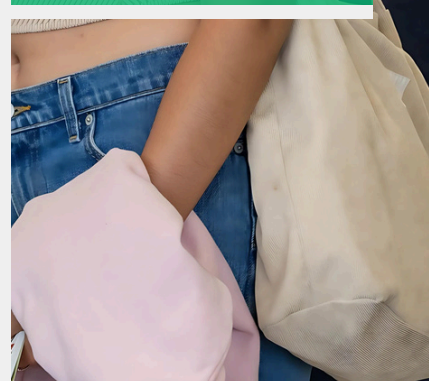




WEST HILLS
COMMUNITY COLLEGE DISTRICT

STUDENT TRUSTEE HANDBOOK



(559) 934-2100



275 Phelps Ave. Coalinga, CA 93210



westhillscollege.com

WELCOME LETTER FROM THE BOARD OF TRUSTEES

Dear Student Trustee,

On behalf of the Board of Trustees, it is our pleasure to welcome you to your new role as the Student Trustee for the West Hills Community College District (WHCCD). Your selection for this important position reflects your commitment to academic excellence, leadership, and service to students throughout our district.

As a Student Trustee, you serve as a vital link between the student body and the Board. Your voice will help shape decisions that impact not only your fellow students but the entire campus community. We encourage you to share your perspective, advocate for student needs, and participate fully in board discussions.

We recognize the unique insight you bring to our work, and we look forward to your contributions in the year ahead. Please know that the Board values your input and is committed to supporting you as you learn and grow in this leadership role.

Congratulations once again, and welcome to the WHCCD Board of Trustees. We look forward to working with you to advance the mission of our colleges and to foster a vibrant, inclusive, and supportive learning environment for all.

Sincerely,

The West Hills Community College Trustees



WEST HILLS COMMUNITY COLLEGE DISTRICT

The West Hills Community College District is a public institution of higher education. It offers Associate Degrees that transfer to the four-year university system (AD-T), Associate Degrees (AA/AS), and certificates of completion for career technical education and other disciplines. The district is made up of Coalinga College and Lemoore College, and a center located in the City of Firebaugh. The district office offers contract education courses, along with not-for-credit courses through our Skills Valley Institute and other grant projects. The district serves the communities of Dos Palos, Firebaugh, Mendota, San Joaquin, Tranquility, Five Points, Riverdale, Coalinga, Huron, Avenal, Armona, and Lemoore. The district is 2,932 miles across and serves over 10,500 students every year. We also employ almost 550 staff members throughout the district.

DISTRICT GOVERNANCE

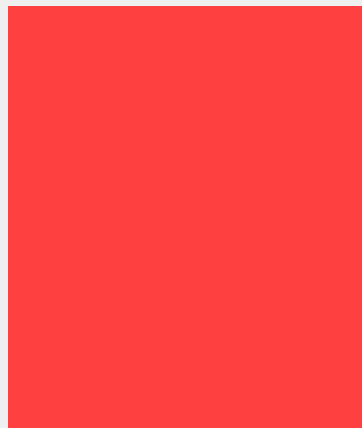
The Board of Trustees of the West Hills Community College District exercises legal authority for its governance and operations pursuant to the California Education Code and Title 5 of the California Code of Regulations. The district has all board policies and administrative regulations posted at: [Policies and Procedures | West Hills Community College District](#)

The governance publications include:

Board Policies-A formal statement of intent that provides clear direction from the Board in a specific program or operation. The Board of Trustees establishes policies to implement the district's operations and programs. All Board Policies are adopted, amended, superseded, repealed, and suspended at regular board meetings when they are up for review.

Administrative Regulations- Administrative Regulations (AR) are established to provide procedures as outlined in the district policies. Administrative Regulations are developed and implemented at the participatory governance level, meaning that each constituency is included at all levels of review. The Board does not approve the ARs, but they are reviewed and approved by the Chancellor's Cabinet.

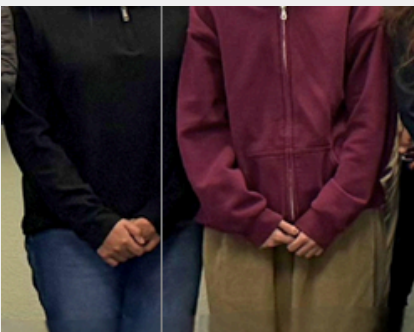
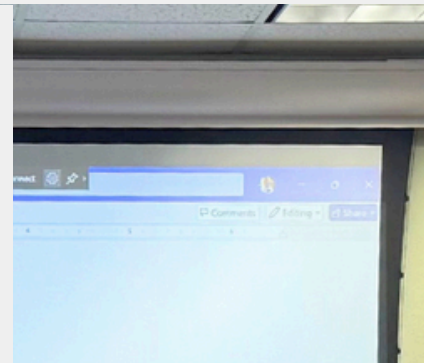
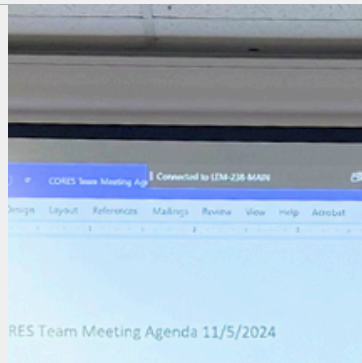
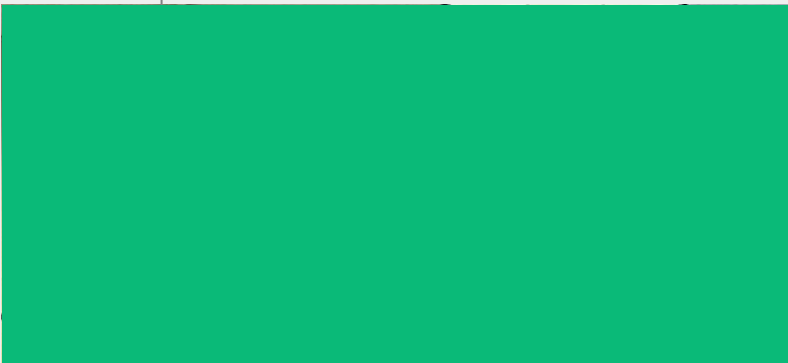
Title 5, California Code of Regulations § 51014 authorizes the appointment of one or more non-voting members to the Governing Board. The West Hills Community College District Board of Trustees sets aside one non-voting student trustee on the Board each year.



STUDENT TRUSTEE ROLE

It is the student's responsibility to be informed about the West Hills Community College District and its operations to represent the student voice throughout the district. To become acquainted with the role of student trustee and what other students may expect of you, it is recommended that you:

1. Meet with the Chancellor, or representative, as soon as you can so he/she/they can help you understand the role and some of the logistics of the position (i.e., payroll, conflict of interest forms, business cards, etc.)
2. Attend orientation with the Chancellor or a representative.
3. Read Board Policy 2015- Student Member, Board Policy 2105, election of student member, and Administrative Regulation 2105- Election of Student Member (will be provided to you during orientation).
4. Attend meetings and conferences related to the position:
 - a. Board Meetings
 - b. Student Senate Meetings, Club Events, and each campus
 - c. College-wide meetings (as permitted by the chair)
 - d. Monthly meetings with the campus advisor
 - e. Conferences related to the position, as needed and as your schedule permits. These are not mandatory, but if you can attend, it would be a good learning experience.



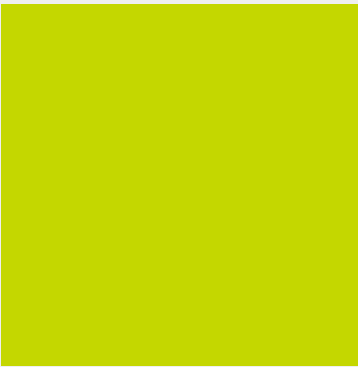
RESPONSIBILITIES

Student Trustee Role- to represent the student voice on the Board of Trustees. The student trustee, who has an advisory vote, shall be seated with the elected members of the governing Board. The student must be enrolled at one of the colleges throughout the district, be in good academic standing, and meet the district's specified criteria to serve on the Board.

The general responsibilities of the student trustee include:

1. Serve as the student liaison between students and the district.
2. Attend scheduled Board of Trustees meetings, except closed sessions.
3. Participation. During all meetings, the student member has the right to participate in discussions, ask questions, and be seated with the Board. As an official member of the Board, the student member is entitled to receive materials furnished to regular board members, except for materials related to closed sessions.
 - a. Student trustee will receive agendas, reports, and materials at the same time as other trustees (Brown Act, GC § 54954.2).
4. Work with advisors on matters pertaining to students.
5. Oral Report to the Board of Trustees during meetings. This is not mandatory; however, it is recommended that the student trustee keep the elected board members informed of student activities happening at each campus and center.
 - a. The student trustee should work with the two colleges and the center to obtain information to report during the board meetings.
6. Attend regular meetings at each campus and center.
7. Plan activities, including legislative activities, with Associated Student Government members at each campus.
8. Collaborate with campus ASG advisors, faculty senate, and administrators at all campuses on items related to participatory governance.
9. Advocate for students respectfully while acknowledging fiduciary duties.
10. Reflect on advocacy efforts, meeting attendance, and student engagement when working on the board self-evaluation.





RIGHTS OF THE STUDENT TRUSTEE

- 1. Access to Information
 - a. Review public records related to board decisions (California Public Records Act, GC § 6250 et seq.).
- 2. Freedom of Expression
 - a. Voice opinions on all matters before the Board, including budget, curriculum, and campus policies.
- 3. Receive mandatory training on:
 - a. Brown Act compliance (CA Ed Code § 72023.5).
 - b. Conflict of interest laws (Political Reform Act, GC § 81000 et seq.).

COMPENSATION

- 1. Student trustees earn a monthly stipend of \$240.00 for attending regularly scheduled and special board meetings.
 - a. There is also mileage reimbursement for travel to and from the board meetings.
 - b. The student trustee will be reimbursed for all approved travel to conferences.

LENGTH OF TERM

June 1st of each year to May 31st

CODE OF CONDUCT

The student trustee will be expected to follow district and college standards of conduct at all times and will use the proper channels of information and represent students' needs to the Board of Trustees and the district's needs to the students.



CONFLICT OF INTEREST

The student trustee shall complete a Conflict-of-Interest Form 700 upon taking office. The form will need to be filled out again in January, marking the start of the new year. The student trustee will recuse themselves from votes or discussions where a conflict exists. (Government Code § 1090)

The students' trustee will adhere to the bylaws of the Board and all district ethics policies.

RECOMMENDED COMMUNICATION

Week 1: Send an introductory email to students introducing yourself and your role as student trustee.

Monthly: Publish board meeting summaries on the platform that student leaders and all students have access to.

Quarterly: Participate in student discussions with each individual campus.



RESOURCES AND SUPPORT

Elected Trustees



Nina Oxborrow
ninaoxborrow@whccd.edu
Clerk
Trustee Area 1
Term Expires: 2026

Nina Oxborrow has served on the Board of Trustees since November 1997 and currently holds the position as Clerk of the Board of Trustees. Trustee Oxborrow and her husband reside in Coalinga, California. They are the owners of Oxborrow Enterprises, Inc., a local construction company. She attended West Hills College. Trustee Oxborrow also serves on the West Hills College Foundation Board. She states, "The value of our community college is evident when speaking with our students and citizens. By reaching out and continually providing educational opportunities for the people in our communities, we all benefit."



Salvador Raygoza
salvadorraygoza@whccd.edu
Trustee Area 2
Term Expires: 2026

Salvador Raygoza is a long-time resident of Firebaugh and the city's current Chief of Police. He began his service on the Board of Trustees in 2017 and represents Trustee Area 2, which includes the Firebaugh and Mendota area. He has been greatly involved both in the community and with West Hills College. He has volunteered in many roles in the community, including as the Executive Director of the Firebaugh Police Activities League, Board Member of the Firebaugh Committee of Police Personnel, Pal Soccer League Coordinator, City of Firebaugh festival planning committee volunteer, and as a Fresno Police Officers' Association member. According to Trustee Raygoza, "Giving back is a big part of my philosophy and I believe in working with other board members and staff toward the common goal of better educational opportunities and facilities for West Hills College students."



Martin Maldonado
martinmaldonado@whccd.edu
Trustee Area 3
Term Expires: 2028

Martin Maldonado has served on the Board of Trustees since June 2015. Trustee Maldonado lives in Avenal, California, and is the owner of Avenal Lube and Tire. Trustee Maldonado previously served on the Avenal City Council and is a graduate of Coalinga College, where he received an associate's degree in automotive technology in 1989. He earned a teaching credential in vocational education in 1997. Trustee Maldonado is interested in increasing the number of courses offered to surrounding communities and in providing outreach to students in those areas and states, "I want to participate in helping our students receive a better education."



Crystal Jackson
crystaljackson@whccd.edu
Trustee Area 4
Term Expires: 2028

Crystal Jackson was newly elected to the Board of Trustees in November 2020. She and her family reside in Lemoore, California. Trustee Jackson holds a bachelor's degree in theology and a master's in Christian counseling. In 2016, she completed her doctorate in divinity. She has taught in both K-12 and college classrooms and has an extensive background and passion for education. She formerly served in the US Navy and at the Department of Defense, retiring in 2005. In addition, she served as the academic advisor and professor for the Summit Bible Satellite in Visalia, California. Trustee Jackson states, "I love helping people and feel education is vital to upward mobility. I am looking forward to helping those in my community reach the next level through higher education."



Mark McKean
markmckean@whccd.edu
President
Trustee Area 5
Term Expires: 2028

Mark McKean has served on the Board of Trustees since November 1991 and currently serves as President. He and his wife reside in Riverdale, California, and he is the Owner-Manager of McKean Farms. President McKean attended Cal Poly, San Luis Obispo, and Colorado State University. His professional affiliations and service organizations include the Kings River Conservation District and numerous water-related boards. When asked what excites him about the West Hills Community College District, President McKean responded, "Providing quality educational opportunities to the people of Fresno and Kings Counties."



Omar Hernandez
omarhernandez5@whccd.edu
Trustee Area 6
Term Expires: 2028

Omar Hernandez joined the West Hills Community College District (WHCCD) Board of Trustees in December 2024, bringing extensive experience in agriculture, education, and public service. A native of rural West Fresno County and the son of immigrant parents, Hernandez has a deep commitment to empowering students and strengthening educational pathways. His leadership journey began as vice president of his high school's Future Farmers of America chapter, where he earned the prestigious American Degree for his dedication to agricultural education. At California State University, Fresno, he served as President of Associated Students, Inc., representing over 25,000 students. With professional experience in both the agriculture industry and public service, Hernandez is focused on enhancing dual enrollment opportunities, supporting faculty, and advocating for world-class agricultural education at WHCCD. His passion and expertise make him a vital addition to the Board.



Jeff Levinson
jefflevinson@whccd.edu
Vice President
Trustee Area 7
Term Expires: 2026

Jeff Levinson has served on the Board of Trustees since November 1985. Trustee Levinson and his wife reside in Lemoore, California, and he is an attorney at Griswold, LaSalle, Cobb, Dowd & Gin, L.L.P. He attended UC Riverside, UC Berkeley, and San Joaquin College of Law. His professional affiliations and service organizations include the Kings County Bar, American Bar Association, State Bar of California, Kiwanis Club of Lemoore, and the Lemoore Chamber of Commerce. He is also the author of several books. Trustee Levinson states that the "continuing opportunities for our students, staff, and district communities" are what excite him about the West Hills Community College District.

District Leadership Team (Chancellor's Cabinet)

Dr. Robert Pimentel
District Chancellor
robertpimentel@whccd.edu

James Preston
Lemoore College President
jamespreston@whccd.edu

Dr. Carla Tweed
Coalinga College President
carlatweed@whccd.edu

Shanna Ahrens
Vice Chancellor Business &
Fiscal Services
shannaahrens@whccd.edu

Dr. Lataria Hall
Interim Vice Chancellor,
Educational Services and
Institutional Effectiveness
latariahall@whccd.edu

Dr. Jeff Seed
Associate Vice Chancellor of
Information Technology
jeffseed@whccd.edu

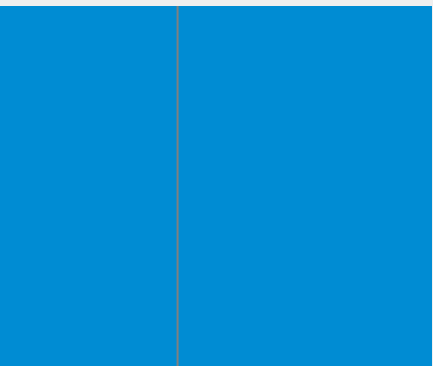
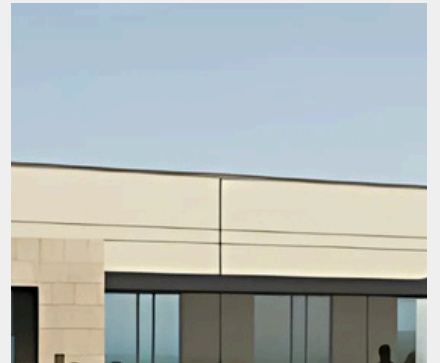
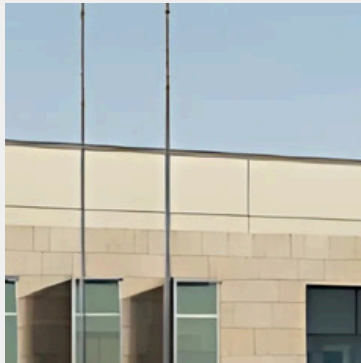
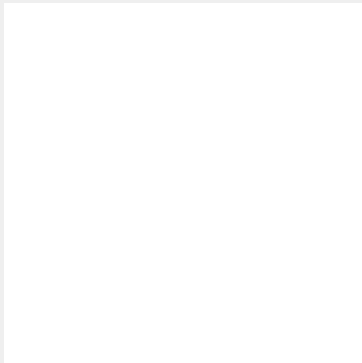
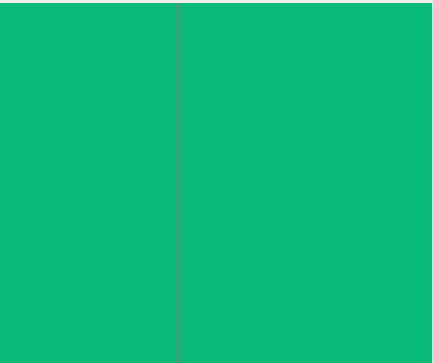
Kyle Crider
Director of Accreditation,
Research, Institutional
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Amber Myrick
District Director of Marketing,
Communications, and
Public Information
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Human Resources
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Alexis Perez
Executive Director of
WHCC Foundation
Foundation
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Alexandra Witt
Executive Assistant to
the Chancellor
Administration
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COMMUNITY COLLEGE DISTRICT



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