



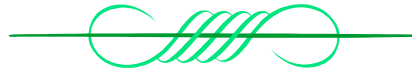
**WEST
HILLS**
COMMUNITY
COLLEGE
DISTRICT

WEST HILLS COMMUNITY COLLEGE DISTRICT

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

**MINUTES OF THE ANNUAL ORGANIZATION MEETING
OF THE GOVERNING BOARD**

December 7, 2004



CALL TO ORDER / OPEN SESSION

President Levinson called the meeting of the Board of Trustees to order at 2:10 p.m.

Board members present:

Jeff Levinson
Jack Minnite
Nina Oxborrow
Mark McKean
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
Beverly Smith, Dean of Student Learning, West Hills College Coalinga
Dave Bolt, Dean of Educational Services,
Jose Lopez, Dean of Students, West Hills College Lemoore
Susan Kincade, Dean of Learning Resources
Keven Backman, Interim Director of Human Resources

Introduction of Guests

There were no guests introduced 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 the Senate has recommended Anita Whitehead and Michael Burke for NISOD recognition. In addition, the Senate has approved the accreditation self study document. Mr. Hall reported that the Senate recently adopted the following resolution:

Whereas, the Academic Senate of West Hills College Coalinga recognizes the positive influence, exemplary teaching, and leadership exhibited by Norine Oliver as a member of the faculty for 25 years; and

Whereas, the Academic Senate of West Hills College Coalinga believes that high recognition is in order for our departed colleague; and

Whereas, the Academic Senate of West Hills College Coalinga recognizes October 8 as Norine Oliver Day.

Therefore, be it resolved that the Academic Senate of West Hills College Coalinga agrees to adopt this date as one of honor and praise for Mrs. Norine Oliver, faculty emeritus.

Mr. Hall commented that flex day activities are currently being planned and many workshops and breakout sessions are on the agenda for the day. He stated that at the last Board meeting, Mr. David Rengh, Academic Senate President for Lemoore, commented that the AA degree requirements for English and math are being changed. Mr. Hall stated that he checked on this and the changes have been tabled and will be discussed further at the Academic Senate plenary session in the spring.

Mr. David Rengh, Academic Senate President at West Hills College Lemoore, was not present to report at this time.

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 also briefly commented on his recruiting trip to Sweden and Italy.

West Hills College Lemoore – Mr. Don Warkentin, Interim President, distributed a campus activities report and briefly commented on recent and upcoming events.

Chancellor's Report - Dr. Frank Gornick, Chancellor, reported on a new feature of the website that has been implemented. Mr. Pedro Avila, Director of Institutional Effectiveness, Planning and Web Services, demonstrated the online registration feature which now includes the ability to pay for classes online. Mr. Avila also demonstrated the use of the electronic transcript procedure.

At this time Trustee Henry arrived.

Dr. Gornick reported that the District recently received the Chancellor's Diversity Award. The District was honored for increasing the diversity of its administrative staff by the largest percentage of any community college district in the state for the last ten years.

CONSENT AGENDA

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

- CA-24** Minutes - The minutes of the November 16, 2004 Board meeting were approved as submitted.
- CA-25** Warrants - The warrants were approved as submitted.
- CA-26** Personnel Transactions - The list of personnel transactions (as attached to the official minutes) was approved as submitted.

CHANCELLOR'S OFFICE

- CO-11** Election of Board Officers - The following slate of officers was elected on a motion by Trustee Henry, seconded by Trustee Ivans, and carried unanimously:

President	Mark McKean
Vice President	Jack Minnite
Clerk	Nina Oxborrow
Legislative Representative	Jeff Levinson
Voting Representative (Fresno County)	Mark McKean
Farm of the Future Advisory Committee (2)	Mark McKean
	Steve Cantu
Fresno County School Board Association	Mark McKean
Kings County School Board Association	Bill Henry
VIP/JPA	Nina Oxborrow

At this time the meeting was turned over to President McKean.

CO-12 Accreditation Self Study – West Hills College Coalinga – Dr. Beverly Smith, Dean of Student Learning, reported that several of the comments that were made by Board members at the last meeting were incorporated into the final accreditation document.

The Accreditation Self Study for West Hills College Coalinga was approved on a motion by Trustee Ivans, seconded by Trustee Henry, and carried unanimously.

FISCAL SERVICES

Mr. Ken Stoppenbrink, Interim Vice Chancellor of Business Services, introduced Mr. Keven Backman who is serving as the Interim Director of Human Resources. Mr. Stoppenbrink stated that he has good background and knowledge in the human resources area. Dr. Gornick stated that Mr. Backman is quite familiar with the Datatel system.

FS-21 Fiscal Services Report – Mr. Stoppenbrink distributed the budget status report and briefly discussed the status of the budget expenses and revenues.

FS-22 Federal Surplus Property Program – The eligibility renewal application for the federal surplus property program was approved on a motion by Trustee Ivans, seconded by Trustee Levinson, and carried unanimously.

FS-23 Resolution – Redeposit of Payroll Distribution – Mr. Stoppenbrink reported that the Redeposit of Payroll Distribution resolution allows that through the resolution, anyone who previously paid into STRS and cashed it out can purchase years of service credit through the District. The resolution authorizes the deduction.

The resolution in the matter of the redeposit of payroll distribution was adopted on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously.

FS-24 Change Order – Mr. Stoppenbrink distributed a project budget review and explained the contingency account. Discussion took place regarding the contingency funds.

The following change order was approved on a motion by Trustee Minnite, seconded by Trustee Levinson, and carried unanimously:

- Change Order No. 3 – West Hills College Coalinga Library Expansion Project

FS-25 Bid Award – On a motion by Trustee Minnite, seconded by Trustee Ivans, and carried unanimously, the bids for library furniture and equipment for the West Hills College Coalinga Library Expansion Project were awarded as follows:

- Item 1 – Library commons furniture and equipment bid awarded to Russco in the amount of \$84,667.56. Pricing as per GSA SIN 711-11-18 contract.
- Item 2 – Library stacks, racks and shelves bid awarded to Ross McDonald Company in the amount of \$73,568.68. Pricing as per GSA-28F-1120C (SIN 486-9 thru 14) contract.
- Item 3 – Library office furniture and equipment to California Business Furnishings in the amount of \$8,929.89. Pricing as per U.S. Communities Agreement No. N001593.

PERSONNEL SERVICES

PS-7 Resolution – Placement of Classified Employee on Re-employment List – The resolution in the matter of the placement of a classified employee on a 39-month re-employment list was adopted on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously.

BOARD REPORTS/COMMENTS/REQUESTS AND ANNOUNCEMENTS

Trustee Levinson stated that it has been a pleasure serving the Board as President and that he enjoyed the event at West Hills College Lemoore on Sunday evening.

Trustee Henry expressed his apologies for being late. He commented that the accreditation document is impressive and represents a great deal of labor. He thanked everyone for their work. Trustee Henry expressed his congratulations to President McKean for his nomination as President of the Board.

Trustee Oxborrow thanked Trustee Levinson for his service as President of the Board of Trustees and expressed her congratulations to President McKean for his nomination as the new President of the Board. Trustee Oxborrow thanked the maintenance staff for their work on the theater project and thanked Mr. Avila for his work in getting the e-commerce system up and running on the website. She welcomed Mr. Backman to the District. In closing, Trustee Oxborrow thanked everyone for their hard work on the accreditation document.

Trustee Ivans thanked everyone for the reports given and welcomed Mr. Backman to the District. She wished everyone happy holidays.

Trustee Cantu wished everyone happy holidays. He stated that everyone deserves a lot of credit for the work done on accreditation and he thanked Mr. Avila for the improvement on the website. In closing, Trustee Cantu thanked Mr. Stoppenbrink for the COP reports and stated that they are improving at every meeting.

Trustee Minnite wished everyone a merry Christmas. He thanked Trustee Levinson for his dedication to his position, expressed his congratulations to President McKean for his nomination as President of the Board, and thanked the Board members for their participation. Trustee Minnite thanked everyone for the extra effort on the accreditation report and welcomed Dr. Tricoli back from his recruiting trip to Sweden and Italy.

Dr. Gornick stated that he looks forward to working with President McKean and he thanked Trustee Levinson for his work.

President McKean thanked Trustee Levinson for his leadership. He announced that the Board of Trustees will hold a study session on January 11, 2005 at 10:00 a.m. The next regular meeting of the Governing Board is scheduled for January 25, 2005 at 10:00 a.m.

CLOSED SESSION

The meeting was adjourned to closed session at 3:28 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; 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 5:07 p.m.

Nina Oxborrow
Clerk of the Board of Trustees

Personnel Transactions

1. New Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Date	Additional Information
Brixey, James	Farm Unit Technician West Hills College Coalinga	40 hrs/week 12 mo/year	Range 23 Step E	Grant	12/1/04	New position
Ruble, Joel	Interim Director of Educational Talent Search/Upward Bound Math & Science and AmeriCorp West Hills College Lemoore	40 hrs/week 12 mo/year	Range IV Step 7	Grant	11/29/04	Replacement for Steve Renton

2. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Dates	Additional Information
Aguayo, Patricia	Child Development Center Assistant West Hills College Lemoore	19 hrs/week	Range 23 Step A	Grant	1/1/05 – 6/30/05	
Almanza, Alena	Child Development Center Assistant West Hills College Lemoore	19 hrs/week	Range 23 Step A	Grant	1/1/05 – 6/30/05	
Castro, Virginia	Child Development Center Assistant North District Center, Firebaugh	19 hrs/week	Range 23 Step A	Grant	1/1/05 – 6/30/05	
Gravett, Arica	Child Development Center Assistant West Hills College Lemoore	19 hrs/week	Range 23 Step A	Grant	1/1/05 – 6/30/05	
Gutierrez, Ana	Child Development Center Teacher Cheney Preschool	19 hrs/week	Range 40 Step A	Grant	1/1/05 – 6/30/05	
Jaime, Elizabeth	Child Development Center Assistant West Hills College Lemoore	19 hrs/week	Range 23 Step A	Grant	1/1/05 – 6/30/05	
Jensen, Amy	Child Dev. Center Associate Teacher San Joaquin Child Dev. Center	19 hrs/week	Range 30 Step A	Grant	1/1/05 – 6/30/05	
Lopez, Laura	Child Dev. Center Associate Teacher North District Center, Firebaugh	19 hrs/week	Range 30 Step A	Grant	1/1/05 – 6/30/05	
Lopez, Nadia	Child Development Center Assistant Cheney Preschool	19 hrs/week	Range 23 Step A	Grant	1/1/05 – 6/30/05	
Melgoza, Anthony	Accounting Technician I District Office	40 hrs/week	Range 49 Step A	Grant	12/8/04 – 6/30/05	Temporary replacement for Debbie Gore while substituting for Doris Williams
Meza, Martha	Child Development Center Assistant Avenal Infant Center	19 hrs/week	Range 23 Step A	Grant	1/1/05 – 6/30/05	
Ortiz, Esther	Child Development Center Assistant North District Center, Firebaugh	19 hrs/week	Range 23 Step A	Grant	1/1/05 – 6/30/05	
Ramirez, Alicia	Child Development Center Assistant West Hills College Coalinga	19 hrs/week	Range 23 Step A	Grant	12/8/04 – 6/30/05	
Reynaga, Mary Helen	Child Development Center Teacher San Joaquin Child Dev. Center	19 hrs/week	Range 40 Step A	Grant	1/1/05 – 6/30/05	

Robinson, Andre	Custodian/Groundskeeper District Office	19 hrs/week	Range 37 Step A	District	12/8/04 – 6/30/05	New position
Rodriguez, Irma	Child Development Center Assistant North District Center, Firebaugh	19 hrs/week	Range 23 Step A	Grant	1/1/05 – 6/30/05	
Rodriguez, Patricia	Child Development Center Assistant Avenal Infant Center	19 hrs/week	Range 23 Step A	Grant	1/1/05 – 6/30/05	
Taylor, Georgia	Child Development Center Cook Avenal Infant Center	19 hrs/week	Range 33 Step A	Grant	1/1/05 – 6/30/05	

3. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Vaughn, Jeffrey	Instructor West Hills College Coalinga Range V, Step 22 177-day contract	College Librarian West Hills College Coalinga Range V, Step 22 208-day contract	1/3/05	Voluntary transfer