

AGENDA
YOSEMITE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES
FOUR HUNDRED SIXTY-FIFTH REGULAR MEETING
NOVEMBER 12, 2003

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

Recess to closed session

- Discussion:
1. Pursuant to G. C. Section 54957 - Public Employee Discipline/Dismissal/Release
 2. Pursuant to G. C. 54957.6 - Collective Bargaining (YFA and CSEA)
 3. Pursuant to G. C. Section Pursuant to G. C. 54956.9 - Anticipated Litigation

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

Approval of the Minutes

RECOMMENDATION: That the Board of Trustees approve the minutes of the regular meeting of October 8, 2003 and of the mini retreat held on October 23, 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. MJC and Columbia College Disability Awareness Month Activities

A Disability Awareness Day was held at MJC on October 21st in recognition of Disability Awareness Month. This was the third annual Disability Awareness Day held on Modesto Junior College's (MJC) East Campus. The event was sponsored by MJC's Disability Services program with financial assistance from the MJC Foundation. Thirty community and MJC organizations shared their expertise and products with staff and students. Presentations also were provided in the Fireside Lounge. Disability Awareness Day activities are aimed at increasing sensitivity to the barriers faced by individuals with disabilities.

In recognition of National Disability Awareness month, Columbia College's EOP&S, CARE, CalWORKS and DSS staff held a workshop titled "Introduction to Learning Disabilities." This interactive workshop consisted of an overview and characteristics of learning disabilities (LD), examples of support services and accommodations on campus and other post-secondary institutions, and "LD" simulated activities to encourage further awareness.

2. Bond Roundtable

The Community College Public Relations Organization (CCPRO) conducted a workshop for Central California community colleges on November 7 at Modesto Junior College. "To Bond or Not to Bond..." was the title of the workshop, which presented the fundamentals and cutting edge strategies to be considered by community college districts in planning a potential bond campaign. Congratulations to Sherri Potts, Graphic Arts Technician, George Retamoza, Director of the MJC Foundation, and Nick Stavrianoudakis, Director of External Affairs, for coordinating the event.

3. Successful MJC Foundation Employee Campaign

The MJC Foundation campus membership drive is underway and has resulted in a total of \$30,732 in pledges and donations, with over 200 MJC and YCCD staff members participating to date. The Foundation will hold a campaign wind-up reception on November 19.

4. Columbia College Foundation Receives Donation

The Columbia College Foundation has received a generous \$105,000 donation from the Estate of Roberta Hughes. This is the largest single donation received by the Foundation. Ms. Hughes, who was over 100 years old at her passing, was a longtime Tuolumne County resident and active in the entertainment industry early in her career. As specified by the Hughes Estate, the donation will be used to establish a music scholarship.

I. REPORTS AND INFORMATION ITEMS

C. Activities and Announcements

5. Columbia College Foundation Holiday Brunch

The Columbia College Foundation and Dr. Jim Riggs will host the annual Holiday Brunch at the Columbia City Hotel on Sunday, December 14, 2003. This event recognizes, with appreciation, the Foundation donors. Seating times will be 11:00 a.m. and 1:15 p.m. Contact the Foundation Office at 588-5360 for more information and reservations.

6. HIV/AIDS Awareness Activities

Columbia College's Health Services department promoted HIV/AIDS awareness Week on October 27-30, 2003 by having an information table available in the new Learning Resource Center gallery and co-sponsored by the Tuolumne County Public Health Department. Literature and brochures were available for distribution.

On Monday, December 1, MJC will display a banner to remind everyone about World AIDS Day and to encourage people to wear red ribbons provided by the Health Services Office. At 7:55 a.m. that day, in the Student Center, MJC will observe a moment of silence and will provide a mural for people to put names, stories and pictures of their loved ones who have died from AIDS.

I. REPORTS AND INFORMATION ITEMS

D. Presentations/Updates

1. EOP&S

MJC's Extended Opportunity Programs and Services (EOP&S) provide support to students who are academically and financially disadvantaged. Approximately 1,600 students were served during the 2002-2003 academic year with support that included academic, career and personal counseling, assistance with book purchases, reimbursement for child care costs, bus passes, etc. Many students would have been unable to attend MJC without these services. Mr. Derek Waring, MJC Dean of Special Programs, will introduce EOP&S students who will provide brief and personal experiences of how EOP&S, Modesto Junior College, and the Yosemite Community College District have helped them to realize their dreams.

2. Gates Foundation Grant

Modesto Junior College's Vocational Education Academy has been selected to receive a \$400,000 Early College High School grant from the Gates Foundation. The Academy is a joint partnership with the Stanislaus County Office of Education. George Boodrookas, Dean of Community and Economic Development, will give a status report on the Academy and describe how this grant will support the Academy's goals.

3. Collaborative Title V Hispanic-Serving Institutions Cooperative Grant

This grant was recently awarded to CSU Stanislaus, Merced College, and Modesto Junior College. The focus of the grant is to increase the number of students who transfer from community colleges to 4-year universities and to support those students through completion of their baccalaureate degrees. Dr. Williams will provide a summary of the grant and how it will support MJC.

II. ACTION ITEMS

A. Consent Agenda

1. ☆Purchase Orders

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

2. Acceptance of Gifts

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

- a. Seventy copies of 2003 Springhouse 23rd Edition Nursing Drug books, from Doctor's Medical Center, to be distributed to nursing students in Allied Health at Modesto Junior College.
- b. Sand from Westurf Nursery to be used in the Native ID forestry display for the 51st Annual MJC Open House in the Ag and Environmental Sciences Division at Modesto Junior College.
- c. Computer components, cables, adapters and miscellaneous screws and bolts from Sign Designs, Inc. to be used in the Technology Services department and other college areas at Modesto Junior College.
- d. Dow Agrosience Telone II from Del Don Fertilizer Company to be used in the walnut orchard on the Beckwith Ranch, Ag & Environmental Sciences at Modesto Junior College.
- e. An Audio Centron 16 x 2 Audio Mixer from Mike Fuller to be used in the Recording Studio/Electronic Music program at Modesto Junior College.
- f. Photo enlarger and color print processor from Roger Prater to be used in the Photography Department at Modesto Junior College.
- g. One hundred one bales of pasture grass from Bud Fischer to be used in the Animal Science Program at Modesto Junior College.
- h. Broccoli and cauliflower seeds from Valley Transplant Company to be used in the vegetable crops program at Modesto Junior College.
- i. Thirty gallons of sliced peaches from Del Monte Foods, Plant #1 to be used for the 51st Annual Agriculture Open House at Modesto Junior College.
- j. Thirty-two live rats from Mark and Gloria Popp for use in the Anatomy Department at Columbia College.

II. ACTION ITEMS

A. Consent Agenda

2. Acceptance of Gifts (continued)

k. Various books of assorted titles from Bonnie Costello, to be used in the Library at Modesto Junior College.

l. CD writer from Martin Spiegelberg, for student use in the Computer Science Lab at Modesto Junior College.

3. Special Appointment – Byrd

RECOMMENDATION: That the Board of Trustees approve the appointment of Wendy Byrd to serve as an at-large representative on the Stanislaus County Equal Rights Commission, for a three-year period ending December 31, 2006.

4. Special Appointment – Fisher

RECOMMENDATION: That the Board of Trustees approve the appointment of Chancellor Fisher as a member of AACC's Leading Forward National Advisory Panel. The panel will oversee the implementation of a multi-million dollar Kellogg Foundation grant designed to develop new community college leaders.

5. Sabbatical Leave Reports – Columbia College

Final reports have been received and approved by the college president for the Columbia College faculty who were on Sabbatical Leave in 2002-2003.

RECOMMENDATION: That the Board of Trustees accept the 2002-2003 sabbatical leave reports from the following faculty:

Academic Year – 2002-2003

Jim Toner

Spring Semester 2003

Dennis Albers

6. Notice of Completion of Contract

The contract to reroof various buildings on Modesto Junior College East and West Campuses and Columbia College Campus, Bid #03-1527, has been completed and inspected.

RECOMMENDATION: That the Board of Trustees accept the work performed by Greg Opinski Construction, Inc., to Reroof Various Buildings on Modesto Junior College East and West Campuses and Columbia College Campus, Bid #03-1527, as having been completed in accordance with the plans and specifications, and authorize final payment to be made.

II. ACTION ITEMS

A. Consent Agenda

7. Notice of Completion of Contract

The contract for the Learning Resources/Media Technology Center at Columbia College, Bid #02-1494, has been completed and inspected.

RECOMMENDATION: That the Board of Trustees accept the work performed by C. T. Brayton & Sons, Inc. for the Learning Resources/Media Technology Center at Columbia College, Bid #02-1494, as having been completed in accordance with the plans and specifications, and authorize final payment to be made.

8. ☆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. Computer Technology Training – MJC
Submitted to Kraft Foods
Agency share: \$4,000; Proposer share: \$0
- b. Corporate College Logistic Services – MJC
Submitted to YCCD Head Start Hispanic Services
Agency share: \$8,020; Proposer share: \$0
- c. Paraprofessional Title I Educational Program –
Three Semesters – MJC
Submitted to Turlock School Districts
Agency share: \$25,155; Proposer share: \$0

II. ACTION ITEMS

B. Personnel Items

1. Retirement – Classified

RECOMMENDATION: That the Board of Trustees grant retirement status to Patricia Bryant, Administrative Secretary, Public Safety, Modesto Junior College, effective October 31, 2003 and commend her for 24 years of valuable service to the District.

2. Probationary Appointment - Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Brenda Smith to Laboratory Assistant II – Physiology/Anatomy, Science, Mathematics and Engineering, Modesto Junior College, effective November 10, 2003.

3. Probationary Appointment - Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Rickee Hill to Admissions and Records Technician III, Columbia College, effective October 9, 2003, contingent upon funding.

4. Probationary Appointment - Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Nancy Dahlin, Admissions & Records Technician I, Student Services, Records Office, Modesto Junior College, effective October 15, 2003.

5. Probationary Appointment - Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Teresa Robles, Custodian, YCCD Facilities Planning & Operations, effective November 3, 2003.

6. Probationary Appointment - Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Pamela Abellana, Custodian, YCCD Facilities Planning & Operations, effective November 3, 2003.

7. Promotional Appointment - Classified

RECOMMENDATION: That the Board of Trustees approve the promotional appointment of Gregoria Aguilar to Instructional Assistant II, CalWORKS/DSPS, Modesto Junior College, effective October 15, 2003.

II. ACTION ITEMS

B. Personnel Items

8. Promotional Appointment - Classified

RECOMMENDATION: That the Board of Trustees approve the promotional appointment of Judy Gonzales, Secretary III, Technical Education, Ag, Environmental Science & Technical Education, Modesto Junior College, effective October 13, 2003.

9. Appointment – Classified Management

RECOMMENDATION: That the Board of Trustees approve the appointment of Felicia Osnaya, Technology Manager, Information Systems/President's Office, Modesto Junior College, effective October 13, 2003.

10. Temporary Increase in Assignment – Classified

RECOMMENDATION: That the Board of Trustees approve an increase in assignment from 30 hrs/10 months to 40 hrs/12 months for Coni Chavez, Outreach Recruiter/Program Specialist, Columbia College, effective October 9, 2003 through June 30, 2004.

11. Temporary Increase in Assignment – Classified

RECOMMENDATION: That the Board of Trustees approve a temporary increase in assignment from 32 hrs/10 months to 40 hrs/12 months, for Cynthia Taylor, Cook/Baker, Columbia College, effective October 9, 2003 through June 30, 2004.

12. Temporary Increase in Assignment – Classified

RECOMMENDATION: That the Board of Trustees approve a temporary increase in assignment from 32 hrs/11 months to 40 hrs/12 months, for Elizabeth Rumney, Bookstore Buyer, Columbia College, effective October 1, 2003 through June 30, 2004.

13. Temporary Increase in Assignment – Classified

RECOMMENDATION: That the Board of Trustees approve a temporary increase in assignment from 47.5% to 80%, for Robin Frazier, Registered Nurse, Health Services, Modesto Junior College, effective November 3, 2003 to June 30, 2004.

II. ACTION ITEMS

B. Personnel Items

14. Temporary Increase in Assignment – Classified

RECOMMENDATION: That the Board of Trustees approve a temporary increase in assignment from 70% to 100%, for Prasad Mathai, Lab Assistant I, Computer Lab, Learning Resources, Modesto Junior College, effective October 13, 2003 through April 30, 2004.

15. Increase in Assignment – Classified

RECOMMENDATION: That the Board of Trustees approve an increase in assignment from 22.5% to 25% for Suzanne Lemos, Instructional Assistant II – Exercise/Fitness for Special Populations, Physical, Recreation & Health Education, Modesto Junior College, effective September 1, 2003.

16. Increase in Assignment – Classified

RECOMMENDATION: That the Board of Trustees approve an increase in assignment from 11 months to 12 months, 80% of full time, for Nancy Holmes, Program Representative I, EEO Registry, effective with the 2003-2004 academic year.

17. Temporary Appointment – Classified Management/Academic

RECOMMENDATION: That the Board of Trustees approve the temporary appointment of Donald Borges to Director of Yosemite Tech Prep Consortium (84%)/Certificated (16%), Ag, Environmental Sciences, Modesto Junior College, effective October 1, 2003 through April 30, 2004.

18. ☆Reduction in Force – Classified

Expiration of AmeriCorps funding has created the need for a reduction in program staff (one position) at Modesto Junior College, effective December 31, 2003.

RECOMMENDATION: That the Board of Trustees approve Resolution No. 03-04/08, classified Reduction in Staff, authorizing a reduction in classified personnel and appropriate notice to affected staff.

II. ACTION ITEMS

B. Personnel Items

19. Reduction in Force – Classified

On October 8, 2003, the Board approved a reduction in classified staff and authorized appropriate notification to affected personnel. The notice was provided in a timely manner in accordance with state law and the classified negotiated agreement.

RECOMMENDATION: That the Board of Trustees confirm the termination of employment of Mary Anne Parker, Program Representative III, Modesto Junior College, effective November 9, 2003.

20. Resignation – Certificated

RECOMMENDATION: That the Board of Trustees accept the resignation of Kathleen Hairston, Instructional Assistant – Health Ed Telecourse, Physical, Recreation & Health Education, Modesto Junior College, effective August 29, 2003.

21. Resignation – Classified

RECOMMENDATION: That the Board of Trustees accept the resignation of Fred Cross, Support Staff I, Business, Behavioral & Social Sciences, Modesto Junior College, effective November 7, 2003.

22. Resignation – Classified

RECOMMENDATION: That the Board of Trustees accept the resignation of Carol Black, Secretary II, Literature & Language Arts, Modesto Junior College, effective October 3, 2003.

23. Temporary Increase in Assignment – Classified

RECOMMENDATION: That the Board of Trustees approve an increase in assignment for Marla Sanchez, Program Rep. III. Workforce Training Center, Modesto Junior College, from 80% to 100%, effective November 17, 2003.

II. ACTION ITEMS

B. Personnel Items

24. ☆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.

25. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of John Marriott, Campus Security Officer, YCCD Security, effective November 17, 2003.

26. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Daniel Olmos, Campus Security Officer, YCCD Security, effective November 12, 2003.

II. ACTION ITEMS

C. Discussion Items

1. ☆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, 2003. 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, 2003; 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.

2. Summer 2004 Calendar

For a number of years, the colleges of the Yosemite Community College District have employed 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 3 through August 20, 2004.

3. ☆2004-2005 Academic Calendars

The 2004-2005 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 term 2005 is structured for 15 weeks. Beginning and ending dates for summer sessions will vary in order to maximize flexibility.

RECOMMENDATION: That the Board of Trustees approve the 2004-2005 academic calendars for Columbia College and Modesto Junior College.

II. ACTION ITEMS

C. Discussion Items

4. ☆Resolution of Dedication of Easement – Public Hearing

Education Code 81310 authorizes the Board of Trustees to make a dedication of easement for the purposes of installation, maintenance, and repair of irrigation facilities after a properly noticed public hearing. The Board intends to dedicate the property identified on the legal description (see attachment), which is located on the south property line of the Beckwith Ranch.

RECOMMENDATION: That the Board of Trustees:

- a. Conduct a public hearing.
- b. Adopt Resolution No. 03-04/09, Dedication of Easement, as described on Exhibit A, to Modesto Irrigation District for the purpose of installation, maintenance, and repair of irrigation facilities and authorizes the Chancellor to execute the deed of dedication and deliver it to the Modesto Irrigation District.

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, December 10. Closed session will begin at 3:30 p.m. in YCCD Conference Room B, followed by open session at 5:30 p.m. in the YCCD Board Room, 2201 Blue Gum Avenue, Modesto.