

AGENDA
YOSEMITE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES
FOUR HUNDRED SIXTY-SEVENTH REGULAR MEETING
JANUARY 14, 2004

3:30 P.M. Call to Order – YCCD Board Room

- Discussion:
1. Pursuant to G. C. Section 54957 - Public Employee Discipline/Dismissal/Release
 2. Pursuant to G. C. 54957.6 - Collective Bargaining (CSEA)

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.

Approval of the Minutes

RECOMMENDATION: That the Board of Trustees approve the minutes of the regular meeting of December 10, 2003.

I. REPORTS AND INFORMATION ITEMS

- A. Student Activity Reports
- B. Academic Senate Activity Reports

I. REPORTS AND INFORMATION ITEMS

C. Activities and Announcements

1. YCCD Staff Honored

Four YCCD staff were recently recognized for leadership and excellence in their fields.

Mathematics Professor John Leamy has been selected as one of this year's eight Teaching Excellence Award recipients by the California Mathematics Council of Community Colleges. He also was elected president of the California Mathematics Council – Central Section (an organization of mathematics educators from kindergarten to university levels).

Political Science Professor Ted Hamilton has been named in *Who's Who Among America's Teachers*, a national publication that identifies and profiles top educators since 1990. This is the fourth time that Professor Hamilton has received this honor. Teachers are nominated by current or former students who feel the instructor has made a positive impact in their life and educational goals.

Dr. Kathryn Jeffery, Vice President for Student Services, was honored as one of the featured graduates of the Community College Leadership Program at the University of Texas at Austin. She and other alumni, who have achieved successful careers in education, were recognized in the October 23 issue of *Black Issues in Higher Education* magazine.

Bobby Boswell, MJC Athletic Trainer/Instructor of Physical Education, was awarded the Chair Academy's 2004 International Exemplary Leadership award. The Academy is recognizing him for his many achievements, including his instrumental role in developing and implementing MJC's associates degree program in athletic training/sports medicine. Mr. Boswell will be honored at the Chair Academy's Annual International Conference in Reston, Virginia in March.

Congratulations to our honored colleagues.

2. YFA Ratification

Representatives of the Yosemite Faculty Association and the Yosemite Community College District reached a tentative agreement for 2003-2004. The proposal was submitted to the YFA membership prior to the holiday break and it was ratified by a vote of 164 (in favor) to 15 (opposed).

The agreement provides for continuation of 2002-2003 salary schedules in 2003-2004 and no employee contributions toward the cost of medical benefits in 2003-2004. In addition, it included changes in eligibility criteria for retiree medical benefits and a "golden handshake" retirement incentive program in 2004.

I. REPORTS AND INFORMATION ITEMS

C. Activities and Announcements

3. Martin Luther King Jr. Event

Cornel West, one of the best-known black scholars in America and professor at Princeton University, will give the keynote address at MJC's Martin Luther King Jr. Commemoration at 7 p.m., Saturday, January 24, in the MJC Auditorium. The title of his presentation is that of his recent book, Race Matters. The event is free and open to the public and is cosponsored by the City of Modesto Parks, Recreation and Neighborhoods Department, Modesto Peace Life Center, Modesto Junior College, The Modesto Bee, California State University, Stanislaus, Frailing, Rockwell & Kelly, Kaiser Permanente, Blue Cross of California, and The Modesto Irrigation District. The doors will open at 6 p.m. The Modesto Community Choir will perform from 6:30 p.m. until 7 p.m.

I. REPORTS AND INFORMATION ITEMS

D. Presentations/Updates

1. Grant Development Update

During the 2002-2003 academic year, YCCD's grant development and management activities continued to expand. Competitive and ongoing funded activities, categorically funded programs, and contract education increased at both Modesto Junior College and Columbia College. Ms. Shelly Conner, Director of Grant Development and Special Projects, will present a summary of grants obtained, sources of funds, and acknowledge participating college staff.

2. Facilities Master Plan (FMP) Update

In August 2002, the Board of Trustees directed staff to begin the process of developing a Facilities Master Plan for the District. Over the course of a year and a half, committees representing all employee groups and college and Central Services personnel were established to undertake that effort. Trustees previously reviewed portions of this plan at a retreat in October. A draft Facilities Master Plan is complete and available on the YCCD website for review and comment. Mr. Nick Stavrianoudakis, Director of External Affairs, who coordinated this project, will present the committees' work to the Board of Trustees at this meeting. A final version of the Plan will be presented to the Board in February for adoption.

3. State Budget Update

As this agenda goes to print, the Governor has delivered his State of the State Address and his proposed state budget is expected to be released on January 9. On January 15, the Community College League of California will host a workshop to analyze the community college components of the Governor's proposed budget. Teresa Scott, Vice Chancellor of Fiscal Services, will provide an update at this meeting on the information available at this time. However, it is not expected that we will have definitive information until later in the month.

II. ACTION ITEMS

A. Consent Agenda

1. ☆Purchase Orders

RECOMMENDATION: That the Board of Trustees approve the purchase orders issued from November 1, 2003 through November 30, 2003.

2. Acceptance of Gifts

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

- a. Eight potted indoor plants from Diane Stewart for the new LRC Building at Columbia College.
- b. Various books of assorted titles from Gloria Coats and from 49-99 Cooperative Library System, Central Association of Libraries, to be used in the Library at Modesto Junior College.
- c. A DVD player from Florine L. Carter to be used in the Art Department (room 204) at Modesto Junior College.

3. Special Appointment – Flores

RECOMMENDATION: That the Board of Trustees approve the appointment of Trustee Linda Flores to the ACCT Member Communications Committee for the term of January 1, 2004, through December 31, 2004.

4. Nonresident Tuition Fee

The Board of Trustees is required to establish annually a nonresident student tuition fee for the succeeding year. The 2003-2004 nonresident student tuition fee is \$149. The 2004-2005 nonresident student tuition fee must be at or between the statewide average expense per unit and the Yosemite Community College District's expense per unit. Historically the Board has adopted the statewide average rate for the following reasons: 1) The district rate is usually more than the statewide average rate, and 2) our neighboring districts normally charge the statewide average.

RECOMMENDATION: That the Board of Trustees adopt a 2004-2005 nonresident student tuition fee of \$149, consistent with the statewide average.

II. ACTION ITEMS

A. Consent Agenda

5. Notice of Completion of Contract

The contract to replace HVAC Equipment at the Redbud Building at Columbia College, Bid #03-1522, has been completed and inspected.

RECOMMENDATION: That the Board of Trustees accept the work performed by Champion Industrial Contractors, Inc., to replace HVAC Equipment at the Redbud Building at Columbia College, Bid #03-1522, as having been completed in accordance with the plans and specifications, and authorize final payment to be made.

6. ☆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 Program – Spring 2004 Semester - MJC
Submitted to the Stanislaus County Office of Ed.
Agency share: \$33,600; Proposer share: \$0
- b. Job Development Services – MJC
Submitted to the City of Modesto
Agency share: \$20,000; Proposer share: \$0
- c. Chief Architect – MJC
Submitted to Advanced Relational Technology, Inc.
Agency share: \$4,000 (approx. cost of 50 software licenses)
Proposer share: \$0
- d. Modesto Junior College Bridges to Baccalaureate Program - MJC
Submitted to the Department of Health and Human Services
Agency share: \$600,000; Proposer share: \$0
- e. Child Care Instructional Materials – CC/MJC
Submitted to California Department of Education
Agency share: \$3,758; Proposer share: \$0
Adopt resolution number 03-04/11

II. ACTION ITEMS

B. Personnel Items

1. Retirement – Classified

RECOMMENDATION: That the Board of Trustees grant retirement status to Opal Bye, Columbia College Child Care Center teacher, effective January 31, 2004 and commend her for 13 years of valuable service to the District.

2. Retirement – Educational Administrator

RECOMMENDATION: That the Board of Trustees grant retirement emeritus status to Dr. Kathryn Jeffery, Vice President for Student Services, Columbia College, effective March 9, 2004 and commend her for 10 years of valuable service to the District.

3. Probationary Appointment - Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Jean Volz, Permit Processing Technician II (75%), Child Development Training Consortium, Family & Consumer Science, Modesto Junior College, effective December 15, 2003, contingent upon funding.

4. Probationary Appointment - Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Ofelia Gomez, Permit Processing Technician III, Child Development Training Consortium, Family & Consumer Science, Modesto Junior College, effective December 15, 2003, contingent upon funding.

5. Probationary Appointment - Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Annie Francisco, Financial Aid Technician I, Financial Aid/Scholarships, Modesto Junior College, effective January 5, 2004, contingent upon funding.

6. Probationary Appointment - Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Patricia Kinley, Library Media Technician II, Columbia College, effective December 11, 2003.

II. ACTION ITEMS

B. Personnel Items

7. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Carol Ellis to Admissions & Records Technician II, Student Services, Modesto Junior College, effective January 5, 2004.

8. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Sharin Barnes to Support Staff II, Child Development Training Consortium, Family & Consumer Science, Modesto Junior College, effective January 5, 2004, contingent upon funding.

9. Probationary Appointment - Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Jennifer Duarte to Outreach Recruiter, Financial Aid, Modesto Junior College, effective January 5, 2004, contingent upon funding.

10. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Barbara Wall to Financial Aid Technician I, Financial Aid, Modesto Junior College, effective January 20, 2004, contingent upon funding.

11. Appointment – Classified Management

RECOMMENDATION: That the Board of Trustees approve the classified management appointment of Coni Chavez, Administrative Assistant to the President, Columbia College, effective December 15, 2003.

12. Appointment - Classified (Contract) Management

RECOMMENDATION: That the Board of Trustees approve the appointment of Deborah Parr Noblitt, Child Development Training Consortium Project Manager, Family & Consumer Science, Modesto Junior College, effective December 22, 2003, contingent upon funding.

II. ACTION ITEMS

B. Personnel Items

13. Appointment - Classified Management

RECOMMENDATION: That the Board of Trustees approve the appointment of Cindy Lovett to the position of Child Development Training Consortium Project Manager, Family & Consumer Science, Modesto Junior College, effective December 22, 2003, contingent upon funding.

14. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Laura Hurst to Support Staff II, Early College Programs, Modesto Junior College, effective January 13, 2004, contingent upon funding.

15. Interim Appointment – Academic

RECOMMENDATION: That the Board of Trustees approve the interim full-time academic appointment of Heidi Meyer, Math Instructor, Columbia College for the Spring 2004 semester only.

16. Interim Appointment – Educational Administrator

RECOMMENDATION: That the Board of Trustees approve the administrative appointment (interim) of Dr. Judith Redwine to the position of Vice President for Student Services, Columbia College, effective January 12, 2004 for a period not to exceed one year.

17. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Heather Gillis, Instructional Assistant II, Academic Achievement Center at Columbia College. The appointment will be for 9 months per year at 19 hours per week, effective January 8, 2004.

18. Increase in Assignment – Classified

RECOMMENDATION: That the Board of Trustees approve the increase in assignment from 70% to 100% for Prasad Mathai, Lab Assistant I, Computer Lab, Learning Resources, Modesto Junior College, effective May 1, 2004.

II. ACTION ITEMS

B. Personnel Items

19. ☆Short-Term Appointee List

Recently adopted state law (AB500-Goldberg) pertaining to the employment of short-term employees provides that the governing board, at a regularly scheduled Board meeting, shall specify the service to be performed and certify the ending date of service. The attached list of short-term appointees is intended to bring the District into compliance with AB500. Subsequent lists of short-term appointees will be submitted for Board approval on a monthly basis.

RECOMMENDATION: That the Board of Trustees approve the list of short-term appointees.

II. ACTION ITEMS

C. Discussion Items

1. 2002-2003 Audit Report

The auditing firm of Matson and Isom has completed the 2002-2003 audit of the District's fiscal operations. The audit report and financial statements have been prepared using the guidelines of a newly required reporting model for public colleges and universities 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 for the purpose of introducing the new reporting model and 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 2002-2003 audit report and authorize its filing with the appropriate state agency in accordance with Education Code Section 84040.

2. ☆Sabbatical Leaves – 2004-2005

The Columbia College and MJC Sabbatical Leave Committees have submitted their recommendations regarding 2004-2005 sabbatical leave recipients. The Committees' recommendations have been reviewed and approved by the college presidents.

Applicable Education Code sections require that employees who are granted sabbatical leaves either post a bond in an amount equal to the salary received during the period of the leave, or enter into an agreement with the Board of Trustees for the proportional repayment of the amount received during the leave if service is not provided to the District in an amount twice the length of the leave. (A copy of Resolution No. 03-04/10 is attached.)

RECOMMENDATION: That the Board of Trustees approve 2004-2005 sabbatical leaves for the following YCCD academic employees:

Academic Year 2004-2005

Laura Paull - MJC
William H. Wilson - CC

Fall Semester 2004

Michael Strangio - MJC
Robert Droual - MJC
Kim Manner - MJC
Ellen Stewart – CC

II. ACTION ITEMS

C. Discussion Items

3. ☆Board Bylaws/Policy 5570 – Second Reading

This is the second and final reading of YCCD Board Policy 5570 (Student Credit Card Solicitations) to regulate marketing practices used on campuses by credit card companies. The Community College League of California has identified this policy as being legally required. A first reading was conducted in December. When the policy is approved, administrative staff will implement procedures for carrying out the Board's adopted policy.

RECOMMENDATION: That the Board of Trustees conduct a second reading and approve Board Policy 5570.

4. CCCT Board Election – 2004

From January 1 through February 15, nominations for membership on the California Community College Trustees (CCCT) board will be accepted in the League Office. Nominations are to be made by a member district board of trustees, and each district may nominate only members of its board. 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.

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. NEXT MEETING

- A. The next regular meeting of the Board of Trustees will be held on Wednesday, February 11. The meeting will be called to order at 3:30 p.m. in the YCCD Board Room and then recess to closed session in Conference Room B. Open session will reconvene at 5:30 p.m. in the YCCD Board Room.