



**WEST
HILLS**
COMMUNITY
COLLEGE
DISTRICT

WEST HILLS COMMUNITY COLLEGE DISTRICT

Board of Trustees
9900 Cody Street
Coalinga, CA 93210
(559) 934-2100

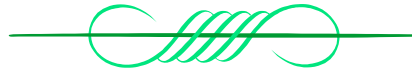
Please Note: A walking tour of the West Hills College Coalinga campus will be held beginning at 10:00 a.m. Participants should meet in the lobby of the administration building at West Hills College Coalinga, 300 Cherry Lane.

AGENDA OF THE REGULAR MEETING OF THE GOVERNING BOARD

Tuesday - January 25, 2005

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

Time: 12:30 p.m.



I. Call to Order / Closed Session (approximately 1 hour)

- Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)
- Existing Litigation (as per Government Code Section 54956.9(a)). Names of cases: 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

II. Open Session - 1:30 p.m.

- Flag Salute
- 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.

III. Reports from Organizations / Colleges / District Office

- Academic Senate Report – Mr. Marlon Hall & Mr. David Rengh, Academic Senate Presidents
- WHCFA Report – Mr. John Bart, WHCFA President
- CSEA Report – Mr. Tony Garcia, CSEA President
- ASB Report – Mr. Willie Lee, Student Government Association President
- West Hills College Coalinga and North District Center, Firebaugh – Dr. Anthony Tricoli, President
- West Hills College Lemoore – Mr. Don Warkentin, Interim President
- Chancellor’s Report – Dr. Frank Gornick, Chancellor

IV. 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-27** Minutes of December 7, 2004 and December 28, 2004 Board Meetings
- CA-28** Warrants
- CA-29** Quarterly Financial Status Report, 311Q
- CA-30** Non-Resident Tuition Fees
- CA-31** Personnel Transactions

V. Chancellor’s Office

- CO-13** Consideration of Presidential Search Committee
- CO-14** Review of Curriculum Committee Action Report, Fall 2004
- CO-15** Review of Board Policies and Administrative Procedures
- 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

VI. Fiscal Services

- FS-27** Fiscal Services Report
- FS-28** Consideration of lease agreement for the installation and operation of ATM machines at West Hills College Coalinga, West Hills College Lemoore, and North District Center, Firebaugh
- FS-29** Consideration of substitution of site-plumbing subcontractor for West Hills College Coalinga Child Development Center Expansion Project

VII. Personnel Services

- PS-8** Consideration of new administrative job description
- Director of Educational Talent Search/Upward Bound Math & Science/ AmeriCorps
- PS-9** Consideration of administrative contract extensions
- Frank Gornick, Chancellor
 - Anthony Tricoli, President, West Hills College Coalinga

VIII. Board Reports/Comments/Requests and Announcements

- Board Reports
- Announcement of next Board meeting: February 4, 2005 (Board Retreat) and February 22, 2005 (Regular meeting)

IX. Adjournment

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