

AGENDA
SPECIAL MEETING
YOSEMITE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES
MARCH 17, 2004

5:30 P.M. Open Session - Call to Order in YCCD Board Room; adjourn to closed session.

CLOSED SESSION AGENDA:

Discussion: 1. Pursuant to G. C. Section 54957 - Public Employee Retirement
Title: Chancellor

6:30 P.M. – Reconvene to open session – YCCD Board Room

Pledge of Allegiance to the Flag

Report out from Closed Session (if any)

I. ACTION ITEMS

A. Chancellor Search Process

Upon the acceptance of Chancellor Pamila Fisher's notice of retirement, the Board of Trustees will need to hire a search consulting firm to conduct a national search for her replacement. Based on YCCD's previous positive experiences with the Association of Community College Trustees (ACCT), and their reputation nationally, ACCT is recommended for that role.

Once the specific consultant is identified, he or she would conduct public and private forums in order to develop the search announcement and begin the process. There would be opportunity for public input and the search committee will include representatives of staff and students. The final selection will be made by the Board of Trustees.

RECOMMENDATION: That the Board of Trustees approve contracting with ACCT for the purpose of conducting a national search for the position of Chancellor of the Yosemite Community College District.

B. Central Services Reorganization

In the meeting of the Board of Trustees on March 10, a reorganization within Human Resources, Educational Services, and the Chancellor's Office was proposed (see attachment). The three CSEA positions have since been deleted from the proposal based on CSEA's disapproval. The plan calls for reducing 14 management positions to 7 new positions. No staff would lose their job. The savings would be approximately \$500,000 annually even after 1-2 anticipated new positions are developed.

RECOMMENDATION: That the Board of Trustees approve the reorganization plan for Human Resources, Educational Services, and the Chancellor's Office.

II. ACTION ITEMS

B. Personnel Items

14. Reorganization: Central Services

Administrative Procedure 4204 (Procedure for Organizational Change) permits the elimination of existing job classifications, the creation of new job classifications and the direct appointment of qualified staff as part of a reorganization plan. With the retirements of the Vice Chancellor for Human Resources and the Vice Chancellor for Educational Services, as well as other retirements, at the end of this academic year, an opportunity exists for reorganization of many Central Services functions resulting in significant cost savings.

The following staff changes are proposed in the spirit of streamlining administrative costs in light of our current fiscal situation. No staff layoffs are involved but three currently vacant positions will remain so for now (Support Staff II, Support Staff III, and Secretary II). Three of the proposed changes are promotions for CSEA members and CSEA has been consulted about them. If CSEA chooses not to support these three changes, then the proposed new positions will be opened and filled competitively as opposed to a direct appointment.

The effective date of specific staff changes will vary dependent upon actual retirement dates and completion of search procedures where necessary. It is anticipated that projected implementation dates will range from April 1 to September 1, 2004.

Staff designated for changes in job classification will incur significant changes in responsibility as a result of this plan. In fact, this plan represents about a 40% reduction in staffing. Once this plan is implemented, it will be necessary to evaluate it and determine what, if any modifications or additions need to be made. However, given our current fiscal challenges, this reorganization is recommended to the Board of Trustees as its annual savings will be approximately \$600,000.

RECOMMENDATION: That the Board of Trustees:

- A. Eliminate the following administrative and classified positions:
1. Vice Chancellor for Educational Services
 2. Vice Chancellor for Human Resources
 3. Administrative Assistant (Educational Services) - mgmt. salary range 19
 4. Administrative Assistant (Human Resources) - mgmt. salary range 19
 5. Administrative Assistant to the Chancellor - mgmt. salary range 24
 6. Executive Secretary (Vice Chancellor) - mgmt. salary range 15
 7. Executive Secretary, Office of the Chancellor - mgmt. salary range 17
 8. Director of Human Resources - mgmt. salary range 32
 9. Human Resources Supervisor - mgmt. salary range 22
 10. Human Resources Technician - mgmt. salary range 12
 11. Human Resources Assistant - classified salary range 19
 12. Director of Research and Planning - mgmt. salary range 32
 13. Research Analyst - classified salary range 28
 14. Research Technician III - classified salary range 23

II. ACTION ITEMS

B. Personnel Items

14. Reorganization: Central Services (continued)

B. Create the following new positions:

1. Vice Chancellor for Educational and Human Resources
2. Administrative Assistant (Educational & Human Resources)-mgmt. salary range 19
3. Executive Assistant to the Chancellor - mgmt. salary range 28
4. Assistant to the Chancellor - mgmt. salary range 19
5. Director of Human Resources - mgmt. salary range 38
6. Assistant to the Director of Human Resources - mgmt. salary range 17
7. Human Resources Technician III - mgmt. salary range 17
8. Human Resources Technician I - mgmt. salary range 13
9. Research Manager - mgmt. salary range 24
10. Research Coordinator - classified salary range 26

C. Approve the following appointments:

1. Elisa Osnaya - Executive Assistant to the Chancellor (classified/confidential/mgmt)
2. Carrie Sampson - Assistant to the Chancellor (classified/confidential/mgmt)
3. Venesse Metcalf - Director of Human Resources (classified management)
4. Shelley Akiona - Assist. to the Dir. of Human Resources (class/confident/mgmt)
5. Erika Hatfield - Human Resources Technician III (class/confidential/mgmt)
6. Peggy Freitas - Human Resources Technician I (class/confidential/mgmt)
7. Shawna Cramton - Research Manager (classified management)
8. Karlha Arias - Research Coordinator (classified)