

MINUTES
YOSEMITE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES
BOARD STUDY SESSION AND
FIVE HUNDRED AND EIGHTY-SIXTH REGULAR MEETING
December 11, 2013

The annual organizational meeting of the Board was called to order by Chancellor Joan Smith at 3:30 p.m. in the Yosemite Community College District Board Room, 2201 Blue Gum Avenue, in Modesto, California. Chancellor Smith presided over the meeting until a Board Chair was elected.

The Pledge of Allegiance to the Flag preceded formal Board Action.

Board Members Present	Linda Flores Anne DeMartini Tom Hallinan Lynn Martin Abe Rojas Don Viss Mike Riley
Board Members Absent	Student Trustee Erik Vorsatz
Others Present	J. Smith, T. Scott, V. Simmons, N. Stavrianoudakis, G. Molina, J. Stearns, M. McBride, J. Mathies (Recorder)
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, the Board of Trustees accomplished the following:
Election of Board Chair	Chancellor Joan Smith opened the floor to nominations for Chair of the Board of Trustees. A motion nominating Trustee Lynn Martin was made by Trustee Rojas and seconded by Trustee DeMartini. The Board of Trustees elected Trustee Lynn Martin as Board Chair. The motion carried with a vote of 7-0.
Election of Vice Chair	The newly elected Board Chair Lynn Martin called for nominations for Vice Chair of the Board of Trustees. A motion nominating Trustee Don Viss was made by Trustee Riley and seconded by Trustee Hallinan. The Board of Trustees elected Trustee Don Viss as Vice Chair of the YCCD Board of Trustees. The motion carried with a vote of 7-0.
Secretary to the Board	Chair Martin appointed Dr. Joan Smith as secretary to the Board of Trustees.

Stenographer for the Board	Chair Martin appointed Jann Mathies as stenographer for the Board of Trustees.
Time and Place of Regular Meetings	After discussion a motion was made by Trustee Rojas and seconded by Trustee DeMartini that the Board of Trustees will meet on the second Wednesday of each month in the YCCD Board Room. Closed sessions will begin at 3:30 p.m. and open sessions at 5:30 p.m. Two of the meetings will be conducted at Columbia College in the months of March and October. The motion carried with a vote of 7-0.
Voting Representative to Attend Stanislaus County Annual Meeting	Chair Martin appointed Trustee Flores to serve as a voting representative to attend the Stanislaus County annual meeting where vacancies on the Stanislaus County Committee on School District Organization are filled. Trustee Rojas was appointed as an alternate.
Representative to serve on the Association of Stanislaus County Schools Board	Chair Martin appointed Trustee Flores to serve as the Board's designee on the Association of Stanislaus County Schools Board. Trustee Rojas was appointed as an alternate.
Valley Insurance Program/Joint Powers Agency Board of Directors	Chair Martin appointed Trustee Rojas to continue as the member of the Board of Trustees to serve on the VIP/JPA Board of Directors. Teresa Scott remains the Chancellor's Cabinet staff representative to serve on the VIP/JPA Board of Directors.
Great Valley Museum	Chair Martin appointed Trustee DeMartini to serve on the Board of the Great Valley Museum.
Modesto Junior College Foundation	Chair Martin appointed Trustee Riley to serve on the Board of the Modesto Junior College Foundation.
Columbia College Foundation	Chair Martin will continue to serve on the Board of the Columbia College Foundation.

Trustees adjourned to Closed Session for the purpose of discussing the following Closed Session Agenda items:

CLOSED SESSION AGENDA:

- Discussion:
1. Pursuant to G. C. Section 54957
Discipline/Dismissal/Release/Appointments: Columbia College President
 2. Pursuant to G. C. Section 54957.6 - Conference with Labor Negotiators
Employee Organizations: CSEA, YFA
 3. Pursuant to G.C. Section 54956.8 –Property Negotiator
Conference with Real Property Negotiator (Stanislaus APN: 089-019-015, 089-019-016, 089-019-017, 089-019-018, 081-022-101.)
 4. Pursuant to G.C. Section 54956.9(a) - Conference with Legal Counsel - Existing Litigation
Case: Van Tuinen vs. Yosemite Community College District, et al.,
USDC Case #1:13-CV-01630-LJO-SAB

The Board of Trustees reconvened to Open Session at 5:30 p.m. in the Yosemite Community College District Board Room.

The Pledge of Allegiance to the flag preceded formal Board action.

Board Members Present	Chair Lynn Martin Tom Hallinan Anne DeMartini Abe Rojas	Vice Chair Don Viss Linda Flores Mike Riley
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Board Members Absent	Student Trustee Erik Vorsatz
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Others Present	J. Smith, T. Scott, V. Simmons, J. Stearns, L. Buckalew, N. Stavrianoudakis, G. Molina, J. Todd, M. Guerra, J. Leamy, B. Sinclair, S. Kincade, G. Whitfield, B. Thames, T. Nesmith, E. Anderson, M. Kennedy, D. Bolter, G. Womble, M. Adams, A. Pignotti, H. Coit, M. Mejia, M. Bylsma, C. Sampson, T. Kosick, S. Schrader, C. Vitelli, G. Boodrookas, M. Anglin, J. Mathies (Recorder)
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Report Out From Closed Session	Chair Martin reported that the Board of Trustees unanimously approved Dr. Angela Fairchilds as the Columbia College President, to start February 1, 2014.
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Approval of Minutes	A motion was made by Trustee Hallinan and seconded by Trustee Rojas to approve the minutes of the regular meeting on November 13, 2013.
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The motion carried with a vote of 7-0.

PUBLIC COMMENTS

There were no comments from the public.

ANNOUNCEMENT

2012-2013 Audit Report

Chair Martin announced that in consideration of the audit team from Chico, California, the Audit Report is being taken out of order. See the 2012-2013 Audit Report - "Discussion Items."

REPORTS & INFORMATION ITEMS

Constituency Reports

Monthly Reports were given by the following:

Student Senate

Student Senate Activity Reports
(ASMJC Vice President Corey Keith for MJC and ASCC Vice President Teanna Kosik for Columbia College)

Faculty Representative to the Board

Faculty Representative to the Board
(Brian Sinclair)

Academic Senate

Academic Senate

(MJC Academic Senate President James Todd and CC Academic Senate President John Leamy)

Leadership Team
Advisory Council

Leadership Team Advisory Council
(LTAC Recorder Carrie Sampson)

Yosemite Faculty
Association

Yosemite Faculty Association
(YFA Co-President President Gene Womble)

California Schools
Employee Association

No report this month.

Activities and
Announcements

Modesto Junior College

Modesto Junior College President Jill Stearns called the Board's attention to the following Modesto Junior College activities and announcements described in the December Agenda:

1. Latino Community Roundtable Honors Barbara St. Urbain
2. Allied Health Graduation Celebrations
3. Dr. Dave Shrock Elected President of USA Track and Field's Pacific Association
4. ASMJC Cram Night Successful
5. Men's and Women's Basketball Big 8 Conference Games
6. Spring Institute Day Set For January 10, 2014

Columbia College

Interim President Leslie Buckalew called the Board's attention to the following Columbia College activities and announcements described in the December Agenda:

1. Sounds of the Season
2. It's a Big Band Christmas
3. In-Service Day
4. Dinner With a Scientist
5. Hospitality Management Class to Serve 1,500 +
6. Extreme Registration
7. Finals Cram Night
8. ASCC Activities Supporting Child Development Center

**Yosemite Community
College District**

Outgoing Board Chair, Abe Rojas, was presented an award for his service to the YCCD as Board Chair. The Board of Trustees was also presented with two AIA Design Excellence Awards for the MJC Science Community Center and the MJC Student Services Building.

Chancellor Smith expressed appreciation to Interim President of Columbia College Leslie Buckalew for her service and announced that the new President of Columbia College Angela Fairchilds would attend the January Board meeting.

Administrative Procedure

As existing YCCD Board Policy 2410 states, "procedures may be

Revision

revised as deemed necessary by the Chancellor” and do not require Board action. At the November 13, 2013, Board meeting, an “interim” procedure for Administrative Procedure 3900 – Time, Place and Manner was presented to the Board as an informational item. Additional edits have been added since that Board meeting and are provided as an attachment.

Presentations/Updates

Bond Update

Kitchell representative Mark Newton provided the Board with the Quarterly Expenditure Report and an update on the progress of the Measure E Bond project – MJC Library Renovation.

Modesto Junior College: *North Hall:* The project is under construction. *Science Community Center/Great Valley Museum (GVM):* GVM is under construction.

Columbia College: *Manzanita Building Remodel:* The project is working through back check at the DSA. *Sequoia Building:* The project is in construction.

Central Services: *Secondary Data Center:* The project is in construction. *Central Services Building:* The project is in design.

Current Modesto Junior College Projects

PROJECT	STATUS	START CONSTRUCTION
Infrastructure Increment II	Complete	February 2011
Science Community Center and GVM	GVM Under Construction	July 2010
Student Services	Closeout	April 2010
Library Learning Resource	Construction	September 2012
High Tech Center (North Hall)	Construction	September 2013
Career Transfer Center	Complete	May 2013

Current Columbia College Projects

Manzanita Building	DSA Review	March 2014
Sequoia Building	Construction	August 2013
Redbud (MJC Funded)	Complete	March 2013
Roads Phase I	Complete	June 2013
Roads Phase II	Design	May 2014
Secondary Effects (Tamarack)	Bid	November 2013

Current Central Services Projects

Primary Data Center	Commissioning	August 2012
Secondary Data Center	Construction	April 2013
Shipping and Receiving	Complete	August 2012
Central Services Building	Design	Fall 2015

Current Educational Outreach Facilities

Calaveras	Design	Tbd
Oakdale	Property Search	Tbd
Turlock	CEQA Review	Tbd
Patterson	Design	Tbd

*Definition of “Complete” for Facilities refers to “YCCD Occupancy.”
DSA= Division of State Architect.*

ACTION ITEMS

Consent Agenda

A motion was made by Trustee Rojas and seconded by Trustee Hallinan to approve Consent Items A through E.

The motion carried with a vote of 7-0.

Fiscal Services

Purchase Orders

The Board of Trustees approved the purchase orders issued from October 1, 2013, through October 31, 2013.

Acceptance of Gifts

The Board of Trustees accepted with appreciation the following gift(s):

Donor	Gift	College	Program
Valley Transplant Company	Vegetable Plants (value \$260)	MJC	Ag Plant Science
Garton Tractor, Inc.	Use of equipment for prepping the Arena for the 5 th Annual Tractor Pull	MJC	Ag and Environmental Sciences Animal Science Power Mechanics Program
John Arnold	\$1,000	MJC	Community Orchestra in the Arts, Humanities and Communication Division
Elaine Arnold	\$1,000	MJC	Community Orchestra in the Arts, Humanities and Communication Division

Notice of Completion

The following project contract has been completed and inspected. A recommendation is made that the Board accept the work performed as having been completed in accordance with the plans and specifications and authorize final payment of 10% of the total contract amount.

Bid #	Project Name	College	Contractor	Total Contract Amount
13-1702	Career Development and Transfer Center	MJC	Acme Construction Company, Inc.	\$202,668.00

**Consent Agenda,
Proposed Curriculum
Changes**

Columbia College Proposed Curriculum Changes

The Board of Trustees approved the curriculum additions, deletions, and modifications as indicated on the Columbia College Curriculum Course and Award Approvals Report for the report period of October 17, 2013, to November 20, 2013, which was attached to the Agenda.

Modesto Junior College

Per action of the Modesto Junior College Curriculum Committee

Proposed Curriculum Changes

from November 5, 2013 and November 19, 2013, Modesto Junior College requests that the YCCD Board of Trustees approves the following curricular changes. They will take effect with the beginning of the 2014-2015 academic year unless otherwise indicated. Changes will be reflected in the 2014-2015 MJC Catalog and Schedules of Classes. Changes that require CCCCCO approval will be implemented upon CCCCCO approval.

The Board of Trustees approved the curriculum additions, deletions, and modifications as indicated on the Curriculum Changes Report as of the November 19, 2013, Curriculum Committee meeting, which was attached to the Agenda.

Consent Agenda, Student Travel

MJC Animal Science Poultry Program Out-of-State Trip

The MJC Animal Science Poultry Program has been invited to attend the annual Pacific Egg and Poultry Convention scheduled for February 23-27, 2014, in Lahaina, Hawaii, on the Island of Maui. Professor Boyd and the students will participate in the conference by attending as many of the scheduled industry sessions as possible. Additionally, the students will formally present their research projects to a panel of judges.

Poultry Professor Marlies Boyd is in the process of planning for this trip. The students that will make this trip with Professor Boyd are:

- Kelsey Lowe-Gooch
- Jenica Reagan
- Lauren Young

The cost for the trips will be funded by a grant received from the US Poultry Foundation and funding provided by the Pacific Egg and Poultry Association.

The Board of Trustees approved the Animal Science Poultry Program participation in the Annual Pacific Egg and Poultry Convention in Lahaina, Hawaii, trip for Modesto Junior College from February 23 to 27, 2014.

Consent Agenda, Sabbatical Leave Reports

MJC Sabbatical Leave Final Reports

Final Reports have been received and approved by MJC President Jill Stearns from faculty who were on sabbatical leave for academic year 2012-2013. Summaries were previously provided to the Board.

The Board of Trustees accepted the following 2012-2013 Sabbatical Leave Reports from:

- | | |
|-------------------------|---------------------------|
| Robert Droual | Spring 2013 |
| Joel Hagen | Spring 2013 |
| Laura Manzo | Fall 2012 and Spring 2013 |
| Optimism One | Fall 2012 and Spring 2013 |
| Gabriele Steiner | Fall 2012 |
| Cheryl Williams-Jackson | Fall 2012 and Spring 2013 |

Consent Agenda, Personnel

Personnel Transaction
Items

The Board of Trustees approved the following list of Personnel Transaction Items and commended retirees for their years of service.

PERSONNEL TRANSACTION LIST

Name	Position	Department	Coll	Effective
Retirements:				
Janelle Gray, 25 years of service	Professor of Reading	Literature & Language Arts	MJC	5/3/14
Rose Lee Hurst, 22 years of service	Professor of English Composition and Literature	Literature & Language Arts	MJC	12/14/13
John Leamy, 32 years of service	Professor of Mathematics	Arts & Sciences	CC	5/31/14
Daniel E. Leonard, 36 years of service	Custodian	Facilities Planning & Operations	CS	1/31/14
Dahlia Massey, 19 years of service	Executive Assistant	Information Technology	CS	12/30/13
Eduardo Ramirez, 12 years of service	Custodian	Facilities Planning & Operations	CS	12/31/13
Appointment - Educational Administrator:				
	President	Columbia College	CC	2/1/14
Probationary Appointment - Classified:				
Armando Manriquez	Grounds Maintenance Technician	Facilities Planning & Operations	CS	12/12/13
Nestor Morales	Grounds Maintenance Technician	Facilities Planning & Operations	CS	12/12/13
Promotional Appointment - Classified:				
Diane Warren	Payroll Coordinator	Controller's Office/Payroll	CS	1/1/14
Interim Appointment - Classified:				
Kaci Landis	Human Resources Specialist	Human Resources Operations	CS	12/2/13
Increase in Assignment:				
Darci Andres	Program Technician, temporary increase from 47.5% to 100%	Health Services	MJC	1/1/14 - 5/31/14
Annastasia Butnam	Health Services Nurse, permanent increase from 75% to 100%	Health Services	MJC	12/16/13
Irma Gutierrez	Food Services Technician, temporary increase from 11 to 12 months	Auxiliary Services	MJC	12/1/13 - 6/30/14
Gwen Savage	Bookstore Assistant, permanent increase	Auxiliary Services	MJC	1/2/14

Name	Position	Department	Coll	Effective
	from 70% to 100%			
Shelley Stevens	Food Service Lead, permanent increase from 11 to 12 months	Auxiliary Services	MJC	12/1/13
Terry Wilson	Food Service Lead, permanent increase from 11 to 12 months	Auxiliary Services	MJC	12/1/13

Short-Term Appointee List The Board of Trustees approved the following list of short-term appointees in accordance with state law (AB-500-Goldberg).

Name	Classification	Department	Coll	Start Date	End Date
Seasonal – hired to cover high peak periods associated with the academic calendar such as registration, bookstore rush.					
Bailey Chatman	Administrative Assistant	Counseling	MJC	1/6/14	3/31/14
Pauline Johnson	Accounting Assistant	Business Services	MJC	1/2/14	2/28/14
Dee King	Accounting Assistant	Business Services	MJC	1/2/14	2/28/14
Intermittent – creates pool of eligible employees available on an “on-call” basis. Typically used for critical areas such as security or to cover for mandated positions such as child care.					
Frank Andrews	Campus Security Officer	Security	CC	1/1/14	3/31/14
Kyle Elkins	Administrative Technician	Instructional Materials Center	CC	1/2/14	6/30/14
Brett Hendricks	Campus Security Officer	Security	CC	1/1/14	3/31/14
D. Gail Johnson	Accompanist	Arts & Sciences	CC	1/2/14	6/30/14
Patricia Lau	Admissions & Records Assistant	Admissions & Records	CC	12/12/13	12/31/13
Patricia Lau	Admissions & Records Assistant	Admissions & Records	CC	1/2/14	6/30/14
Megan Nielson	Accounting Assistant	Business Services	MJC	1/2/14	6/30/14
John R. Perez	Campus Security Officer	Security	CC	1/1/14	3/31/14
Michael S. Robert	Campus Security Officer	Security	CC	1/1/14	3/31/14
Michael Turner	Campus Security Officer	Security	CC	1/1/14	3/31/14
William Walton	Campus Security Officer	Security	CC	1/1/14	3/31/14
Specially Funded or Temporary – appointments made in response to specially-funded project and/or unexpected workload demand created by special projects or vacancies.					
Valerie Dean	Library Technician	Library	CC	12/12/13	12/31/13
Valerie Dean	Library Technician	Library	CC	1/2/14	6/30/14
Teresa Hernandez	Administrative Technician	Grants Office	CS	1/6/14	6/30/14
Suzanne Lemos	Administrative	Family &	MJC	1/13/14	6/30/14

Name	Classification	Department	Coll	Start Date	End Date
	Assistant	Consumer Sciences			
Sandy Mesenhimer	Payroll Technician	Payroll	CS	1/2/14	6/30/14
Substitute – Temporary replacement in the same job classification as a classified employee on an approved leave of absence.					
Kristina Baker	Child Development Associate Teacher	Family Services	CC	1/2/14	6/30/14
Kristina Bridges	Child Development Associate Teacher	Family Services	CC	1/2/14	6/30/14
Yanet Casillas	Child Development Associate Teacher	Family Services	CC	1/2/14	6/30/14
Dena Herd	Child Development Center Associate Teacher	Family Services	CC	1/2/14	6/30/14
Jessica Holden	Child Development Center Associate Teacher	Family Services	CC	1/2/14	6/30/14
Allyson Rasor	Child Development Associate Teacher	Family Services	CC	1/2/14	6/30/14
Laura Schillerstrom	Child Development Associate Teacher	Family Services	CC	1/2/14	6/30/14
Marie Katherine Valera	Child Development Associate Teacher	Family Services	CC	1/2/14	6/30/14
Samantha VanDerMeer	Child Development Associate Teacher	Family Services	CC	1/2/14	6/30/14
Samantha White	Child Development Associate Teacher	Family Services	CC	1/2/14	6/30/14
Temporary Replacement for Vacant Classified Position – Maximum of 60 calendar days permitted only during recruitment process.					
Michelle Billington	Custodian	Facilities Planning & Operations	CS	12/12/13	2/12/14
Daniel Brown	Custodian	Facilities Planning & Operations	CS	12/12/13	2/12/14
Kevin Ciabatti	Custodian	Facilities Planning & Operations	CS	12/21/13	1/10/14

Discussion Items

2012-2013 Audit Report

The auditing firm of Matson and Isom completed the 2012-2013 audit of the District's fiscal operations. The audit report and financial statements were 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 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. Joy McNulty, CPA Audit Manager for the external audit this year, formally presented the audit report to the Board of Trustees. The audit report was previously provided to the Board for their review.

A motion was made by Trustee DeMartini and seconded by Trustee Riley that the Board of Trustees receive the 2012-2013 audit report and authorize its filing with the appropriate state agency in accordance with Education Code Section 84040.

The motion carried with a vote of 7-0.

COMMENTS

From the Board of Trustees

Trustee Hallinan had no report. Trustee Riley reported he met with the Chair of the accreditation visiting team, and also with Faculty Representative to the Board Brian Sinclair. He attended the MJC Foundation retreat, Great Conversations with Professor Chad Redwing, the exit conference with the auditors, the final interviews for Columbia College presidential candidates, and three of four days of the MJC Basketball Tournament. He also attended the MJC Foundation and President's holiday social, the Agenda review with the Chancellor, and the MJC Foundation Board meeting. Trustee Rojas reported attending the VIPJPA meeting, the Salvation Army Kettle Kickoff in Turlock, the exit conference with the auditors, the Cal State Stanislaus Joseph Sheeley event investiture, the Ag scholarship luncheon, the MJC Basketball Tournament, and the Agenda review with the Chancellor. Trustee Viss reported attending the Ag scholarship luncheon. Trustee DeMartini reported attending the MJC Foundation and President's holiday social. Trustee Flores reported attending the International Salsa Dinner Dance fundraiser, the final interviews for the Columbia College presidential candidates and the MJC Foundation and President's holiday social. Trustee Martin reported being away most of November. She participated in the final interviews for the Columbia College presidential candidates and the Agenda review with the Chancellor.

The meeting adjourned at 6:56 p.m.

ANNOUNCEMENTS

The next regular meeting of the Board of Trustees will be held on Wednesday, January 8, 2014. Closed Session will begin at 3:30 p.m., Open Session begins at 5:30 p.m., in the Yosemite Community College District Board Room, 2201 Blue Gum Avenue, Modesto, California.

Lynn Martin, Chair
YCCD Board of Trustees

Joan E. Smith, Ed.D., Secretary
YCCD Board of Trustees