

AGENDA
YOSEMITE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES
FOUR HUNDRED FORTY-SIXTH REGULAR MEETING
FEBRUARY 5, 2002

3:30 P.M.

Call to Order - YCCD Conference Room B

Recess to closed session

- Discussion:
1. Pursuant to G. C. Section 54957: Public Employee Discipline/Release
 2. Pursuant to G. C. Section 54956.9: Anticipated Litigation

5:00 P.M.

Reconvene to public session - YCCD Board Room

Public Comment: Persons who want to address the Board of Trustees on an agenda item may do so when the item is discussed. Persons who want to comment on district business issues not included on the agenda can do so as part of agenda item "**F. Comments from the Public.**" All speakers must complete a Speaker Request Form in advance and give it to the Board stenographer. Individuals may be limited to 5 minutes each.

Pledge of Allegiance to the Flag

Approval of the minutes of the regular meeting of January 2, 2002.

RECOMMENDATION: That the Board of Trustees approve the minutes of the regular meeting of January 2, 2002.

A. REPORTS

1. Student Activity Reports
2. Academic Senate Activity Reports

B. INFORMATION ITEMS

1. 2002 Summer Work Schedule

For the past few years, the District has modified its summer schedule to provide a 4-day/10-hour per day full-time work week in the interest of energy conservation. The program has been successful and will continue in 2002. This schedule will begin Monday, May 20 and conclude Friday, August 23. The two holidays occurring during this period (Monday, May 27 and Thursday, July 4) will be granted at 10 hours per day to eligible staff. Due to implementation of the new calendar, this will be the final year for the 4/10 summer schedule.

2. Dr. Michael Hill Carries Olympic Torch

Dr. Michael Hill, Business professor at Columbia College, was selected for the honor of carrying the Olympic torch through the Lake Tahoe vicinity on Sunday, January 20. The Olympic Committee named him as a participant, based on testimonials from approximately 100 of his present and former students acknowledging how he inspired and motivated them. Congratulations Mike!

3. African-American Teen Summit

MJC will sponsor the 14th Annual African-American Teen Summit on Saturday, February 9, 2002, at the MJC East Campus. The summit is designed to help community youth, grades 7-12, gain the necessary skills and educational motivation to stay in school and continue on with post-secondary work. The students will be provided with information related to academic success, career planning, scholarships, financial aid, and time management. Special guest presenter will be Dr. Terry Roberts. Area students, and their parents are invited to attend the free conference and encouraged to register as soon as possible.

4. Wear Your College Logo to Work Day

The Stanislaus County Office of Education (SCOE) in partnership with MJC and other local agencies will be sponsoring "Wear Your College Logo to Work Day" on February 8, as part of College Awareness Month activities. MJC faculty, staff and students are encouraged to wear a college logo on that day to raise awareness and highlight the importance of a college education in the workplace. Free MJC iron-on logos are available on campus in the Student Development Office and President's Office. Local coordinators also are sponsoring a College Awareness Night for parents on February 7, at SCOE, beginning at 7:00 p.m.

5. Bumpus Concerts in Jazz Series

The Columbia College Jazz Series will host five concerts by sax man and vocalist, Cornelius Bumpus. The week-long series will run from February 6-10, 2002, and performances will be held in the Dogwood Forum, Magnolia School Auditorium (Oakdale), Modesto Concert (State Theater), and Ironstone Vineyards in Murphys. George Railey, Dean of Arts and Sciences at Columbia College, also will be featured in these programs.

B. INFORMATION ITEMS

6. Columbia College Foundation Presents Conrad Anker

The Columbia College Foundation will present world-renowned mountaineer, Conrad Anker, at the Oak Pavilion on Wednesday evening, March 13 (time TBA). Cost is \$25 per person and proceeds will benefit the Learning Resources/Media Technology Center.

7. Columbia College Learning Resources/Media Technology Center Groundbreaking

A groundbreaking ceremony will be held at Columbia College on Wednesday, February 20, 2002, at 2:00 p.m. The formal ceremony will take place at the new Redbud and Manzanita Buildings. We will meet at the upper level of the site overlooking the San Diego Reservoir. Refreshments will be served in the Cellar Restaurant following the ceremony.

8. "Sierra Halls" Construction Update

The "Sierra Halls" construction project originally was scheduled to be completed by the end of January 2002, with occupancy possibly in Spring 2002. Unfortunately, because of a number of delays related to the weather and installation of various building components, we are now projecting completion in April 2002, with occupancy delayed until Summer 2002. The first classes in the new buildings will be in the Fall of 2002.

9. Governor's Proposed Budget

Governor Davis released his proposed 2002-2003 state budget on January 10, 2002. In an effort to deal with a projected \$12.4 billion dollar shortfall in revenue, several budget reductions were made. Community colleges, however, fared better than expected with a net \$104.2 million augmentation over FY 2001-2002. The budget proposes increases in growth, COLA, and restores scheduled maintenance and instructional equipment. Reductions also were proposed for CalWORKs recipients and for matriculation services (e.g. student orientation, assessment, and course counseling). These two reductions would dramatically impact our colleges' services to students and negatively affect student success. This budget proposal, and alternatives, will be thoroughly debated before the Legislature makes a final decision, ideally by June 30. Additionally, if the projected revenues decline further, the Governor may reduce his own proposal when he releases the "May Revise" budget proposal.

10. California Legislative Conference

On February 4, 2002, representatives of the Yosemite Community College District attended the Annual Legislative Conference in Sacramento sponsored by the Community College League of California. In addition to sessions with several legislative consultants and legislators, contact was made with YCCD's elected representatives. Information gained will be shared at this meeting.

B. INFORMATION ITEMS

11. Federal Legislative Update

Congress took a number of actions just before they adjourned for 2001 that are good news to community colleges. Funding highlights include:

- Department of Education received a 16% increase
- A major victory for students is the approval of the \$4,000 maximum Pell Grant, a \$250 increase over the current year
- The TRIO program received a healthy 10% increase
- The Hispanic-Serving Institutions (HSI) program received a 25% increase
- Disappointingly, however, the Title III-A Strengthening Institutions Program received only a modest increase of \$625,000.

Also of interest to us is the fact that report language included in a funding bill, in the area of nursing, specifically includes the American Association of Community Colleges (AACC) as a required participant in a critical study of appropriate nurse education and training requirements to be undertaken by the Departments of Labor and Health and Human Services. In a related area, veterans legislation just cleared by Congress includes the language that supports AACC's views on nursing policy at the Department of Veterans Affairs. This is especially important as a counter to a movement whose goal is to encourage only 4-year nursing degrees.

12. Recruitment - Job Faires

As part of our effort to attract a quality, diverse pool of candidates for openings in the YCCD, our colleges participate in three state job faires during this time every year. Ms. Venesse Metcalf, Director of Human Resources, will briefly share information related to these events, including the methods used and the staff volunteers that contribute to their success.

C. CONSENT AGENDA

1. Purchase Orders

RECOMMENDATION: That the Board of Trustees approve the purchase orders issued from December 1, 2001 to December 31, 2001.

2. Acceptance of Gifts - MJC

RECOMMENDATION: That the Board of Trustees accept with appreciation the following gifts:

- a. Fifty yards of compost from Gilton Resource, to be used at the Beckwith Property Instructional Laboratory for vegetable crop classes at Modesto Junior College.
- b. Forty hours of log splitting services from George Cardoza to be used in the Environmental Sciences Beckwith Instructional Laboratory at Modesto Junior College.
- c. Books of assorted titles from Todd Guy, Brian Nolan, Rachel Friase, Robert Ferguson, Charmaine Wesley-Hartman, Deb Bennett, and Diana Baker, to be used in the Library at Modesto Junior College.

3. Special Appointment - Riggs

RECOMMENDATION: That the Board of Trustees approve the appointment of Dr. Jim Riggs as a member of the AACC Rural Policy Roundtable. He has been appointed for a three-year term that begins February 1, 2002 and ends January 31, 2005.

4. Notice of Completion of Contract

The contract for the Firing Range & Surrounding Grounds Lead Cleanup at Modesto Junior College West Campus, Bid #02-1495, has been completed and inspected.

RECOMMENDATION: That the Board of Trustees accept the work performed by Professional Asbestos Removal Corporation for the Firing Range & Surrounding Grounds Lead Cleanup at Modesto Junior College West Campus, Bid #02-1495, as having been completed in accordance with the plans and specifications, and authorize final payment to be made.

C. CONSENT AGENDA

5. Project Applications/Amendments

RECOMMENDATION: That the Board of Trustees authorize the Yosemite Community College District to submit the following project applications/amendments and to enter into a contract with the appropriate donor agencies when the projects are selected for funding:

- a. Teacher Qualification Plan - MJC
Submitted to Stanislaus County Office of Education
Agency share: \$44,953.29; Proposer share: \$0
- b. Retail Management Certificate Program - MJC
Submitted to Save Mart Supermarkets
Agency share: \$2,550; Proposer share: \$0
- c. Basic Word Processing Training - CC
Submitted to Amador-Tuolumne Community Action Agency
Agency share: \$1,500; Proposer share: \$0
- d. Computer Accessory & Software Training - CC
Submitted to Michaelson School, Vallecito School Dist.
Agency share: \$2,350; Proposer share: \$0
- e. Computer Skill Classes - MJC
Submitted to Stanislaus County Community Svcs. Agency
Agency share: \$9,600; Proposer share: \$0
- f. LVN Program Development Services - MJC
Submitted to County of Stanislaus, Department of
Employment and Training
Agency share: \$6,000; Proposer share: \$0
- g. Migrant Intensive Teacher Training - MJC
Submitted to Stanislaus County Office of Education
Agency share: \$30,491; Proposer share: \$0

D. DISCUSSION ITEMS

1. Trustee Area Redistricting

As discussed at the December 11 and January 2 meetings, state law requires each public entity governed by an elected body with representatives from designated geographical areas to review their internal geographical boundaries every ten years based on the new census data. Each trustee area's population must be within +/- 5% of the average trustee area population. Staff has been analyzing the new data and some modifications will be necessary to trustee area boundaries. As scenarios were developed, the principles followed included making the minimum number of modifications, using natural boundaries, and keeping neighborhoods intact wherever possible. In addition, to comply with Department of Justice regulations affecting Merced County, no new area has a smaller percent of Hispanics than was true ten years ago. Two options have been presented previously to the Board of Trustees and at a public information meeting. Once an option is approved by the Board of Trustees, the redistricting plan will be submitted to the Department of Justice for their approval. Upon acceptance by the Department of Justice, the new maps will be sent to the elections offices in the six counties that are part of the Yosemite Community College District. Mr. Nick Stavrianoudakis, Director of External Affairs, will present the options and answer questions.

Maps of the existing areas and the two proposed options are attached.

RECOMMENDATION: That the Board of Trustees approve a redistricting option and authorize forwarding it to the Department of Justice and Elections Offices when appropriate.

2. Retiree Health Benefits Actuarial Liability

In 1998, after a thorough study that included an actuarial study, the Board of Trustees directed staff to review funding options and begin setting aside funds to offset our significant retiree health benefits liability. They also asked for a study in three years. Geoffrey Kischuk of Total Compensation Systems has now completed an Actuarial Study of Retiree Health Liabilities for the Yosemite Community College District dated September 19, 2001. The purpose of the study was to identify the district's current liability relative to paying the cost of retiree health benefits.

The current liability is \$26.54 million. To address this we are charging ourselves \$1.1 million a year for current employees and contributing an extra \$750,000 a year to catch up on past liability. We also are paying \$950,000 a year for current retirees.

As of June 30, 2001 the District had set aside nearly \$4 million towards the total retiree health liability leaving a liability of about \$22.54 million. The Governmental Accounting Standards Board (GASB) has not issued the final accounting standard for funding this liability. The effective date is likely to be in 2004. This provides some flexibility regarding the amount and frequency of catch-up contributions during the next couple years.

D. DISCUSSION ITEMS

2. Retiree Health Benefits Actuarial Liability (continued)

The results of the latest study, and the plan for addressing the liability will be presented by the Chancellor and the Vice Chancellor for Fiscal Services.

RECOMMENDATION: That the Board of Trustees receive the report.

3. Administrative/Educational Software and Related Technology

Technology Assessment Report by CampusWorks, Inc.

For nearly 10 years, the Yosemite Community College District has been studying, exploring options, preparing, and considering the implementation of a new administrative/educational software system to replace our current archaic DSK system. In November 2001, the District invited CampusWorks, Inc., a Florida-based information technology consulting firm, to perform a high-level environmental scan of our District's information technology and make recommendations to assist us in the next steps. The process included meetings and interviews with District administrators, faculty, and staff. The report of their findings has been shared with the Board of Trustees, the District Council, the District Administrative Council and the Administrative/Educational Software Committee. The following are highlights of that report.

Summary of Findings and Critical Issues:

- Lack of IT leadership
- Failing administrative information system
- Inadequate documentation of the process to prepare the 320 report
- Poor data integrity
- Inadequate security
- Flawed auxiliary programs
- Too many shadow systems
- Limited reporting capabilities
- Excessive staff time needed to develop class schedule
- Update of Information Technology Plans
- Revision of a Disaster Recovery Plan
- Hardware alternatives
- Stabilization of network infrastructure
- Policies and procedures
- Staff training and skill enhancement
- Plan for web-based instruction

D. DISCUSSION ITEMS

3. Administrative/Educational Software and Related Technology

Technology Assessment Report by CampusWorks, Inc. (continued)

Summary of Recommendations:

- Stabilize administrative information system
- Stabilize network and infrastructure
- Systematically review and address data integrity issues
- Review network security and address vulnerability issues
- Identify and correct flawed auxiliary program
- Identify and address reporting gaps
- Review and test 320 report documentation
- Develop RFP/RFI for new administrative educational software systems and subsequent implementation
- Develop Strategic Information Technology Plan
- Develop Tactical Technology Plan for the colleges
- Develop Comprehensive Disaster Recovery Plan
- Develop Enterprise policies and procedures
- Review information technology staff skills and provide a training plan
- Develop a plan to systematically implement classroom technology
- Acquire experienced IT leadership for the District and colleges

CampusWorks, Inc. Proposal

The District now is at a point where it must take steps to analyze available software and vendors, and establish readiness to implement a new Administrative Educational Information System, all while continuing to provide needed services.

YCCD staff recognize the need to obtain experienced IT management and technical expertise to assist in planning and implementing such an enterprise technology plan. We have been searching for a company to help with this project. Several other districts who had made extensive studies shared their results with us as well. Staff then completed background checks on CWI. After a thorough review of their credentials, technical approach, and qualified personnel, we determined this company has the expertise needed by YCCD.

CWI furnishes a cadre of highly experienced IT executive management and administrative/instructional/network specialists who would work closely with District IT staff. CWI offers IT professional services and does not have a product bias as it does not sell hardware or software products. However, it has technical expertise within its staff for each of the major software systems currently available for higher education.

We have received a proposal from CWI that would address the issues in the environmental scan plus the major task of selecting, acquiring, training, converting, and implementing a new system. The proposal is for up to three years which is the time frame that our research indicates is typical. Staff is currently negotiating a multi-year agreement with CWI personnel on the following positions. A Chief Information Systems Officer would

D. DISCUSSION ITEMS

3. Administrative/Educational Software and Related Technology

CampusWorks, Inc. Proposal (continued)

be provided for the entire term of the agreement. A Director of Instructional Technology would serve on a short-term basis until the District hires its own employee for this position. A project manager would begin in 6 to 9 months and serve for the length of time required to implement a new software system. In addition to these management positions, various other specialists will be utilized on a short-term basis for specific areas and tasks such as networking, infrastructure, security, etc.

To fund this project, plans are to reallocate current funds budgeted for unfilled positions and to utilize other funds that had been identified for planning and implementing information technology software. The actual purchase of software will not occur for 6-12 months and payment of that product will be a part of a larger capital purchase plan.

RECOMMENDATION: That the Board of Trustees direct staff to complete negotiations with CampusWorks, Inc., for oversight and implementation of YCCD infrastructure/technology for up to three years.

4. Quarterly Report on the District's Financial Condition

Consistent with prevailing fiscal practices and in compliance with current statute, staff have prepared the quarterly statement of the District's financial condition for the quarter ended December 31, 2001. A copy of the statement is attached. The Board is required by law to hold a public hearing to review the report and direct that it be filed with the County Superintendent of Schools for informational purposes and the California Community Colleges Chancellor's Office. Staff will be available to formally present the report, respond to questions, and to amplify where necessary.

RECOMMENDATION: That the Board of Trustees

- a. Conduct a public hearing to review the District's financial report for the quarter ended December 31, 2001; and
- b. Direct staff to submit a copy of the required report to the County Superintendent of Schools and the California Community Colleges Chancellor's Office.

5. CCCT Board of Directors Nominations for 2002

Nominations for the CCCT 2002 Board of Directors are open through February 15. A member district may nominate one of their trustees to run for these positions. Background materials were previously distributed to trustees.

RECOMMENDATION: That the Board of Trustees determine if they will nominate a candidate for the CCCT Board of Directors.

E. PERSONNEL ITEMS

1. Contract Appointment - Classified Management

RECOMMENDATION: That the Board of Trustees approve the contract management appointment of Beth Au to the position of Director, California Community Colleges Faculty and Staff Diversity Registry, YCCD, effective January 14, 2002.

2. Contract Appointment - Classified Management

RECOMMENDATION: That the Board of Trustees approve the contract management appointment of Judith Monast to Manager Corporate Training, Workforce Training Center, Modesto Junior College, effective January 28, 2002, contingent upon funding.

3. Appointment - Classified Management

RECOMMENDATION: That the Board of Trustees approve the appointment of Adrienne Webster to the position of Child Development Center Manager at Columbia College, effective February 1, 2002. This is a 12-month per year, 35-hour per week assignment.

4. Interim Appointment of Educational Administrator

RECOMMENDATION: That the Board of Trustees approve the administrative appointment (interim) of Dennis Gervin to the position of Dean of Instructional Services (50%), Modesto Junior College, effective January 1, 2002 and ending on or before June 30, 2002. (Dr. Gervin will voluntarily reduce his Division Dean assignment to 50% of full-time to accommodate this appointment.)

5. Interim Appointment - Academic

RECOMMENDATION: That the Board of Trustees approve the academic appointment (interim) of Brian Sanders to the position of Faculty Coordinator/Science, Mathematics & Engineering (50%), Modesto Junior College, effective for the Spring 2002 semester.

6. Probationary Appointment - Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Aurora Sanchez to Instructional Assistant-DSPS (75%), Disability Services, Modesto Junior College, effective January 28, 2002 (10-month work year).

E. PERSONNEL ITEMS

7. Probationary Appointment - Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Sandra K. McCracken to the position of Admissions and Records Technician I, Columbia College. The assigned 40-hour week will be 50% in Admissions and Records, 50% in the Calaveras Center. This assignment is effective January 2, 2002, or as soon as possible after January 2, 2002.

8. Probationary Appointment - Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Manuel Vargas to Instructional Assistant I (45%), Learning Resources, Modesto Junior College, effective January 22, 2002 (10-month work year).

9. Promotional Appointment - Classified

RECOMMENDATION: That the Board of Trustees approve the promotional appointment of Cheryl (Dodie) Larson to Library/Media Technician, Learning Resources, Modesto Junior College, effective January 2, 2002 (11-month work year).

10. Lateral Transfer - Classified

RECOMMENDATION: That the Board of Trustees accept the voluntary lateral transfer of Eva Rivera-Jara, Program Representative III - CalWORKs, from the Workforce Training Center to the Office of Planning & Budget, Modesto Junior College, effective January 14, 2002.

11. Resignation - Educational Administrator

RECOMMENDATION: That the Board of Trustees accept the resignation of L. Jane Saldana, Dean, Allied Health/Family & Consumer Science, Modesto Junior College, effective January 22, 2002.

12. Resignation - Educational Administrator

RECOMMENDATION: That the Board of Trustees accept the resignation of Baba Adam, Director of College Research, Modesto Junior College, effective February 1, 2002.

E. PERSONNEL ITEMS

13. Rescission of Appointment - Classified

RECOMMENDATION: That the Board of Trustees rescind the prior appointment of Loretta Hampton, Program Assistant Financial Aid/CalWORKs, Modesto Junior College, effective January 7, 2002.

14. Increase in Assignment - Classified

RECOMMENDATION: That the Board of Trustees approve an increase in assignment for Phillip Fish, Columbia College Security Officer, from 40% to full-time, effective October 1, 2001.

15. Increase in Assignment - Classified

RECOMMENDATION: That the Board of Trustees approve an increase in assignment for Sandra Sample, Child Development Center Master Teacher, Allied Health/Family & Consumer Science, Modesto Junior College, from 80% to 87.5%, effective January 4, 2002.

16. Increase in Assignment - Classified

RECOMMENDATION: That the Board of Trustees approve an increase in assignment for Theresa Stovall, Instructional Assistant - West Campus/ESL Lab, Literature & Language Arts, Modesto Junior College, from 75% to 100%, effective January 7, 2002.

17. Increase in Assignment - Classified

RECOMMENDATION: That the Board of Trustees approve an increase in assignment for Donald Rousseau, Program Representative I, Business, Behavioral & Social Sciences, Modesto Junior College, from 48% to 72.5%, effective February 1, 2002.

18. Increase in Work Year - Classified

RECOMMENDATION: That the Board of Trustees approve an increase in work year for Donna Hale, Support Staff II, Arts, Humanities & Communications, Modesto Junior College, from 10 months to 11 months, effective with the 2002-2003 academic year.

E. PERSONNEL ITEMS

19. Voluntary Reduction in Work Year - Classified

RECOMMENDATION: That the Board of Trustees approve the voluntary reduction in work year from 12 months to 11 months for Rita Perez, Support Staff Technician III, Arts, Humanities & Communications, Modesto Junior College, effective with the 2002-2003 academic year.

20. Voluntary Reduction in Assignment - Classified

RECOMMENDATION: That the Board of Trustees approve the temporary voluntary reduction of assignment from 80% to 75% for Eva Rivera-Jara, Program Representative III, Planning & Budget, Modesto Junior College, from January 1, 2002 to June 30, 2002.

F. COMMENTS FROM THE PUBLIC

This time is for comments on district business items not included elsewhere on the agenda. Persons wanting to address the Board of Trustees at this time should have completed a Speaker's Request Form and given it to the Board stenographer. Individuals may be limited to 5 minutes each.

G. ANNOUNCEMENTS

1. The next regular meeting will be Wednesday, March 6, 2002, at Columbia College. Closed session will be at 2:00 p.m., a Strategic Conversation on the topic of the "Excellence Initiative" will be held from 3:30 p.m. to 5:00 p.m., and open session will begin at 5:00 p.m.