

# WEST HILLS COMMUNITY COLLEGE DISTRICT

**Board of Trustees** 

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

#### AGENDA OF THE REGULAR MEETING OF THE GOVERNING BOARD

**Tuesday - June 28, 2011** 

**Location:** West Hills Community College District - Board Room

9800 Cody Street - Coalinga, CA 93210

Time: 3:15 p.m. (time approximate following Financing Corporation meeting)

Any writings or documents that are public records and are provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection in the District office located at 9900 Cody Street, Coalinga, CA 93210 during normal business hours.



### I. Call to Order/Open Session

- Introduction of Guests
- Public Comments

This time has been reserved for the public to comment on non-agenda items. If an individual wishes to address the Board of Trustees, he/she should state his/her name and occupation/affiliation and proceed with comments at the podium.

# II. Reports from Organizations / Colleges / District Office

- Academic Senate Report Mr. Michael Burke & Mr. Kurt Sterling, Academic Senate Presidents
- WHCFA Report Mr. Ken Sowden, WHCFA President
- CSEA Report Mr. John Ieronimo, CSEA President
- West Hills College Coalinga and North District Center, Firebaugh Dr.
  Willard Lewallen, President
- West Hills College Lemoore Mr. Don Warkentin, President
- Chancellor's Report Dr. Frank Gornick, Chancellor
  - o Service Recognition Presentation

#### III. Consent Agenda

All consent agenda items are considered to be routine by the Board of Trustees and will be enacted by one motion. There will be no separate discussion of items unless a Board member or citizen so requests, in which event the item(s) will be considered following approval of the consent agenda.

Minutes CA-59 CA-60 Warrants CA-61 **Records Destruction Annual Report CA-62 Declaration of Surplus Property CA-63** Adult/Student Temporary Salary Schedule **CA-64** Personnel Transactions Chancellor's Office IV. CO-63 Consideration of resolution in the matter of authorizing the Chancellor and College Presidents to legally sign for district and college contractual grant agreements for fiscal year 2011-2012 **CO-64** Consideration of Curriculum Committee Action Report for West Hills College Coalinga, Spring 2011 CO-65 Consideration of Curriculum Committee Action Report for West Hills College Lemoore, Spring 2011 Consideration of Administrative Procedure 4020, Program, **CO-66** Curriculum, and Course Development V. **Fiscal Services** FS-47 Fiscal Services Report • JPA Insurance Update • Retiree Health Benefits Plan Update FS-48 Review of District Appropriations Limit (Gann Limit) for 2011-2012 FS-49 Consideration of 2011-2012 tentative budget FS-50 Consideration of contract award for new servers and storage upgrades VI. **Personnel Services PS-17** Consideration of revised administrative job description Associate Dean of Student Services **PS-18** Consideration of new administrative job description Associate Vice Chancellor of Education Services and Information Technology **PS-19** Consideration of administrative salary schedule; administrative contracts; title/range changes and salary schedule advancements for administrative and confidential employees

### VII. Board Reports/Comments/Requests and Announcements

- Board Reports
- Announcement of next Board meeting: July 26, 2011

### VIII. Closed Session

- Public Employee Discipline/Dismissal/Release (as per Government Code Section 54957)
- Conference with Labor Negotiator (as per Government Code Section 54957.6). Agency negotiator: Chancellor; Vice Chancellor of Business Services. Employee organization: CSEA; CTA. Unrepresented employees: Administrative; Management; Confidential.
- Discussion of Land Acquisition/Disposition of Property (as per Government Code Section 54956.8). Property: Firebaugh, California

### IX. Adjournment

# **Personnel Transactions**

### 1. New Hires

			Salary		Effective	
Name	Title & Location	Schedule	Placement	Funding	Date	Additional Information
Allison, Angela	Interim Dir of Special Grant Programs	40 hrs/wk	Range 41	Grant	7/1/11	New position; 1 year interim
	(Administrative)	12 mo/yr	Step 2			
	District Office					
Higgins, Tawney	After School Prog. Site Coordinator	19 hrs/wk	Range 40	Grant	8/8/11	New position
	(Classified)	11 mo/yr	Step A			
	West Hills College Lemoore					
	(placement at Avenal Elementary)					
Inman, April	After School Prog. Activity Specialist	19 hrs/wk	Range 32	Grant	8/8/11	New position
	(Classified)	11 mo/yr	Step A			
	West Hills College Lemoore					
	(placement in Kettleman City)					
Plata, Marlo	Security Guard	19 hrs/wk	Range 32	District	6/13/11	Replacement for Amber Piggue
	(Classified)	12 mo/yr	Step A			
	West Hills College Lemoore					
Robinson, Kirsten	After School Prog. Activity Specialist	19 hrs/wk	Range 32	Grant	8/8/11	New position
	(Classified)	11 mo/yr	Step A			
	West Hills College Lemoore					
	(placement in Avenal)					
Rojas, Cristina	After School Prog. Asst. Coordinator	40 hrs/wk	Range 42	Grant	8/1/11	New position
	(Classified)	12 mo/yr	Step A			
	West Hills College Lemoore			_		
Rubio, Elizette	After School Prog. Activity Specialist	19 hrs/wk	Range 32	Grant	8/8/11	New position
	(Classified)	11 mo/yr	Step A			
	West Hills College Lemoore					
	(placement in Avenal)					

2. Temporary Hires

			Salary		Effective	
Name	Title & Location	Schedule	Placement	Funding	Date	Additional Information
Shults, Megan	Program Assist., Farm of the Future	40 hrs/wk	Range 36	Grant	6/29/11 –	
_	West Hills College Coalinga		Step A		9/30/11	
Yepez, Norma	Accounting Services Tech I	40 hrs/wk	Range 49	District	6/29/11 –	
	District Office		Step A		12/31/11	

### 3. Leave of Absence

		Effective	
Name	Title & Location	Date	Additional Information
Souza-Yanez, Tina	Secretary	6/1/11 –	FMLA Request; time will be used as
	West Hills College Lemoore	5/31/12	needed

5. Resignations / Retirements / Releases During Probation / Terminations

		Effective
Name	Title & Location	Date
Alexander, Adriana	After School Program Activity Specialist	6/2/11
	West Hills College Lemoore	
Balcazar, Priscilla	Research Assistant	12/31/11
	West Hills Community College District	
Clement, Bob	Director of Athletics, Health & Physical Ed.	6/30/11
	West Hills College Lemoore	
Covarrubias, Kayla	After School Program Activity Specialist	6/3/11
	West Hills College Lemoore	
Cox, Jana	Director of Financial Aid	6/30/11
	West Hills Community College District	
Jimenez, Donna	Senior Secretary	3/21/11
	West Hills College Lemoore	
Ringo, Kristina	After School Program Activity Specialist	6/3/11
	West Hills College Lemoore	
Robinson, Daisy	Child Development Center Teacher	6/13/11
	West Hills College Coalinga	
Shults, Lainey	Program Assistant, Farm of the Future	6/29/11
	West Hills College Coalinga	
Whitener, Susan	Assoc. Vice Chancellor of Ed. Planning	7/1/11
	West Hills Community College District	