



**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**

**July 20, 2004**



**CALL TO ORDER / OPEN SESSION**

President Levinson called the meeting of the Board of Trustees to order at 3:11 p.m.

Board members present:

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

Administrators present:

Frank Gornick, Chancellor  
Jack Mahrt, Vice Chancellor of Business Services  
Anthony Tricoli, President, West Hills College Coalinga  
Beverly Smith, Dean of Educational Services, West Hills College Coalinga  
Susan Kincade, Dean of Learning Resources  
Larry Rathbun, Associate Dean of Educational Services, West Hills College Coalinga  
Ken Stoppenbrink, Director of Human Resources  
Cathy Barabe, Director of Grants  
Carole Goldsmith, Director of Regional Strategic Planning for Health Careers

**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 - No representatives were present to report at this time.

WHCFA Report – No representatives were present to report at this time.

CSEA Report – No representatives were present to report at this time.

ASB Report – No representatives were present to report at this time.

West Hills College Coalinga and North District Center, Firebaugh – Dr. Anthony Tricoli, President, distributed a campus activities report; committee organization and structure; athletic program review; and End of Year report for 2003-2004.

Mr. Daniel Tamayo, Director of Student Affairs and International Student Program, gave a presentation on the international student program and reported on recruiting efforts.

West Hills College Lemoore – In the absence of Mr. Don Warkentin, Interim President, Ms. Susan Kincade, Dean of Students, distributed a campus activities report.

Chancellor's Report – Dr. Frank Gornick, Chancellor, distributed the West Hills College Foundation budget report and provided a presentation concerning the report. Dr. Gornick thanked Ms. Cheryl Bass, Foundation Assistant, and stated that she is the backbone of the Foundation and it wouldn't be what it was without her.

### **CONSENT AGENDA**

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

- CA-1**      Minutes – The minutes of the June 29, 2004 Board meeting were approved as submitted.
- CA-2**      Warrants – The warrants were approved as submitted.
- CA-3**      District Appropriations Limit (Gann Limit) for 2004-2005 – The District Appropriations Limit (Gann Limit) for 2004-2005 was approved as submitted.
- CA-4**      District Physician Agreement for 2004-2005 – The District Physician Agreement for 2004-2005 was approved as submitted.
- CA-5**      Adult/Student Temporary Salary Schedule – The addition of the Web Assistant position to the adult/student temporary salary schedule was approved as submitted.

- CA-6**      Personnel Transactions - The list of personnel transactions (as attached to the official minutes) was approved as submitted.

### **CHANCELLOR'S OFFICE**

- CO-1**      Curriculum Committee Action Report, Spring 2004 - The Curriculum Committee Action Report for Spring, 2004 was approved on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.
- CO-2**      West Hills College Coalinga Strategic Plan - Dr. Gornick commended Dr. Tricoli and his staff for developing the strategic plan for West Hills College Coalinga and stated that they did a great job. Dr. Tricoli distributed an updated version of the strategic plan and reported that it is a beautiful document that wraps up goals, values and vision.

The West Hills College Coalinga Strategic Plan was approved on a motion by Trustee Minnite, seconded by Trustee Ivans, and carried unanimously.

### **FISCAL SERVICES**

- FS-1**      Fiscal Services Report - Mr. Jack Mahrt distributed the budget report and briefly discussed the status of the budget expenses and ending balance. President Levinson questioned when the augmentation is coming. Mr. Mahrt reported that we should have the paperwork soon. The bid has been awarded and augmentation has been requested. It was reported that we will begin moving in about 60 days. Dr. Gornick requested that Ms. Frances Squire, Director of Marketing, let everyone know about this movement.
- FS-2**      Resolutions - California Department of Education Contracts - The following resolutions certifying the approval of the California Department of Education contracts were adopted on a motion by Trustee Minnite, seconded by Trustee Ivans, and carried unanimously:
- Coalinga Child Development Center, Federal Block Grant
  - Coalinga Child Development Center, General Child Care Grant
  - Lemoore, Firebaugh, Avenal and San Joaquin Child Development Centers, General Child Care Grant
  - Coalinga, Lemoore, Firebaugh, Avenal and San Joaquin State Preschool Grant
- FS-3**      Resolutions - Final Project Proposals - Dr. Gornick stated that we have good numbers going into Sacramento and the projects look good. We

have informed them to move forward on the North District Center, Firebaugh project. The Chancellor's Office is kept abreast of what we are doing. The Lemoore projects are considered campus build-out projects. Dr. Gornick reported that Chris Addington is hopeful that our numbers will work. Dr. Gornick briefly explained the point system that is used. On a motion by Trustee McKean, seconded by Trustee Henry, and carried unanimously, the following resolutions in the matter of Final Project Proposals for the following projects were adopted:

- West Hills College Coalinga Wellness Center Project
- West Hills College Coalinga SAM Modernization Project
- North District Center, Firebaugh Modernization Project
- West Hills College Lemoore Multi-Use Sports Facility
- West Hills College Lemoore Instructional Center

#### **PERSONNEL SERVICES**

**PS-1**      New Administrative Job Descriptions – Mr. Ken Stoppenbrink distributed and briefly explained the summary of the changes in administrative job responsibilities that coincide with the new administrative job description.

The following new administrative job descriptions were approved on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously:

- Dean of Student Learning
- Associate Dean of Student Learning (1)
- Associate Dean of Student Learning (2)
- Associate Dean of Student Learning (3)

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

Trustee Cantu stated that it is great to be in the new Board Room and that he hopes to have great start to the new school year.

Trustee McKean stated that he wished staff and faculty would have shown up in greater numbers for the Board meeting.

Trustee Ivans stated that she appreciates all of the work that is being done in preparation for Coalinga's accreditation.

Trustee Minnite thanked Dr. Tricoli for his work on the organizational structure and Daniel Tamayo for the international student program report. He also expressed his thanks to everyone for the work being done on accreditation.

Trustee Oxborrow stated that she agrees with everything being said. She commented that she gets excited with reorganization and thinks we are taking a good look at what is being done.

Trustee Henry echoed the comments made by his fellow Board members and stated that renewing the Child Development Center contracts is a good thing and that we have really grown and blossomed. He complimented Ms. Patty Scroggins and her staff for their efforts. He commented that Dr. Tricoli's presentation on reorganization and the committee structure is good and will meet the demands of our accreditation. He stated that he appreciates the work that everyone does and it is sad to have hearings regarding personnel. Trustee Henry stated that he is proud to be associated with the district and thanked everyone for their efforts.

President Levinson announced that the next meeting of the Governing Board is scheduled for August 24, 2004.

### **CLOSED SESSION**

The meeting was adjourned to closed session at 4:50 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
- Conference with Labor Negotiators (as per Government Code Section 54957.6). Agency negotiator: Director of Human Resources. Employee organizations: CTA; CSEA
- Discussion of land acquisition/disposition of property (as per Government Code Section 54956.8). Property: Coalinga, California; Lemoore, California; Firebaugh, California

### **ADJOURNMENT**

There being no further business before the Board of Trustees, the meeting was adjourned at 5:35 p.m.

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Nina Oxborrow  
Clerk of the Board of Trustees

## Personnel Transactions

### 1. New Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Marmolejo, Ricardo	Advising Specialist, Upward Bound West Hills College Coalinga	40 hrs/week 12 mo/year	Range 56 Step B	Grant	7/12/04	Replacement for Oscar Villarreal Call back from 39-month layoff list
Navarro, Bernard	Sociology Instructor West Hills College Lemoore	177-day temp. contract	Class III Step 2	District	8/12/04	Replacement for Marcia McCormick
Renton, Steve	Interim Director of TRPP District-wide	40 hrs/week 12 mo/year	Range III, Step 2	Grant	8/1/04	Temporary replacement for Jose Lopez while serving as Interim Dean of Students, West Hills College Lemoore
Stieve, Karen	Financial Aid Assistant West Hills College Lemoore	19 hrs/week 12 mo/year	Range 33 Step A	Grant	7/6/04	Correction to item at last meeting. Should be 19 hrs. instead of 40 hrs.
Tincher, Chris	Instructor/Offensive Coordinator West Hills College Coalinga	199-day contract	Class V Step 10	District	7/6/04	Replacement for Carl Dean

### 2. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Dates	Additional Information
Hewitt, Elizabeth	Tutor Coordinator West Hills College Lemoore	19 hrs/week	Range 42 Step A	District	7/28/04 – 12/31/04	

### 3. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Felix-Mata, Bertha	Dean of Students West Hills College Coalinga Range II, Step 4	Assoc. Dean of Student Learning (1) West Hills College Coalinga Range III, Step 4 (Y rated at current salary)	7/1/04	Change in title due to restructuring
Gamino, Eliseo	Assoc. Dean of Educational Services North District Center, Firebaugh Range III, Step 2	Assoc. Dean of Student Learning (3) North District Center, Firebaugh Range III, Step 2	7/1/04	Change in title due to restructuring
Lopez, Jose	Counselor/Coordinator, TRPP (cert.) West Hills College Lemoore 40 hours/week, 12 months/year Class IV, Step 9	Changing assignment to: Interim Dean of Students (admin.) West Hills College Lemoore 40 hours/week, 12 months/year Class II, Step 4	7/19/04	Temporary replacement for Don Warkentin while serving as Interim President, West Hills College Lemoore
Rathbun, Larry	Assoc. Dean of Educational Services West Hills College Coalinga Range III, Step 10	Assoc. Dean of Student Learning (2) West Hills College Coalinga Range III, Step 10	7/1/04	Change in title due to restructuring

<b>Name</b>	<b>Current Assignment</b>	<b>Change</b>	<b>Effective Date</b>	<b>Additional Information</b>
Smith, Beverly	Dean of Educational Services West Hills College Coalinga Range II, Step 8	Dean of Student Learning West Hills College Coalinga Range II, Step 10	7/1/04	Change in title due to restructuring

**4. Family Medical Leave Act**

<b>Name</b>	<b>Title &amp; Location</b>	<b>Effective Dates</b>	<b>Additional Information</b>
Williams, Pam	High Technology/Access Specialist West Hills College Coalinga	8/1/04 – 2/1/05	Reduced work schedule

**5. Resignations / Retirements / Releases During Probation / Terminations**

<b>Name</b>	<b>Title &amp; Location</b>	<b>Effective Date</b>	<b>Additional Information</b>
Hioco, Barbara	President West Hills College Lemoore	7/9/04	Resignation
McCormick, Marcia	Psychology Instructor West Hills College Lemoore	8/9/04	Resignation
Salazar, Lorena	Office Assistant I, Child Development Center West Hills College Coalinga	7/16/04	Resignation
Whitehead, James	Allied Health Instructor West Hills College Coalinga	6/30/04	Resignation