

**AGENDA**  
**YOSEMITE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**  
**FOUR HUNDRED SEVENTY-NINTH REGULAR MEETING**  
**JANUARY 12, 2005**

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

**CLOSED SESSION AGENDA:**

- Discussion:
1. Pursuant to G. C. Section 54957  
Discipline/Dismissal/Release/Appointment  
Chancellor Search Update  
Columbia College President's Contract Extension
  2. Pursuant to G. C. Section 54956.9(b)  
Significant Exposure to Litigation: Four cases  
Kevin Tillery Hearing
  3. Pursuant to G. C. Section 54957.6 - Conference with Labor Negotiations  
District Representatives: J. Williams, T. Scott, D. Wirth, G. Railey  
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.**

Pledge of Allegiance to the Flag

Report out from Closed Session (if any)

Approval of the Minutes

RECOMMENDATION: That the Board of Trustees approve the minutes of the regular meeting of December 8, 2004.

**I. REPORTS AND INFORMATION ITEMS**

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

## I. REPORTS AND INFORMATION ITEMS

### C. Activities and Announcements

#### 1. Conference on Teen-Parent Conflicts Hosted at Columbia College

Columbia College will host a free community conference on January 29, 2005. The conference is intended to improve teen-parent relationships and is a collaboration of several community support organizations: Columbia College Foster and Kinship Care Education, Tuolumne County Probation Department, Raising Healthy Families, Tuolumne County Department of Social Services/Child Welfare Services, and Mountain Women's Resource Center.

#### 2. William Walter Native American Display at Columbia College

The William Walter collection of Native American artifacts will be on display in the Columbia College Rotunda through January 26, 2005. The artifacts were collected by Walter during the years that he worked as a trader in the Southwest and was donated to the Columbia College Foundation over 30 years ago.

#### 3. MJC to Host Symposium on the Teaching and Learning Cycle: Student Learning Outcomes

Modesto Junior College will host a workshop on the Teaching and Learning Cycle for faculty and interested administrators, staff and Trustees on Saturday, January 22, 2005, in the Student Center on East Campus. The seminar will be facilitated by the Research & Planning (RP) Group and there is no charge for the event, however, seating is limited and reservations are required. Anyone interested in participating should contact Professor Michael Sundquist at 575-6444.

#### 4. MJC's Medical Assisting Program Commended

The Medical Assisting Program, in the Allied Health Division, recently participated in an Accreditation site visit. MJC's program received commendation for being of the highest quality and for having an exceptional program director. The national Medical Assisting Accrediting Agency Team indicated that MJC's program was one of the most efficiently managed and educationally effective they had visited. During the exit interview, Shirley Buzbee, Martha Lee and the Allied Health divisional support staff were praised for the quality and quantity of their work. The team seemed amazed that such a small unit could produce the quality of program they had seen. Some recommendations for improvements were also included. Congratulations to all the employees involved in the MJC Medical Assisting Program!

**I. REPORTS AND INFORMATION ITEMS**

**C. Activities and Announcements**

5. Black History Month Luncheon at MJC

The MJC/YCCD chapter of the American Association for Women in Community Colleges (AAWCC) will hold its annual Black History Month Luncheon on Thursday, February 3, 2005, 12 noon, in the MJC Student Center on East Campus. The program will include music by MJC's Gary Fair, a guest speaker, and a display that highlights Black inventors. The event is open to the campus and the public. Tickets are \$13 for AAWCC members and \$15 for non-members.

6. MJC to Host Martin Luther King, Jr. Commemoration

Modesto Junior College will again co-sponsor the Martin Luther King, Jr. Commemoration on Saturday, January 22, 2005, which will feature actor and activist Mike Farrell as the keynote speaker. The free program will begin at 7 p.m. in the MJC Auditorium. Mike Farrell, most famous for his part as Captain B.J. Hunnicutt in the TV-series M\*A\*S\*H, will speak on "That Divine Spark," focusing on his opposition to the death penalty. Please join us for this free community event.

7. YCCD Staff Recognition Dinner

The annual Staff Recognition Dinner will be held April 15, 2005, at the DoubleTree Hotel in Modesto. Please save this date and help us celebrate our many wonderful colleagues who will be retiring or celebrating 25 years of service to YCCD. Please be on the lookout for upcoming announcements regarding this event.

8. YCCD Tsunami Relief Effort

In recognition of the horrific international tragedy brought on by the recent tsunami disaster, the Yosemite Community College District is supporting the relief effort by accepting cash donations through January 31st. Contributions may be submitted to the MJC Foundation. Please indicate that the donation is for the American Red Cross tsunami relief effort. After January 31st the Foundation will issue one check payable to the American Red Cross, Stanislaus Chapter. Educational presentations about this catastrophic event are being planned at both colleges. More details about these presentations will be announced.

**I. REPORTS AND INFORMATION ITEMS**

D. Presentations/Updates

1. CampusWorks and Datatel Update

Datatel, CampusWorks and YCCD IT staff members will give the Board of Trustees a brief progress report on efforts to solve our software problems.

2. ☆Bond Update/Timeline

YCCD staff will explain next steps regarding the YCCD bond project including Board adoption of resolutions certifying election results and establishing a Citizens' Oversight Committee, establishing a final project list from the YCCD Facilities Master Plan list of projects, the timing and sequencing of selected projects, the types of professional services contracts that have been/will be completed, bond issuance/funding scenarios and time to construction. A tentative timeline and brief description is included. Also, Greg Blonde, bond counsel from Stradling, Yocca, Carlson & Rauth and Robert Barna, our financial underwriter from Citigroup will be available to answer questions about the next steps.

3. Citigroup Presentation

During the summer of 2003 a decision was made by the Chancellor to select one banking firm to serve as the bond underwriter pending passage of Measure E. Three Bankers were interviewed during the summer of 2003 and Citigroup was selected.

Mr. Robert Barna, Director of the Public Finance Department, Municipal Securities Division will present an overview of Citigroup and the firm's experience with General Obligation Bonds in California.

4. Grant Development Update

During the 2003-2004 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.

5. MJC's Faculty Summer Institute

For the past two years, Modesto Junior College has held a Summer Institute for approximately forty faculty, in department teams of three or four, to learn about and design student learning outcomes. Michael Sundquist, Professor of Theatre and the faculty leader of the Summer Institutes will present a PowerPoint overview of the program, his impressions and some of the results.

**II. ACTION ITEMS**

A. Consent Agenda

1. ☆Purchase Orders

RECOMMENDATION: That the Board of Trustees approve the purchase orders issued from November 1, 2004 through November 30, 2004.

2. Acceptance of Gifts

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

- a. A donation of \$1,200 from Bank of the West, to be used for the awards and an outstanding Dessert Awards Ceremony for the Sectional FFA Project Competition for the MJC Young Farmers at Modesto Junior College.
- b. A donation of \$600 from McGraw-Hill Irwin, to be used to purchase equipment for the Business, Behavioral & Social Sciences Division at Modesto Junior College.
- c. A donation of \$500 from Jim Poore, to be used for the Voss-Berryhill Scholarship luncheon for the MJC Young Farmers at Modesto Junior College.
- d. A milling machine from Parker Hannifin Corporation – Racor Division to be used in the Technical Education Department at Modesto Junior College.
- e. A cylinder head checking station from Preferred Parts Company to be used in the Automotive Technology program at Modesto Junior College.

## II. ACTION ITEMS

### A. Consent Agenda

#### 3. Nonresident Tuition Fee

The Board of Trustees is required to establish annually a nonresident student tuition fee for the succeeding year. The 2004-2005 nonresident student tuition fee is \$149. The 2005-2006 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 2005-2006 nonresident student tuition fee of \$151, consistent with the statewide average.

## II. ACTION ITEMS

### B. Personnel Items

1. Columbia College President's Salary

**Report Out** - The Board of Trustees voted unanimously in their special closed session meeting of December 8, 2004, to approve extending Dr. Jim Riggs' contract as President of Columbia College through June 30, 2008.

It is necessary for the Board of Trustees to formally adopt this salary in the public session.

RECOMMENDATION: That the Board of Trustees approve the salary for the President of Columbia College at \$146,005 annually, retroactive to July 1, 2004.

2. Appointment – Educational Administrator

RECOMMENDATION: That the Board of Trustees approve the appointment of **John Martinez** to the position of Dean of Special Programs, Student Services, Modesto Junior College, effective January 3, 2005.

3. Appointment – Educational Administrator

RECOMMENDATION: That the Board of Trustees approve the appointment of **Carolyn Buck** to the position of Dean of Learning Support Services, Columbia College, effective February 1, 2005.

4. Appointment – Educational Administrator

RECOMMENDATION: That the Board of Trustees approve the appointment of **Kathleen Silva** to the position of Director of College Research and Planning, President's Office, Modesto Junior College, effective January 3, 2005.

5. Appointment – Academic

RECOMMENDATION: That the Board of Trustees approve the appointment of **Douglas Smucker** to the temporary position of Instructor of Mathematics, Columbia College, effective January 6, 2005 to April 30, 2005.

## II. ACTION ITEMS

### B. Personnel Items

6. Interim Appointment of Educational Administrator

RECOMMENDATION: That the Board of Trustees approve the administrative appointment (interim) of **Gina Rose** to the position of Dean of Instructional Services, Modesto Junior College, effective December 15, 2004.

7. Increase in Assignment

RECOMMENDATION: That the Board of Trustees approve an increase in assignment for **David Chesnut**, Program Representative III, from 50% to 62.5%, effective January 3, 2005 through June 30, 2005.

8. Lateral Transfer – Academic

RECOMMENDATION: That the Board of Trustees approve the lateral transfer of **Guy Van Cleave**, Instructor of Biology at Modesto Junior College to Instructor of Biology at Columbia College, effective August 29, 2005.

9. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of **Linda Ailor** to Administrative Secretary, Instruction Office, Modesto Junior College, effective December 13, 2004.

10. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of **Asia Keil**, Food Service Specialist – 60%, Columbia College, effective December 13, 2004.

11. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of **Tammie Miles**, Campus Security Officer I – 40%, Columbia College, effective January 15, 2005.



## II. ACTION ITEMS

### B. Personnel Items

12. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of **Dean Zaharias**, Cook/Baker – 80%, Columbia College, effective December 13, 2004.

13. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of **Angela Vizcarra** to Secretary II, Community Education, Modesto Junior College, effective January 3, 2005, contingent upon funding.

14. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of **Veronica Parra** to General Clerk (47.5%), Student Success/Tutoring, Modesto Junior College, effective December 17, 2004 (10 month work year).

15. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of **Michelle Vidaurri**, Financial Aid Technician I, Columbia College, effective January 1, 2005.

16. Promotional Appointment – Classified (Confidential) Management

RECOMMENDATION: That the Board of Trustees approve the promotional appointment of **Shelley Akiona** to the position of Administrative Assistant, Office of the Chancellor, Yosemite Community College District, effective January 3, 2005.

17. Promotional Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the promotional appointment of **Shemiram Warda** to Administrative Secretary, Workforce Development, Modesto Junior College, effective January 3, 2005.

## II. ACTION ITEMS

### B. Personnel Items

18. Promotional Appointment – Maintenance III/Painter

RECOMMENDATION: That the Board of Trustees approve the promotional appointment of **Jerry Jones**, Maintenance III/Painter, YCCD Facilities Planning & Operations, effective January 1, 2005.

19. Resignation - Academic

RECOMMENDATION: That the Board of Trustees accept the resignation of **Pamela J. Johnson**, Instructor of Physical Education/Women's Basketball Coach, Physical, Recreation & Health Education, Modesto Junior College, effective January 2, 2005.

20. Resignation - Classified

RECOMMENDATION: That the Board of Trustees accept the resignation of **Layla Yousif**, Program Representative II, TRIO/ETS, Student Services, Modesto Junior College, effective December 31, 2004.

21. Temporary Reduction in Assignment – Classified

RECOMMENDATION: That the Board of Trustees approve a temporary reduction in assignment for **Nadia Vartan**, Software/Network Analyst, Information Technology, YCCD, from 40 hours per week to 30 hours per week, for the period of January 1 to December 31, 2005.

22. Voluntary Reduction of Assignment – Classified

RECOMMENDATION: That the Board of Trustees approve the voluntary reductions in assignment for **Karin Rodts**, Laboratory Assistant I – DSPS, Columbia College:

- a. From 40 hours per week (100%) to 36 hours per week (90%) effective January 10 to January 14, 2005 and
- b. From 36 hours per week (90%) to 34.5 hours per week (86.25%) effective January 17 to April 29, 2005.

## II. ACTION ITEMS

### B. Personnel Items

#### 23. ☆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. 2003-2004 Audit Report

The auditing firm of Matson and Isom has completed the 2003-2004 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 2003-2004 audit report and authorize its filing with the appropriate State agency in accordance with Education Code Section 84040.

## II. ACTION ITEMS

### C. Discussion Items

#### 2. Columbia College Student Equity Plan

The Columbia College Student Equity Plan was developed in 1993 at the request of the State Chancellor's Office. At that time each of the California community colleges were asked to set goals in the areas of: Access, Course Completion, ESL and Basic Skills, Degree and Certificate Completion and Transfer. These areas have been determined to be indicators of success for the community colleges.

In 2003, the Chancellor's Office asked the College to revisit the 1993 goals for each success indicator, analyze the results and develop a new Student Equity Plan with revised goals. The date the information is due to the State Chancellor's Office is January 31, 2005. Dr. Riggs will provide the following information to the Board of Trustees:

- Goals from the 1993 Columbia College plan, the results and a brief discussion of the results.
- 2005 Student Equity Plan with goals for each success indicator, activities related to each, the budget needed to support these activities, and the evaluation schedule and process.
- Abstracts of campus-based research related to equity.

RECOMMENDATION: That the Board of Trustees:

- a. Accept the results of the 1993 Student Equity Plan.
- b. Approve the 2005 Student Equity Plan.

#### 3. CCCT Board Election – 2005

From January 1 through February 15, 2005, 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.

## II. ACTION ITEMS

### C. Discussion Items

#### 4. ☆Resolution to Certify General Obligation Bond Election Results

The results of the November 2, 2004 General Obligation Bond (Measure E) election have been certified by each county's board of supervisors. The final official count is that Measure E passed with 60.84% "yes" votes. Below are the vote counts and percentages for each county in YCCD's service area.

<u>MEASURE E RESULTS</u>	<u>Yes</u>	<u>No</u>	<u>% Pass</u>
Stanislaus County	84,403	50,388	62.62
Calaveras County	5,354	4,097	56.65
Tuolumne County	14,048	10,928	56.25
Merced County	2,390	2,131	52.86
San Joaquin County	3,120	2,797	52.73
<u>Santa Clara County</u>	<u>3</u>	<u>17</u>	<u>15.00</u>
<u>DISTRICT-WIDE TOTALS</u>	<u>109,318</u>	<u>70,358</u>	<u>60.84</u>

RECOMMENDATION: That the Board of Trustees adopt Resolution No. 04-05/04 stating the Board's certification of the November 2, 2004 General Obligation Bond Election results.

#### 5. ☆Resolution to Establish a Citizens' Bond Oversight Committee, Approve its Bylaws and the Selection Process

As required by California Education Code Section 15278-15282, the Board of Trustees must establish and appoint members to an independent Citizens' Oversight Committee within 60 days of the date that the Board enters the election results in its minutes. The Resolution and Bylaws have been developed by Bond Counsel and are consistent with established laws and regulations pertaining to the purposes, duties and structure of the committee. The proposed selection process will include an application due by February 18, 2005, review of applications by the Chancellor, Committee Member recommendation by the Chancellor to the Board and Committee Member appointment by majority vote of the Board at the March 9, 2005 Board of Trustees meeting.

RECOMMENDATION: That the Board of Trustees adopt Resolution No. 04-05/05 establishing a Citizens' Bond Oversight Committee and approving its Bylaws and selection process.

### 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**

- A. The next regular meeting of the Board of Trustees will be held on Wednesday, February 9, 2005. Closed session will begin at 3:30 p.m. and open session at 5:30 p.m. at YCCD Board Room, 2201 Blue Gum Avenue, Modesto.