Center	15 hrs/week 12 mo/year	Range 35 Step A	Grant	8/30/04	New position
Santacruz, Refugio	Case Worker, All Youth One System West Hills College Coalinga	40 hrs/week 12 mo/year	Range 56 Step B	Grant	9/22/04	Replacement for Debra Johnson Re-hired from 39-month list
Silva, Juan	Custodian North District Center	19 hrs/week 12 mo/year	Range 35 Step A	District	8/17/04	Replacement for Raquel Huaracha
Zavala, Zulema	Child Development Center Teacher West Hills College Lemoore	19 hrs/week 9 mo/year	Range 40 Step A	Grant	8/18/04	

2. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Dates	Additional Information
Baker, Bruce	GPS Project Coordinator West Hills College Coalinga	1-2 days per week	Range 19 Step C	Grant	8/16/04 – 12/31/04	Temporary hire until new GPS Coordinator is hired and trained
De La Rosa, Carmen	Child Development Center Assistant Avenal Infant Center	19 hrs/week	Range 23 Step A	Grant	9/29/04 – 12/31/04	
Jaime, Elizabeth	Child Development Center Assistant West Hills College Lemoore	19 hrs/week	Range 23 Step A	Grant	9/29/04 – 12/31/04	
Lopez, Nadia	Child Development Center Assistant Cheney Center	19 hrs/week	Range 23 Step A	Grant	9/29/04 – 12/31/04	
Rodriguez, Patricia	Child Development Center Assistant Avenal Infant Center	19 hrs/week	Range 23 Step A	Grant	9/29/04 – 12/31/04	

3. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Jimenez, Donna	Senior Secretary, Psych Tech Program West Hills College Coalinga	Senior Secretary, Educational Services West Hills College Lemoore	9/16/04	Voluntary change of assignment due to layoff in Psych Tech program

	Range 40, Step F Grant funded position	Range 40, Step F 55% grant funded / 45% district funded		
Rocha, Gloria	Child Development Center Teacher North District Center, Firebaugh Range 40, Step A Grant funded position	Child Dev. Center Associate Teacher North District Center, Firebaugh Range 30, Step A Grant funded position	9/20/04	Voluntary reclassification

4. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date	Additional Information
Browne, Deborah	Student Services Assistant, One Step Beyond West Hills College Coalinga	9/7/04	Release during probation
Chapman, Kimberly	Child Development Center Associate Teacher North District Center, Firebaugh	9/17/04	Resignation
Kemp, Jessica	Child Development Center Teacher West Hills College Lemoore	8/31/04	Resignation
Mullen, Bonnie	Special Education Coordinator District Office	8/31/04	Resignation
Renton, Steve	Director of TRPP West Hills College Lemoore	10/8/04	Resignation
Reyes, Rebecca	Senior Secretary, Learning Resources West Hills College Lemoore	9/23/04	Resignation