

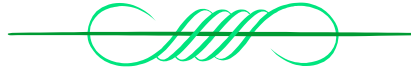


WEST HILLS COMMUNITY COLLEGE DISTRICT

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

MINUTES OF THE REGULAR MEETING OF THE GOVERNING BOARD

August 24, 2004



CALL TO ORDER / OPEN SESSION

President Levinson called the meeting of the Board of Trustees to order at 3:03 p.m.

Board members present:

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

Board members absent:

Bill Henry

Administrators present:

Frank Gornick, Chancellor
Anthony Tricoli, President, West Hills College Coalinga
Don Warkentin, Interim President, West Hills College Lemoore
Dave Bolt, Dean of Educational Services, West Hills College Lemoore
Jose Lopez, Dean of Students, West Hills College Lemoore
Susan Kincade, Dean of Learning Resources
Bertha Felix-Mata, Associate Dean of Student Learning, West Hills College Coalinga
Larry Rathbun, Associate Dean of Student Learning, West Hills College Coalinga
Ken Stoppenbrink, Director of Human Resources
Jill Stearns, Director of Financial Aid
Michelle Kozlowski, Director of ITS
Darlene Georgatos, Director of District Enrollment Services
Cathy Barabe, Director of Grants
Tammy Weatherman, Director of Fiscal Services
Frances Squire, Director of Marketing

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 the first Senate meeting of the year was held yesterday. They have a good group and are excited about this year.

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

WHCFA Report – No representative was present to report at this time.

CSEA Report – No representative was present to report at this time.

ASB Report – No representative was 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. He reported that the Psychiatric Technician graduation was held last Friday with 29 students graduating. Dr. Tricoli reported that 31 course sections at North District Center, Firebaugh and 57 course sections at West Hills College Coalinga closed on the first day of enrollment. Dr. Tricoli briefly reported on flex day activities. He reported that the work on the self study is a slow process and faculty and staff have been doing a good job identifying the issues on campus. In closing, Dr. Tricoli reported that enrollment is up overall.

Trustee Cantu arrived at this time.

West Hills College Lemoore – Mr. Don Warkentin, Interim President, distributed a campus activities report and briefly comments on recent and upcoming events. He reported that West Hills College Lemoore has been very busy this past month. Mr. Warkentin reported that he recently shared his goals with his staff. The three main areas of his goals focus on accreditation, growth and development, and facilities. Mr. Warkentin reported that West Hills College Lemoore held their first booster dinner event last Saturday night and there were approximately 200 people in attendance. A silent and a live auction were held and Mr. Warkentin reported that he believes the event will net around \$10,000. These funds will go towards maintaining the athletic program at West Hills College Lemoore. In closing, Mr. Warkentin reported that enrollment at West Hills College Lemoore is up about 11% over this time last year.

At this time Mr. Tony Garcia, CSEA President, was present at the meeting and President Levinson invited him to provide a report.

Mr. Garcia stated that he would like to publicly recognize Mr. Mark Millett. Mr. Millett has served as the treasurer for CSEA for the past year. He reported that Mr. Millett has announced that he will finish out his term for the year and will be resigning as treasurer. Mr. Garcia commented that Mr. Millett is a fair and decent person and has brought a lot of professionalism to the union. He thanked him for his support and hard work. Mr. Garcia reported that CSEA missed the August 10 deadline to switch from CVT to SISC and stated that the memorandum was not in the best interest of the bargaining unit. He commented that by making the switch they would be giving away their right to choose a provider and also the right to place a cap on themselves. Mr. Garcia stated that it is in the best interest of the union to take these issues to the negotiating table.

Chancellor's Report – Dr. Frank Gornick, Chancellor, provided the Board of Trustees with his State of the District presentation.

Ms. Jill Stearns, Director of Financial Aid, provided a report on financial aid throughout the District. Trustee Minnite questioned how students are tracked with regard to the funds that are awarded. Ms. Stearns explained that the students' current enrollment is on Datatel and changes in enrollment are watched. Trustee McKean questioned how much of the \$5 million awarded was grant money versus loans. Ms. Stearns stated that it is all grant money. Dr. Tricoli commented that putting Ms. Stearns in the position of Financial Aid Director was a great move. Trustee McKean questioned how financial aid is determined. Ms. Stearns reported that it is based on need and income and scholarships reduce the need. Ms. Stearns further reported that need is also based on the number of units being taken. Discussion took place concerning how needs are met.

Mr. Ken Stoppenbrink, Director of Human Resources, provided a report on the hiring process. Brief discussion took place regarding the re-hire list for purposes of clarification. It was stated that this is not a new process. Dr. Gornick stated that he just wanted to make the Board of Trustees aware of the process. Trustee Minnite questioned what it costs that District to go through the whole process. Mr. Stoppenbrink reported that it is rather expensive and brief discussion occurred.

CONSENT AGENDA

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

CA-7 Minutes – The minutes of the July 20, 2004 and August 3, 2004 Board meetings were approved as submitted.

- CA-8** Warrants - The warrants were approved as submitted.
- CA-9** Quarterly Financial Status Report, 311Q - The Quarterly Financial Status Report, 311Q for the quarter ending June 30, 2004 was approved as submitted.
- CA-10** Personnel Transactions - The list of personnel transactions (as attached to the official minutes) was approved as submitted.

CHANCELLOR'S OFFICE

- CO-3** Medical Billing Technologies Contract - Mr. Warkentin briefly explained the program with Medical Billing Technologies, stating that the opportunity is a way to provide extra dollars for the colleges. These dollars will come from the Department of Health and Human Services. Several of our students are on some form of financial aid and many do not have access to health insurance. Federal dollars are available to provide this information to students and this program encourages schools and community colleges to provide the information. The program will reimburse our staff time and administrative overhead and the average reimbursement rate per employee is about \$9,000. Trustee Cantu questioned if we would be doing any billing or collecting any money for MediCare or MediCal. Mr. Warkentin stated that we will not. We are just providing the information to students.

The service contract with Medical Billing Technologies to provide technical assistance to West Hills College in order to receive reimbursement for medical administrative activities was approved on a motion by Trustee Oxborrow, seconded by Trustee Minnite, and carried unanimously.

- CO-4** Resolution - NAS, Lemoore Military Operations Area - The resolution supporting the Naval Air Station, Lemoore military operations area was adopted on a motion by Trustee Minnite, seconded by Trustee Ivans, and carried unanimously.
- CO-5** Resolution - Measure Z - Dr. Gornick reported that our child care centers are having a mock election regarding the measure. The zoo adds to the quality of life on the west side.

The resolution in support of Measure Z - Save our Zoo, was adopted on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously.

FISCAL SERVICES

FS-4 Fiscal Services Report – Dr. Gornick provided an overview of the changes from the tentative budget to the proposed adopted budget.

FS-5 Change Orders – Brief discussion took place for purposes of clarification concerning the change order for the District Office Relocation Project.

The following change orders were approved on a motion by Trustee Cantu, seconded by Trustee Minnite, and carried unanimously:

- Change Order No. 1 – West Hills College Coalinga Library Expansion Project
- Change Order No. 2 – West Hills Community College District Office Relocation Project

FS-6 Purchase of Portable Day Care Building – Dr. Gornick reported that this is the portable building that will be used for the child care center in Avenal. This purchase of this building is budgeted by the child care program.

The purchase of 1 new 36' x 40' DSA approved portable day care building from Global Modular, Inc. in the amount of \$95,683.62 was approved on a motion by Trustee Cantu, seconded by Trustee Ivans, and carried unanimously.

FS-7 2004-2005 Fiscal Year Budget – The 2004-2005 Fiscal Year Budget was approved on a motion by Trustee McKean, seconded by Trustee Ivans, and carried unanimously.

PERSONNEL SERVICES

PS-2 New Classified Job Description – Mr. Stoppenbrink reported that the web assistant position was previously approved by the Board of Trustees for the adult/student temporary salary schedule. Upon approval by the Board the position will be included on the CSEA salary schedule.

The following new classified job description was approved on a motion by Trustee Ivans, seconded by Trustee Oxborrow, and carried unanimously:

- Web Assistant

PS-3 SISC Joint Exercise of Powers Agreement – Dr. Gornick thanked Trustee Oxborrow for attending the recent presentation. He reported that the meeting was held via video conference in Coalinga at the District Office

and at West Hills College Lemoore. Mr. Stoppenbrink distributed the voting results for the insurance program and explained the results. Discussion took place concerning the voting that occurred and it was explained that it may be necessary to re-vote the options, selecting one plan from each group (100% plan; 90% plan; and 80% plan). It was agreed that having a re-vote would be beneficial.

The joint exercise of powers agreement for the operation of a common risk management and insurance program (SISC III – Self Insured Schools of California) was approved on a motion by Trustee McKean, seconded by Trustee Minnite, and carried unanimously.

PS-4 Resolution – Reduction of Classified School Services – Mr. Stoppenbrink reported that the individual affected by the resolution will have an opportunity to fill a vacant Senior Secretary position within the District.

The resolution in the matter of reduction of classified school services was adopted on a motion by Trustee Minnite, seconded by Trustee Oxborrow, and carried unanimously.

BOARD REPORTS/COMMENTS/REQUESTS AND ANNOUNCEMENTS

Trustee Minnite welcomed everyone back to the new school year and thanked them for their efforts and ideas.

Trustee Oxborrow welcomed everyone back and thanked Dr. Tricoli for getting the dorm situation together. She stated that she enjoyed the presentations that were made.

Trustee Ivans thanked everyone for the presentations and stated that they are very helpful.

Trustee McKean thanked everyone for the presentations. He stated that he hopes the faculty and classified staff evaluate each of the health insurance programs and listen to others.

Trustee Cantu thanked Ms. Stearns for the financial aid presentation and welcomed everyone back.

President Levinson announced that the next meeting of the Governing Board is scheduled for September 28, 2004 at West Hills College Lemoore. He mentioned the possibility of having a groundbreaking ceremony prior to the meeting.

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)). 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

ADJOURNMENT

There being no further business before the Board of Trustees, the meeting was adjourned at 6:40 p.m.

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
Arias, Maria	Child Development Center Assistant North District Center, Firebaugh	19 hrs/week 12 mo/year	Range 23 Step A	Grant	8/17/04	Replacement for Christy Watson
Gore, Deborah	Accounting Services Technician I District Office	40 hrs/week 12 mo/year	Range 49 Step A	Grant	8/16/04	Replacement for LaFonda Lobmeyer
Kemp, Jessica	Child Development Center Teacher West Hills College Lemoore	19 hrs/week 12 mo/year	Range 40 Step A	Grant	8/16/04	
Lander, Laura	Child Development Center Teacher Avenal Infant Center	19 hrs/week 9 mo/year	Range 40 Step A	Grant	8/16/04	
Pimentel, Robert	Senior Employment Readiness Spec. West Hills College Coalinga-One Stop	40 hrs/week 12 mo/year	Range 57 Step A	Grant	8/3/04	New position
Rocha, Gloria	Child Development Center Teacher North District Center, Firebaugh	19 hrs/week 9 mo/year	Range 40 Step A	Grant	8/5/04	
Williams, David	Skilled Maintenance Worker West Hills College Coalinga	40 hrs/week 12 mo/year	Range 46 Step A	District	8/2/04	Replacement for Shaun Bailey

2. Temporary Hires

Name	Title & Location	Schedule	Salary Placement	Funding	Effective Dates	Additional Information
Castro, Virginia	Child Development Center Assistant North District Center, Firebaugh	19 hrs/week	Range 23 Step A	Grant	8/25/04 – 12/30/04	
Leon, Ana	Child Dev. Center Site Supervisor Avenal Infant Center	40 hrs/week	Range 14 Step A	Grant	8/13/04 – 12/30/04	Temporary replacement for LeeAnne Ramsey
Rea, Yesenia	Child Development Center Assistant North District Center, Firebaugh	19 hrs/week	Range 23 Step A	Grant	8/25/04 – 12/30/04	
Reynaga, Mary-Helen	Child Development Center Teacher San Joaquin Child Dev. Center	19 hrs/week	Range 40 Step A	Grant	8/25/04 – 12/30/04	
Rodriguez, Irma	Child Development Center Assistant North District Center, Firebaugh	19 hrs/week	Range 23 Step A	Grant	8/25/04 – 12/30/04	
Vargas, Elida	Tutorial Specialist, All Youth One West Hills College Coalinga	19 hrs/week	Range 40 Step A	Grant	8/25/04 – 12/30/04	
Vargas, Maria	Child Dev. Center Associate Teacher West Hills College Lemoore & Avenal Infant Center	19 hrs/week	Range 30 Step A	Grant	8/25/04 – 12/30/04	

3. Changes in Assignment

Name	Current Assignment	Change	Effective Date	Additional Information
Briones, Susie	CAMP Coordinator (class. Mngmnt.) North District Center, Firebaugh Range 25, Step B Grant funded position	Advising Specialist (classified) West Hills College Lemoore Range 56, Step E District funded position	8/9/04	
Denberg, Rose	Financial Aid Assistant I West Hills College Lemoore Range 33, Step D	Financial Aid Assistant II West Hills College Lemoore Range 42, Step A	9/1/04	
Gonzales, Anna	Child Development Center Assistant North District Center, Firebaugh Range 23, Step C	Child Development Center Teacher North District Center, Firebaugh Range 40, Step A	8/5/04	
Hernandez, Tiffany	Financial Aid Assistant I West Hills College Lemoore Range 33, Step D	Financial Aid Assistant II West Hills College Lemoore Range 42, Step A	9/1/04	
Lopez, Veronica	Child Development Center Assistant North District Center, Firebaugh 19 hours/week, 12 months/year Range 23, Step C	Child Dev. Center Associate Teacher North District Center, Firebaugh 19 hours/week, 9 months/year Range 30, Step A	8/5/04	
Perez, Anna	Child Development Center Assistant North District Center, Firebaugh Range 23, Step B	Child Dev. Center Associate Teacher North District Center, Firebaugh Range 30, Step A	8/5/04	
Stone, Rebecca	Child Development Center Assistant West Hills College Lemoore Range 23, Step B	Child Dev. Center Associate Teacher West Hills College Lemoore Range 30, Step A	8/5/04	

4. Resignations / Retirements / Releases During Probation / Terminations

Name	Title & Location	Effective Date	Additional Information
Aguilar, Crystal	Learning Skills Program Assistant West Hills College Coalinga	8/13/04	Resignation
Carpenter, Dianne	Senior Secretary, Marketing District Office	8/2/04	Resignation
Dove, Michelle	Site Supervisor, Child Development Center West Hills College Lemoore	8/29/04	Resignation
Huaracha, Raquel	Custodian North District Center, Firebaugh	8/11/04	Resignation
Ramirez, Haydee	Child Development Center Associate Teacher San Joaquin Child Development Center	8/20/04	Resignation
Sims, Shianne	Senior Secretary West Hills College Lemoore	7/30/04	Resignation