

AGENDA
YOSEMITE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES
FOUR HUNDRED SEVENTY-SEVENTH REGULAR MEETING
NOVEMBER 10, 2004

3:30 P.M. Open Session - Call 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
 2. Pursuant to G. C. Section 54956.9(a) – Litigation
Case: Ace vs. YCCD, No. F042272
Hearing: Pursuant to dismissal of classified employee
 3. Pursuant to G. C. Section 54956.9(b)
Significant Exposure to Litigation: Three cases
 4. 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 October 13, 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. Poet Laureate for 2004-2006

MJC English Professor Sam Pierstorff was unanimously selected to serve as the City of Modesto's Poet Laureate for 2004-2006. In this honorary position, his duties include writing poems for official occasions and continuing to promote poetry throughout the city. He is the youngest poet ever to serve. He is the founder and continuing editor of *Quercus Review*, MJC's annual literary arts journal; hosts "Slam On Rye," Modesto's monthly poetry slam; and publishes his poems regularly in magazines throughout the country. Professor Pierstorff has also served as the elected Secretary for the MJC Academic Senate since Fall 2003 and last spring was named to the 2004 Who's Who Among America's Teachers, which recognized the top 5% of educators in the country. Nominations for the honor must come from former students, who have been recognized for academic excellence themselves in Who's Who Among American High School Students or The National Dean's List.

2. Culinary Students Create Menu at Columbia City Hotel

Over the past two months, Columbia College culinary students have created special two-course meals for the public that are not on the regular menu at the Columbia City Hotel Restaurant. Every Wednesday and Thursday from 5:00 p.m. to 7:00 p.m. through November 11, student designed and prepared gourmet dishes have been served for \$13.50 per person. From November 17 to November 21, the students also will be planning four-course meals, based on recipes of Julia Child.

3. Toney Kicks Off Jazz Series Season

The Columbia College Jazz Series began its 24th season with guest performances by pianist Kevin Toney on November 6 and 7. Toney has performed with Whitney Houston, Aretha Franklin, Ray Charles, En Vogue, and Pink, to name a few. The series will host monthly concerts, featuring nationally renowned jazz recording artists.

4. Derek Waring recognized as "Administrator of the Year"

Derek Waring, Dean of Counseling and Student Services, received the Administrator of the Year Award on Tuesday, October 27, during the President's Reception at the California Association for Postsecondary Education and Disability (CAPED) Conference in Monterey. CAPED is the professional association whose mission is to promote the full and effective participation of individuals with disabilities in all aspects of California higher education. The organization advocates and facilitates equal educational opportunity through appropriate support services, curriculum, instruction, policies, and funding allocations; works to eliminate discrimination against people with disabilities, and promotes their independence, growth, productivity, and equality. Derek served as MJC's Dean of Special Programs until starting his current position on July 6, 2004.

I. REPORTS AND INFORMATION ITEMS

C. Activities and Announcements

5. Jam N' Jive Dance Concert at MJC

The MJC Dance Department will present an evening of exciting jazz dance at the *Jam N' Jive Dance Concert*, on November 12-13 at 7:30 p.m., and at 2:00 p.m. on November 14 in the Main Auditorium. The dancers will give the audience a "blast from the past" as they present dances choreographed to the hits from the musical "*Grease*." Admission is \$5 at the door.

6. Presentation on Science in the Central Valley

The Modesto Area Partners in Science (MAPS) Program will host a presentation entitled *Science in the Central Valley* with speaker Maria Pallavacini, the U.C. Merced Dean of Natural Sciences, on Friday, November 19, at 7:30 p.m. in Forum 110. Join us for this free public event.

7. MJC Young Farmers Holiday Auction

The MJC Agriculture Department will hold the annual MJC Young Farmers Holiday Auction on Thursday, December 9 in the Agriculture Complex on East Campus. The Auction proceeds benefit the MJC Young Farmers programs and activities. The Auction preview begins at 5:00 p.m., with the live auction beginning at 6:00 p.m. in the Ag Shop.

8. California Performance Review Commission

The California Performance Review (CPR) Commission met on October 20, 2004 and adopted its final recommendations, rejecting a recommendation to eliminate the Community College Board of Governors. The Commission also rejected the CPR team's recommendation to establish a powerful Secretary of Education and Workforce Development, which would oversee the Chancellor's Office. The Board of Trustees of the Yosemite Community College District supports these decisions by the California Performance Review Commission.

I. REPORTS AND INFORMATION ITEMS

D. Presentations/Updates

1. CampusWorks

In recent weeks major issues have surfaced regarding CampusWorks and Datatel. In response to these issues, CampusWorks has deployed a team of experts from the corporate office to investigate these issues and develop an accelerated action plan. Representatives from CampusWorks, Inc. will present a proposed *Action Plan* that is designed to address the issues that have been identified during preliminary conversations with staff and administrators at both colleges and Central Services.

2. Bond Measure E Update

With 100% of the precincts reported, as this agenda went to print, Measure E was approved by the YCCD voters. According to data posted on the county elections websites, YCCD received 60% of the overall vote in Stanislaus, Calaveras, Merced, San Joaquin and Tuolumne counties (unofficial results). Mr. William Berry, the Measure E campaign consultant, will provide an overview of the campaign and the next steps for the District.

3. Columbia Family Services Presentation

Adrienne Webster, Child Care Center Manager, will present information to the Board of Trustees regarding Family Services at Columbia College focusing on Foster Care and Kinship Care Education.

4. Diversity Hiring and Excellence

Recruitment efforts are underway to fill many of the vacant faculty and staff positions created by the recent golden handshake. This is an appropriate time for the District to review and update its diversity profile.

Search procedures play a pivotal role in attracting a strong diverse pool of applicants for vacant positions. Diane Wirth, Interim Vice Chancellor for Human Resources, and Venesse Metcalf, Director of Human Resources, will provide the Board of Trustees with an update on the district's diversity profile and share diversity training and recruitment strategies for search committees.

5. Alpha Gamma Sigma

Alpha Gamma Sigma (AGS) Upsilon Chapter has been active at Modesto Junior College since 1932. AGS is a statewide community college honor society dedicated to fostering academic excellence, training leaders and nurturing a sense of community through service to others. In October, AGS held its 2nd annual "Pucker for the Porker" scholarship fundraiser. Last year \$1,336 was raised. Gary Whitfield, MJC Business Manager, earned the honor of kissing a pig. This year \$1,600 was raised, and Nick Stavrianoudakis earned the honor. Jacqueline Faris, MJC Mathematics Instructor and AGS advisor, will provide an update and discuss future AGS activities.

II. ACTION ITEMS

A. Consent Agenda

1. ☆Purchase Orders

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

2. Acceptance of Gifts

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

- a. Refrigerator from Jerry Hodge, to be used in the Biology area at Columbia College.
- b. Sixty seven (67) live rats from Mark and Gloria Popp, to be used in the Anatomy Laboratory at Columbia College.
- c. A frame machine from Sierra Motors, to be used in the Automotive Technology program at Columbia College.
- d. A 1998 Toyota Tacoma from Charles Weber Institute, to be used in the Automotive Technology program at Columbia College.
- e. A 2000 Chevrolet Cavalier and 1998 Cadillac Catera from General Motors Corporation, to be used in the Automotive Technology program at Columbia College.

II. ACTION ITEMS

B. Personnel Items

1. Appointment – Classified Management

RECOMMENDATION: That the Board of Trustees approve the appointment of Richard Zoerner to the position of Operations and Infrastructure Manager, Information Technology, YCCD, effective November 1, 2004.

2. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Tammy White to the position of Instructional Materials Center Coordinator, Columbia College, effective November 1, 2004.

3. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Tiffnie Akiona to the position of Human Resources Assistant, Yosemite Community College District, effective November 1, 2004.

4. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Terrie Purto to Financial Aid Technician II, Financial Aid, Modesto Junior College, effective November 8, 2004.

5. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Diane Warren to Financial Aid Technician II, Financial Aid, Modesto Junior College, effective November 22, 2004.

6. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Jennifer McQuilliams to Secretary II, Student Services, Modesto Junior College, effective November 8, 2004.

7. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Samuel Touma to the Financial Aid Technician I, Financial Aid, Modesto Junior College, effective November 1, 2004, contingent upon funding.

II. ACTION ITEMS

B. Personnel Items

8. Central Services Reorganization – Fiscal and Administrative Services

Administrative Procedure 4204 allows for organizational change, in response to changes in essential duties and responsibilities. At the direction of the Board of Trustees to make reorganization recommendations for Central Services in order to provide smoother operation of our units as they support both colleges, to provide increased efficiency in the administrative operations of the District, to allocate resources to effectively support learning and academic excellence by aligning administrative responsibilities and functions, and to provide organizational consistency between the Colleges and Central Services, the following reorganization plan is proposed. CSEA, Chapter 420, the exclusive representative for classified staff, has been consulted and has agreed with the proposed classified changes. This reorganization also will provide an annual savings of \$24,463.

RECOMMENDATION: That the Board of Trustees approve the following actions effective December 1, 2004.

- A. Eliminate the following management and classified positions in Fiscal Services, Purchasing, Payroll/Human Resources, and Accounts Payable:
 1. Business Manager, MJC (management salary range 36)
 2. Controller (management salary range 38)
 3. Fiscal Services Supervisor (management salary range 20)
 4. Purchasing Supervisor (management salary range 17)
 5. Human Resources Technician (management salary range 12)
 6. Payroll Technician III (classified salary range 25)
 7. Payroll Technician II (classified salary range 22) - two positions
 8. Account Technician I (classified salary Range 19)
- B. Create the following management and classified positions:
 1. Chief Operations Officer, MJC (management salary range 43)
 2. Sr. Fiscal Operations Director/Controller (management sal. range 43)
 3. Accountant, MJC (management salary range 24)
 4. Purchasing Manager (management salary range 19)
 5. Payroll/Human Resources Coordinator (management sal. range 15)
 6. Payroll Operations Coordinator (management salary range 15)
 7. Buyer III, Purchasing (classified salary range 23)
 8. Payroll Analyst II (classified salary range 25) - three positions
 9. Payroll Analyst I (classified salary range 20)
- C. Appoint the following staff, currently employed in the affected positions, to the new assignments:
 1. Gary Whitfield to Chief Operations Officer, MJC
 2. Deborah Campbell to Senior Fiscal Operations Director/Controller
 3. Teresa Rule to Accountant, MJC
 4. Howard Coit to Purchasing Manager
 5. Erika Hatfield, Payroll/Human Resources Coordinator
 6. Lisa Standridge, Payroll Operations Coordinator
 7. Kristin Hogan to Buyer III, Purchasing
 8. Jacquelyn Dominguez, Payroll Analyst II
 9. Teresa Hernandez, Payroll Analyst II

II. ACTION ITEMS

B. Personnel Items

9. Reorganization – Classified

Administrative Procedure 4204 allows for elimination of existing classified positions and the creation of new classified positions, in response to changes in essential duties and responsibilities. CSEA, Chapter 420, the exclusive representative for classified staff, has been consulted and has agreed with the proposed classified changes.

RECOMMENDATION: That the Board of Trustees approve the following actions effective July 1, 2004:

- a. Abolish the classified position of Instructional Assistant I (45%), Learning Resources, classified salary range 12.
- b. Create the position of Laboratory Assistant I (45%), Learning Resources, classified salary range 22.
- c. Appoint Manuel Vargas, currently employed in the affected position, to the new classified assignment.

10. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Steven D'Orsay, Grounds Maintenance II, Facilities Operations, Columbia College, effective November 15, 2004.

11. Resignation – Classified

RECOMMENDATION: That the Board of Trustees approve the resignation of Patricia Cavanagh, Dispatcher, Campus Security, YCCD, effective September 30, 2004.

12. Resignation – Classified

RECOMMENDATION: That the Board of Trustees accept the resignation of Kimberly Kendrick, Secretary III, Science, Mathematics, and Engineering, Modesto Junior College, effective October 29, 2004.

13. Resignation - Classified

RECOMMENDATION: That the Board of Trustees accept the resignation of Denise Godbout-Avant, Program Coordinator/ Museum Tech III, Great Valley Museum, Science, Mathematics & Engineering, Modesto Junior College, effective January 4, 2005.

II. ACTION ITEMS

B. Personnel Items

14. Resignation - Classified

RECOMMENDATION: That the Board of Trustees accept the resignation of Jennifer Tinney, Support Staff III, Literature & Language Arts, Modesto Junior College, effective November 12, 2004.

15. Termination of Probationary Employment

RECOMMENDATION: That the Board of Trustees approve the termination of probationary employment of Jean Volz, Permit Processing Technician II, Allied Health/Family & Consumer Sciences, Modesto Junior College, effective November 1, 2004.

16. Termination of Probationary Employment

RECOMMENDATION: That the Board of Trustees approve the termination of probationary employment of Sheila Johnson, Support Staff II, Health Services, Modesto Junior College, effective September 30, 2004.

17. Reassignment - Academic

RECOMMENDATION: That the Board of Trustees approve the reassignment of Michael Akard, Instructor, from Computer Lab Coordinator, Library to Speech Instructor, Arts, Humanities & Communications, Modesto Junior College, effective Fall 2003.

18. Extension in Work Year – Classified

RECOMMENDATION: That the Board of Trustees approve an extension in work year from 11 to 12 months for Julie Berg, Media Scheduler II, Media Services, Modesto Junior College, effective with the 2004-2005 fiscal year.

19. Temporary Increase in Assignment – Classified

RECOMMENDATION: That the Board of Trustees approve a temporary increase in assignment from Monika Schortner, Program Representative I, 50% to 100% (10 month employee) Student Development & Campus Life, Modesto Junior College, effective September 30 to October 31, 2004.

II. ACTION ITEMS

B. Personnel Items

20. Temporary Increase in Assignment - Classified

RECOMMENDATION: That the Board of Trustees approve the temporary increase in assignment for Justin Spurlock, Instructional Assistant (50%), Media Services, Modesto Junior College, up to 100% (to allow for up to 50% for the out-of-class/interim assignment of Multimedia Specialist), as needed, from September 20, 2004 to June 30, 2005.

21. Temporary Increase in Assignment – Classified

RECOMMENDATION: That the Board of Trustees approve a temporary increase in assignment for Justin Rucobo, Instructional Aid, Culinary Arts/Family & Consumer Sciences, Modesto Junior College, not to exceed 24 hours, August 30, 2004 to May 1, 2005.

22. Temporary Increase in Assignment - Classified

RECOMMENDATION: That the Board of Trustees approve the temporary increase in assignment for Rhonda Kelly, Instructional Aid, Culinary Arts/Family & Consumer Sciences, Modesto Junior College, not to exceed 24 hours, August 30, 2004 to May 1, 2005.

23. Voluntary Reduction in Assignment - Classified

RECOMMENDATION: That the Board of Trustees approve the voluntary reduction in assignment from 100% to 0% for David Boone, Instructional Assistant II, Technical Education, Modesto Junior College, effective January 10, 2005 to April 30, 2005.

24. Voluntary Demotion - Classified

RECOMMENDATION: That the Board of Trustees approve the voluntary demotion of Wilbert J. Murphy, from Campus Security Officer I (100%) to Campus Security Dispatcher, (100%), YCCD, effective November 15, 2004.

25. Lateral Transfer - Classified

RECOMMENDATION: That the Board of Trustees approve a lateral transfer for Linda Baker, Support Staff II, from Learning Support Services to Vocational Education, Columbia College, effective October 25, 2004.

II. ACTION ITEMS

B. Personnel Items

26. Voluntary Demotion – Classified

RECOMMENDATION: That the Board of Trustees approve the request of a voluntary demotion for Micaela Gonzalez-Redding from Campus Security Lead Officer to Campus Security Officer I, YCCD, effective October 15, 2004.

27. ☆Short-Term Appointee List

RECOMMENDATION: That the Board of Trustees approve the list of short-term appointees in accordance with recently adopted state law (AB500-Goldberg).

II. ACTION ITEMS

C. Discussion Items

1. MJC Summer Term 2005

In order for the Summer 2005 term to be structured for 15 weeks, the beginning date should commence on May 9, 2005 and not May 16, 2005 as previously approved by the Board of Trustees.

RECOMMENDATION: That the Board of Trustees approve the Summer 2005 term with a starting date of May 9, 2004 for Modesto Junior College.

2. Thai Study Program: Summer 2005

MJC is seeking Board approval of the "Thai Study Program" for summer 2005. The seven-week learning community course cluster will begin on the MJC campus on June 13, 2005 for two academic weeks and thereafter will take place at First Global Community College in Nong Khai, Thailand, from July 6 to July 30, 2005. The last week for the program will be on the MJC campus from August 1 until August 4, 2005. This is a repetition of the program offered in Summer 2004. Interim MJC President Scroggins will be available to answer questions.

RECOMMENDATION: That the Board of Trustees approve the study abroad program to Northeastern Thailand for Summer 2005 for Modesto Junior College.

3. ☆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, 2004. 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, 2004; 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.

II. ACTION ITEMS

C. Discussion Items

4. 2005 Summer 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 2, 2005 through August 19, 2005.

5. Child Care Center – Agency Annual Report

The California Department of Education, Child Development Division (CDD) requires grantees to conduct a self-review and submit the results annually. In 2003 the CDD added the requirement that the results of the self-review, the agency annual report, be approved by the program's governing board. The report was previously provided to the Board for their review.

RECOMMENDATION: That the Board of Trustees approve the Agency Annual Report submitted to the California Department of Education by the Yosemite Community College District – Columbia College, completed May 20, 2004.

6. Child Care Center Parent Handbook

The funding terms and conditions set forth by the California Department of Education, Child Development Division (CDD), require the Child Care Center to gain board approval of parent policies. The Child Care Center was reviewed for compliance by CDD in April of 2004. At that time, it was recommended that the Center update parent policies to be in full compliance with funding terms and conditions. The Child Care Center Managers at both Colleges have worked together to create uniform parent policies wherever possible. Copies of the handbook were previously provided to the Board for their review.

RECOMMENDATION: That the Board of Trustees approve the Columbia College/MJC Child Care Center Parent Handbook.

II. ACTION ITEMS

C. Discussion Items

7. Strategic Conversation

Strategic Conversations are designed to help the Board of Trustees, District and campus administrators connect in a positive way with faculty, staff, and the public. This process leads to a better understanding of issues, a higher degree of support for decisions, and a stronger commitment to the organization by faculty, staff, and the public. A Strategic Conversation helps the Board to thoughtfully examine why it is making the policy decisions it makes, while connecting and involving all players affected by those decisions in a positive and meaningful way.

RECOMMENDATION: That the Board of Trustees schedule a minimum of one Strategic Conversation per academic year at Columbia College and Modesto Junior College, and direct staff to coordinate scheduling logistics.

8. ☆Board Policy 3740 – First Reading

Attached is YCCD Board Policy 3740 (Citizens' Oversight Committee), to establish a committee that will inform the public of the progress of the Measure E bond expenditures and ensure that revenues are expended for the described purposes. The Community College League of California Board Policy & Administrative Procedure Service has determined that this policy is legally advised for districts that have a bond measure authorized pursuant to the conditions of Proposition 39, as defined in the California Constitution.

RECOMMENDATION: That the Board of Trustees review the proposed YCCD Board Policy 3740 and conduct a first reading.

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, December 8. Closed session will begin at 3:30 p.m. and open session at 5:30 p.m. at Columbia College.