

AGENDA
YOSEMITE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES
FIVE HUNDRED AND FOURTEENTH REGULAR MEETING
December 12, 2007

3:30 P.M. Open Session - Call meeting to order in the YCCD Board Room, adjourn to closed session in YCCD Conference Room B

Since this is the annual organizational meeting, the Chancellor will call the meeting to order and preside during the election of the Board Chair.

Pledge of Allegiance to the Flag

Reorganization of the Board of Trustees

Education Code section 72000 requires that the annual organizational meeting of the Board of Trustees be conducted within 15 days after the first Friday in December. In compliance with this code section, it is necessary for the Board of Trustees to accomplish the following:

1. Elect a Chair;
2. Elect a Vice Chair with authority and power to act on behalf of the Chair of the Board in the event of his/her absence;
3. Appoint Dr. Roe Darnell as secretary to the Board of Trustees;
4. Appoint Shelley Akiona as stenographer for the Board of Trustees;
5. Designate the time and place of the regular meetings of the Board of Trustees;
6. Appoint a voting representative to attend the Stanislaus County annual meeting where vacancies on the Stanislaus County Committee on School District Organization are filled;
7. Appoint a member to serve on the Stanislaus County Schools Board Association; and
8. Appoint a member of the Board and a member of the Chancellor's Cabinet to serve on the VIP/JPA Board of Directors.

3:45 P.M. – (Approximately) adjourn to closed session – YCCD Conference Room B

CLOSED SESSION AGENDA:

- Discussion:
1. Pursuant to G. C. Section 54957
Discipline/Dismissal/Release/Appointment
 2. Pursuant to G.C. Section 54956.9(b)
Significant Exposure to Litigation: One Case
 3. Pursuant to G.C. Section 54956.8 – Property Negotiator
Conference with real property negotiators (APN: 021-016-037, 021-017-015, 025-006-034, 021-070-002, 021-088-several)
 4. Pursuant to G. C. Section 54957.6 - Conference with Labor Negotiators
District Representatives: D. Wirth, T. Scott, G. Rose
Employee Organizations: CSEA & YFA

5:30 P.M. - Reconvene to open session – YCCD Board Room

Public Comment on Agenda Action Items: Persons who want to address the Board of Trustees on an agenda action item (Section II) may do so after being recognized by the Chair of the Board and before Board discussion. All speakers should complete a Speaker Request form in advance and give it to the Board stenographer. Individuals will be allowed a maximum of five (5) minutes per topic.

Comments from the Public: Persons who want to comment on an Agenda Information Item (Section I) or Board business issues not included on the agenda can do so as part of agenda item **III.A.** All speakers should complete a Speaker Request form in advance and give it to the Board stenographer. Individuals will be allowed a maximum of five (5) minutes per topic.

Other guidelines may apply. See Board Policies #7345 and #7346.

Televised Meetings: Board meetings are televised on the two Fridays immediately following the meeting on Modesto Channel 96 or Channel 2 in greater Stanislaus County, from noon – 3:00 p.m.

Video Streams: Video streams occur on the two Fridays following the Board meeting and will broadcast from noon – 3:00 p.m. The video stream can be accessed by logging on to: www.gomjc.org/mjcvideo.

Report out from Closed Session (if any)

Special Recognition

Approval of the Minutes

RECOMMENDATION: That the Board of Trustees approve the minutes of the regular meeting on November 14, 2007.

I. REPORTS AND INFORMATION ITEMS

A. Student Activity Reports

B. Academic Senate Activity Reports

C. Activities and Announcements

1. California School Employees Association Awards of Distinction

CSEA staff members Irene Nunez and David Todd have been selected to receive CSEA State awards. Irene Nunez, MJC Graphic Arts Technician, was selected by the statewide California School Employees Association Public Relations Committee as the winner of the 2007 "Award of Distinction - Best Use of Photography On the Web" for her work on our CSEA Chapter's website. David Todd, MJC Media Production Photographer/Visual Specialist, was selected by the same CSEA Public Relations Committee as the winner of the 2007 "Award of Distinction - Best Use of Photography In Print" for his work on our CSEA Chapter's newsletter. CSEA's Area E Representative on the Public Relations Committee, Tony Rojas, will present Irene and David their awards.

I. **REPORTS AND INFORMATION ITEMS**

C. Activities and Announcements

2. MJC Music - Festival of Choirs

MJC's Music Department will present a Holiday Festival of Choirs on Friday, December 14, 7:30 p.m. at Trinity United Presbyterian Church, 1600 Carver Road in Modesto. Performing during the concert will be the MJC Masterworks Chorus, under the direction of Daniel Keller, and the MJC Concert Choir and Chamber Singers, under the direction of Richard Colla. Admission is \$5 general and \$4 for students and seniors, and tickets will be available at the door.

3. MJC Honor Society Student Recognized

We are delighted to announce that the work of one of our Phi Theta Kappa honor society students, C. Anne Engert, was just selected to be published in the *Nota Bene* anthology, which showcases the written work of Phi Theta Kappa members nationwide. Her submission was one of 20 pieces selected out of more than 1,000 entries that is distributed nationally to more than 1,700 community college libraries.

4. MJC Dairy Judging Team Wins National Award

MJC's Dairy Judging Team continued their winning this Fall by winning 1st High Team at the North American International Livestock Exposition in Louisville, Kentucky in November. MJC also won 1st high team awards and individual awards in a number of categories at this national competition. Because of their prestigious wins, the team will be invited to compete internationally this summer in Scotland.

5. MJC Spring Institute Day

MJC will hold Spring Institute Day on Friday, January 4, 2008, beginning at 8:30 a.m. with a continental breakfast followed by an opening program at 9 a.m. in the Mary Stuart Rogers Student Learning Center on West Campus. Several speakers and the annual Distinguished Faculty and Staff Awards will highlight the morning program. A buffet lunch will be held at noon, followed by departmental and divisional breakout sessions. Trustees are invited to join with the campus as we kick off a new Spring semester.

6. Columbia College In-Service Day

Columbia College will hold its In-Service Day on Thursday, January 3, 2008, beginning at 8:15 a.m. An all-college meeting will include introduction of new employees and brief sabbatical presentations. Morning breakout sessions are scheduled around the topic of matriculation. Lunch will be provided and division/senate meetings will be held in the afternoon. Trustees are invited to attend.

I. REPORTS AND INFORMATION ITEMS

C. Activities and Announcements

7. Big Band Christmas Concert

The Columbia College Jazz Series presented the 8th annual "It's a Big Band Christmas" concert on December 8 in the Dogwood Forum. Featured guest artist was Bob Secor on piano and trumpet. Secor is also a big band composer and arranger with more than 200 published charts to his credit. The 25-piece big band joined with the college jazz singers to perform Christmas favorites to welcome in the holiday season.

8. Community Chorus' Winter Concerts

The Columbia College Community Chorus presented the "Sounds of the Season" on November 30, December 1 and 2 at the Sonora Opera Hall in downtown Sonora. The winter concerts featured chorus and orchestra classical and traditional holiday music. Included were 17th, 18th and 20th century composers, traditional Christmas songs, and the ever-popular sing-along. John Carter, Columbia College music instructor, was the director and Dorothy Arndt was the accompanist.

9. ASCC November-December Activities

The Associated Students of Columbia College are actively involved in a number of November-December activities. Under the leadership of Elbert James, ASCC and Environmental Club volunteers cleared the arboretum area and trails from the campus to Columbia State Historic Park in November. Open microphone events took place on November 6, 27 and 28 where students were given the opportunity to express their opinions, or perform their talent in front of the student body at the Manzanita Patio area. A free '50s Dance Party was held on December 6 in the Alder Building for students. During the month of December, the ASCC is sponsoring a Christmas Giving Tree for children in need and a canned food drive in conjunction with A-TCA (Amador-Tuolumne Community Action Agency).

10. Staff Recognition Dinner

The annual YCCD Staff Recognition Dinner will be held April 18, 2008, at the Gene Bianchi Community Center, 110 S. 2nd Street, Oakdale. Please save this date and help us celebrate our colleagues who are retiring or celebrating 25 years of service to the District. Upcoming announcements regarding this event will come soon.

I. REPORTS AND INFORMATION ITEMS

D. Presentations/Updates

1. Enrollment Update

Columbia College President Joan Smith and Modesto Junior College President Richard Rose will provide the Board of Trustees with an update regarding student enrollment at both colleges.

2. Classification Study Update

Vice Chancellor of Human Resources, Ms. Diane Wirth, will provide the Board with an update and current status of the Classification Study. At the direction of the Chancellor, the Classification Study Advisory Committee has received training and is ready to move to the next phase towards completing the study.

3. Chancellor's Update

Chancellor Roe Darnell will provide the Board of Trustees with an update on District and college priorities.

4. Bond Update

Kitchell representative Mr. Mark Newton will provide the Board with an update on the progress of current Bond projects.

Citizens' Bond Oversight Committee – The next regularly scheduled meeting of the YCCD Citizens' Bond Oversight Committee (CBOC) will be held on Tuesday, January 8, 2008, at 5:00 p.m. on MJC's East Campus, Student Center - Staff Dining Room, following a 3:30 p.m. committee tour of the auditorium.

Columbia College: *Child Development Center:* Construction documents for the Child Development Center have been submitted to DSA for review. Expected start of construction is May 2008. *Science and Natural Resources:* Architectural work has resumed on the project with a design meeting held on December 10th. *Public Safety Center:* Comments have been received from DSA. Architect has scheduled the back check appointment with DSA for the week of December 3rd. The project is likely to bid in January 2007; start of construction in February 2008. The *Madrone* project has been submitted to the State for approvals and we are currently waiting for the State review process to be completed.

I. REPORTS AND INFORMATION ITEMS

D. Presentations/Updates

4. ☆Bond Update, Continued

Modesto Junior College: *Campus Master Planning:* bfgc has resubmitted the master plan to MJC and the District for review. *Agricultural Housing:* Start of construction is on hold pending additional environmental testing. The *Multi-Use Pavilion* project has been redesigned to meet current budget requirements. The programming phase for the *Beef Unit* is underway. *Allied Health* project has gone through two independent cost estimates and is currently 4% over budget. A Value Engineering session has been scheduled for December 18th to look for cost saving strategies to bring this project back into budget compliance without reducing the size of the facility. The *Parking Structure* project schedule indicates submittal to the State in May 2008. The current plan is to accelerate this into April. The *Auditorium* project is 64% complete and proceeds on schedule and within budget. *Softball Complex:* The Architect is working on the first scheme for this project. *Science Community Center:* The project committee continues to meet with the Architect on programming the new Science project. A museum consultant has been added to the design team and work has begun on programming the Great Valley Museum.

Calaveras Outreach Site: An Appraisal is being prepared for the Board of Trustees.

Oakdale Outreach Site: Columbia College and District are currently reviewing possible sites.

West Side Outreach Site: Modesto Junior College and District are considering various offers for sites.

Turlock Outreach Site: Various properties are being considered for a future location.

Quarterly Expenditure Report: The Measure E Quarterly Expenditure Report is attached and reflects expenditures through October 31, 2007.

☆Denotes Attachment

II. ACTION ITEMS

A. Consent Agenda

1. ☆Purchase Orders

RECOMMENDATION: That the Board of Trustees approve the purchase orders issued from October 1, 2007 through October 31, 2007.

2. Acceptance of Gifts

RECOMMENDATION: That the Board of Trustees accept with appreciation the following gift(s):

- a. A gift of \$100.00 from Agata Sulczynski for use in supporting the Civic Engagement Project at Columbia College.
- b. A gift of 10 IBM Thinkpad laptop computers from IBM for use at the Baker Station High Sierra Institute.
- c. The gift of a '96 Freightliner from Foster Farms to be used in the Power Mechanics program at Modesto Junior College.

3. ☆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. Child Development Division/California Department of Education – CC/MJC
Agency share: \$911,584 (for both colleges)
Proposer share: \$0

☆Denotes Attachment

II. ACTION ITEMS

A. Consent Agenda

4. Notice of Completion of Contract

The contract for the Electrical Upgrade Main Switchboard at Modesto Junior College East Campus, Bid #07-1582, in the amount of \$117,069.14, has been completed and inspected.

RECOMMENDATION: That the Board of Trustees accept the work performed by Modesto Executive Electric, Inc., on the Electrical Upgrade Main Switchboard at Modesto Junior College East Campus, Bid #07-1582, as having been completed in accordance with the plans and specifications, and authorize final payment of \$11,706.91 to be made.

5. Notice of Completion of Contract

The contract for the Pinyon Building Relocation, Columbia College, Bid #07-1576, in the amount of \$122,311, has been completed and inspected.

RECOMMENDATION: That the Board of Trustees accept the work performed by Robert E. Boyer Construction, Inc., on the Pinyon Building Relocation, Columbia College, Bid #07-1576, as having been completed in accordance with the plans and specifications, and authorize final payment of \$12,231.10 to be made.

II. ACTION ITEMS

B. Personnel Items

1. Retirement – Academic

RECOMMENDATION: That the Board of Trustees grant retirement emeritus status to **Lynda Wilson**, Nursing Professor, Allied Health/Family & Consumer Sciences, Modesto Junior College, effective June 1, 2008 and officially commend her for 25 years of valuable service to the District.

2. Retirement – Classified Management

RECOMMENDATION: That the Board of Trustees grant retirement status to **Sandra Mesenhimer**, Payroll Supervisor, Yosemite Community College District, effective March 31, 2008 and officially commend her for 20 years of valuable service to the District.

3. Temporary Appointment – Academic

RECOMMENDATION: That the Board of Trustees approve the temporary appointment of **Julie Haynes** to the position of Registered Veterinary Technology Program Faculty Coordinator, Agriculture & Environmental Sciences and Technical Education, Modesto Junior College, effective December 1, 2007 to June 30, 2009.

4. Temporary Appointment – Academic

RECOMMENDATION: That the Board of Trustees approve the full-time temporary appointment of **Tina Troiler** to the position of Instructor of Psychology, Columbia College, effective for the Spring 2008 semester only.

5. Promotional Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the promotional appointment of **Denise Godbout-Avant** to the position of Laboratory Assistant II, Anatomy & Physiology, Science, Mathematics & Engineering, Modesto Junior College, effective December 17, 2007 (10-month work year).

6. Promotional Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the promotional appointment of **Laura “Lori” Sammis** to the position of Administrative Secretary, Arts, Humanities & Communications, Modesto Junior College, effective December 3, 2007.

II. ACTION ITEMS

B. Personnel Items

7. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of **Lattha Souvannaseng** to the position of Instructional Assistant I (75%), Business, Behavioral & Social Sciences, Modesto Junior College, effective January 2, 2008 (10-month work year).

8. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of **Scotty Gonser** to the position of Laboratory Assistant II (80%), Allied Health, Modesto Junior College, effective January 7, 2008, contingent upon funding (8-month work year).

9. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of **Richard X. Avila** to the position of Campus Security Officer I, Campus Security, Yosemite Community College District, effective December 17, 2007.

10. Temporary Reduction in Assignment - Classified

RECOMMENDATION: That the Board of Trustees approve a temporary reduction in assignment for **Korene Keene**, Account Technician I, Business Services, Yosemite Community College District, from 40 hours per week to 36 hours per week, effective January 10, 2008 to April 24, 2008.

11. Temporary Increase in Assignment - Classified

RECOMMENDATION: That the Board of Trustees approve a temporary increase in assignment for **Robin Frazier**, Registered Nurse I, Health Services, Modesto Junior College, from 50% to 75%, effective January 2, 2008 to June 30, 2008.

12. Temporary Increase in Assignment - Classified

RECOMMENDATION: That the Board of Trustees approve a temporary increase in assignment for **Cheryl Garcia**, General Clerk (47.5%), Counseling, Modesto Junior College, from 47.5% to 100%, effective November 19, 2007 to January 4, 2008.

II. ACTION ITEMS

13. Elimination of Position – Classified Management

RECOMMENDATION: That the Board of Trustees approve the elimination of the position of **Director of Budget**, Office of Planning & Budget, Modesto Junior College, effective January 2, 2008.

14. Resignation – Classified Management

RECOMMENDATION: That the Board of Trustees accept the resignation of **Martin Gang**, Director of Information Technology and Media Services, Columbia College, effective December 9, 2007.

15. Resignation – Classified

RECOMMENDATION: That the Board of Trustees accept the resignation of **Tawny LaBarbera**, Research Analyst, Office of External Affairs, Yosemite Community College District, effective January 2, 2008.

16. Resignation – Classified

RECOMMENDATION: That the Board of Trustees accept the resignation of **Hoang Ho**, Programmer Analyst I, Information Technology, Yosemite Community College District, effective November 30, 2007.

17. Resignation – Classified

RECOMMENDATION: That the Board of Trustees accept the resignation of **Jeff Menge**, Fiscal Analyst III, Controller's Office, Yosemite Community College District, effective December 7, 2007.

18. ☆Short-Term Appointee List

RECOMMENDATION: That the Board of Trustees approve the list of short-term appointees, in accordance with state law (AB500-Goldberg).

II. ACTION ITEMS

C. Discussion Items

1. 2006-2007 Audit Report

The auditing firm of Matson and Isom has completed the 2006-2007 audit of the District's fiscal operations. The audit report and financial statements have been prepared using the guidelines required by the Governmental Accounting Standards Board (GASB). The audit consists of the examination of the District's financial statements, a review of the systems of internal accounting controls and a review of state and federal compliance areas mandated by the Single Audit Act, the State Department of Finance Guide, and the California Community Colleges State Chancellor's Office.

Representatives from the auditing firm will be present during the Board meeting to formally present the audit report to the Board of Trustees. The representatives will also respond to specific inquiries regarding the report. The audit report has been previously provided to the Board for their review.

RECOMMENDATION: That the Board of Trustees receive the 2006-2007 audit report and authorize its filing with the appropriate state agency in accordance with Education Code Section 84040.

2. ☆Board Special Priorities

At their annual retreat on September 14, 2007, Trustees discussed various challenges facing the District in the 2007-2008 academic year. Based upon that discussion a tentative list of Board priorities was developed and discussed at the Board's November meeting. The Chancellor's Office was asked to revise the language for final review at this meeting.

RECOMMENDATION: That the Board of Trustees review the draft Board of Trustees 2007-2008 Special Priorities, modify it as desired, and adopt a statement of their 2007-2008 Special Priorities.

3. MJC Dairy Judging Team - Fort Worth, Texas Trip

The MJC Dairy Product Judging Team has again been invited to compete in the South Western Livestock Exposition Dairy Cattle Judging Contest in Fort Worth, Texas. The Dairy Judging team trip will occur on January 10-14, 2008. The trip for Professor Hobby and six team members will cost approximately be \$3,300 and will be paid for through the Dairy Club.

RECOMMENDATION: That the Board of Trustees approve the MJC Dairy Judging Team Fort Worth, Texas trip for Modesto Junior College.

II. ACTION ITEMS

C. Discussion Items

4. MJC Dairy Cattle Judging Team - Scotland Trip

MJC is seeking Board approval of the Dairy Cattle Judging Team competition in Scotland. The MJC Dairy Cattle Judging Team has once again qualified to compete in the Scottish Royal Highland International Dairy Judging Contest in Edinburgh, Scotland. Mr. Hobby, MJC Dairy Judging Team coach, is in the process of planning a trip for the team that will span from June 10-22, 2008. In addition to the contest, Mr. Hobby and the team will visit dairy and farming operations, along with other significant historical locations, in Holland, Germany, Belgium, France, Isle of Jersey, England, and Scotland.

Mr. Hobby is working with AgroTours Inc. of Fredericksburg, Virginia to organize the trip. The approximate cost of the trip for Mr. Hobby and six team members will be approximately \$20,000. The funds for the trip will be raised by Mr. Hobby and his Dairy Team members.

RECOMMENDATION: That the Board of Trustees approve the MJC Dairy Cattle Judging Team Scotland trip for Modesto Junior College.

5. Spanish Study in Mexico – Summer 2008

MJC is seeking Board approval of "Spanish Study in Mexico" for Summer 2008. Beginning June 13 and ending July 13, 2008, instruction will be offered in all transfer level Spanish classes and in Conversational Spanish. Instruction will take place at the Spanish Language Institute in Cuernavaca. MJC instructors Dr. Marianne Franco and Laura Manzo will share supervision of instruction with the Director of the Institute. Students will be housed in home stays with Mexican families. This summer will be the eighth year in a row that MJC sponsors this very successful program to learn Spanish in Mexico and recognize the diverse culture of Mexico at the Spanish Language Institute at Cuernavaca. Students and faculty are individually responsible for costs associated with the trip.

RECOMMENDATION: That the Board of Trustees approve the Spanish Study in Mexico for Summer 2008 for Modesto Junior College.

II. ACTION ITEMS

C. Discussion Items

6. MJC Parking and Traffic Ordinance Booklet

Section 40203.5 of the California Vehicle Code indicates that the schedule of parking penalties for parking violations and late payment penalties shall be established by the Governing body of the jurisdiction where the notice of violation is issued. To the extent possible, issuing agencies within the same county shall standardize parking penalties. A committee of Modesto Junior College and Columbia College representatives have revised the parking and traffic ordinances for the Yosemite Community College District. The booklet guides the campuses security departments and concludes with a bail schedule consistent with the County of Stanislaus and County of Tuolumne and has previously been provided to the Board.

RECOMMENDATION: That the Board of Trustees approve the language contained in the parking and traffic ordinances booklet and adopt the identified bail schedule.

7. Citizens' Bond Oversight Committee Term Limits

The by-laws of the Citizens' Bond Oversight Committee (CBOC) state that no member may serve more than two (2) consecutive terms. At the request of the CBOC, staff brought this item to the Board at the November 14, 2007 Board meeting. The following is a proposed amendment to the by-laws to include that members may be able to serve more than two consecutive terms until replacement(s) are identified. This modification would change the CBOC bylaws in Section 5, Subsection 5.4 to the following:

*"Term. Except as otherwise provided herein, each member shall serve a term of two (2) years, commencing on the date of the first meeting of the Committee. No member may serve more than two (2) consecutive terms, **unless a replacement has not been identified.** At the Committee's first meeting, members will draw lots or otherwise select a minimum of two members to serve for an initial one (1) year term and the remaining members for an initial two (2) year term."*

RECOMMENDATION: That the Board of Trustees approve the proposed change to the Citizens' Bond Oversight Committee by-laws to allow for members to serve more than two consecutive terms, until replacement(s) are identified.

III. COMMENTS

A. Comments from the Public

Persons who want to comment on Agenda Information Items or Board business issues not included on the agenda can do so as part of this section of the agenda. All speakers should complete a Speaker Request form in advance and give it to the Board stenographer. Individuals will be allowed a maximum of five (5) minutes per topic.

Other guidelines may apply. See Board Policies #7345 and #7346.

B. Comments from the Board of Trustees

This time is for trustees to report on conferences, meetings, and other activities related to District business. No action will be taken.

IV. ANNOUNCEMENTS

The next regular meeting of the Board of Trustees will be held on Wednesday, January 9, 2007. Closed session will begin at 3:30 p.m., open session at 5:30 p.m., in the YCCD Board Room, Yosemite Community College District, 2201 Blue Gum Avenue, Modesto, California.