

AGENDA
YOSEMITE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES
FOUR HUNDRED SIXTY-NINTH REGULAR MEETING
MARCH 10, 2004

3:30 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
Discipline/Dismissal/Release
 2. Pursuant to G. C. 54957.6 – Conference with Labor Negotiations
District representatives: P. Fisher, T. Scott, V. Metcalf
Employee organization: CSEA
 3. Pursuant to G. C. 54956.8 – Real Property
Property: Grange Property
District negotiators: P. Fisher, M. Baker
Negotiation parties: Wesenberg Development Services
Under negotiation: Donation of property
 4. Pursuant to G. C. 54956.9 – Litigation
Case: ACE v. YCCD, No. F042272
Case: Carl v. Coast CCD, et al, No. 02CC18921
Case: Ortega v. YCCD, No. 341681
Case: Hearing concerning intended faculty termination
Case: Hearing concerning intended faculty termination

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 February 11, 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. Hispanic Education Conference

MJC will host the 20th Annual Hispanic Education Conference on Saturday, March 27, on East Campus. This career conference for high school students features over 45 different career and education workshops led by Hispanic professionals, representing a variety of occupations and career choices. MJC co-sponsors this free event with the Hispanic Leadership Council. The event attracts an attendance of over 1,000 youth each year.

2. Asian Awareness Day

MJC will host the 4th Annual Asian Awareness Day on Thursday, March 25, from 10 a.m. to 2 p.m., on the East Campus Quad. The free event will feature music, dancing, martial arts demonstrations, displays, and food samplings that represent the rich diversity of Asian cultures, including the unique cultures of China, Japan, India, Viet Nam, Cambodia, Korea, Taiwan, and Tibet.

3. Columbia College Occupational Olympics

The 17th Annual Tuolumne/Calaveras Occupational Olympics will be hosted for local high schools on March 18 on the Columbia College campus. More than 250 vocational education students will participate in many categories, including automotive technology, CAD/drafting technology, child development, computer business applications, cosmetology, floral design, food services, law enforcement, photojournalism, and welding technology.

4. MJC 51st Annual Future Farmers of America Field Day

MJC will host its 51st Annual FFA Field Day on Saturday, March 27, 2004. The contests will begin at 7:30 a.m. on both East and West Campuses of MJC. The event attracts over 1,000 high school students from over 90 high schools across the State of California that compete in 19 agriculture-related contests. An awards ceremony will be held at 3:30 p.m. in the MJC Gymnasium on East Campus.

5. The Mystical Arts of Tibet

Eleven Tibetan Buddhist monks from the Drepung Loesling Monastery will visit MJC to construct a mandala sand painting March 24-27 in the MJC Art Gallery, present a Distinguished Lecture at 7 p.m. on Thursday, March 25, in the Auditorium, and perform at 7:30 p.m. on Friday, March 26, in the Auditorium. Also on display in the Art Gallery will be an exhibit of photos of Tibet and handmade Tibetan masks. The Friday performance will feature the monk's famed multiphonic singing, colorful costumed dances and the playing of traditional temple instruments. Tickets for the performance are \$25 for preferred seating, \$15 general, and \$5 for MJC students with an I.D. card. The lecture, opening and closing ceremonies, and viewing of the sand mandala construction are all open to the public and free of charge.

I. REPORTS AND INFORMATION ITEMS

C. Activities and Announcements

6. Faculty Members Honored

Congratulations go to Sam Pierstorff, professor of English at MJC, and Dr. Paula Clarke, professor of anthropology and sociology at Columbia College, who have been named to the *Who's Who Among America's Teachers, 2004*, which recognizes the top 5% of educators in the country.

7. MJC Math Competition

The MJC Math Team recently competed in the AMATYC Student Mathematics League competition and ranked 24th among the top 40 teams for all regions in the U.S. One MJC student was ranked 8th for all regions. Congratulations to Dr. Xiang-Dong Ye, MJC Math Professor and Math Team Advisor, and his students for doing an excellent job!

8. MJC Student Welcome Day & Spring Fling!

The annual Spring Fling will be held on Saturday, April 3, on East Campus. Over 1,200 area high school seniors are expected to participate at this all-day event, which is coordinated by the Student Welcome Center/Student Outreach staff. This combination of college orientation and campus open house will include assessment testing, workshops, an information fair, entertainment, and BBQ lunch provided by ASMJC. Although the event is free and onsite registration is available, seniors are encouraged to fill out a college application and pre-register for the event.

9. Modesto Junior College Students Selected for the 2004 Phi Theta Kappa All-California Academic Team 2

Andrea Cerritos and Rudolf Psenicnik have been selected for this prestigious award and invited to a luncheon on April 1st in Sacramento in honor of the All-California Academic team winners. The MJC Beta Mu Theta Chapter of Phi Theta Kappa, an international honor society for two-year colleges, was chartered last fall and is MJC's newest honor society on campus. The Community College Foundation and Phi Theta Kappa co-sponsor this important, annual program to honor California's outstanding community college students.

10. Spring 2004 Career/Job Faire at Columbia College

Students will have the opportunity to get a glimpse into the local employment market at Columbia College's Spring 2004 Career/Job Faire on March 18 from 10 a.m. to 1 p.m. on the grounds of the Manzanita Building. Local representatives from banking, medical and health care, automotive technology, tourism, food service, child care, and other businesses will be on hand to provide information.

I. REPORTS AND INFORMATION ITEMS

C. Activities and Announcements

11. 14th Annual Hall of Fame – Columbia College Foundation

The Columbia College Foundation will host its 14th Annual Hall of Fame Dinner on April 7, 2004, at the college in the Manzanita Rotunda. A wine and cheese reception will start at 6 p.m., followed by the dinner and ceremony at 7 p.m. Food will be prepared by the College's Culinary and Pastry Arts students. Tickets are \$45 per person and can be obtained through the President's Office at 588-5115.

12. Multi-Cultural Earth Day Festivities at Columbia College

The Student Government and Environmental Club of Columbia College will team up in co-hosting the Multi-Cultural Earth Day on April 14 from 10 a.m. to 3 p.m. at the lakeside patio area, next to the Manzanita Building. Festivities are free to the public and will include live music, dancing, displays, and exhibits.

I. REPORTS AND INFORMATION ITEMS

D. Presentations/Updates

1. State Budget Update

Fortunately for us at YCCD, voters passed Propositions 57 and 58 on March 2. State and local leaders now are in the process of determining the implications for community colleges. It also appears that Proposition 55 narrowly squeaked by, thus providing funds for the MJC Auditorium remodel and expansion. Staff will present the latest available information at the meeting.

2. Hate Crimes Update

Recently a number of hate incidents have been reported at MJC involving the defacing and destruction of flyers, announcements and displays. We are reminding individuals on our campuses that specific standards of behavior apply that, if compromised, can lead to disciplinary actions such as removal, suspension or expulsion. President Williams will report on the specific incidents at MJC that have occurred recently and the steps that have been taken and that will be pursued to alleviate concerns in the future.

3. MJC Learning Communities Initiative

MJC is expanding its Learning Communities with new options for the 2004 Fall Semester. Learning communities are pairs or clusters of courses that revolve around a theme or major and students enroll in learning community courses as a package. By enrolling in a learning community, students make connections between subjects and courses, and gain critical thinking skills. Instructors teaching the learning communities classes work together to highlight connections between the different subjects. Annaliese Hausler-Akpovi and a Learning Community student will give a brief presentation.

II. ACTION ITEMS

A. Consent Agenda

1. ☆Purchase Orders

RECOMMENDATION: That the Board of Trustees approve the purchase orders issued from January 1, 2004 through January 31, 2004.

2. Acceptance of Gifts

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

- a. A greenhouse humidifier from Charles Tieman to be used for the commercial greenhouse in the Ag and Environmental Sciences Division at Modesto Junior College.
- b. Two milling machines from E & J Gallo Winery to be used for the Machine Tool Technology Program in the Technical Education Department of Modesto Junior College.
- c. Stacking chairs, tables, file cabinet, book shelves, and desk chairs from Andon College to be used for the Great Valley Museum in the Science, Math & Engineering Division at Modesto Junior College.

3. Special Appointment – Railey

RECOMMENDATION: That the Board of Trustees approve the appointment of George Railey, Dean of Arts & Sciences at Columbia College, to serve as the representative for the Central Valley Conference athletic directors, in a review of the athletic programs at Fresno City College and West Hills College scheduled for May 2004.

4. ☆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. Foster Farms Work Keys Assessment – MJC
Submitted to Foster Farms
Agency share: Up to \$330; Proposer share: \$0

II. ACTION ITEMS

A. Consent Agenda

4. ☆Project Applications/Amendments (continued)
 - b. Health Services Agency NOW II Training
Submitted to Health Services Agency
Agency share: up to \$3,000; Proposer share: \$0
 - c. Innovative Practice, Building and Trades Industry
Sector – MJC
Submitted to California Department of Education
Agency share: \$53,097; Proposer share: \$0
 - d. Week of the Young Child – MJC
Submitted to Wells Fargo Bank
Agency share: \$5,000; Proposer share: \$0

II. ACTION ITEMS

B. Personnel Items

1. Retirement – Educational Administrator

RECOMMENDATION: That the Board of Trustees grant retirement emeritus status to Juan Alvarez, Dean of Student Services, Counseling, Modesto Junior College, effective June 30, 2004 and officially commend him for 33 years of valuable service to the District (STRS Golden Handshake).

2. Retirement – Educational Administrator

RECOMMENDATION: That the Board of Trustees grant retirement emeritus status to Richard Peralta, Vice Chancellor, Human Resources, YCCD, effective June 1, 2004, and commend him for 28 years of valuable service to the District.

3. Retirement – Classified Management

RECOMMENDATION: That the Board of Trustees grant retirement status to Judy Schmidt, Administrative Assistant to the Vice Chancellor, Human Resources, effective June 1, 2004 and officially commend her for 36.5 years of valuable service to the District (PERS Golden Handshake).

4. Retirement – Classified Management

RECOMMENDATION: That the Board of Trustees grant retirement status to Lester Gregory, Accountant, YCCD, effective July 31, 2004, and officially commend him for 23.5 years of valuable service to the district (PERS Golden Handshake).

5. Retirement – Classified Management

RECOMMENDATION: That the Board of Trustees grant retirement status to Judith Groetsema, Administrative Assistant to the Vice Chancellor, Fiscal Services, effective April 30, 2004 and officially commend her for 18.5 years of valuable service to the District (PERS Golden Handshake).

6. Resignation – Classified

RECOMMENDATION: That the Board of Trustees accept the resignation of Calvin Robinson, Custodian, YCCD Facilities Operations, effective February 11, 2004.

II. ACTION ITEMS

B. Personnel Items

7. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Gloria Ramirez, Permit Processing Technician II, Child Development Training Consortium, Family & Consumer Sciences, Modesto Junior College, effective February 17, 2004, contingent upon funding.

8. Promotional Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the promotional appointment of Anna Durrer, Permit Processing Technician II, Child Development Training Consortium, Family & Consumer Sciences, Modesto Junior College, effective February 9, 2004, contingent upon funding.

9. Promotional Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the promotional appointment of Kimberly Baker, Permit Processing Technician III, Child Development Training Consortium, Family & Consumer Sciences, Modesto Junior College, effective February 9, 2004, contingent upon funding.

10. Voluntary Reduction of Assignment – Classified

RECOMMENDATION: That the Board of Trustees approve a voluntary reduction in assignment from 11 months to 10 months for Sarah Mesenhimer-Johnson, Laboratory Assistant III, Science, Math & Engineering, Modesto Junior College, effective 2003-04 academic year.

11. Temporary Increase - Classified

RECOMMENDATION: That the Board of Trustees approve a temporary increase in assignment from 10 months to 12 months and from 75% to 100% for Claudia Mery, Instructional Assistant, DSP&S CalWORKS LD Program, Modesto Junior College, effective July 1, 2004 to June 30, 2005.

II. ACTION ITEMS

B. Personnel Items

12. ☆Reduction in Force – Management

RECOMMENDATION: That the Board of Trustees approve Resolution No. 03-04/18, authorizing a reduction of the classified management position of Director of Agricultural Education and Tech Prep, Modesto Junior College, effective April 30, 2004, due to expiration of special funding and provide appropriate notice to affected staff.

13. ☆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 enclosed 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.

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 II, 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.

II. ACTION ITEMS

B. Personnel Items

14. Reorganization: Central Services (continued)

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

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)

II. ACTION ITEMS

C. Discussion Items

1. Foundation Audits

The CPA firm of Matson and Isom completed the audit reports of the financial statements and fiscal operations for the Modesto Junior College Foundation, the Columbia College Foundation, and the Great Valley Museum Foundation for the year ended June 30, 2003. Copies of the reports were previously forwarded to the Board of Trustees.

RECOMMENDATION: That the Board of Trustees review and accept the audit reports of the Modesto Junior College Foundation, the Columbia College Foundation, and the Great Valley Museum Foundation for the year ended June 30, 2003.

2. Facilities Master Plan Update

At the February Board of Trustees' meeting, the new YCCD Facilities Master Plan (FMP) was approved. Staff were asked to review certain items and to bring back any appropriate modifications at a later meeting. The issues identified by the Board at the February meeting will be addressed later this spring at a board meeting. At this time, trustees have requested an opportunity to provide additional input based on further review of the Plan. Suggestions received during this meeting will be further reviewed and incorporated in the final, edited Plan that will be brought back to the Board later this spring.

RECOMMENDATION: That the Board of Trustees provide additional input regarding the editing of the YCCD Facilities Master Plan.

3. Board Policies Update (Sections 1000-6000) – First Reading

The comprehensive YCCD Policy Manual Review process began in 1999 at the direction of the Board with the goal of revising, updating or deleting existing YCCD policies as appropriate. Upon completion of this task in 2001, the Community College League of California (CCLC) also produced a set of model policies and procedures that were either legally required for accreditation, legally advised or suggested as good practice. After the CCLC model policies were distributed, five YCCD Policy Manual Review Committees reconvened to compare and contrast the committee's original recommendations with the CCLC model policies.

II. ACTION ITEMS

C. Discussion Items

3. Board Policies Update (Sections 1000-6000) – First Reading (continued)

A master set of new policy recommendations (sections 1000-6000) developed by the five committees, which are made up of representatives from CSEA, YFA, both Academic Senates and administration, was previously provided to the Board. There are seven proposed policies that continue to be discussed and refined and therefore will be brought to the Board at a later date. The draft recommended policies are available online on the YCCD website (at <http://yccd.yosemite.cc.ca.us/Trustees/> - in the Chancellor/Board of Trustees section) for review. These policies and any suggested revisions for which there is consensus, will be brought back to the Board at a future Board meeting (in May or June) for a second reading and possible adoption.

RECOMMENDATION: That the Board of Trustees conduct a first reading of proposed revised policies in sections 1000-6000.

4. ☆CCCT Board of Directors Election – 2004

The voting period for the California Community College Trustees Board of Directors takes place between March 10 and April 25. There are 22 candidates for ten two-year vacancies on the Board. The candidates are listed on the attached sheet. Biographical sketches were distributed previously to trustees.

RECOMMENDATION: That the Board of Trustees each complete a ballot indicating their preferences for the CCCT Board of Directors. These ballots will be forwarded to the Chancellor for compilation and the completion of a single Board ballot.

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, April 14 at Columbia College. Closed session will begin at 4:00 p.m. and open session at 5:30 p.m.