



## 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

Tuesday - February 22, 2005



#### **CALL TO ORDER / OPEN SESSION**

President McKean called the meeting of the Board of Trustees to order at 3:05 p.m.

Board members present:

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

Board members absent:

Willie Lee, Student Trustee

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  
Dave Bolt, Dean of Educational Services, West Hills College Lemoore  
Beverly Smith, Dean of Student Learning, West Hills College Coalinga  
Jose Lopez, Dean of Students, West Hills College Lemoore  
Susan Kincade, Dean of Learning Resources  
Stephanie Atkinson-Alston, Assoc. Dean of Ed., West Hills College Lemoore  
Larry Rathbun, Assoc. Dean of Student Learning, West Hills College Coalinga  
Keven Backman, Interim Director of Human Resources

#### **Introduction of Guests**

Mr. Bill Skinner, Community Development Director for the City of Coalinga, was introduced.

#### **Public Comments**

There were no public comments made at this time.

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

Academic Senate Report – Mr. Marlon Hall, Academic Senate President at West Hills College Coalinga, distributed a resolution with regard to a tenure review form. He explained that the Academic Senate in Coalinga has been given the responsibility of developing a tenure review form for the accreditation visit in March and is seeking Board approval of the form.

In the absence of Mr. David Rengh, Academic Senate President for West Hills College Lemoore, Mr. Hall presented resolutions in support of tenure for Ms. Rene Sanchez and Mr. Shawn Jackson.

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 provided a presentation on his recruiting trip to Sweden and Italy last November.

Dr. Beverly Smith, Dean of Student Learning, provided an update on the accreditation process for West Hills College Coalinga. She discussed areas of potential weakness and areas of strength.

West Hills College Lemoore – Mr. Don Warkentin, Interim President, distributed a campus activities report and briefly commented on recent and upcoming events. He provided a brief slide presentation on Mr. Tony Oliveira's trip to the State Capitol.

Chancellor's Report – At this time Dr. Frank Gornick introduced Mr. Ray Cowles, auditor for the District.

**FS-34**      Auditor's Report – Mr. Ray Cowles of Vavrinek, Trine, Day & Company presented the District's audit report for 2003-2004. He explained the audit report and the executive summary. Dr. Gornick thanked Mr. Cowles for providing the executive summary for the Board of Trustees in advance of the Board meeting as it allowed them time to review the document prior to the presentation.

The auditor's report for 2003-2004 was approved on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously.

Dr. Gornick introduced Mr. Bill Skinner, Community Development Director for the City of Coalinga. Mr. Skinner provided a presentation on the school farm master plan and discussed the mixed use development of the property.

Dr. Gornick provided a presentation on the policy and procedure review process for the District.

Ms. Susan Kincade provided a presentation with regard to online instruction.

### **CONSENT AGENDA**

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

- CA-32**      Minutes – The minutes of the January 11, 2005; January 25, 2005; February 4, 2005; and February 10, 2005 Board meetings were approved as submitted.
- CA-33**      Warrants – The warrants were approved as submitted.
- CA-34**      Declaration of Surplus Property – The list of surplus property was declared surplus as submitted.
- CA-35**      Change in Bid Threshold – The change in bid threshold from \$60,900 to \$62,400 to reflect the annual average value of the Implicit Price Deflator for the prior fiscal year (pursuant to Public Contract Code Section 20651 (a)(d)) was approved.
- CA-36**      Personnel Transactions – The list of personnel transactions (as attached to the official minutes) was approved as submitted.

### **CHANCELLOR'S OFFICE**

- CO-16**      Curriculum Committee Action Report, West Hills College Coalinga – The Curriculum Committee Action Report, Fall 2004 for West Hills College Coalinga was presented for a first reading. Approval will be requested at a future meeting of the Board of Trustees.
- CO-17**      New Curriculum – Dr. Gornick reported that Dr. Tricoli and his staff have been working very hard on the Hospital Peace Officer Training Academy project with the Coalinga State Hospital. Dr. Tricoli reported that the program is scheduled to begin the second week of April.

The curriculum for AOJ 56, Hospital Peace Officer Training Academy, was approved on a motion by Trustee Ivans, seconded by Trustee Oxborrow, and carried unanimously.

**CO-18**      Board Policies and Administrative Procedures – President McKean questioned Board Policy 7210, Employment of Academic Employees and brief discussion occurred regarding the last paragraph.

Brief discussion took place regarding Board Policy 7130, Compensation and it was explained that the policy deals with compensation, not hiring.

The following Board policies and administrative procedures were approved on a motion by Trustee Levinson, seconded by Trustee Ivans, and carried unanimously:

- 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

### **FISCAL SERVICES**

**FS-33**      Fiscal Services Report – Mr. Ken Stoppenbrink distributed the budget status report and briefly discussed the status of the budget expenses and revenues.

**FS-34**      Auditor's Report – This item was approved earlier in the meeting during the Chancellor's report.

**FS-35**      TRANs Resolution – The resolution in the matter of the District's participation in the 2005-2006 Piper-Jaffray California Cash Reserve Program (Tax and Revenue Anticipation Notes – TRANs) was approved on a motion by Trustee Levinson, seconded by Trustee Minnite, and carried unanimously.

**FS-36**      Substitution of Site-Plumbing Contractor – Mr. Stoppenbrink reported that Bush Construction has agreed to take over the project from Mauldin-Dorfmeier and the agreement has been signed.

The substitution of the site utilities subcontractor for the West Hills College Lemoore, Phase 2B Initial Buildings Project was approved on a motion by Trustee Minnite, seconded by Trustee Ivans, and carried unanimously.

**FS-37**      Change Order – Trustee Ivans questioned the timeline for the West Hills College Coalinga Library Expansion project. Dr. Gornick stated that we are on time with the project. Discussion occurred regarding the implementation of alternate work.

The following change order was approved on a motion by Trustee Levinson, seconded by Trustee Ivans, and carried on the following votes: Ayes – 6; Noes – 1 (Trustee Minnite).

- Change Order No. 4 – West Hills College Coalinga Library Expansion project

#### **BOARD REPORTS/COMMENTS/REQUESTS AND ANNOUNCEMENTS**

Trustee Cantu expressed his best wishes for Coalinga’s accreditation.

Trustee Minnite expressed the following thanks: to Dr. Tricoli for outreach in the communities; to Dr. Smith for her involvement and efforts in the accreditation process; to Mr. Warkentin for his efforts in Lemoore; to Ms Kincade for her presentation on online instruction; to the Board members for their continued support.

Trustee Ivans thanked everyone for the good reports. She stated that it is nice to see the progress on the library at the Coalinga Campus and the campus is looking good. She commented that there have been a lot of good press releases recently. Trustee Ivans congratulated the basketball team on their success and wished them good luck.

Trustee Oxborrow thanked everyone for their hard work. She stated that accreditation is hard work but she has faith that we have a good team.

Trustee Henry stated that financial reports have always been difficult to understand but thanked Ken for his explanations. He stated that the audit report was good. Trustee Henry expressed his thanks for the tremendous amount of work done on accreditation.

Trustee Levinson echoed the comments made by his fellow Board members.

President McKean stated that our reserves are growing and it is a credit to the management that comes in every day.

President McKean announced that the next meeting of the Governing Board is scheduled for March 8, 2005.

**CLOSED SESSION**

The meeting was adjourned to closed session at 5:35 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: 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

**ADJOURNMENT**

There being no further business before the Board of Trustees, the meeting was adjourned at 6:23 p.m.

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Nina Oxborrow  
Clerk of the Board of Trustees

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## Personnel Transactions

### 1. New Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Lopez, Paul	Security Guard West Hills College Coalinga	19 hrs/week 12 mo/year	Range 32 Step A	District	2/1/05	New position
Meza, Martha	Child Development Center Assistant Avenal Infant Center	19 hrs/week 9 mo/year	Range 23 Step A	Grant	2/1/05	Replacement for Guadalupe Camacho
Ramirez, Alicia	Child Development Center Assistant West Hills College Coalinga	19 hrs/week 12 mo/year	Range 23 Step A	Grant	2/1/05	Replacement for Brianna McSheehy

### 2. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Dates	Additional Information
Bustamante, Peter	Media Specialist West Hills College Coalinga	40 hrs/week	Range 50 Step A	District	2/23/05 – 6/30/05	Temporary replacement for Andrea Robinson
Giron, Isauro	Food Service Manager/Cook West Hills College Coalinga	40 hrs/week	Range 15 Step A	Auxiliary	1/31/05 – 6/30/05	Temporary replacement for Michael Montoya
Hesler, Janie	Special Education Coordinator District Office	40 hrs/week	Range 33 Step A	Grant	2/4/05 – 6/30/05	Temporary replacement for Bonnie Mullen

### 3. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Solorio, Erica	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 West Hills College Coalinga 19 hrs/week, 12 mo/year Range 30, Step A Grant funded	1/25/05	Replacement for Anita Hatcher

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

Name	Title & Location	Effective Date	Additional Information
Limon, Estrellia	Custodian San Joaquin Child Development Center	2/4/05	Release during probation
Montoya, Michael	Food Service Manager/Cook West Hills College Coalinga	2/4/05	Resignation date extended from 2/1/05
Oxford, Laura	Custodian West Hills College Coalinga	1/20/05	Resignation