



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

April 27, 2004



OPEN SESSION / CALL TO ORDER

President Levinson called the meeting of the Board of Trustees to order at 10:16 a.m.

Board members present:

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

Board members absent:

Elizabeth Campos, Student Trustee

Administrators present:

Frank Gornick, Chancellor
Jack Mahrt, Vice Chancellor of Business Services
Barbara Hioco, President, West Hills College Lemoore
Dave Bolt, Dean of Educational Services, West Hills College Lemoore
Beverly Smith, Dean of Educational Services, West Hills College Coalinga
Don Warkentin, Dean of Students, West Hills College Lemoore
Susan Kincade, Dean of Learning Resources, District wide
Larry Rathbun, Associate Dean of Educational Services, West Hills College Coalinga
Eliseo Gamino, Associate Dean of Educational Services, North District Center, Firebaugh
Ken Stoppenbrink, Director of Human Resources
Frances Squire, Director of Marketing

Introduction of Guests

There were no guests present at this time.

CLOSED SESSION

The meeting was adjourned to closed session at 10:17 a.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
- 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

RECONVENE TO OPEN SESSION

The meeting was reconvened to open session at 11:17 a.m.

At this time Trustee Minnite left the meeting.

Public Comments

Mr. Jose Ramirez, City Manager for the City of Firebaugh, thanked the Board for the opportunity to address their wonderful partnership. He stated that he knows how important education is and realizes the asset of the North District Center, Firebaugh facility. Mr. Ramirez reported that the plaza project is 4-5 weeks ahead of schedule. This project is definitely a partnership and would not have been possible without it. He stated that he thinks it will be a great quality of life transformation with the city. The city has established a downtown revitalization committee. Mr. Ramirez thanked Dr. Gornick for his leadership. He stated that they have partnered on several grants and have received a \$125,000 grant by leveraging resources. A \$700,000 renovation of Maldonado Park has been requested. If money is received, it will allow for some soccer and baseball fields. He stated that he hopes for additional money for a skateboard park. The community needs improved open spaces. In closing, Mr. Ramirez stated that the City of Firebaugh is going into the certified communities program. They want to promote and market their assets.

REPORTS FROM ORGANIZATIONS / COLLEGES / DISTRICT OFFICE

Academic Senate Report – Dr. Michael Burke, West Hills College Coalinga Academic Senate President, reported that the Senate has passed their constitution. Committees have been established and are meeting. Today is the last day for Senate nominations. It looks as though Marlon Hall will be the new Senate President and Anita Whitehead will serve as Vice President. The Senate has been working closely with Dr. Anthony Tricoli and the administration. Dr. Frank Gornick questioned the status of the Central Valley Higher Education Consortium AA degree. Dr. Burke stated he is not familiar with this item. Dr. Gornick stated that he will discuss it with him.

Mr. David Rengh, West Hills College Lemoore Academic Senate President, reported that Senate elections were held last week. Mr. Rengh was elected as President for 2 more years. Marcia McCormick will serve as the Vice President. Mr. Rengh stated that committee structures are in place. With regard to the AA degree resolution, the Senate has been having discussions with Dr. Barbara Hioco. Mr. Rengh stated that he thinks it is a win-win situation for all colleges. Dr. Gornick commented that the West Hills Community College District is part of the Central Valley Higher Education Consortium (CVHEC). Recently, the Consortium has worked with faculty and developed an agreement with regard to AA degrees. If an AA degree is obtained at the community college level and the student has a GPA of at least 2.94, they will be assured junior standing at a California State University (CSU). Dr. Gornick stated that this is great for us. President Levinson commented that this is not a guarantee of admission, but a guarantee of junior standing. Discussion took place and it was stated that the CSU system is trying to establish common, general education, lower division courses. Each CSU would articulate with community colleges 15 major units. 45 general education units are common.

Mr. Rengh stated that the Senate is bringing the name of James Preston forward for tenure consideration. He read the following resolution: *“Whereas, James Preston has completed his probationary period, and Whereas, James Preston was instrumental in the West Hills College Lemoore obtaining the Teacher and Reading Development Partnership Grant and in the creation of the Teacher Recruitment and Preparation Program, and Whereas, James Preston was also instrumental in the creation of the ‘5C Summer Experience’, and Whereas, James Preston has received the recommendation of his Peer Review Panel and the Academic Senate, Be it resolved the James Preston name shall be forwarded to the Board of Trustees for tenure in the 04-05 academic year.”*.

WHCFA Report – In the absence of John Bart, WHCFA President, Ms. Faye Mendenhall reported that they are currently in the negotiations process. They will be meeting again on May 4th. She stated that negotiations are going along as best as they can for the time being. Both sides are still submitting proposals.

CSEA Report – Mr. Tony Garcia, CSEA President, commented with regard to item PS-22 and stated that CSEA has received a copy of the district’s proposal. With regard to item PS-21, Mr. Garcia stated that he was told that they are almost done with the language and CSEA’s proposal will be sent to the District soon. With regard to item PS-24, CSEA has been approached by the District to add 3 new job titles to the contract. He stated that they have no problem with 2 of them, but that the Business Account Specialist range is to be determined subject to EERA and PERB language.

With regard to the recent health insurance presentation made by Keenan & Associates, Mr. Garcia stated that he invited Michael Parks, CVT chairperson. He commented that it was an informative meeting. Mr. Garcia stated that he has asked Mr. Ken Stoppenbrink to ask CVT to make a presentation to the employees. One of the

discussions that came out of the Keenan & Associates presentation is that premiums are based on history and demographics. CVT is working on mitigating costs in the central valley and they are working with a service provider to provide better service to their members. Trustee McKean questioned if CVT is willing to provide the information. Mr. Garcia responded in the affirmative.

Mr. Garcia reported that he recently attended a state legislation conference and met with state representatives. He stated that their attitude is quite positive and some of the Democrats have been saying that they have had more contact with the current Governor than with Gray Davis.

ASB Report – No student was present to report.

West Hills College Coalinga and North District Center, Firebaugh – In the absence of Dr. Anthony Tricoli, President, Dr. Beverly Smith reported. She distributed a campus activities report and summarized recent and upcoming events.

Dr. Larry Rathbun and Dr. Beverly Smith gave a presentation on the farm. Information on a certificate program, enrollment projections, WSCH/FTES/FTEF projections and employees was distributed and discussed. President Levinson stated that the information looks self-explanatory but that the Board will need time to review it. Trustee Ivans stated that the farm is a big investment and we need to keep it. Dr. Gornick stated that we need to move forward with the blueprint that has been submitted.

Ms. Mendenhall reported on the upcoming accreditation for West Hills College Coalinga. She distributed a self study update report. The first draft of the report has been received and the second draft is due by May 14th. She commented that some pieces are missing but overall it was not bad for a first draft. They have been working on the development of student learning outcomes and themes and the Deans have completed workshops to develop student learning outcomes.

West Hills College Lemoore – Dr. Barbara Hioco, President of West Hills College Lemoore, distributed a campus activities report and summarized recent and upcoming events. She reported that this is a busy time of year. She briefly commented on a new annual award to be given which will be called the “Spirit of the Eagle” award. It is intended for a student, employee or member of the community who has demonstrated exceptional support of the college. This year the award will be given to the Pedersen and Semas families. A perpetual plaque will be kept in the library.

Dr. Hioco reported that the President’s Scholars Program has 19 new applicants. The program continues to expand and is successful. A retention report for online courses was distributed. Dr. Hioco reported that they will soon be conducting focus group

sessions with regard to where we are with the class schedule. A facilities use summary report was also distributed and briefly discussed.

Dave Bolt commented that the accreditation team visited West Hills College Lemoore last month. He stated that he thinks that overall the visit went very well. They are still waiting for the final report and will share the details when it is received.

Chancellor's Report - Dr. Frank Gornick, Chancellor, reported that things are still on track for our budget at the community college level. The situation will not drastically change by the time of the May Revise.

CONSENT AGENDA

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

- CA-38** Minutes - The minutes of the March 8, 2004 and March 12, 2004 Board meetings were approved as submitted.
- CA-39** Warrants - The warrants were approved as submitted.
- CA-40** Quarterly Financial Status Report - The quarterly financial status report. 311Q for the quarter ending March 31, 2004 was approved as submitted.
- CA-41** Acceptance of Donations - The following donations were accepted by the Board:
- Donation of books and tapes to the West Hills College Coalinga library by Anthony Tricoli. Declared value: \$760.00
 - Donation of physical fitness equipment to West Hills College Lemoore by Tony Oliveira. Declared value: \$4,464.00
- CA-42** Adult/Student Temporary Salary Schedule - The addition of the following position to the adult/student temporary salary schedule was approved as submitted:
- Television Production Project Director
- CA-43** Personnel Transactions - The list of personnel transactions (as attached to the official minutes) was approved as submitted.
- CA-44** Out of State Travel - The following out of state travel request was approved as submitted:

- West Hills College Coalinga rodeo team to travel to Las Vegas, Nevada to participate in the college rodeo sponsored by UNLV May 7-8, 2004

CHANCELLOR'S OFFICE

- CO-67** Curriculum Committee Action Report – The curriculum committee action report for fall, 2003 was approved on a motion by Trustee Ivans, seconded by Trustee Oxborrow, and carried unanimously.
- CO-68** Board Policy 2745, Board Self Evaluation – The new Board Policy 2745, Board Self Evaluation was approved on a motion by Trustee Henry, seconded by Trustee Ivans, and carried unanimously.
- CO-69** Board Policy 1100, The West Hills Community College District – The revised Board Policy 1100, the West Hills Community College District was approved on a motion by Trustee McKean, seconded by Trustee Cantu, and carried unanimously.
- CO-70** Review of Board Policies and Procedures – Trustee McKean questioned if the district can legally do background checks prior to employment with regard to the Child Abuse policy. Ken Stoppenbrink responded that we can and the background check process is currently being implemented.

The following Board policies and procedures were presented for a first reading. Approval will be requested at the May Board meeting.

- Board Policy 7110, Delegation (new policy)
- Board Policy and Administrative Procedure 3518, Child Abuse and Neglect Mandated Reporting (new policy and administrative procedure)

- CO-71** Board of Trustees Meeting Schedule – Brief discussion took place concerning the proposed meeting schedule. President Levinson stated that comments should be given to Donna Isaac prior to the next meeting.

The proposed Board of Trustees meeting schedule was presented for a first reading. Approval will be requested at the May Board meeting.

FISCAL SERVICES

- FS-35** Fiscal Services Report – Mr. Jack Mahrt distributed the budget report and briefly discussed the status of the budget expenses and ending balance. He stated that the budget is in good shape at this time. Trustee Henry

questioned how the dorms are doing. Mr. Mahrt responded that they are losing money but hopefully less than last year. Mr. Mahrt stated that the dorms are about half full. Trustee Cantu questioned if the Foundation can take over the dorms. Dr. Gornick stated that he would not recommend it. It was stated that the vacancy rate is the problem. The payment rate is significantly better than last year. Mr. Mahrt commented that the cafeteria revenues are also down because they relate directly to the dorms. He reported that the child care area may have to borrow from the district but they have a plan set in motion. They have been opening a number of facilities.

FS-36 Acceptance of Donation of Land – The donation of land, phases 3 and 4 for West Hills College Lemoore, from the Pedersen and Semas families, was accepted on a motion by Trustee Henry, seconded by Trustee Cantu, and carried unanimously.

FS-37 Labor Compliance Program – Mr. Mahrt explained that we have to make sure that we are paying an approved rate for wages for all the contractors working on our projects. This became effective July 1, 2003 and we are just solving the problem at this point. We are not agreeing to pay any money at this time, we are just making ourselves legal. This item will be brought back to the Board of Trustees before a contract for payment is signed. It was stated that we need to follow through on this item. It can be costly if we do not comply.

On a motion by Trustee Ivans, seconded by Trustee Henry, and carried unanimously, the Board of Trustees adopted the Labor Compliance Program contract with the Addington Partnership to initiate and enforce the program as approved by the Department of Industrial Relations.

PERSONNEL SERVICES

PS-20 Injury and Illness Prevention Program – The Injury and Illness Prevention Program was presented for a first reading. Approval will be requested at the May meeting.

PS-21 Initial Proposal from CSEA – The proposal was not received by the time of the meeting.

PS-22 District's Initial Proposal to CSEA – Mr. Ken Stoppenbrink stated that the purpose of this item is for the Board of Trustees to sunshine the document. There were no comments or questions received with regard to the proposal.

PS-23 New Job Description, Title Change – Mr. Stoppenbrink explained that the new job description relates to the job being performed by Cynthia Davis. The job description was developed to coincide with a previous title change already approved by the Board.

The following new job description to coincide with a previous title change was approved on a motion by Trustee Ivans, seconded by Trustee Cantu, and carried unanimously:

- Director of Health Careers

PS-24 New Job Descriptions – Mr. Stoppenbrink reported on the job description previously referred to by Mr. Garcia but stated that he believes Mr. Garcia intended to comment on the Customer Information Assistant position. He stated that no employee is impacted. The job description has not changed from that of an Office Assistant. He stated that his recommendation is to leave the salary alone and to eliminate the Customer Information Assistant job description at this time.

The following new job descriptions, as recommended by the Fresno County Workforce Investment Board, were approved on a motion by Trustee Henry, seconded by Trustee Oxborrow, and carried unanimously:

- Senior Employment Readiness Specialist
- Business Account Specialist

PS-25 Administrative Salary Schedule – Mr. Stoppenbrink commented that the Director of Title IV Projects position was re-advertised and moved to another range. Dr. Gornick commented that the additional column on the salary schedule gives us a great deal of flexibility and that the position is an entry level position. Trustee Henry questioned if there is a limit in the grants as to how much money can be spent on administrative salaries. Dr. Gornick stated that the budgets we submit to the granting agencies have to be approved by them. Trustee Henry questioned if any of the other steps on the administrative salary schedule were changed. Mr. Stoppenbrink stated that they remained the same and that only a new column was added.

The addition of Range V to the administrative salary schedule was approved on a motion by Trustee Cantu, seconded by Trustee Oxborrow, and carried unanimously.

PS-26 Faculty Tenure Recommendations – Ms. Mendenhall thanked the Board of Trustees for their anticipated approval of the faculty members for tenure.

She stated that she thinks they will all be good additions to both campuses.

The following faculty tenure recommendations were approved on a motion by Trustee Cantu, seconded by Trustee Ivans, and carried unanimously:

- Linda Amaya-Guenon, West Hills College Coalinga
- Paul Hodsdon, West Hills College Coalinga
- James Preston, West Hills College Lemoore
- Scott Wilson, West Hills College Coalinga

PS-27 Resolution – Reduction of Classified and Classified Management School Services for 2004-2005 – President Levinson summarized the resolution. Dr. Burke commented on the re-hiring of individuals being laid off. He stated that there would be no Farm of the Future without Bruce Baker. Dr. Burke also commented on the longevity of Nila Vosburg.

The resolution in the matter of the reduction of classified and classified management school services for 2004-2005 was adopted on a motion by Trustee Henry, seconded by Trustee McKean, and carried unanimously.

BOARD REPORTS/COMMENTS/REQUESTS AND ANNOUNCEMENTS

Trustee McKean thanked the Pedersen and Semas families for their generous donation. He stated that he hopes that everyone recognizes the donation.

Trustee Cantu thanked everyone for the detailed information in the reports that are given to the Board.

Trustee Ivans thanked everyone for their hard work. She stated that it is always difficult to lay people off and that she hopes that some can be re-hired. Trustee Ivans thanked everyone for a good job on the accreditation reports.

Trustee Oxborrow thanked everyone for their hard work. She stated that she appreciates going to the different campuses throughout the year.

Trustee Henry echoed the remarks made by others. He stated that layoffs are the most difficult part of the trustees' work as they are not pleasant. Trustee Henry stated that he is happy to accept the donation from the Pedersen and Semas families.

Dr. Gornick commented that the Board of Trustees approved the retirement of Mr. Ron Mitchell under the consent agenda earlier in the meeting. He commented that Mr.

Mitchell has worked for the district for 30 years and has said a lot of nice things about his employment. He stated that his retirement will be effective in May of 2005.

President Levinson announced that the next meeting will be held on May 25, 2004 at West Hills College Lemoore.

With regard to the donation of land from the Pedersen and Semas families, President Levinson presented a copy of the grant deed to Ms. Faye Mendenhall and asked that she please provide the grant deed to Mr. John Bart, WHCFA President.

ADJOURNMENT

There being no further business before the Board of Trustees, the meeting was adjourned at 1:05 p.m.

Nina Oxborrow
Clerk of the Board of Trustees

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Personnel Transactions

1. New Hires

- a. **Atkinson-Alston, Stephanie** – Associate Dean of Educational Services, West Hills College Lemoore (previously held position as Interim); Range III, Step 1. Effective date: 7/1/04
- b. **Barrera, Hermelinda** – Student Services Assistant, North District Center Firebaugh; 19 hours/week, 12 months/year; Range 36, Step A. New position created from Board approved reorganization plan. Effective date: 3/29/04
- c. **Bass, Leonard** – Employment Outreach Specialist, West Hills Community College District Office; 40 hours/week, 12 months/year; Range 57, Step C. **Grant funded position.** Effective date: 7/21/03
- d. **Harp, Marjorie** – Allied Health Instructor, West Hills College Coalinga; 177-day contract; Class I, Step 10. **Grant funded position.** Effective date: 4/19/04
- e. **Hicks, Brandon** – Skilled Maintenance Worker, West Hills College Coalinga; 40 hours/week, 12 months/year; Range 46, Step A. Replacement for Larry Gentry. Effective date: 4/19/04
- f. **Hill, Jim** – Allied Health Instructor, West Hills College Coalinga; 177-day contract; Class I, Step 10. **Grant funded position.** Effective date: 4/19/04
- g. **Nettles, Molly** – Student Services Assistant, West Hills College Lemoore; 19 hours/week, 12 months/year; Range 36, Step A. Replacement for Priscilla Balcazar. Effective date: 4/12/04
- h. **Ortiz, Amalia** – Child Development Center Teacher, West Hills College Lemoore Child Development Center; 19 hours/week, 9 months/year; Range 40, Step A. **Grant funded position.** Effective date: 4/13/04
- i. **Stumbaugh, Sheila** – RN Instructor, Psychiatric Technician Program, West Hills College Coalinga; 65-day contract; Range I, Step 10. **Grant funded position.** Effective dates: 3/22/04 – 6/25/04

2. Temporary Hires

- a. **Claasen, Elizabeth** – Program Assistant, West Hills College Coalinga Farm; 19.5 hours/week; Range 36, Step A. Effective date: 4/28/04 – 6/30/04

- b. **Jensen, Amy** – Child Development Center Associate Teacher, West Hills College Coalinga Child Development Center; 19 hours/week; Range 30, Step A. Effective dates: 4/28/04 – 6/30/04
- c. **Santacruz, Refugio** – Case Worker, All Youth One System, West Hills College Coalinga; 40 hours/week; Range 56, Step A. **Grant funded position.** Replacement for Debra Johnson while out on medical leave. Effective date: 4/8/04 – 6/30/04 (end date contingent upon Debra Johnson’s return)
- d. **Urbina, Jose** – Program Assistant, All Youth One System, West Hills College Coalinga; 19 hours/week; Range 36, Step A. Effective dates: 4/28/04 – 6/30/04

3. **Changes in Assignment**

- a. **Ayala, Illiana** – Child Development Center Teacher, Cheney Center. Changing work location to San Joaquin Child Development Center. Change due to budget reorganization. Effective date: 7/1/04
- b. **Babbe, Valerie** – Child Development Center Associate Teacher, West Hills College Lemoore Child Development Center. Changing work location to Avenal Infant Center. Change due to budget reorganization. Effective date: 7/1/04
- c. **Ficken, Cynthia** – Child Development Center Assistant Teacher, West Hills College Coalinga; 35 hours/week, 9.5 months/year. Reducing assignment to 19 hours/week, 9.5 months/year. Reduction due to budget reorganization. Effective date: 7/1/04
- d. **Gonzales, Anna** – Child Development Center Assistant Teacher, North District Center, Firebaugh Child Development Center; 40 hours/week, 12 months/year. Reducing assignment to 19 hours/week, 12 months/year. Reduction due to budget reorganization. Effective date: 7/1/04
- e. **Gonzalez, Monica** – Child Development Center Associate Teacher, North District Center, Firebaugh Child Development Center. Changing work location to San Joaquin Child Development Center. Change due to budget reorganization. Effective date: 7/1/04
- f. **Grinstain, Megan** – Child Development Center Teacher, West Hills College Lemoore Child Development Center; 40 hours/week, 12 months/year. Reducing assignment to 19 hours/week, 12 months/year. Reduction due to budget reorganization. Effective date: 7/1/04

- g. **Hatcher, Anita** – Child Development Center Associate Teacher, Avenal Infant Center; 40 hours/week, 12 months/year. Changing work location to Cheney Center and reducing assignment to 19 hours/week, 12 months/year. Reduction due to budget reorganization. Effective date: 7/1/04
- h. **Jaurena, Tracey** – Athletic Trainer, West Hills College Coalinga; 40 hours/week, 12 months/year. Reducing assignment to 40 hours/week, 10 months/year. Effective date: 7/1/04
- i. **Planas, America** – Interim Director of Financial Aid (classified management); Range 24, Step B. Changing assignment to Financial Aid Coordinator (classified); Range 51, Step E (Y rated at current salary). **New position; grant funded.** Effective date: 5/1/04
- j. **Silvestre, Anna** – Program Development Assistant, West Hills College Coalinga. Changing assignment from CAMP/CASS Program to CAMP/Talent Search Program. **Grant funded position.** Effective date: 4/1/04
- k. **Soto, Mari Cruz** – Child Development Center Master Teacher, North District Center, Firebaugh Child Development Center. Changing work location to San Joaquin Child Development Center. Change due to budget reorganization. Effective date: 7/1/04
- l. **Stearns, Jill** – Educational Technology Specialist (classified); Range 65, Step E. Changing assignment to Director of Financial Aid (administrative); Range IV, Step 5. Replacement for America Planas. Effective date: 5/1/04

4. Resignations / Retirements / Releases During Probation / Terminations

- a. **Deling, Darrell** – Director of Maintenance and Operations, West Hills College Coalinga. **Revised** effective date: ~~6/7/04~~ **4/1/04** (Resignation)
- b. **Lobmeyer, LaFonda** – Accounting Services Technician I, District Office. Effective date: 5/14/04 (Resignation)
- c. **Luna, Guadalupe** – Program Assistant, West Hills College Coalinga Farm. Effective date: 4/20/04 (Resignation)
- d. **Mitchell, Ron** – Art Instructor, West Hills College Lemoore. Effective date: May 27, 2005 (Retirement)
- e. **Williams, Penny** – Bookstore Assistant II, West Hills College Coalinga. Effective date 4/2/04 (Resignation)