

**AGENDA**  
**YOSEMITE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES**  
**FOUR HUNDRED FIFTY-FOURTH REGULAR MEETING**  
**NOVEMBER 13, 2002**

---

**3:00 P.M.** Tour of the Learning Resource Center construction site.

**4:00 P.M.** Call to Order - Fir 7

Recess to closed session

- Discussion:
1. Pursuant to G. C. Section 54957:
    - a. Public Employee Discipline/Dismissal/Release
    - b. Evaluation and review of contract for the Vice Chancellor of Human Resources
  2. Pursuant to G. C. 54956.9: Anticipated Litigation
  3. Pursuant to G. C. 54956.8: Real Property

**5:00 P.M.** – Reconvene to open session – Dogwood Forum

**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 each. Thirty (30) minutes shall be the maximum time allotment for public comment on any one subject regardless of the number of speakers.

**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 each. Fifteen (15) minutes shall be the maximum time allotment for public comment on any one subject regardless of the number of speakers.

Pledge of Allegiance to the Flag

Approval of the minutes of the first adjourned meeting of September 26, 2002 (Board Retreat) and the regular meeting of September 26, 2002 (in lieu of a meeting in October).

RECOMMENDATION: That the Board of Trustees approve the minutes of the first adjourned meeting of September 26, 2002 and the regular meeting of September 26, 2002.

**I. REPORTS AND INFORMATION ITEMS**

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

C. Activities and Announcements

1. Columbia College Academic Achievement Center

As part of the Excellence Initiative, this Center sponsors a "Faculty Presentation Series." The focus is on academic values within different disciplines. A brochure with the schedule and detailed information is available and students, staff, trustees and community members are welcome.

2. Columbia College Vocational Posters

Columbia's marketing campaign includes a series of career posters created by Doug Lau and Andy Maurer. These posters, using our students as models, will be on display at the Board meeting. They are used through counseling offices at feeder high schools as an outreach to promote some programs to prospective students.

3. Columbia College Technology Grant

A \$500,000 grant from the U. S. Department of Agriculture has been awarded to Columbia/YCCD to provide new technological links between Columbia, MJC, the Angels Camp Center, and the MiWok Rancherias. The grant is primarily for equipment and will make possible interactive instruction and meetings between these sites. Thanks are due to all who worked on this creative project.

4. Staff Recognition Dinner

Planning activities for this special event are underway. This year's celebration will take place on Friday, April 18, 2003. More details of the event will be provided at a later date.

5. MJC Disability Awareness Day

On October 11, 2002 the third annual Disability Awareness Day was held on MJC's East Campus sponsored by Disability Services. Twenty-six community organizations and MJC organizations participated in this successful event and shared their expertise with staff and students in the Student Center Rotunda. Their focus was to help people become more sensitive to individuals with disabilities. The day's activities included musical entertainment, sensitivity training, and a puppet show by KidsWorks.

6. MJC Musical Events

Trustees, staff, students and members of the public are encouraged to participate in the following MJC musical events:

- November 15 – Symphonic Band Concert, 7:30 p.m., MJC Auditorium
- November 17 – "Atomic Beats" Electronic Music Concert, 3:00 p.m., MJC Little Theatre
- November 20 – MJC Fall Vocal Jazz Concert, 7:00 p.m., Legend's Café
- November 23 – MJC Theatre presents "Into the Woods," 7:30 p.m., Music Recital Hall
- November 24 – MJC Theatre presents "Into the Woods," 3:00 p.m., Music Recital Hall
- November 26 – Community Orchestra Concern, 7:30 p.m., MJC Auditorium

D. Presentations/Updates

1. Columbia College "Middle College" Plans

Columbia College leadership has been studying, planning, and facilitating the initiative for a Middle College on campus. In the process, they have learned that although middle colleges are becoming popular in urban and suburban environments, they are extremely rare in rural settings for a variety of reasons. Nevertheless, progress is being made. At this meeting, Dr. Jim Riggs and Mr. Rob Gaskill, District Superintendent of the Sonora High School District, will describe their efforts and plans to create a Columbia Middle College.

2. Columbia Learning Resource Center

Prior to this meeting, trustees toured the construction site for the Learning Resources/Media Technology Center. This project is currently on schedule for completion Summer 2003. The structural steel has been set giving the building definition. The plaza level of the facility contains the library stacks area; group study rooms; individual study carrels; reference, circulation and reserve desks; an electronic database area; demonstration room; instructional technology classroom; and media support services. The second floor primarily consists of faculty offices, a staff room and teacher resource center. A color palette has been selected for the interior of the building, which Ms. Maria Baker, Director of Facilities Planning and Operations, and Mr. J.D. Grothe, district architect, will share with the Board. The exterior colors will match existing campus buildings with stone veneer finishes at the base of the building, sloped concrete tile roof, cedar and redwood on the exterior walls.

3. Enrollment Management

Both colleges are growing more than expected. Enrollment at MJC has increased approximately 9% and Columbia has increased approximately 10% compared to last fall. The colleges had planned for a larger fall enrollment to ensure meeting their goal, but the additional growth is a result of productivity and the shift to a new calendar. Fortunately, the addition of Sierra/Yosemite Halls allows a one-time increase in our growth cap. However, the State Chancellor's Office is reporting that there will be revenue to fund community colleges at only 75%. New targets that reflect all these factors have been set.

4. Budget Update

A 35% increase in medical benefits cost has been approved by the SEBA Board effective January 1, 2003. This will cost YCCD \$1.1 million (currently unbudgeted) for the six months of January to July 2003 and an additional \$4.4 million for 2003-2004. The SEBA Board worked hard to bring this percentage down from the 50% estimate. Commendations are due to YCCD representatives who serve as SEBA Board members for their efforts to reduce the increase somewhat.

D. Presentations/Updates

4. Budget Update (continued)

Another development for next fiscal year is a projected jump in the employer contribution to PERS. It has been zero for the past several years and had been predicted to be zero for the next twenty years. However, the District's contribution to PERS for this year is 2.89%, a cost of \$600,000. We have just learned the projected contribution for 2003-2004 is 9% which will cost \$1.868 million for YCCD. The PERS Board will adopt the final percentage increase for 2003-2004 in May.

Obviously, this creates a major fiscal problem as these two items alone (health benefits and PERS increases) mean we will have more than \$4 million in new expenditures for next year at the same time the State is going through a budget crisis. Mr. Richard Peralta, Vice Chancellor for Human Resources, and Ms. Teresa Scott, Vice Chancellor for Fiscal Services, will be available to answer questions on these two issues.

5. U.S. Department of Education Community College Summit

Last month the Assistant Secretary of Education for Adult and Vocational Education, Dr. Carol D'Amico, convened a group of 18 community college leaders in Washington, D.C. to address issues that are a priority for President Bush. YCCD Chancellor Fisher was one of the participants. She will provide the Board with a brief summary of the meeting and what the implications may be for our colleges.

6. ☆Facility Master Plan Process

The Vision 2000 process, completed in 1991, included the development of facility master plans. Although both colleges have updated these periodically over the last decade, there is a need to develop a new comprehensive facility plan for all three sites as well as any outreach centers. The development of the new Facility Master Plan is a priority goal for this year's District Council and the Board of Trustees. At last month's Board of Trustees meeting trustees indicated their preference that the process be led and conducted by our own staff. A draft process for the development of this plan has been written and reviewed by the District Council and the Chancellor's Cabinet. The plan calls for extensive involvement of all interested parties. The draft process and a flow chart are attached and will be presented to trustees by the project coordinator, Mr. Nick Stavrianoudakis.

7. Board of Trustees Self-Evaluation

At the Board's fall retreat September 26, there was some discussion of this item. Trustees asked Board Chair Joe Mitchell to review the input he received from his colleagues and share a summary at their next meeting. This time is set aside for Chair Mitchell to make that report.

## II. ACTION ITEMS

### A. Consent Agenda

#### 1. ☆Purchase Orders

RECOMMENDATION: That the Board of Trustees approve the purchase orders issued from September 1, 2002 through September 30, 2002.

#### 2. Acceptance of Gifts – Columbia College & MJC

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

- a. Nine computer hard disk drives from Larry Fujitani, to be used in the Computer Networking Center at Columbia College.
- b. Six cases of tri-tip from Yosemite Meat Company, Inc. to be used for the Annual Ag Open House at Modesto Junior College.
- c. A case of boneless pork loin from Yosemite Meat Company, Inc. to be used for the Ag & Environmental Sciences and Technical Education Picnic at Modesto Junior College.
- d. Household furniture from John and Pat Corkins to be used for the West Campus Sheep Trailer Student Housing in the Ag and Environmental Sciences Division at Modesto Junior College.
- e. One 1-MT2500 scanner cartridge, Import 1997, primary; and one 1-MT2500 scanner cartridge, Import 1997, troubleshooter, from Sooter's Auto Repair to be used by the Columbia College Automotive Technology Program.
- f. A 12L14 Round Stock from Motor Guard Corporation to be used for the Machine Tool Technology Lab in the Ag and Environmental Sciences & Technical Education Division at Modesto Junior College.
- g. #100 Garnet Bead Blast Media from Edwards Heat Treat to be used for the Machine Tool Technology Lab in the Ag and Environmental Sciences & Technical Education Division at Modesto Junior College.

A. Consent Agenda

2. Acceptance of Gifts – Columbia College & MJC (continued)

- h. Three used engines from Noah Bertolero to be used for auto tech training in the Ag and Environmental Sciences & Technical Education Division at Modesto Junior College.

3. Special Appointment – Riggs

RECOMMENDATION: That the Board of Trustees approve the three-year appointment of Dr. Jim Riggs to serve as a member of the CSU Stanislaus Advisory Board.

4. Special Appointment – Williams

RECOMMENDATION: That the Board of Trustees approve the three-year appointment of Dr. Jim Williams to serve as a member of the CSU Stanislaus Advisory Board.

5. ☆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. On-Site Corporate College Services – MJC  
Submitted to Save Mart Supermarkets  
Agency share: \$2,550; Proposer share: \$0
- b. Computer Skills Training – MJC  
Submitted to Galen El-Askari, MPH  
Agency share: \$4,800; Proposer share: \$0
- c. Pathways to MJC for Parents of Young Children – MJC  
Submitted to Modesto City Schools  
Agency share: \$26,973.45; Proposer share: \$0
- d. Front Office Staff – Curriculum Design and Training – MJC  
Submitted to Valley Oak Pediatric Associates  
Agency share: \$1,500; Proposer share: \$0

A. Consent Agenda

5. ☆Project Applications/Amendments (continued)

- e. Assessments Using the WorkKeys System – MJC  
Submitted to Signature Fruit  
Agency share: \$1,439.52; Proposer share: \$0
- f. Innovative Practices, Building and Trades  
Industry Sector – MJC  
Submitted to California Department of Education  
Agency share: \$123,892; Proposer share: \$0
- g. Customer Service Training – MJC  
Submitted to Warden's  
Agency share: \$1,185; Proposer share: \$0
- h. Customer Service Training – MJC  
Submitted to Industrial Electric Co.  
Agency share: \$1,317; Proposer share: \$0

B. Personnel Items

1. Retirement – Certificated

RECOMMENDATION: That the Board of Trustees grant retirement emeritus status to Frank Ashworth, Fire Science Coordinator, Fire Science Training Center, Modesto Junior College, effective December 20, 2002 and officially commend him for 10 years of valuable service to the District.

2. Retirement – Certificated

RECOMMENDATION: That the Board of Trustees grant retirement emeritus status to Richard Rhodes, Administration of Justice Instructor, Business, Behavioral & Social Science, Modesto Junior College, effective December 20, 2002 and officially commend him for 29.50 years of valuable service to the District.

3. Retirement – Certificated

RECOMMENDATION: That the Board of Trustees grant retirement emeritus status to Sayuri Ogawa, Fashion Merchandising Instructor, Allied Health/Family & Consumer Science, Modesto Junior College, effective December 31, 2002 and officially commend her for 23.50 years of valuable service to the District.

4. Retirement – Classified

RECOMMENDATION: That the Board of Trustees grant retirement status to Gary Epple, Information Systems Specialist, YCCD Information Systems, effective January 31, 2003 and officially commend him for 35 years of valuable service to the District.

5. Promotional Appointment - Classified

RECOMMENDATION: That the Board of Trustees approve the promotional appointment of Letitia Senechal to the position of Curriculum Information Specialist, Instruction, Modesto Junior College effective November 1, 2002.

6. Promotional Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the promotional appointment of Donna Jamison to the position of Admissions and Records Technician III, Admissions and Records, Modesto Junior College effective October 21, 2002.



B. Personnel Items

7. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the promotional appointment of Joseph Paddock to the position of Grounds Maintenance Specialist, Facilities Planning & Operations, Yosemite Community College District, effective October 1, 2002.

8. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Sheryl Canutt to the position of Support Staff I, (50%), Financial Aid Columbia College, effective October 1, 2002.

9. Probationary Appointment - Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Araceli Baliel to the position of General Clerk (47.5%), Counseling, Modesto Junior College, effective September 30, 2002. Position contingent upon funding.

10. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Charles Noel, Grounds Maintenance Specialist, YCCD Facilities Planning & Operations, effective October 16, 2002.

11. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Maria Zamora to the position of Outreach Recruiter, EOPS, Modesto Junior College, effective November 4, 2002, contingent upon funding.

12. Probationary Appointment - Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Kim Peacemaker to the position of Program Representative II (50%), Disability Services, Modesto Junior College, effective October 28, 2002, contingent upon funding.

B. Personnel Items

13. Probationary Appointment - Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of David Keener to the position of Maintenance III - Carpenter, Facilities Planning & Operations, Yosemite Community College District, effective November 1, 2002.

14. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Kelly Duluoz to the position of Instructional Assistant II (50%), CalWORKS Learning Disability Assessment Program, Disability Services, Modesto Junior College, effective October 22, 2002, contingent upon funding.

15. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Keith Meredith to the position of Maintenance I, Facilities Planning & Operations, Yosemite Community College District, effective October 24, 2002.

16. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Mary Gish to the position of Library/Media Technician II, Learning Resources, Modesto Junior College, effective October 25, 2002.

17. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Monika Schortner to the position of Program Representative I (50%), Student Development and Campus Life, Modesto Junior College, effective October 28, 2002.

18. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Gerald Baldwin to the position of Transportation Technician III, Yosemite Community College District, effective November 1, 2002.

B. Personnel Items

19. Temporary Appointment – Academic

RECOMMENDATION: That the Board of Trustees approve the temporary appointment of Steven Gutierrez to the position of Computer Graphics Instructor, Business, Behavioral & Social Science Division, Modesto Junior College, effective Spring 2003 only.

20. Renewal of Interim Appointment - Educational Administrator

RECOMMENDATION: That the Board of Trustees approve the administrative appointment (interim) of Dennis Gervin to the position of Dean of Instructional Services (50%), Modesto Junior College, effective October 1, 2002 and ending on or before November 30, 2002 (Dr. Gervin will voluntarily reduce his Division Dean assignment to 50% of full-time to accommodate this appointment).

21. Increase in Assignment – Classified

RECOMMENDATION: That the Board of Trustees approve an increase in assignment for Janet Bryant, Support Staff II, Technology & Learning Resources, Modesto Junior College from 50% to 100% effective October 1, 2002.

22. Increase in Assignment – Classified

RECOMMENDATION: That the Board of Trustees approve an increase in assignment for Misty Hutson, Support Service Aide, Workforce Training Center, Modesto Junior College, from 60% to 70%, effective October 7, 2002.

23. Increase in Assignment – Management

RECOMMENDATION: That the Board of Trustees approve an increase in assignment for Ernestine Miller, Manager of Successful Teacher Education Preparation (STEP) Program, Columbia College, from 47.5% to 50%, effective September 1, 2002.

24. Increase in Assignment – Classified

RECOMMENDATION: That the Board of Trustees approve an increase in assignment for Debby Clovis, Interpreter for the Deaf, Disability Services, Modesto Junior College, from 10 hours week (25%) to 15 hours week (38%), effective October 1, 2002.

B. Personnel Items

25. Voluntary Demotion & Transfer – Classified

RECOMMENDATION: That the Board of Trustees approve the voluntary demotion of Claudia Ramirez from CalWORKS Job Coach to Career Development & Transfer Center Technician I, Counseling, Modesto Junior College effective October 7, 2002.

26. Resignation – Classified

RECOMMENDATION: That the Board of Trustees accept the resignation of Christopher Grandstaff, Grounds Maintenance II, Columbia College, Facilities Planning & Operations, Yosemite Community College District, effective September 23, 2002.

27. Resignation - Classified

RECOMMENDATION: That the Board of Trustees accept the resignation of Myrna Gervasoni, Registered Nurse, Health Services, Modesto Junior College, effective September 23, 2002.

28. Resignation – Classified

RECOMMENDATION: That the Board of Trustees accept the resignation of Christine Hartwick, Interpreter for the Deaf, Disability Services, Modesto Junior College, effective October 1, 2002.

29. Resignation – Classified

RECOMMENDATION: That the Board of Trustees accept the resignation of Vicki Hilliard, Instructional Assistant, Disability Services, Modesto Junior College, effective August 20, 2002.

C. Discussion Items

1. Administrative/Educational Software

As has been reported on several occasions, staff have been heavily engaged in the process of preparing for and reviewing software options for the overall management of districtwide administrative and instructional technology software. Funds to purchase this software and the required hardware have been designated in the capital bonds approved by the Board last spring. Following extensive review, vendor demonstrations, and site visits, the Software Committee (comprised of appointed administrators, faculty, and support staff) has presented its final report of findings. After further review by the District Council and the Chancellor's Cabinet, and conversations with the two finalists, a recommendation has been prepared. YCCD Chief Information Systems Officer, Ms. Lynn Kubeck, and Ms. Teresa Scott, Vice Chancellor for Fiscal Services, will review the process and rationale leading to the recommendation.

RECOMMENDATION: That the Board of Trustees authorize staff to negotiate a contract for the purchase, implementation and maintenance of administrative/educational software from Datatel.

2. ☆Quarterly Report on the District's Financial Condition

Consistent with prevailing fiscal practices and in compliance with current statute, staff have prepared the quarterly statement of the District's financial condition for the quarter ended September 30, 2002. The Board is required by law to hold a public hearing to review the report and direct that it be filed with the County Superintendent of Schools for informational purposes and the California Community Colleges Chancellor's Office. Staff will be available to formally present the report, respond to questions, and amplify where necessary.

RECOMMENDATION: That the Board of Trustees:

- a. Conduct a public hearing to review the District's financial report for the quarter ended September 30, 2002; and
- b. Direct staff to submit a copy of the required report to the County Superintendent of Schools and the California Community Colleges Chancellor's Office.

C. Discussion Items

3. Spanish Study in Mexico – Summer 2003

MJC is seeking Board approval of “Spanish Study in Mexico” for Summer 2003. Beginning on June 20 and ending on July 19 instruction will be offered in all transfer level Spanish classes and in Conversational Spanish. Instruction will take place at the Spanish Language Institute in Cuernavaca. MJC instructors Marcos Contreras, Dan Onorato and an adjunct faculty member will share supervision of instruction with Francisco Ramos, Director of the Institute. Students will be housed in home stays with Mexican families. This program repeats a very successful 2002 offering at the Cuernavaca Institute.

RECOMMENEDATION: That the Board of Trustees approve the “Spanish Study in Mexico” for Summer 2003 for Modesto Junior College.

4. Summer 2003 Calendar

For a number of years the colleges of the Yosemite Community College District have been on a 4/10 workweek during the summer months. This calendar is energy efficient and uses human resources wisely as well. Until our summer sessions grow large enough to require the use of facilities on Fridays and Saturdays, the condensed workweek is preferred.

RECOMMENDATION: That the Board of Trustees authorize the use of the 4/10 workweek for the period of May 5 through August 22, 2003.

5. ☆2003-2004 Academic Calendars for Columbia College and Modesto Junior College

The 2003-2004 academic calendars for Columbia College and Modesto Junior College are attached. The fall and spring terms allow for the full-time faculty obligation of 171 instruction days and four flex days, two of which are identified as Institute Days. Summer session (2004) is structured for 15 weeks. Beginning and ending dates for various summer sessions will vary in order to maximize flexibility.

RECOMMENDATION: That the Board of Trustees approve the 2003-2004 academic calendars for Columbia College and Modesto Junior College.

6. Board of Trustees Goals for 2002-2003

Trustees began their discussion of this item at their retreat and agreed to continue the discussion at this meeting. A copy of last year’s goals has been distributed to the board as a starting point for their discussion.

RECOMMENDATION: That the Board of Trustees discuss this issue and determine how they prefer to proceed.

**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 each. Fifteen (15) minutes shall be the maximum time allotment for public comment on any one subject regardless of the number of speakers.

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. SPECIAL PRESENTATION**

**V. NEXT MEETING**

The next regular meeting will be held on December 17, 2002. Closed session will begin at 3:30 p.m. and open session at 5:00 p.m. in the YCCD Board Room, 2201 Blue Gum Avenue, Modesto.