



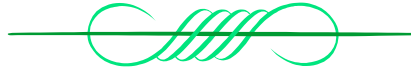
**WEST HILLS COMMUNITY COLLEGE DISTRICT**

**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**

**June 29, 2004**



**CALL TO ORDER / CLOSED SESSION**

President Levinson called the meeting of the Board of Trustees to order at 2:00 p.m. and immediately adjourned the meeting to closed session.

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  
Don Warkentin, Interim President, West Hills College Lemoore  
Ken Stoppenbrink, Director of Human Resources

- Discussion of land acquisition/disposition of property (as per Government Code Section 54956.8). Property: Coalinga, California; Lemoore, California; Firebaugh, California

**OPEN SESSION**

Closed session adjourned and the meeting was convened to open session at 3:04 p.m. President Levinson led the audience in the flag salute.

The following additional administrators joined the meeting at this time:

Administrators present:

Beverly Smith, Dean of Educational Services, West Hills College Coalinga  
Bertha Felix-Mata, Dean of Students, West Hills College Coalinga

Susan Kincade, Dean of Learning Resources  
Stephanie Atkinson-Alston, Assoc. Dean of Learning Resources, West Hills College Lemoore

### **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 – Mr. Marlon Hall, Academic Senate President at West Hills College Coalinga, reported that he recently attended the Leadership Institute through a scholarship from the California Academic Senate.

Mr. David Rengh, Academic Senate President at West Hills College Lemoore, expressed congratulations on behalf of the Academic Senate to Mr. Don Warkentin for his interim appointment as President of West Hills College Lemoore.

WHCFA Report – Mr. John Bart, WHCFA President, stated that he has no report at this time. President Levinson stated that Mr. Bart owes the group an apology. Mr. Bart stated that he will not give one. He stated that he appreciates the information that was provided to him and he will be looking further into the trust funds.

CSEA Report – Mr. Tony Garcia, CSEA President, reported that negotiations have begun and the group has enjoyed Mr. Zampi's (the district's attorney) humor. He further reported that their chapter has been involved with CSEA at the state level and has had the opportunity to meet state representatives and work on relationships with them. Mr. Garcia reported that CSEA is trying to be proactive and they have applied for delegate assistance to participate in CSEA activities.

ASB Report – A representative 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 summarized recent and upcoming events. A committee organizational structure was also distributed and discussed. Dr. Tricoli stated that it all ties back to what is best for students.

Dr. Larry Rathbun, Associate Dean of Learning Resources, distributed information on the Farm of the Future. Dr. Tricoli summarized the recent successes at the farm. Dr. Rathbun explained the income and expenses and matters relating to them.

Dr. Beverly Smith distributed an accreditation self-study update. Ms. Faye Mendenhall provided an update on the number of student, faculty and staff surveys that were returned: Full-time faculty – 70%; Part-time faculty – 59%; Staff and administrators – 46%. Ms. Mendenhall reported that a new accreditation visit date has been determined. The visit will occur March 15-17, 2005. A chairman has not yet been selected for the visit. A third draft of the self-study has been completed and it will be refined and given to faculty on flex day. Trustee Oxborrow questioned if any other community colleges have gone through this process with the new standards. Ms. Mendenhall stated that 4 other colleges have been evaluated using the new standards. Dr. Tricoli reported that he has spoken with the Accrediting Commission concerning the recent accreditation status for West Hills College Lemoore and how it will affect their self-study.

West Hills College Lemoore – Mr. Don Warkentin, Interim President, distributed a campus activities report and summarized recent and upcoming events. He commented on the success of the 5 C's camp and current enrollment figures. Mr. Warkentin reported that West Hills College Lemoore has received word from the Accrediting Commission on the status of their accreditation. They have been granted candidacy status. Mr. Warkentin stated that while this announcement is disappointing, they are optimistic and it will be an opportunity to showcase the institution again. A new self-study will need to be prepared using the new standards and will be submitted in 2006. Another visit will occur at that time as West Hills College Lemoore seeks initial accreditation. Dr. Frank Gornick reported that the staff did an excellent job of moving themselves from eligibility status to candidacy status. He stated that he believes the college should have received initial accreditation with a focused visit. The problem is that we are doing so many things differently than other colleges in a multi-campus mode, that when peers come in that have not adopted the methodology that we are using, they don't know what to think. We now have a positive focus and will put those efforts to work. Dr. Gornick stated that it is not insurmountable and is well within our means to achieve.

Trustee Minnite asked if we are still a district with one campus and 2 centers without Lemoore's accreditation. It was stated that Lemoore is still accredited under Coalinga. Trustee Minnite questioned if the centers will participate in the Coalinga accreditation. Dr. Tricoli reported that he had a conversation with Barbara Beno at the Accrediting Commission and she has indicated that Coalinga would not have to rewrite their self-study as an institution with 2 centers. However, they are 1 college and will have to address some of the issues identified in the Lemoore self-study because there may be similar weaknesses.

Chancellor's Report – Dr. Frank Gornick, Chancellor, reported that enrollment is up about 24% and online enrollment is up the highest.

## CONSENT AGENDA

Mr. Rengh requested that page 3 of the May 25, 2004 minutes reflect the sites for which the Academic Senate Presidents are reporting.

Trustee Minnite requested to hear a report from Ms. Bertha Felix-Mata about her trip to Japan. President Levinson requested that this item be on the agenda in July. Trustee Minnite commented on item CA-52 with regard to the Building Trades Project Director position. He questioned who the assigned administrator is. Mr. Ken Stoppenbrink reported that at this time it will be Cathy Barabe, Director of Grants.

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

**CA-49**      Minutes - The minutes of the May 25, 2004 Board meeting were approved with the addition as noted by Mr. Rengh.

**CA-50**      Warrants - The warrants were approved as submitted.

**CA-51**      Extension of I-20 for International Student - The extension of the I-20 for Kai Hung Liong for the Fall, 2004 semester was approved.

**CA-52**      Adult/Student Temporary Salary Schedule - The addition of the following positions to the adult/student temporary salary schedule was approved as submitted:

- Building Trades Project Director
- Adjunct Head Coach

**CA-53**      Personnel Transactions - The list of personnel transactions (as attached to the official minutes) was approved as submitted.

## CHANCELLOR'S OFFICE

**CO-76**      Appointment of Interim President - The appointment of Don Warkentin as the Interim President for West Hills College Lemoore was approved on a motion by Trustee Henry, seconded by Trustee Ivans, and carried unanimously.

President Levinson stated that the appointment will be in place until the permanent position is filled. Dr. Gornick stated that the search process will be one that is similar to what was used when Dr. Tricoli was hired. However, we will not use a consultant for this search. Dr. Gornick encouraged staff to apply for the position. He stated that he met with the

staff last week and outlined the process. Trustee Minnite questioned if a president is needed for a center that is not yet fully a campus. Dr. Gornick responded in the affirmative and commented on accreditation. He stated that the first stage of accreditation is eligibility. A number of things need to be in place for eligibility and one of those things is a president. Several other things need to be in place that deal with FTE, space utilization, budget, administrative support and full-time faculty. We have to have these things in place to satisfy the Accrediting Commission.

**CO-77**      Resolution – Authorizing Chancellor to Sign Grant Agreements – The resolution in the matter of authorizing the Chancellor to legally sign for the District contractual grant agreements for 2004-2005 was adopted on a motion by Trustee Minnite, seconded by Trustee Cantu, and carried unanimously.

Mr. Rengh commented that the resolution states West Hills Community College and he thinks it should state West Hills Community College District. Dr. Gornick explained that this resolution is for grant purposes. When applying for grants, many times they are intended for the individual campuses and not the district.

**CO-78**      Goals, Mission and Vision Statements – Dr. Tricoli briefly explained the proposed goals, mission and vision statements. He reported that these items were developed as part of the accreditation process.

The goals, mission and vision statement for West Hills College Coalinga and North District Center, Firebaugh were approved on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.

Dr. Gornick commented on the list of questions that were posed to the Board of Trustees at the May meeting by Mr. Garcia on behalf of the ASB. He provided Mr. Garcia with a copy of his responses and indicated that the information was also sent to Ms. Elizabeth Campos, Student Trustee.

**CO-79**      Curriculum Committee Action Report, Spring 2004 – Dr. Gornick commented that he would like for the Board to hear a report at a later date concerning how courses are moved through the curriculum process. President Levinson requested that this information be provided at the July Board meeting. President Levinson stated that if there are any questions or concerns with the curriculum committee report, individuals should contact Mr. Warkentin or Dr. Gornick prior to the next Board meeting.

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The Curriculum Committee Action Report for Spring, 2004 was presented for a first reading. Approval will be requested at the July Board meeting.

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4:35 p.m.. - At this time the Board of Trustees meeting was temporarily adjourned to allow time for the Financing Corporation Meeting.

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4:40 p.m. - At this time the Board of Trustees reconvened their regular Board meeting.

### **FISCAL SERVICES**

**FS-42**      Fiscal Services Report - Mr. Jack Mahrt distributed the budget report and briefly discussed the status of the budget expenses and ending balance.

**FS-43**      District Appropriations Limit (Gann Limit) - Mr. Mahrt reported that the Gann Limit ties back to Proposition 13. It shows the amount of dollars that we would have received if it were not for the limit.

The District Appropriations Limit (Gann Limit) for 2004-2005 was presented for review at this time. The worksheet will be resubmitted to the Board of Trustees for adoption and approval at the July Board meeting.

**FS-44**      Partnership for Excellence Survey - Dr. Gornick stated that this report summarizes how we use the Partnership for Excellence (PFE) funds.

The Partnership for Excellence Survey of Local Investments of Partnership Funds was approved on a motion by Trustee Ivans, seconded by Trustee McKean, and carried unanimously

**FS-45**      Resolution - California Department of Education Contracts - The following resolutions in the matter of certifying the approval of the California Department of Education Contracts for the purpose of providing child care and development services, and to authorize the designated personnel to sign contract documents for fiscal year 2004-2005 were adopted on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously:

- General and Prekindergarten Resource Grant
- Child and Adult Care Food Program (CACFP)

Trustee Henry commented that the child development centers are one of the many good things we do for the communities.

**FS-46**      Notice of Completion – The notice of completion for the West Hills Community College District Office modular building manufacture and purchase project was approved on a motion by Trustee Cantu, seconded by Trustee Ivans, and carried unanimously.

**FS-47**      Bid Award – West Hills College Lemoore Child Development Center Building Project – Dr. Gornick explained that the augmentation for this project is approximately \$300,000. In order to receive the augmentation we had to re-bid the project. The bad news is that in the interim the prices continue to increase. Discussion took place concerning the contractors estimated budget dollar amount and that it may be in error.

The item was tabled for a short time while Dr. Frank Gornick made a phone call to the architect for clarification.

**FS-48**      Bid Award – West Hills College Coalinga Child Development Center Expansion Project – On a motion by Trustee Oxborrow, seconded by Trustee Minnite, and carried unanimously, the contract for the West Hills College Coalinga Child Development Center expansion project was awarded to Mark Wilson Construction for a total of \$1,818,423.

**FS-49**      Tentative Budget, 2004-2005 – Mr. Jack Mahrt reviewed the tentative budget report with the Board of Trustees. Discussion took place for purposes of clarification. Mr. Garcia questioned if the tentative budget reflects the cost savings that have been put into place. Mr. Mahrt responded in the affirmative. Dr. Gornick commented on FTES and stated that we are on the upswing but things are going to be slow for a while. Trustee Henry commented on increasing the salaries of the faculty based on the anticipated growth. Even though we were not funded for the growth, the salaries were still increased. He stated that we want to pay a level that is fair and competitive.

The tentative budget for 2004-2005 was approved on a motion by Trustee Cantu, seconded by Trustee McKean, and carried unanimously.

At this time, the Board of Trustees returned to item FS-47 as clarification had been received. Dr. Gornick reported that the architect verified that the amount on the bid sheet was incorrect and that it should be approximately \$2,450,000.

On a motion by Trustee Henry, seconded by Trustee Ivans, and carried unanimously, the contract for the West Hills College Lemoore Child Development Center building project was awarded to Mauldin-Dorfmeier for a total of \$2,482,000, contingent upon approval of augmentation from the Chancellor's Office.

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**PERSONNEL SERVICES**

**PS-32**      New Job Description - The following new job description was approved on a motion by Trustee Cantu, seconded by Trustee McKean, and carried unanimously:

- Farm Unit Technician

**PS-33**      Initial Proposal from CSEA - At this time the Board of Trustees acknowledged receipt of the initial proposal from CSEA.

**PS-34**      Resolution - Reduction of Extended Contract Days for 2004-2005 - It was requested that the list attached to the resolution be corrected to reflect the 2004-2005 fiscal year.

The resolution in the matter of the reduction of extended contract days for the 2004-2005 academic year was adopted on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.

**PS-35**      Notice of Charges - Susie Briones - President Levinson invited Ms. Susie Briones to address the Board of Trustees. Ms. Briones questioned if her administrative leave is with pay and benefits. President Levinson responded in the affirmative.

On a motion by Trustee Henry, seconded by Trustee Oxborrow, and carried unanimously, the Board of Trustees adopted and approved the notice of charges and recommendation for dismissal and administrative leave with pay pending final resolution in the matter of Susie Briones.

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

Trustee Cantu reported that he had no comments at this time.

Trustee McKean reported that he enjoyed the graduation ceremony.

Trustee Minnite expressed his congratulations to Mr. Don Warkentin and thanked everyone for their participation and sacrifices.

Trustee Oxborrow thanked everyone for their work this past year and commented that it was very much appreciated. She stated that it was tough but we got through it.

Trustee Ivans expressed her congratulations to Mr. Warkentin. She thanked everyone for their hard work on accreditation and commented that she knows there is much done that is not seen by all.



Trustee Henry thanked everyone for their work on the self study. He reiterated Mr. Warkentin's previous comment, stating that this will be an opportunity to showcase the institution once again. He stated that he knows it will be done well. Trustee Henry congratulated Mr. Warkentin on his interim appointment as President of West Hills College Lemoore. He thanked everyone for a good year. In closing, Trustee Henry commented on the impressive amount of savings in the budget this past year.

President Levinson wished Mr. Warkentin good luck in his new role.

President Levinson announced that the next meeting of the Governing Board is scheduled for July 20, 2004.

The meeting was adjourned to closed session at 5:40 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
- Public Employee Appointment (as per Government Code Section 54957). Title: Interim President, West Hills College Lemoore
- Public Employee Performance Evaluation (as per Government Code Section 54957). Title: Chancellor

### **ADJOURNMENT**

There being no further business before the Board of Trustees, the meeting was adjourned at 7:30 p.m.

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Nina Oxborrow  
Clerk of the Board of Trustees

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## Personnel Transactions

### 1. New Hires

- a. **Amaya-Guenon, Linda** – Counselor/IS Instructor, West Hills College Coalinga; 197-day contract; Class III, Step 5. Effective date: 8/12/04 (Re-hired from 39 month layoff list)
- b. **Ayala, Veronica** – Learning Skills Program Assistant, Upward Bound Program, West Hills College Coalinga; 19 hours/week, 12 months/year; Range 32, Step A. New position; **grant funded**. Effective date: 5/24/04
- c. **Camacho, Lourdes** – Child Development Center Assistant, San Joaquin Child Development Center; 19 hours/week, 12 months/year; Range 23, Step A. New position; **grant funded**. Effective date: 6/7/04
- d. **Cowden, Clint** – Ag Science & Technology Instructor, West Hills College Coalinga; 199-day contract; Class I, Step 5. Effective date: 7/12/04
- e. **Cruz, Maribel** – Child Development Center Cook, San Joaquin Child Development Center; 19 hours/week, 12 months/year; Range 33, Step A. New position; **grant funded**. Effective date: 5/18/04
- f. **Davis, Andrea** – Child Development Center Assistant, West Hills College Lemoore Child Development Center; 19 hours/week, 12 months/year; Range 23, Step A. **Grant funded position**. Replacement for Latisa Attlescott. Effective date: 5/19/04
- g. **Espinoza, Jose** – Custodian/Groundskeeper, West Hills College Lemoore; 19 hours/week, 12 months/year; Range 37, Step A. New position. Effective date: 5/20/04
- h. **Flores, Constance** – Financial Aid Assistant, West Hills College Coalinga; 19 hours/week, 12 months/year; Range 33, Step A. **Grant funded position**. Replacement for Adrienne Howell. Effective date: 6/1/04
- i. **Huracha, Raquel** – Custodian, North District Center, Firebaugh. 19 hours/week, 12 months/year; Range 35, Step A. Effective date: 6/21/04
- j. **Lupercio, Jenny** – Custodian/Groundskeeper, West Hills College Lemoore; 19 hours/week, 12 months/year; Range 37, Step A. Effective date: 5/24/04
- k. **Ramirez, Haydee** – Child Development Center Associate Teacher, San Joaquin Child Development Center. 40 hours/week, 12 months/year; Range 30, Step A. **Grant funded position**. Effective date: 6/14/04

- l. **Ramirez, Sandra** – Child Development Center Assistant, West Hills College Lemoore Child Development Center. 19 hours/week, 12 months/year; Range 23, Step A. New position; **grant funded**. Effective date: 5/25/04
- m. **Schmidt, Jennifer** – Financial Aid Assistant, West Hills College Lemoore; 19 hours/week, 12 months/year; Range 33, Step A. Replacement for Tiffany Hernandez. Effective date: 6/1/04
- n. **Stieve, Karen** – Financial Aid Assistant, West Hills College Lemoore; 40 hours/week, 12 months/year; Range 33, Step A. New position; **grant funded**. Effective date: 7/6/04

## 2. Temporary Hires

- a. **Adams, Maria** – Child Development Center Teacher, West Hills College Lemoore Child Development Center; 19 hours/week; Range 40, Step A. **Grant funded position**. Effective dates: 7/1/04 – 12/31/04
- b. **Almanza, Alena** – Child Development Center Assistant, West Hills College Lemoore Child Development Center; 19 hours/week; Range 23, Step A. **Grant funded position**. Effective dates: 7/1/04 – 12/31/04
- c. **Ames, Laura** – Tutorial Specialist, West Hills College Coalinga; 40 hours/week. Range 40, Step F. **Grant funded position**. Effective dates: 8/1/04 – 9/30/04
- d. **Cortez, Edna** – Child Development Center Assistant, West Hills College Coalinga Child Development Center; 19 hours/week; Range 23, Step A. **Grant funded position**. Effective dates: 7/1/04 – 12/31/04
- e. **Fonseca, Oscar** – Advising Specialist, Upward Bound, West Hills College Coalinga; 19 hours/week; Range 56, Step A. **Grant funded position**. Effective dates: 7/1/04 – 7/30/04
- f. **Gravett, Arica** – Child Development Center Assistant, West Hills College Lemoore Child Development Center; 19 hours/week; Range 23, Step A. **Grant funded position**. Effective dates: 7/1/04 – 12/31/04
- g. **Holland, Rhiannon** – Food Service Cashier, West Hills College Coalinga; 40 hours/week; Range 33, Step A. Effective dates: 7/1/04 – 12/31/04
- h. **Jensen, Cathy** – Child Development Center Assistant, West Hills College Coalinga Child Development Center; 19 hours/week; Range 23, Step A. **Grant funded position**. Effective dates: 6/29/04 – 12/31/04

- i. **Kemp, Jessica** – Child Development Center Teacher, West Hills College Lemoore Child Development Center; 19 hours/week; Range 40, Step A. **Grant funded position.** Effective dates: 7/1/04 – 12/31/04
- j. **Lander, Laura** – Child Development Center Assistant, Avenal Infant Center; 19 hours/week; Range 23, Step A. **Grant funded position.** Effective dates: 7/1/04 – 12/31/04
- k. **Mendoza, Esther** – Child Development Center Assistant, West Hills College Coalinga Child Development Center; 19 hours/week; Range 23, Step A. **Grant funded position.** Effective dates: 6/2/04 – 8/31/04
- l. **Meza, Martha** – Child Development Center Assistant, Avenal Infant Center; 19 hours/week; Range 23, Step A. **Grant funded position.** Effective dates: 7/1/04 – 12/31/04
- m. **Ortiz, Esther** – Child Development Center Teacher, North District Center, Firebaugh; 19 hours/week; Range 40, Step A. **Grant funded position.** Effective date: 6/30/04
- n. **Putnam, Katrina** – Student Services Assistant, West Hills College Lemoore; 19 hours/week; Range 36, Step A. Temporary replacement for Molly Nettles while out on maternity leave. Effective dates: 6/1/04 – 10/30/04
- o. **Shirk, Suzanne** – Media Specialist, West Hills College Coalinga; 40 hours/week; Range 50, Step A. Effective dates: 6/29/04 – 12/31/04
- p. **Suter, Monique** – Student Services Assistant, West Hills College Lemoore; 19 hours/week; Range 36, Step A. Temporary replacement for Teresa Quilici while she fills in as Interim Advising Specialist. Effective dates: 6/2/04 – 8/31/04
- q. **Villa, Rodella** – Child Development Center Assistant, West Hills College Lemoore Child Development Center; 19 hours/week; Range 23, Step A. **Grant funded position.** Effective dates: 7/1/04 – 12/31/04
- r. **Zavala, Zulema** – Child Development Center Teacher, West Hills College Lemoore Child Development Center; 19 hours/week; Range 40, Step A. **Grant funded position.** Effective dates: 7/1/04 – 12/31/04

### 3. Changes in Assignment

- a. **Bailey, Shaun** – Skilled Maintenance Worker (classified), West Hills College Coalinga; Range 46, Step C. Changing assignment to Director of Maintenance and Operations (classified management), West Hills College Coalinga; Range 25, Step A. Effective date: 6/1/04
- b. **Escalante, Gerardo** – Job Coach/Recruiter, One Stop, West Hills College Coalinga; Range 51, Step D. Changing assignment to Business Account Specialist, One Stop; Range 57, Step A. **Grant funded position.** Effective date: 7/1/04
- c. **Mora, Cecilio** – Case Worker, One Stop, West Hills College Coalinga; Range 56, Step D. Changing assignment to Senior Employment Readiness Specialist, One Stop, West Hills College Coalinga; Range 57, Step D. **Grant funded position.** Effective date: 7/1/04

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

- a. **Avelar, Jose** – Customer Service Specialist, One Stop, West Hills College Coalinga. Effective date: 5/28/04 (Release during probation)
- b. **Buckley, Shelly** – Nursing Program Instructor, West Hills College Lemoore. Effective date: 6/14/04 (Resignation)
- c. **Cox, Joseph** – Early Education Coordinator, District Office. Effective date: 6/7/04 (Release during probation)
- d. **Ramsey, LeeAnne** – Avenal Infant Program Supervisor, Avenal Infant Center. Effective date: 6/30/04 (Resignation)
- e. **Trezza, Kathy** – Counselor, West Hills College Lemoore. Effective date: 8/20/04 (Resignation)
- f. **Vorpahl, Sandi** – Child Development Center Teacher, West Hills College Lemoore Child Development Center. Effective date: 6/18/04 (Resignation)