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**AGENDA OF THE REGULAR MEETING OF THE GOVERNING BOARD**

**Tuesday – June 26, 2012**

**Location: West Hills Community College District – Board Room  
9800 Cody Street – Coalinga, CA 93210**

**Time: 3:00 pm**

*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**

- Flag Salute
- 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. Jeff Wanderer & 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
  - Report of telephone survey results concerning SFID #3, Lemoore Area – Mr. Dale Scott, Dale Scott & Company

**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.*

- CA-53** Minutes
- CA-54** Warrants
- CA-55** Administrative Step Increases
- CA-56** Personnel Transactions

#### **IV. Chancellor's Office**

- CO-51** Review of Board Policy 4400, Community Services
- CO-52** Presentation of Child Development Centers Annual Report
- CO-53** Consideration of child development center handbooks
  - Parent Handbook – Early Care & Education Preschool Program
  - Parent Handbook – Infant/Toddler Program
  - Parent Handbook – Kindergarten Readiness Program
  - Staff Handbook – Staff Respect & Responsibility Agreement
- CO-54** Consideration of resolution for 2012-2013 child care food program Contract
- CO-55** Consideration of proposal for tuition rate increase for child development centers
- CO-56** Consideration of appointment to Citizens' Bond Oversight Committee, SFID #3, Lemoore Area
  - Jim McGee
  - Scott Terrell
- CO-57** Consideration of Memorandum of Understanding between West Hills Community College District and California APC Developments LLC

#### **V. Fiscal Services**

- FS-53** Fiscal Services Report
- FS-54** Review of District Appropriations Limit (Gann Limit) for 2012-2013
- FS-55** Consideration of 2012-2013 tentative budget
- FS-56** Consideration of Audit/Performance Review for SFID 1, 2, and 3
- FS-57** Consideration of validation resolution in the matter of New Markets Tax Credit (NMTC) transaction
- FS-58** Consideration of bid waiver resolution in the matter of New Markets Tax Credit (NMTC) transaction
- FS-59** Consideration of change order no. 2 for West Hills College Coalinga ag science facility project
- FS-60** Consideration of contract award for West Hills College Lemoore roof recoating and repairs project
- FS-61** Consideration of contract award for West Hills College Coalinga ag science welding fume extractor project
- FS-62** Consideration of contract award for West Hills College Coalinga diesel fuel relocation project
- FS-63** Consideration of contract award for West Hills College Lemoore wireless access expansion project

**VI. Personnel Services**

- PS-19** Consideration of revised administrative job descriptions
- College President
  - Director of Marketing/Public Information Officer
- PS-20** Consideration of resolution in the matter of reduction and/or elimination of classified management services
- PS-21** Consideration of resolution in the matter of reduction of classified services

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

- Board Reports
- Announcement of next Board meeting: July 24, 2012

**VIII. Closed Session**

- Conference with Legal Counsel (as per Government Code Section 54956.9(a)). Existing Litigation. Name of case: Faculty Association Grievance: District Duty Day and Flex Day Faculty Obligations – AAA No. 73 390 00304 11
- Discussion of Land Acquisition/Disposition (as per Government Code Section 54956.8). Property: Firebaugh, California; Lemoore, California
- 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: CTA; CSEA

**IX. Adjournment**

## Personnel Transactions

### 1. New Hires

| Name              | Title & Location  | Schedule              | Salary Placement       | Funding  | Effective Date | Additional Information                                     |
|-------------------|---|-----------------------|------------------------|----------|----------------|--|
| Canseco, Farrah   | Secretary<br>West Hills College Lemoore                           | 19 hrs/wk<br>12 mo/yr | Range 36<br>Step A     | District | 7/2/12         | New position   |
| Costa, Theresa    | Nursing Instructor<br>West Hills College Lemoore                  | 177-day<br>contract   | Range III<br>Step 10   | Grant    | 8/9/12         | Replacement for Leslie Catron<br>1 year temporary contract |
| Harris, Tom       | Interim President<br>West Hills College Coalinga                  | 40 hrs/wk<br>12 mo/yr | Negotiated<br>contract | District | 7/1/12         | Temporary replacement for Willard<br>Lewallen              |
| Kerchner, Alicia  | Security Guard<br>West Hills College Coalinga                     | 19 hrs/wk<br>12 mo/yr | Range 32<br>Step A     | District | 6/4/12         | Replacement for Esmeralda Mejia                            |
| Mahaffey, Geri    | Nursing Instructor<br>West Hills College Lemoore                  | 177-day<br>contract   | Range III<br>Step 10   | Grant    | 8/9/12         | New position<br>1 year temporary contract                  |
| Picchi, Andrea    | Women's Basketball Coach/Instructor<br>West Hills College Lemoore | 199-day<br>contract   | Range V<br>Step 9      | District | 7/1/12         | New position   |
| Stafforini, Lori  | Senior Secretary<br>West Hills College Lemoore                    | 40 hrs/wk<br>12 mo/yr | Range 40<br>Step B     | District | 6/18/12        | Replacement for Kyle Crider                                |
| Stumbaugh, Sheila | Psychiatric Technician Instructor<br>West Hills College Coalinga  | 177-day<br>contract   | Range 1<br>Step 10     | Grant    | 8/9/12         | Replacement for Jody Mitchell<br>1 year temporary contract |

### 2. Changes in Assignment

| Name              | Current Assignment  | Change   | Effective Date | Additional Information                 |
|-------------------|---|--|----------------|--|
| Allison, Angela   | Interim Director of Special Grant<br>Programs<br>District Office<br>Range 41, Step 2  | Director of Special Grant Programs<br>District Office<br>Range 41, Step 3  | 7/1/12         |  |
| Avila, Pedro      | Vice Chancellor of Institutional<br>Effectiveness and Enrollment<br>Management<br>District Office<br>Set contract amount              | Vice President of Student Services<br>West Hills College Coalinga<br>Range 48, Step 10                                     | 7/1/12         | Replacement for Marlon Hall            |
| Catron, Leslie    | Nursing Instructor<br>West Hills College Lemoore<br>1 year temporary contract<br>Range II, Step 10                                    | Nursing Instructor<br>West Hills College Lemoore<br>Tenure track position<br>Range II, Step 11                             | 8/9/12         | Replacement for Marleen Smart          |
| Droker, Stephanie | Work Experience Instructor<br>West Hills College Lemoore<br>177-day contract<br>Class II, Step 7                                      | Interim Vice President of Educational<br>Services<br>West Hills College Coalinga<br>Range 48, Step 1                       | 7/1/12         | Temporary replacement for Jill Stearns |
| Jorgens, Anna     | Interim Learning Disabilities<br>Specialist/Instructor<br>West Hills College Coalinga<br>1 year temporary contract<br>Range V, Step 5 | Learning Disabilities Specialist/<br>Instructor<br>West Hills College Coalinga<br>Tenure track position<br>Range V, Step 6 | 8/9/12         | Replacement for Tom Winters            |

**2. Changes in Assignment (CONTINUED.....)**

| <b>Name</b>     | <b>Current Assignment</b>  | <b>Change</b>   | <b>Effective Date</b> | <b>Additional Information</b>                        |
|-----------------|--|---|-----------------------|--|
| Mitchell, Jody  | Nursing Instructor<br>West Hills College Coalinga<br>1 year temporary contract<br>Class I, Step 11           | Nursing Instructor<br>West Hills College Coalinga<br>Tenure track position - 177 day contract<br>Class I, Step 12 | 8/9/12                | Replacement for Catherine Noel                       |
| Taylor, Janessa | After School Program Activity Spec.<br>West Hills College Lemoore<br>19 hrs/wk, 11 mo/yr<br>Range 32, Step B | Financial Aid Assistant<br>West Hills College Lemoore<br>40 hrs/wk, 12 mo/yr<br>Range 33, Step B                  | 6/25/12               | Replacement for America Bryant                       |
| Watts, Kathy    | Director of Child Development<br>Centers<br>Administrative<br>District Office<br>11 months/yr                | Director of Child Development<br>Centers<br>Administrative<br>District Office<br>10 months/yr                     | 7/1/12                | Voluntary reduction in assignment due to budget cuts |

**3. Resignations / Retirements / Releases During Probation / Terminations**

| <b>Name</b>       | <b>Title &amp; Location</b>  | <b>Effective Date</b> |
|-------------------|--|-----------------------|
| Boyd, Gary        | Food Services Manager<br>West Hills College Coalinga                   | 7/1/12                |
| Hall, Marlon      | Vice President of Student Services<br>West Hills College Coalinga      | 6/29/12               |
| Lewallen, Willard | President<br>West Hills College Coalinga                               | 6/30/12               |
| Ochoa, Liliana    | After School Program Activity Specialist<br>West Hills College Lemoore | 6/28/12               |
| Stearns, Jill     | Vice President of Educational Services<br>West Hills College Coalinga  | 6/30/12               |