

AGENDA
YOSEMITE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES
FIVE HUNDRED AND EIGHTY-NINTH REGULAR MEETING
March 12, 2014

The Agenda and supporting public documents are available for viewing in the Chancellor's Office, Yosemite Community College District Board Room, 2201 Blue Gum Avenue, Modesto, California. The agenda is also available online at <http://yccd.yosemite.edu/Trustees> or by calling (209)575-6519.

3:30 P.M. Open Session - Call Meeting to Order - Dogwood Forum

Comments from the Public

Adjourn to Closed Session

CLOSED SESSION AGENDA:

- Discussion:
1. Pursuant to G. C. Section 54957
Discipline/Dismissal/Release/Appointment
 2. Pursuant to G. C. Section 54957.6 - Conference with Labor Negotiators
Employee Organizations: CSEA, YFA
 3. Pursuant to G.C. Section 54956.8 Property Negotiator
Conference with Real Property Negotiator (Stanislaus APN: 089-019-015,
089-019-016, 089-019-017, 089-019-018, 081-022-010.)

5:30 P.M. (Approximate time) - Reconvene to Open Session - Dogwood Forum

Pledge of Allegiance to the Flag

Report out from Closed Session (if any)

Swearing In of New Student Trustee

Approval of Minutes

RECOMMENDATION: That the Board of Trustees approves the Minutes of the Regular Meeting on February 12, 2014, and the Minutes of the Board Special Meeting on February 27, 2014.

Comments from the Public

Persons who want to **comment on topics not included on the agenda** can do so as part of this section of the agenda.

Persons who want to **comment on agendized topics** may do so after being recognized by the Chair of the Board and before Board discussion on the action item.

Prior to comment at the Board Meeting, 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 #2345 and #2350.**

I. REPORTS AND INFORMATION ITEMS

A. Columbia College Presentation - Distance Education Summit

Melissa Colon Distance Education Coordinator for Columbia College will provide an update on the success of the Distance Education Summit held March 5 on the college campus. The informational and interactive summit provided a unique opportunity for faculty, staff, and administration in the YCCD to openly discuss the state of Columbia College's distance education offerings, state and national trends in distance education, and best practices. The presentation will highlight comments from the summit's special guest speakers Pat James-Hanz, retired Dean of Library, Technology, and Distance Education at Mt. San Jacinto College, and Beth Smith, Academic Senate President for California Community Colleges.

B. Constituency Reports

1. Student Senate Activity Reports
2. Yosemite Faculty Association (YFA)
3. California Schools Employee Association (CSEA)
4. Faculty Representative to the Board
5. Academic Senate Activity Reports
6. Leadership Team Advisory Council (LTAC)

C. Activities and Announcements

Columbia College - President Angela Fairchilds

1. Columbia College Faculty Mixer

Columbia College will host a Spring Faculty Mixer on Friday, March 28, at 4:00 p.m. in Maple 104. The mixer provides an opportunity for all Columbia College faculty members, adjunct included, to connect and discuss teaching and learning. Hors d'oeuvres and beverages prepared by the Columbia College Culinary program will be served.

2. Foundation Kicks Off Lecture Series with an Overview of Foothill Water

The Columbia College Foundation kicks off a new community lecture series and invites the public to a free community event "**Focus on Foothill Water: Beyond the Drought**" to learn about the long-term issues involved in Tuolumne and Calaveras County water. The event will be held on Thursday, March 13, at 6:30 p.m. (doors open at 6:00 p.m.) in the Sonora High School Auditorium. Dr. Tom Hofstra, Natural Resources Professor, will moderate the panel that features leading experts representing a range of interests including local water districts, agriculture, the environment, and native California tribes.

3. 184 Students on Columbia College President's List

Columbia College has named 184 students meeting the criteria to be on the President's List for the fall 2013 semester. This acknowledgment is reserved for students completing twelve or more degree applicable units in a semester at Columbia College and earning a cumulative grade point average at or above 3.5 with no grade lower than "C."

I. REPORTS AND INFORMATION ITEMS

C. Activities and Announcements

Columbia College, Continued - President Angela Fairchilds

4. Habits of Mind

Following a very well-received spring Flex Day activity, a group of two faculty (Anne Cavagnaro, Erin Naegle), three classified staff (Doralyn Foletti, Elissa Creighton, and Michelle Vidaurri), and one administrator (Mike Torok) attended the Habits of Mind 2014 Northern California Gathering. This one-day conference was sponsored by the California Community College Success Network (3CSN) and focused on: 1) developing a mindful educational culture through a shared language; 2) integrating habits of mind into both the instructional classroom and student support resources by recognizing we are all educators and redefining “our classrooms.” Participating colleges shared best practice ideas from their campuses and ended the day with an energizing discussion of how to build campus momentum for habits of mind. Columbia College returned to the Habits of Mind discussion on Friday, February 28. Dr. Erin Naegle, biology faculty, coordinated the event and shared brainstorming exercises designed to aid in recognizing that everyone on a campus is an educator and connecting habits of mind to successful academic behaviors.

5. Columbia College Debaters Take Gold at Kevin Twoly Memorial Tournament

California’s top collegiate debate teams competed in February at the 2014 Kevin Twoly Memorial Speech and Debate Championship tournament. Under the direction of Professor Dr. Timothy Elizondo, Columbia College students Chris Pettinichio and Danielle Cummins defeated debaters from the California State University at Chico in the championship round to claim first place at this prestigious event. Mr. Pettinichio also extended upon his recent winning streak by being named the third top individual speaker in the competition. The championship victory was bittersweet as it marked the first time Columbia College has faced Cal State Chico’s Parliamentary Debate team in competition. Chico’s program recently acquired former Columbia College student and one of the founding members of the Columbia College debate program Taureanna Shimp as their debate program’s assistant coach. In other tournament news, Columbia College’s Frank Rossier and Ashton McIntyre made their competitive debut and received awards for advancing to the quarterfinals. This victory was made possible by the generous assistance of the Columbia College Foundation.

Modesto Junior College - President Jill Stearns

1. MJC Teams Up with Gallo Center to Present “Our Town”

The MJC Theatre Department and Gallo Center for the Arts will present Thornton Wilder’s classic 1938 comedy/drama “Our Town.” This unique production features a mixed cast of 20 community and MJC student actors. Directed by MJC Theater Professor Michael Lynch, the story follows the small town of Grover’s Corners through three distinct movements - Part I (Daily Life); Part II (Love and Marriage) and Part III (Death and Eternity). Narrated by a stage manager, played by Jim Johnson, MJC Dean Emeritus and

I. REPORTS AND INFORMATION ITEMS

C. Activities and Announcements

Modesto Junior College, Continued- President Jill Stearns

1. MJC Teams Up with Gallo Center to present "Our Town", Continued

Gallo Arts Education Coordinator, the audience will follow the Webb and Gibbs families as their children fall in love, marry and eventually - in one of the most famous scenes in American Theater - die. Performances are March 14 and 15 at 8:00 p.m. and March 15 and 16 at 2:00 p.m. in the Foster Theatre of the Gallo Center for the Arts.

2. MAPS Offer Immune Activation in Autism Presentation

The Modesto Area Partners in Science (MAPS) will offer a presentation on Immune Activation in Autism by Judy Van de Water, Ph.D. Dr. Van de Water is the Director of the National Institute of Environmental Health Sciences (NIEHS) funded Center for Children's Environmental Health at University of California, Davis, where they are investigating potential environmental risk factors contributing to the incidence and severity of childhood autism. She will discuss potential risk factors such as the presence of antibodies in mothers that could be contributing to the incidence and severity of childhood autism, and explain how the antibodies were identified, and can be used as an early biomarker to detect autism risk. The event is on Friday, March 21, at 7:30 p.m. in Sierra Hall 132 on the MJC West Campus.

3. 30th Annual Hispanic Education Conference

The MJC Hispanic Education Conference will take place on Saturday, March 22, from 8:30 a.m. to 2:00 p.m. in the Auditorium of the Performing and Media Arts Center. The theme for this year's conference is "30 Years of Excellence! Educating Future Leaders." The keynote speaker will be MJC Alumna Tamara Mena. Having survived a car accident that left her paralyzed, Tamara is a motivational speaker; sharing her appreciation for life, a message of hope and encouraging belief in one's self.

4. Music Department Offers Spring Performances

Music is in the air at MJC with a full line-up of spring performances scheduled: Electronic Music Concert on Wednesday, March 26; Faculty Chamber Music for Two Piano and Strings Concert on Saturday, March 29; Woodwind and Brass Chamber Music Recital on Thursday, April 3; Advanced Voice Recital on Monday, April 8; and the Spring String Recital on Thursday, April 10. All of these events are at 7:30 p.m. in the Music Recital Hall on East Campus.

5. Celebration of the Humanities

The 37th Anniversary Celebration of the Humanities festivities will include: New Music Concert on April 7, 7:30 p.m., Main Auditorium; Writing Awards Ceremony on April 9, 7:00 p.m., in the Little Theatre, Main Auditorium; Student Art Exhibit Opening on April 11, 1:00 p.m., MJC Art Gallery (show continues until April 18); Choreographer's Showcase and Awards on April 19, 7:30 p.m., in the Cabaret West Dance Theatre, MJC West Campus; Storytelling Evening on April 29, 5:30 p.m., Little Theatre, Main Auditorium.

I. REPORTS AND INFORMATION ITEMS

C. Activities and Announcements

Modesto Junior College, Continued - President Jill Stearns

6. MJC Hosts Ag Field Day

The MJC Agriculture Program will host the 61st Annual Future Farmers of America (FFA) Field Day on Saturday, March 29, at the ACE Pavilion on West Campus. The FFA Field Day attracts over 1,000 high school students from over 90 high schools across the state of California who will compete in 20 ag-related contests, including Ag Mechanics, Livestock Judging, Farm Records, Floriculture, Forestry, Poultry, Agronomy, Dairy, and Vegetable Crops.

7. New Student Saturdays Help Enroll High School Seniors

MJC hosted a New Student Saturday on March 8 and will host a second Saturday event on April 12, with sessions beginning at 8:00 a.m. and 10:30 a.m. in the Main Auditorium of the Performing and Media Arts Center. New Student Saturday provides high school seniors the opportunity to gain a priority registration appointment for fall classes by completing the steps of application, orientation, assessment, and educational advising all in one day.

Yosemite Community College District - Chancellor Joan Smith

1. Financial Aid 101: A Summary of Changes to Grants, Loans, State, Federal and Other Institutional Aid

In January of 2014 the Association of Community College Trustees (ACCT) received a report titled "FINANCIAL AID 101 – A Guide to Understanding Federal Aid Programs for Community College Trustees and Leaders." Peggy Fikse from MJC and Marnie Shively from Columbia, both Directors of Student Financial Services, will be presenting the key facts of this report and how they pertain to each college. Topics of the presentation include Pell Grant funds received, Federal Direct Loans, Cohort Default Rates, Federal Work-Study, and State and Institutional aid.

I. REPORTS AND INFORMATION ITEMS

D. Presentations/Updates

1. Chancellor's Update
2. ☆Bond Update

Kitchell representative Mr. Mark Newton will provide the Board with an update on the progress of the Measure E Bond project – Columbia College Manzanita Building, and present the Expenditure Report.

Modesto Junior College: *North Hall:* The project is in construction. *Science Community Center/Great Valley Museum (GVM):* GVM is in construction. GVM Storage Building is out to bid.

Columbia College: *Manzanita Building Remodel:* The project is in the bidding phase.

Central Services: *Central Services Building:* The project is in design.

Current Modesto Junior College Projects

PROJECT	STATUS	START CONSTRUCTION
Infrastructure Increment II	Complete	February 2011
Science Community Center and GVM	GVM Under Construction	July 2010
Student Services	Closeout	April 2010
Library Learning Resource	Complete	September 2012
High Tech Center (North Hall)	Construction	September 2013
Career Transfer Center	Complete	May 2013

Current Columbia College Projects

Manzanita Building	Bidding	March 2014
Sequoia Building	Complete	August 2013
Redbud (MJC Funded)	Complete	March 2013
Roads Phase I	Complete	June 2013
Roads Phase II	DSA Review	May 2014
Secondary Effects (Tamarack)	Complete	November 2013

Current Central Services Projects

Primary Data Center	Commissioning	August 2012
Secondary Data Center	Commissioning	April 2013
Shipping and Receiving	Complete	August 2012
Central Services Building	Design Development Phase	Fall 2015

Current Educational Outreach Facilities

Calaveras	Design	Tbd
Oakdale	Property Search	Tbd
Turlock	CEQA Review	Tbd
Patterson	Design	Tbd

Definition of "Complete" for Facilities refers to "YCCD Occupancy".
 DSA= Division of State Architect.

Action items listed in Sections II.A, II.B, II.C, and II.D, are part of the Board's consent agenda. Trustees may pull specific items off the consent agenda for separate discussion and action. Items not pulled for separate discussion/action will be acted upon as one action by the Board.

II. **ACTION ITEMS**

A. **Consent Agenda, Fiscal Services**

1. ☆Purchase Orders

A recommendation is made that the Board of Trustees approve the purchase orders issued from January 1, 2014, through January 31, 2014.

2. Acceptance of Gifts

A recommendation is made that the Board accept with appreciation the following gift(s):

Donor	Gift	College	Program
Thomas F. Strother	Oil Painting on canvas "Thumbnail Garden" by artist Elizabeth C. "Betty" Strother	CC	Display at Columbia College
Bob Hornauer	Six boxes of Music Literature	CC	Music Program

B. **Consent Agenda, Proposed Curriculum Changes**

1. ☆MJC Proposed Curriculum Changes - 2013-2014 Academic Year

Per action of the Modesto Junior College Curriculum Committee, Modesto Junior College requests that the YCCD Board of Trustees approves the following curricular changes. They will take effect with the beginning of the 2014-2015 academic year unless otherwise indicated. Changes will be reflected in the 2014-2015 MJC Catalog and Schedules of Classes. Changes that require CCCC approval will be implemented upon CCCC approval.

RECOMMENDATION: That the Board of Trustees approves the attached Curriculum Changes Report additions, deletions, and modifications for Modesto Junior College as of the February 18, 2014, Curriculum meeting.

II. ACTION ITEMS

B. Consent Agenda, Proposed Curriculum Changes

2. ☆Columbia College Proposed Curriculum Changes - 2013-2014 Academic Year

RECOMMENDATION: That the Board of Trustees approves the attached Curriculum Changes Report additions, deletions, and modifications for Columbia College for the report period of December 6, 2013, to February 13, 2014.

C. Consent Agenda, Sabbatical Leaves

1. ☆MJC Sabbatical Leave Requests for 2014-2015 and 2015-2016

Modesto Junior College Sabbatical Leave Committee submitted a recommendation for a 2014-2015 and 2015-2016 sabbatical leave recipient. The recommendation was reviewed and approved by the College President. The Education Code requires that employees who are granted sabbatical leaves post a bond in an amount equal to the salary received during the leave period, or enter into an agreement with the Board of Trustees for the proportional repayment of the amount received during leave if service is not provided to the District in an amount twice the length of the leave. **(Resolution No. 13-14/05.)**

RECOMMENDATION: That the Board of Trustees approves the following 2014-2015 and 2015-2016 sabbatical leave requests:

Faculty Name	College	Fall Semester 2014	Spring Semester 2015	Fall Semester 2015	Spring Semester 2016
Michael Akard	MJC			yes	yes
Steve Amador	MJC	yes			
Shelley Circle	MJC	yes			
Lawrence Duchscher	MJC		yes		
Sharon Llewellyn	MJC	yes	yes		
Emily Malsam	MJC	yes	yes		
Tom Nomof	MJC	yes			
Kurt Olson	MJC	yes	yes		
Chad Redwing	MJC	yes			
Richard Serros	MJC	yes	yes		
Mary Shea	MJC	yes	yes		

II. ACTION ITEMS

D. Consent Agenda, Personnel

1. Personnel Transaction Items

A recommendation is made that the Board of Trustees approves the following list of Personnel Transaction Items and commend retirees for their years of service.

PERSONNEL TRANSACTION LIST

Name	Position	Department	Coll	Effective
Retirements:				
John Carter, 30 years of service	Professor of Music	Arts and Sciences	CC	5/31/14
William Kaiser, 14 years of service	Dean/Athletic Director	Physical, Recreation and Heath Education	MJC	7/1/14
Appointment – Classified Management:				
Albert Alt	Vice President	College Administrative Services	MJC	4/1/14
Probationary Appointment - Classified:				
Ashley Kennedy	Campus Security Officer	Campus Security	CC	3/13/14
Voluntary Retreat - Academic:				
Cecelia Hudelson	Professor of Geography	Business, Behavioral and Social Science	MJC	7/1/14
Resignation - Classified:				
Michael Guerra	Vice President of Support Services	Central Services	CS	6/29/14
Maureen Warren	Administrative Assistant	Allied Health/Family and Consumer Sciences	MJC	5/3/14

2. Short-Term Appointee List

A recommendation is made that the Board of Trustees approve the following list of short-term appointees, in accordance with state law (AB500-Goldberg).

Name	Classification	Department	Coll	Start Date	End Date
Seasonal - hired to cover high peak periods associated with the academic calendar such as registration, bookstore rush.					
Shirley Conner	Administrative Assistant	Community Education	MJC	3/13/14	6/26/14
Intermittent - creates pool of eligible employees available on an "on-call" basis. Typically used for critical areas such as security or to cover for mandated positions such as child care.					
Frank Andrews	Campus Security Officer	Campus Security	CC	4/1/14	6/30/14
Kristina Baker	Child Development Associate Teacher	Family Services	CC	3/13/14	6/30/14
Sara Carson	Bookstore Assistant	Bookstore	MJC	3/13/14	6/30/14
Yanet Casillas	Child Development Associate Teacher	Family Services	CC	3/13/14	6/30/14

II. ACTION ITEMS

D. Consent Agenda, Personnel

2. Short-Term Appointee List, Continued

Name	Classification	Department	Coll	Start Date	End Date
Shauna Ginn	Child Development Associate Teacher	Family Services	CC	3/13/14	6/30/14
Brett Hendricks	Campus Security Officer	Campus Security	CC	4/1/14	6/30/14
Dena Herd	Child Development Associate Teacher	Family Services	CC	3/13/14	6/30/14
Jessica Holden	Child Development Associate Teacher	Family Services	CC	3/13/14	6/30/14
Patricia Magana	Bookstore Assistant	Bookstore	MJC	3/13/14	6/30/14
John R. Perez	Campus Security Officer	Campus Security	CC	4/1/14	6/30/14
Andrea Prado	Bookstore Assistant	Bookstore	MJC	3/13/14	6/30/14
Allyson Rasor	Child Development Associate Teacher	Family Services	CC	3/14/14	6/30/14
Michael S. Robert	Campus Security Officer	Campus Security	CC	4/1/14	6/30/14
Amanda Silva	Child Development Associate Teacher	Family Services	CC	3/13/14	6/30/14
Michael A. Turner	Campus Security Officer	Campus Security	CC	4/1/14	6/30/14
William Walton	Campus Security Officer	Campus Security	CC	4/1/14	6/30/14
Specially Funded or Temporary - appointments made in response to specially funded project and/or unexpected workload demand created by special projects or vacancies.					
LaKiesha R. McDonald	Program Technician	Technical Education and Workforce Development	MJC	3/17/14	6/30/14
Substitutes - temporary replacement in the same job classification as a classified employee on an approved leave of absence.					
Mark Meredith	Maintenance Technician	Facilities Operations	CS	3/13/14	5/15/14
Temporary Replacement for Vacant Classified Position - Maximum of 60 calendar days permitted only during recruitment process.					
Casey Morgan	Administrative Assistant	Counseling	MJC	3/5/14	6/30/14
Alice Giagou	Instructional Support Assistant	Library and Learning Center	MJC	3/13/14	4/9/14

II. ACTION ITEMS

D. Consent Agenda, Personnel

3. Adjunct Faculty Appointee List

A recommendation is made that the Board of Trustees approve the following list of adjunct faculty appointments for the Spring 2014 Semester.

Name	Department	Coll	Effective
Kristen Akina	Literature and Language Arts	MJC	Spring 2014
Micki Archuleta	Literature and Language Arts	MJC	Spring 2014
Tatiana Khoubiar	Counseling	MJC	Spring 2014
Joe Nomellini	Counseling	MJC	Spring 2014
Emily Pack	Counseling	MJC	Spring 2014
Steven Vermouth	Literature and Language Arts	MJC	Spring 2014

II. ACTION ITEMS

E. Discussion Items

1. ☆Board Policy – 1st Reading

The following eleven (11) YCCD Board Policies are presented to the Board as a 1st Reading. The policies have gone through the review process used by the Policy and Procedures Committee, which includes constituency group review and feedback, and have been presented to District Council. Some of the policies have accompanying changes to administrative procedures which will become effective upon policy adoption.

Proposed Policy Revisions:

- 2345 – Public Participation at Board Meetings – Oral Communication
- 2350 – Speakers
- 3501 – Campus Security and Access
- 5140 – Disabled Students Programs and Services
- 7110 – Delegation of Authority for Personnel Actions
- 7120 – Recruitment and Hiring
- 7125 – Verification of Eligibility for Employment
- 7235 – Probationary Period: Classified Employees
- 7240 – Confidential Employees
- 7250 – Educational Administrators
- 7260 – Classified Supervisors and Managers

In addition, as existing YCCD Board Policy 2410 states, “procedures may be revised as deemed necessary by the Chancellor” and do not require Board action. Below is an additional procedure change, being provided to the Board as an informational item.

Proposed Administrative Procedure Revision:

- 6300 – Fiscal Management

Also, as stated in YCCD Board Policy 2410, “Non-substantive changes, such as updated Code references and external agency name changes, shall not require Board adoption.” Below are non-substantive changes, also provided as informational items.

Non-Substantive Changes:

- 3420 – Recruitment and Hiring
- 3500 – Campus Safety/Security
- 6300 – Fiscal Management
- 7100 – Commitment to Diversity
- 7310 – Nepotism
- 7700 – Whistleblower Protection

RECOMMENDATION:

That the Board of Trustees conducts a 1st Reading on YCCD Board Policies 2345, 2350, 3501, 5140, 7110, 7120, 7125, 7235, 7240, 7250, and 7260.

II. ACTION ITEMS

E. Discussion Items

2. ☆CCCT Board of Directors Election - 2014

The voting period for the California Community College Trustees Board of Directors takes place between March 10 and April 25, 2014. There are candidates for seven (7) three-year vacancies on the Board and one (1) one-year vacancy. 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 and forward to the Chancellor for compilation; and direct the Chancellor to complete and submit a single Board ballot.

III. BOARD COMMENTS

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

The next regular meeting of the Board of Trustees will be held on Wednesday, April 9, 2014. Closed Session will begin at 3:30 p.m., Open Session begins at 5:30 p.m., in the Yosemite Community College District Board Room, 2201 Blue Gum Avenue, Modesto, California.

Approval of Minutes

February 12, 2014 – Regular Meeting

ATTACHMENTS

MINUTES
YOSEMITE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES
BOARD STUDY SESSION and
FIVE HUNDRED AND EIGHTY- EIGHTH REGULAR MEETING
February 12, 2014

The Board Study Session was called to order by Chair Lynn Martin at 2:00 p.m.

Presentation The Board of Trustees received training on the BoardDocs e-governance program.

Board Members Present Lynn Martin, Board Chair
Don Viss, Vice Chair
Anne DeMartini
Tom Hallinan
Mike Riley
Abe Rojas

Board Members Absent Linda Flores
Student Trustee (position vacant)

Others Present J. Smith, T. Scott, M. Gang, N. Stavrianoudakis, G. Molina, and J. Mathies (Recorder).

Public Comments There were no comments from the public.

Trustees adjourned to Closed Session for the purpose of discussing the following Closed Session Agenda items:

CLOSED SESSION AGENDA:

- Discussion:
1. Pursuant to G. C. Section 54957
Discipline/Dismissal/Release/Appointment
 2. Pursuant to G. C. Section 54957.6 - Conference with Labor Negotiators
Employee Organizations: CSEA, YFA
 3. Pursuant to G.C. Section 54956.8 Property Negotiator
Conference with Real Property Negotiator (Stanislaus APN: 089-019-015, 089-019-016, 089-019-017, 089-019-018, 081-022-010.)
 4. Pursuant to G.C. Section 54956.9(a) - Existing Litigation
Case: Van Tuinen vs. Yosemite Community College District, et al.,
USDC Case #1:13-CV-01630-LJO-SAB

The Board of Trustees reconvened to Open Session at 5:38 p.m. in the Yosemite Community College District Board Room.

The Pledge of Allegiance to the Flag preceded formal Board action.

Board Members Present	Lynn Martin, Board Chair Don Viss, Vice Chair Anne DeMartini Tom Hallinan Mike Riley Abe Rojas Linda Flores
Board Members Absent	Student Trustee (Position Vacant)
Others Present	J. Smith, T. Scott, V. Simmons, M. Gang, J. Stearns, L. Buckalew, B. Sinclair, A. Fairchilds, D. Fairchilds, S. Schrader, M. Kennedy, E. Anderson, L. Jackson, M. Newton, M. Shively, D. Bolter, S. Curl, M. Adams, A. Gonzalez, T. Kosik, M. Jones, H. Coit, J. Hamilton, M. Sundquist, G. Womble, J. Todd, N. Stavrianoudakis, J. Leamy, B. Thames, G. Molina, J. Mathies (Recorder).
Report Out From Closed Session	There was no reportable action from Closed Session.
Approval of Minutes	A motion was made by Trustee Rojas and seconded by Trustee DeMartini to approve the Minutes of the Regular Meeting on January 8, 2014. The motion carried with a vote of 6-0. Ayes: Trustees Martin, Viss, DeMartini, Hallinan, Riley, Rojas Trustee Flores not in the room at time of vote.
<u>PUBLIC COMMENTS</u>	Samantha Huebner, a member of the California Student Housing invited the Trustees to an open house.
<u>REPORTS & INFORMATION ITEMS</u> <u>Modesto Junior College Presentation</u>	Jillian Daly, Dean of Literature and Language Arts/Library and Learning Resources, and Shirley Miranda, STEM Center Manager presented an update on student use and upcoming plans for the newly opened East Campus Library & Learning Center (L&LC).
<u>Constituency Reports</u>	Monthly Reports were given by the following:
Student Senate	Student Senate Activity Reports (ASMJC President Andrew Campbell for MJC and ASCC President Matt Chrisman for Columbia College)
Leadership Team Advisory Council	Leadership Team Advisory Council (LTAC President Shawna Dean)

Yosemite Faculty Association

Yosemite Faculty Association
(YFA President Debi Bolter)

California Schools Employee Association

California Schools Employee Association
(CSEA President Rosanne Faughn)

Faculty Representative to the Board

Faculty Representative to the Board
(Brian Sinclair)

Academic Senate

Academic Senate
(CCAS President John Leamy,
MJCAS – no report this month)

Activities and Announcements

Both MJC President Jill Stearns and Columbia College President Angela Fairchilds expressed their appreciation to the many staff members regarding each college's Accreditation reaffirmation.

Modesto Junior College

President Jill Stearns called the Board's attention to the following MJC activities and announcements described in the February Board Agenda:

1. Dr. James Todd Recognized with Cardoza Award
2. Student Art on Display in MJC Gallery
3. Spring Science Colloquium – Science That Matters
4. Cash for College Night
5. Civic Engagement Project Offers Spring Film and Lecture Series
6. Spring Speech Night set for February 25
7. MAPS Offer "Chaos Theory" Presentation

Columbia College

President Angela Fairchilds called the Board's attention to the following Columbia College activities and announcements described in the February Board Agenda:

1. Occupational Olympics
2. 38th Annual Columbia Wine Tasting
3. Students Attend March in March

Yosemite Community College District

Chancellor Smith announced that the Board of Trustees will begin using BoardDocs Pro, an e-governance program. She expressed appreciation for the collaborative effort regarding Accreditation. She reported that Executive Vice Chancellor of Fiscal Services Teresa Scott will be making a presentation on Community College Finance for the Solano CCD Leadership Academy in June.

Presentations/Updates

Chancellor's Update

Chancellor Smith gave an update on the Leadership Team training and briefly reported on a number of changes in the area of Higher Education.

Bond Update

Kitchell representative Mr. Mark Newton provided the Board with an update on the progress of the Measure E Bond project – MJC Roads.

Modesto Junior College: North Hall: The project is in construction. *Science Community Center/Great Valley Museum (GVM):* GVM is in construction. GVM Storage Building is out to bid.

Columbia College: Manzanita Building Remodel: The project is in the bidding phase.

Central Services: Central Services Building: The project is in design.

Current Modesto Junior College Projects

PROJECT	STATUS	START CONSTRUCTION
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Library Learning Resource	Move-in	September 2012
High Tech Center (North Hall)	Construction	September 2013
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Redbud (MJC Funded)	Complete	March 2013
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Roads Phase II	Design	May 2014
Secondary Effects (Tamarack)	Complete	November 2013

Current Central Services Projects

Primary Data Center	Commissioning	August 2012
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Central Services Building	Design	Fall 2015

Current Educational Outreach Facilities

Calaveras	Design	Tbd
Oakdale	Property Search	Tbd
Turlock	CEQA Review	Tbd
Patterson	Design	Tbd

Definition of "Complete" for Facilities refers to "YCCD Occupancy".
DSA= Division of State Architect.

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ACTION ITEMS
Consent Agenda

Two corrections were noted to the Consent Agenda by Interim Vice Chancellor of Human Resources Victoria Simmons:

1. Page 12, Personnel Transaction Items, Probationary Appointment, Classified: The name to be filled in for the multimedia technician in the Information Technology Department is Kevin Granados.
2. Page 14, Recommendation, Item C. 1. The effective date is February 13, 2014, (not January 9, 2014.)

A motion was made by Trustee Rojas and seconded by Trustee Flores to approve Consent Items A through E with corrections.

The motion carried with a vote of 7-0.

Ayes: Trustees Martin, Viss, DeMartini, Hallinan, Riley, Rojas, and Flores.

Fiscal Services
Purchase Orders

The Board of Trustees approved the purchase orders issued from December 1, 2013, through December 31, 2013.

Acceptance of Gifts

A recommendation is made that the Board accept with appreciation the following gift(s):

Donor	Gift	College	Program
Fastenal	90 pounds of Carbide Tooling (value \$1,200)	MJC	Technical Education and Workforce Development Division Machine Tool Technology Department
Phillips Corporation/Haegar Incorporated	55 pounds of Carbide Tooling (value \$680)	MJC	Technical Education and Workforce Development Division Machine Tool Technology Department
Auto/Industrial Paint Company	PPG Environbase HP toners and Pigments/Touchmix Computer Mixing and Color Retrieval System (value \$10,000)	MJC	Technical Education and Workforce Development Division Auto Body Department
Marty McKinsey	Lab Manual PDF and License to Print up to 200 Copies of Student Manuals in Support of the Lab Volt 100 Trainers	MJC	Electronics Technology Department
Doc Wait	200 copies of "Ornamental Plants, Their Care, Use, Propagation and Identification" (value \$3,000)	MJC	Ag & Environmental Horticulture Science Program

Notice of Completion of Contract

The following project contracts have been completed and inspected. The Board accepted the work performed as having been completed in accordance with the plans and specifications and authorized final payment of 10% of the total contract amount.

Bid #	Project Name	College	Contractor	Amount
12-1677	Primary Data Center	MJC	Seward L. Schreder Construction, Inc.	\$4,517,527.57
12-1688	East Campus Library Renovation	MJC	Acme Construction Company, Inc.	\$5,083,020.00
13-1708	Roadways – Phase I	CC	George Reed, Inc.	\$456,008.73

Rejection of Claim

The District received the following claim against the Yosemite Community College District:

Name	Amount of Damages	Description of Incident	Date of Incident
Steve Mizuno	\$7,104.73	Property Damage	10/3/13

The Board of Trustees rejected the above claim and referred it to the District's claims administrator.

Consent Agenda, Proposed Curriculum Changes

MJC Proposed Curriculum Changes - 2013-2014 Academic Year

Per action of the Modesto Junior College Curriculum Committee, Modesto Junior College requests that the YCCD Board of Trustees approve the following curricular changes. They will take effect with the beginning of the 2014-2015 academic year unless otherwise indicated. Changes will be reflected in the 2014-2015 MJC Catalog and Schedule of Classes. Changes that require CCCC approval will be implemented upon CCCC approval.

The Board of Trustees approved the Curriculum Changes Report additions, deletions, and modifications for Modesto Junior College as of the January 21, 2014, Curriculum meeting which was attached to the Agenda. **(See Report #2457)**

Consent Agenda, Student Travel

MJC Dance Students Trip to Tempe, Arizona

The MJC Dance program has been invited to attend the American College Dance Festival West Region conference at Arizona State University in Tempe, Arizona, from March 12 to March 16, 2014. The conference provides a venue to engage in performances, workshops, panels, and master classes. Faculty members Lori Bryhni and Kim Davis, administrator Michael Sundquist, and nine students seek Board approval to attend this event. The approximate cost of the trip is \$10,000, which includes conference registration, airfare, transportation, and hotel accommodations.

Expenses will be paid using funds from the Fund 12 dance account, the Friends of MJC Dance contributions, and student fund raising efforts.

The Board of Trustees approved the MJC Dance Students Trip to Tempe, Arizona, from March 12 to March 16, 2014.

Geology Field Studies -
Canada and the Pacific
Northwest

MJC is seeking Board approval of Geology Studies of Canada and the Pacific Northwest for Summer 2014. Instruction will be offered from July 21 to July 31, 2014, by MJC instructors Garry Hayes and Susan Kerr, who will share instruction and supervision of students in Geology 174 and Anthropology 174. Sites to be studied in this incredible geological province will include Banff and Jasper National Parks, Vancouver Island, Revelstoke and Glacier National Parks, Olympic National Park, and the Burgess Shale. They will see some of the most spectacular geology on our continent. Students will meet at the Hampton Inn by the airport in Seattle and are completely responsible for their own transportation to Seattle and the \$1,300 cost of the trip itself.

Note: This course may be offered as Geology 174, Geology Summer Field Studies, as in the past or as Geology 192, Geology of the Pacific Northwest, currently in the approval queue for the Curriculum Committee.

The Board of Trustees approved the Geology Field Studies - Canada and the Pacific Northwest trip from July 21 to July 31, 2014.

Anthropology Field Studies -
Anthropology of Canada
and the Pacific Northwest

MJC is seeking Board approval of Anthropology Field Studies of Canada and the Pacific Northwest for summer 2014. Instruction will be offered from July 21 to July 31 by MJC instructors Susan Kerr and Garry Hayes who will share instruction and supervision of students in Geology 174 and Anthropology 174. Students will travel to cultural sites, including sites excavated through Underwater Archaeology at Jasper National Park, remains of the first inhabitant of the New World in Alberta and Glacier National Parks, and will learn about the incredible and highly complex cultures of the Pacific North Coast on Vancouver Island. They will experience a multitude of anthropological cultures, living and dead, and see evidence of how people lived in the past, and how archaeologists recreate that past. Students will meet at the Hampton Inn by the airport in Seattle and are completely responsible for their own transportation to Seattle and the \$1,300 cost of the trip itself.

The Board of Trustees approved the Anthropology Field Studies - Anthropology of Canada and the Pacific Northwest trip from July 21 to July 31, 2014.

MJC Speech and Debate Team's National Tournament, Denver, Colorado, Trip

The MJC Speech and Debate Team has been invited to compete at the Phi Rho Pi National Tournament for Community Colleges in Denver, Colorado. Mr. Todd Guy, team coach, is in the process of planning a trip for the team that will span from April 5 to April 13, 2014.

The approximate cost of the trip for the coach and 12 team members will be \$12,000. The funds for the trip will be paid through the Speech Team's Fund 12 account.

The Board of Trustees approved the MJC Speech and Debate Team's National Tournament, Denver, Colorado, trip from April 5 to April 13, 2014.

¼ Scale Tractor Team to Participate in ¼ Scale Tractor Competition - Peoria, Illinois

The MJC Mechanized Agriculture Club ¼ Scale Tractor Team will compete this summer in the American Society of Agricultural and Biological Engineers (ASABE) ¼ Scale Tractor competition in Peoria, Illinois. Professor Steve Amador and Lab Technician Nicholas Stuyt, MJC ¼ Scale Tractor Team Advisors, are in the process of planning a trip for the team that will span from May 25 to June 3, 2014.

The students who will accompany Messrs. Amador and Stuyt on the trip will be selected from the following list:

Andrade, Steven	Chiley, Sergey	Olson, Johnathon
Arnold, Steven	David, Simon	Roland, Brody
Bailey, William	Hanson, Makenna	Saephan, Kenny
Baker, Brody	Hernandez, Hector	Sciortino, Nicolas
Borges, Brad	Hobby, Rebecca	Tauriac, Joseph
Bucknell, Daniel	Khodikian, Paul	Titus, Michael
Mello, Thomas	Vierra, Joshua	

Professor Amador is making all of the arrangements for transportation, lodging, et cetera, for the trip. The approximate cost of the trip will be \$12,000. The funds needed for this trip will be raised by Professor Amador and the team members through the Mechanized Agriculture Club.

The Board of Trustees approved the ¼ Scale Tractor Team students to participate in the ¼ Scale Tractor Competition in Peoria, Illinois, for Modesto Junior College from May 25 to June 3, 2014.

Consent Agenda, Sabbatical Leaves Modesto Junior College Sabbatical Leave Reports 2012-2013

Final reports have been received and approved by the Modesto Junior College President Jill Stearns from faculty members who were on sabbatical leave in fall 2012 and spring 2013. The reports were previously provided to the Board of Trustees.

The Board of Trustees accepted the 2012-2013 sabbatical leave reports from Brian Larson and Dale Phillips.

Columbia College
Sabbatical Leave Requests
2014-2015

Columbia College Sabbatical Leave Committee submitted a recommendation for 2014-2015 sabbatical leave recipients. The recommendation was reviewed and approved by the College President. The Education Code requires that employees granted sabbatical leaves post a bond in an amount equal to the salary received during the leave period or enter into an agreement with the Board of Trustees for the proportional repayment of the amount received during leave if service is not provided to the District in an amount twice the length of the leave (**Resolution No. 13-14/02.**)

The Board of Trustees approved the following 2014-2015 sabbatical leave requests:

Faculty Name	College	Fall Semester 2014	Spring Semester 2015
Laureen Campana	CC	Yes	Yes
Dr. Micha Miller	CC	No	Yes

Consent Agenda,
Personnel

Personnel Transaction Items The Board of Trustees approved the following list of Personnel Transaction Items and commended the retirees for their years of service:

PERSONNEL TRANSACTION LIST

Name	Position	Department	Coll	Effective
Retirements:				
Venese Metcalf, 27 years of service	District Employment Manager	Human Resources	CS	2/1/14
Teryl Ward, 24 years of service	Professor of Nursing	Allied Health	MJC	6/30/14
Probationary Appointment - Classified:				
Natalie Pence	Payroll Specialist	Payroll	CS	2/13/14
Kevin Granados	Multimedia Technician	Information Technology	CC	2/13/14
Interim Appointment – Confidential:				
Jennifer Ahlswede	Interim Executive Assistant	Information Technology	CS	2/1/14
Resignation - Classified:				
Justin Spurlock	Multimedia Technician	Information Technology	CS	2/3/14

Consent Agenda,
Personnel, Continued

Short-Term Appointee List

The Board of Trustees approved the following list of short-term appointees, in accordance with state law (AB500-Goldberg).

Name	Classification	Department	Coll	Start Date	End Date
<i>Seasonal</i> – hired to cover high peak periods associated with the academic calendar such as registration, bookstore rush.					
Ian Aguilar	Administrative Assistant	Student Financial Services	MJC	2/13/14	6/30/14
Peggy Egami	Administrative Assistant	Student Financial Services	MJC	2/13/14	6/30/14
<i>Intermittent</i> – creates pool of eligible employees available on an “on-call” basis. Typically used for critical areas such as security or to cover for mandated positions such as child care.					
Christopher Bengochea	Accompanist	Arts, Humanities & Communications	MJC	2/13/14	6/30/14
Keven Dambrosio	Art Model	Arts, Humanities & Communications	MJC	2/13/14	6/30/14
Hana Krahenbuhl	Art Model	Arts, Humanities & Communications	MJC	2/13/14	6/30/14
Micah Spencer	Art Model	Arts, Humanities & Communications	MJC	2/13/14	6/30/14
<i>Specially Funded or Temporary</i> – appointments made in response to specially funded project and/or unexpected workload demand created by special projects or vacancies.					
Susanne Anderson	Health Service Nurse	Community Education	MJC	2/13/14	6/30/14
Ashley Enserink	Administrative Assistant	Business, Behavioral & Social Science	MJC	1/9/14	6/30/14
<i>Substitutes</i> – temporary replacement in the same job classification as a classified employee on an approved leave of absence.					
Brandy Handel	Custodian	Facilities Operations	CC	2/3/14	5/15/14
<i>Temporary Replacement for Vacant Classified Position</i> – Maximum of 60 calendar days permitted only during recruitment process.					
Michelle Billington	Custodian	Facilities Operations	CS	2/13/14	4/13/14
Daniel Brown	Custodian	Facilities Operations	CS	2/13/14	4/13/14
Jesse Castillo	Grounds Maintenance Technician	Facilities Operations	CS	2/13/14	4/13/14
Sergiv Kovnev	Multimedia Technician	Information Technology/MJC Tech Services	CS	2/3/14	3/28/14

Adjunct Faculty Appointee List

The Board of Trustees approves the following list of adjunct faculty appointments for the Spring 2014 Semester.

Name	Department	Coll	Effective
John Basile	Allied Health	MJC	Spring 2014
Gary Buckingham	Literature & Language Arts	MJC	Spring 2014
Jose Cazares	Technical Education	MJC	Spring 2014
Aiden Endsley	ESL	MJC	Spring 2014
Barney Gordon	Technical Education	MJC	Spring 2014
Caroline Hansen	ESL	MJC	Spring 2014
Arthur B. Jones	Fire Technology	CC	Spring 2014
Mark Lopez	Technical Education	MJC	Spring 2014
Orville Poor Jr.	Career Technical Education	CC	Spring 2014
Doug Preston	Technical Education	MJC	Spring 2014
Michael Sweeley	Science, Math & Engineering	MJC	Spring 2014

Reorganization – MJC
Facilities and
Events/Mailrooms

NARRATIVE: YCCD Administrative Procedure 4204 allows for organizational change, through administrative channels upon recommendation by the Chancellor to the Board of Trustees

RATIONALE:

The reorganization proposes to eliminate three positions (administrative assistant, Events/Facilities Scheduling Coordinator and Facilities/Events Scheduler) and create two positions (Events/Facilities Coordinator and Events/Facilities Scheduling Specialist). This new configuration will provide oversight for the college mailrooms and continue efficient operations of the MJC Facilities and Events department. This configuration will also provide a cost savings to the District. Overall supervision will continue under the Vice President of College Administrative Services.

FISCAL IMPACT:	Current	Proposed
Administrative Assistant (Range 18)	\$ 31,392	-0-
Events/Facilities Coordinator (Range 30 to 33)	\$ 53,916	\$ 58,080
Events/Facilities Specialist (Range 26 to 29)	<u>\$ 38,292</u>	<u>\$ 42,264</u>
	\$123,600	\$100,344

The reorganization will result in an annual savings of \$23,256.

The Board of Trustees:

A. Eliminated the following position(s):

1. Administrative Assistant (classified range 18; 100%, 10 months)
2. Events/Facilities Scheduling Coordinator (classified range 30; 100%, 12 months)
3. Facilities/Events Scheduler (classified range 26; 100%, 12 months)

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B. Created the following positions:

1. Events/Facilities Coordinator (classified range 33; 100%, 12 months)
2. Events/Facilities Specialist (classified range 29; 100%, 12 months)

C. Appointed staff to the affected positions:

1. Appoint Sherri Suarez to Events/Facilities Coordinator effective ~~January 9, 2014~~. February 13, 2014.
2. Events/Facilities Scheduling Specialist vacancy to be filled through an open recruitment process, to begin following Board approval.

Discussion Items

Quarterly Report on the District's Financial Condition

Consistent with prevailing fiscal practices and in compliance with current statute, staff prepared the quarterly statement of the District's financial condition for the quarter ended December 31, 2013. A copy of the statement was attached to the Agenda. The Board is required by law to hold a public hearing to review the report and direct that it be filed with the California Community Colleges Chancellor's Office. **(See Report #2458)**

Board Chair Lynn Martin conducted a public hearing to review the District's financial report for the quarter ended December 31, 2013.

A motion was made by Trustee Hallinan and seconded by Trustee Viss that the Board of Trustees:

- a. Direct staff to submit a copy of the required report to the California Community Colleges Chancellor's Office.

The motion carried with a vote of 7-0.

Ayes: Trustees Martin, Viss, DeMartini, Hallinan, Riley, Rojas and Flores.

Modesto Junior College Measure E Proposed Budget Adjustments

In January 2012, the Board of Trustees approved the Modesto Junior College Measure E Bond project budgets. A revised version of the Modesto Junior College project budget was attached for Board review and approval. **(See Report #2459)**

A motion was made by Trustee Rojas and seconded by Trustee DeMartini to approve the revised Modesto Junior College Measure E Bond project budget adjustments. Discussion ensued.

Chair Martin called for the vote.

The motion carried with a vote of 5-2;

Ayes: Trustees Martin, Viss, Riley, Rojas and Flores

Noes: Trustees DeMartini and Hallinan.

Parking Fee Increase

Background

Parking fees for Yosemite Community College District have remained at \$20 for the fall and spring semesters for students for the past 22 years. Although this fee has not increased, expenses for security and parking maintenance have. In an effort to offset these additional ongoing costs and to increase the number of security personnel, call boxes, and security cameras in the parking lots, the District is proposing to increase parking fees effective Summer 2014. Various proposals were presented and discussed with the District Administrative Council as well as the Associated Student groups from each college. This same information was shared with the leadership of the District Council.

Proposal

To increase parking fees as outlined below:

- Student parking permits – Increase from \$20 for fall and spring and \$7.50 for summer to \$30 for fall and spring and \$15 for summer
- Daily parking fee – Increase from \$1 to \$2
- Full-time staff permits – Increase from \$30 annually to \$60 annually
- Part-time staff permits – Remain at \$15 per semester
- Motorcycle permits – Remain at \$7.50 per semester

It is estimated that the increase in parking fees will generate approximately \$300,000 in new revenue to support the District and colleges' effort to increase safety on the campuses.

A motion was made by Trustee Viss and seconded by Trustee Riley that the Board of Trustees approves the proposal for increased parking fees as outlined above.

The motion carried with a vote of 7-0.

Ayes: Trustees Martin, Viss, Riley, Rojas, Flores, DeMartini and Hallinan.

Board Policy – 2nd Reading

YCCD Board Policy 3900 – Time, Place and Manner is presented to the Board as a 2nd Reading. The policy has gone through the review process used by the Policy and Procedures Committee, which includes constituency group review and feedback, and has been presented to District Council and to the Board as a 1st Reading.

In addition, as existing YCCD Board Policy 2410 states, "procedures may be revised as deemed necessary by the Chancellor" and do not require Board action. Accompanying Policy 3900 is an additional procedure change to Administrative Procedure 3900 being provided to the Board as an informational item. **(See Report #2460)**

Proposed Procedure Revision:

3900 – Time, Place and Manner

Chair Lynn Martin conducted a 2nd reading on YCCD Board Policy 3900 - Time, Place and Manner.

A motion was made by Trustee Rojas and seconded by Trustee DeMartini that the Board of Trustees approves YCCD Board Policy 3900 - Time, Place and Manner.

The motion carried with a vote of 7-0.

Ayes: Trustees Martin, Viss, Riley, Rojas, Flores, DeMartini and Hallinan.

COMMENTS

From the Board of Trustees

Trustee Flores reported she attended the MJC Institute Day, the Library ribbon cutting and visited the newly relocated Career Transfer Center offices in the Student Center. Trustee DeMartini reported attending the Library ribbon cutting and the Managing Change workshop. Trustee Viss had no report this month. Trustee Rojas attended the CCLC annual Legislative Conference, the Library ribbon cutting, the Managing Change workshop, the TRIO committee meeting, and the VIPJPA meeting in Merced. Trustee Riley attended the Columbia College In-Service Day, the MJC Institute Day, the Library ribbon cutting, the Managing Change workshop, the MJC Foundation Board meeting, and the BoardDocs training. He also reported meeting with the Chancellor and the Representative to the Board Brian Sinclair. Trustee Hallinan had no report this month. Chair Martin reported attending Columbia College In-Service Day and the MJC Institute Day. She also took a tour of the Columbia College swing space and attended the MJC Library ribbon cutting, Managing Change workshop, and the Agenda review with the Chancellor.

The meeting adjourned at 7:34 p.m.

ANNOUNCEMENTS

The next regular meeting of the Board of Trustees will be held on Wednesday, March 12, 2014. Closed Session will begin at 3:30 p.m. and Open Session at 5:30 p.m. in the Dogwood Forum, 11600 Columbia College Drive, Sonoma, California.

Lynn Martin, Chair
YCCD Board of Trustees

Joan E. Smith, Ed.D., Secretary
YCCD Board of Trustees

Approval of Minutes

February 27, 2014 – Board Special Meeting

ATTACHMENTS

at the outreach facility in Turlock will not have a significant effect on the environment with mitigation. Public notices have been posted and the State Clearinghouse has closed the review period.

A motion was made by Trustee Rojas and seconded by Trustee Hallinan that the Board of Trustees finds the Outreach Facility in Turlock will not have a significant impact upon the environment with the mitigation measures incorporated in the CEQA initial study and that the Board of Trustees adopts the "Mitigated Negative Declaration" and the "Mitigation Monitoring Program" (**Resolution No. 13-14/03**) and directed staff to file a "Notice of Determination" with the Governor's Office of Planning and Research (**Resolution No. 13-14/04.**)

The motion carried with a vote of 6-0.

Ayes: Trustees Martin, Viss, Rojas, Riley, DeMartini and Hallinan.

Absent: Trustee Flores absent.

Presentation

Interest Based Negotiation
and Problem Solving
Training

Interim Vice Chancellor of Human Resources Victoria Simmons presented a workshop entitled "Interest-Based Negotiations and Problem Solving Training." Workshop objectives: 1) Define the principle elements and methods of interest-based problem solving. 2) Experience the use of interest-based problem solving. 3) Understand and appreciate the benefits of collaborative problem solving.

Trustees adjourned to Closed Session for the purpose of discussing the following Closed Session Agenda items.

CLOSED SESSION AGENDA

- Discussion:
1. Pursuant to G. C. Section 54957
Discipline/Dismissal/Release/Appointment
 2. Pursuant to G. C. Section 54957.6 - Conference with Labor Negotiators
Employee Organizations: CSEA, YFA
 3. Pursuant to G.C. Section 54956.9(a) - Existing Litigation
Case: Van Tuinen vs. Yosemite Community College District, et al.,
USDC Case #1:13-CV-01630-LJO-SAB

Report Out from Closed
Session

There was no reported action from Closed Session.

The meeting adjourned at 6:40 p.m.

ANNOUNCEMENTS

The Board of Trustees will adjourn to the next regular meeting of the Board of Trustees on Wednesday, March 12, 2014. Closed Session will begin at 3:30 p.m. and Open Session at 5:30 p.m. in the Dogwood Forum, 11600 Columbia College Drive, Sonoma, California.

Lynn Martin, Chair
YCCD Board of Trustees







Joan E. Smith, Ed.D., Secretary
YCCD Board of Trustees

I. **REPORTS AND INFORMATION ITEMS**

D. **Presentations/Updates**

2. ☆ Bond Update

ATTACHMENTS

YCCD Measure E Budgets and Schedules (10)	Measure E Budget (1)	Total Budget (2)	Total Construction Budget (3)	Bid Day Budget/ Construction Contract (4)	Cost/ Square Foot	2014				2015				2016			
						Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
CENTRAL SERVICES																	
Ag Temp Housing	\$ 65,877	\$ 65,877			n/a												
Art Building (8)	\$ 600,000	\$ 600,000			n/a												
Capital Outlay Debt Service	\$ 14,435,000	\$ 14,435,000															
Central Services Buildings	\$ 21,000,000	\$ 21,000,000			tbd												
Central Services Master Plan	\$ 82,500	\$ 82,500			n/a												
DTSC	\$ 1,300,000	\$ 1,300,000			n/a												
Primary Data Center	\$ 8,000,000	\$ 8,000,000			tbd												
Scheduled Maintenance	\$ 10,000,000	\$ 10,000,000			n/a												
Secondary Data Center	\$ 3,500,000	\$ 3,500,000			tbd												
Technology Infrastructure	\$ 10,000,000	\$ 10,000,000			n/a												
Shipping and Receiving [new]	\$ 5,500,000	\$ 5,500,000	\$ 4,257,067	\$ 3,831,879	\$ 220												
CC Logistics Center	\$ 995,896	\$ 995,896	\$ 675,000	\$ 675,000	\$ 703												
Patterson Planning	\$ 1,093,484	\$ 1,093,484															
Central Services Contingency (7)	\$ 1,996,243	\$ 1,996,243															
SUBTOTAL - Central Services	\$ 78,569,000	\$ 78,569,000	(includes \$30M investment income)														
Total Projects Budget	\$ 351,174,000	\$ 364,284,779															
Original Measure E Bond	\$ 321,174,000																
LEGEND	FOOTNOTES																
Design/ Approvals/ Bidding/ Site Procurement		Cost Estimate		(1) Total project budget as adopted by the Board of Trustees.													
Construction		Value Engineering		(2) Total project funding available to the project, including any local, state and grant funding.													
		Cost Estimate		(3) Includes Group II, change order contingency and moving costs.													
Kitchell CEM				(4) Bid day target that includes current day projected costs plus any													
2/24/2014				(5) Not used.													
				(6) Design duration includes state FPP submittal and review period from July 08 to January 2009.													
				(7) Contingencies include both colleges and Central Services.													
				(8) Art Building funded by MJC and Central Services.													
				(9) Previous expenditures.													
				(10) Document amended per Board of Trustees approved Program Management Plan (5/11/11).													
				(11) Lighting Retrofit, Marquee Sign West Campus, and West Campus Entrance Traffic Signal projects have been moved to Fund 41.													

**YCCD Measure E Bond
Expenditure Report
Fiscal Year 2013 - 2014**

Expenditure Report By College	Current Budget 02/12/2014	Previous Fiscal Years (2004-2013) Expenditures	Current Fiscal Year (2013-2014) Expenditures	Total Expenditures as of 01/31/2014	Encumbrances	Unencumbered Balance
Modesto Junior College¹						
17 Auditorium Renovation/Addition	\$ 19,566,199.54	\$ 19,566,199.54	\$ -	\$ 19,566,199.54	\$ -	\$ -
15c Ag-Modular Living Units	\$ 3,149,906.74	\$ 3,149,906.74	\$ -	\$ 3,149,906.74	\$ -	\$ -
15d Ag-Animal Facilities	\$ 2,017,277.69	\$ 2,017,277.69	\$ -	\$ 2,017,277.69	\$ -	\$ 0.00
15e **Ag-Multipurpose Pavilion	\$ 16,766,508.00	\$ 16,534,053.83	\$ 50,087.52	\$ 16,584,141.35	\$ 2,056.93	\$ 180,309.72
16 **Allied Health & Life Sciences Building	\$ 25,360,225.00	\$ 24,396,336.26	\$ 551,252.73	\$ 24,947,588.99	\$ 55,214.77	\$ 357,421.24
**Art Building	\$ 579,379.00	\$ 579,379.00	\$ -	\$ 579,379.00	\$ -	\$ -
Campus Way Parking Lot	\$ 1,300,480.29	\$ 1,300,480.29	\$ -	\$ 1,300,480.29	\$ -	\$ (0.00)
8 Founders Hall	\$ 11,739,920.00	\$ 11,739,259.44	\$ 660.56	\$ 11,739,920.00	\$ -	\$ 0.00
22 High Technology Center	\$ 17,750,000.00	\$ 2,209,393.56	\$ 1,778,654.85	\$ 3,988,048.41	\$ 9,673,078.12	\$ 4,088,873.47
**Interim Housing	\$ 3,000,000.00	\$ 2,639,382.23	\$ 13,374.87	\$ 2,652,757.10	\$ 30,088.02	\$ 317,154.88
23 **Library & Learning Resources Center	\$ 9,495,145.00	\$ 6,488,898.60	\$ 2,386,080.38	\$ 8,874,978.98	\$ 140,092.26	\$ 480,073.76
**Loop Road	\$ 4,480,122.00	\$ 3,633,124.63	\$ 68,871.83	\$ 3,701,996.46	\$ 25,661.21	\$ 752,464.33
**Utility Infrastructure	\$ 4,480,122.00	\$ 3,598,050.89	\$ 65,205.53	\$ 3,663,256.42	\$ 22,077.47	\$ 794,788.11
2 Parking Structure/Lot	\$ 3,828,528.73	\$ 3,825,648.73	\$ 2,880.00	\$ 3,828,528.73	\$ -	\$ (0.00)
32 Patterson Educational Site	\$ 5,037,370.00	\$ 1,443,181.96	\$ 490.50	\$ 1,443,672.46	\$ 54,403.31	\$ 3,539,294.23
27a **Science Community Center	\$ 62,815,000.10	\$ 57,527,999.22	\$ 993,043.07	\$ 58,521,042.29	\$ 602,021.44	\$ 3,691,936.37
28 Softball Complex	\$ 1,531,512.90	\$ 1,531,512.90	\$ -	\$ 1,531,512.90	\$ -	\$ -
**Student Center/Career Transfer	\$ 450,000.00	\$ 237,410.68	\$ 181,989.95	\$ 419,400.63	\$ 10,295.04	\$ 20,304.33
14 **Student Services Building	\$ 14,523,403.00	\$ 12,126,268.68	\$ 117,667.94	\$ 12,243,936.62	\$ 8,761.96	\$ 2,270,704.42
31 Turlock Educational Site	\$ 1,150,000.00	\$ 51,119.82	\$ 77,595.00	\$ 128,714.82	\$ 11,393.52	\$ 1,009,891.66
West Campus Parking Lot	\$ 755,109.13	\$ 755,109.13	\$ -	\$ 755,109.13	\$ -	\$ (0.00)
West Campus - Entry Road Area #2A	\$ 93,000.00	\$ -	\$ -	\$ -	\$ -	\$ 93,000.00
West Campus - Parking Area #1	\$ 2,040,000.00	\$ -	\$ -	\$ -	\$ -	\$ 2,040,000.00
West Campus - Loop Road Area #3	\$ 663,000.00	\$ -	\$ -	\$ -	\$ -	\$ 663,000.00
West Campus - Loop Road Area #4	\$ 476,000.00	\$ -	\$ -	\$ -	\$ -	\$ 476,000.00
West Campus - Loop Road Area #5	\$ 2,778,000.00	\$ -	\$ -	\$ -	\$ -	\$ 2,778,000.00
West Campus - Brink Entry Area #6	\$ 1,235,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,235,000.00
East Campus - Roads & Pathways	\$ 1,339,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,339,000.00
College Contingency	\$ 1,709,790.88	\$ -	\$ -	\$ -	\$ -	\$ 1,709,790.88
SUBTOTAL	\$ 220,110,000.00	\$ 175,349,993.82	\$ 6,287,854.73	\$ 181,637,848.55	\$ 10,635,144.05	\$ 27,837,007.40
Columbia College²						
33 Bike Lanes & Pedestrian Paths	\$ 18,956.83	\$ 18,956.83	\$ -	\$ 18,956.83	\$ -	\$ -
34 Bus Service Loop/Disabled Parking Lot	\$ 678,895.49	\$ 678,895.49	\$ -	\$ 678,895.49	\$ -	\$ -
49 Calaveras Educational Site	\$ 4,000,000.00	\$ 1,230,750.71	\$ -	\$ 1,230,750.71	\$ 192,234.84	\$ 2,577,014.45
42 Child Development Center	\$ 8,902,268.85	\$ 8,902,268.85	\$ -	\$ 8,902,268.85	\$ -	\$ (0.00)
39 Madrone Building	\$ 2,922,998.07	\$ 2,922,998.07	\$ -	\$ 2,922,998.07	\$ -	\$ 0.00
40 Manzanita Building	\$ 9,235,075.00	\$ 820,931.88	\$ 202,327.75	\$ 1,023,259.63	\$ 679,021.34	\$ 7,532,794.03
52 Oakdale Educational Site	\$ 1,000,000.00	\$ 43,576.64	\$ -	\$ 43,576.64	\$ 1,750.00	\$ 954,673.36
35 Parking Lots	\$ 173,189.54	\$ 173,189.54	\$ -	\$ 173,189.54	\$ -	\$ -
36 Public Safety Center	\$ 2,105,553.18	\$ 2,105,553.18	\$ -	\$ 2,105,553.18	\$ -	\$ -
45 **Science & Natural Resources Building	\$ 17,900,000.00	\$ 17,739,043.27	\$ 2,743.13	\$ 17,741,786.40	\$ 1,424.28	\$ 156,789.32
37 Secondary Access Road	\$ 520,163.48	\$ 520,163.48	\$ -	\$ 520,163.48	\$ -	\$ -
Sequoia Modernization	\$ 1,340,480.00	\$ 245,907.35	\$ 719,880.74	\$ 965,788.09	\$ 188,845.43	\$ 185,846.48
**Roadways Phase I	\$ 1,208,952.00	\$ 100,701.86	\$ 489,378.12	\$ 590,079.98	\$ 46,941.08	\$ 571,930.94
Roadways Phase II	\$ 1,035,561.00	\$ -	\$ 13,790.00	\$ 13,790.00	\$ 500.00	\$ 1,021,271.00
Roadways Phase III	\$ 406,030.00	\$ -	\$ -	\$ -	\$ -	\$ 406,030.00
Swing Space	\$ 125,000.00	\$ 6,790.00	\$ 86,075.89	\$ 92,865.89	\$ 20,977.05	\$ 11,157.06
Manzanita Secondary Effects	\$ 325,000.00	\$ -	\$ 51,644.59	\$ 51,644.59	\$ 107,206.40	\$ 166,149.01
College Contingency	\$ 596,876.56	\$ -	\$ -	\$ -	\$ -	\$ 596,876.56
SUBTOTAL	\$ 52,495,000.00	\$ 35,509,727.15	\$ 1,565,840.22	\$ 37,075,567.37	\$ 1,238,900.42	\$ 14,180,532.21

**YCCD Measure E Bond
Expenditure Report
Fiscal Year 2013 - 2014**

Expenditure Report By College	Current Budget 02/12/2014	Previous Fiscal Years (2004-2013) Expenditures	Current Fiscal Year (2013-2014) Expenditures	Total Expenditures as of 01/31/2014	Encumbrances	Unencumbered Balance
Central Services³						
Ag-Trailers	\$ 65,876.48	\$ 65,876.48	\$ -	\$ 65,876.48	\$ -	\$ (0.00)
**Art Building	\$ 600,000.00	\$ 575,226.45	\$ 5,723.74	\$ 580,950.19	\$ 3,186.67	\$ 15,863.14
Capital Outlay Debt Service	\$ 14,435,000.00	\$ 14,435,000.00	\$ -	\$ 14,435,000.00	\$ -	\$ -
50 Central Services Buildings	\$ 21,000,000.00	\$ 423,135.46	\$ 245,353.25	\$ 668,488.71	\$ 1,010,707.51	\$ 19,320,803.78
Central Services Master Plan	\$ 82,500.00	\$ 82,500.00	\$ -	\$ 82,500.00	\$ -	\$ -
DTSC	\$ 1,300,000.00	\$ 990,476.43	\$ 42,087.04	\$ 1,032,563.47	\$ 208,483.24	\$ 58,953.29
**Primary Data Center	\$ 8,000,000.00	\$ 5,039,534.05	\$ 632,765.61	\$ 5,672,299.66	\$ 268,575.37	\$ 2,059,124.97
Scheduled Maintenance	\$ 10,000,000.00	\$ 10,000,000.00	\$ -	\$ 10,000,000.00	\$ -	\$ -
**Secondary Data Center	\$ 3,500,000.00	\$ 816,728.63	\$ 2,075,461.37	\$ 2,892,190.00	\$ 321,546.69	\$ 286,263.31
Technology Infrastructure	\$ 10,000,000.00	\$ 9,847,929.60	\$ -	\$ 9,847,929.60	\$ -	\$ 152,070.40
**Shipping and Receiving	\$ 5,500,000.00	\$ 3,601,511.85	\$ 241,280.36	\$ 3,842,792.21	\$ 77,061.69	\$ 1,580,146.10
Logistics Center	\$ 995,896.57	\$ 995,896.57	\$ -	\$ 995,896.57	\$ -	\$ (0.00)
Patterson Planning	\$ 1,093,484.00	\$ 855,409.00	\$ -	\$ 855,409.00	\$ 238,075.00	\$ -
Central Services Contingency	\$ 1,996,242.95	\$ -	\$ -	\$ -	\$ -	\$ 1,996,242.95
SUBTOTAL	\$ 78,569,000.00	\$ 47,729,224.52	\$ 3,242,671.37	\$ 50,971,895.89	\$ 2,127,636.17	\$ 25,469,467.94
General Fund Program Wide	\$ -	\$ -	\$ 78,608.53	\$ 78,608.53	\$ 132,051.39	\$ (210,659.92)
TOTAL PROJECT BUDGET	\$ 351,174,000.00	\$ 258,588,945.49	\$ 11,174,974.85	\$ 269,763,920.34	\$ 14,133,732.03	\$ 67,276,347.63

PROJECT CLOSED

- **Construction Complete
- *Board Approved revised budget at February 2014 meeting
- *Board Approved revised budget at March 2013 meeting
- *Board Approved revised budget at October 2013 meeting

Central Services Fund 41 Expenditure Report	Current Budget 11/01/13	Previous Fiscal Years (2004-2013) Expenditures	Current Fiscal Year (2013-2014) Expenditures	Total Expenditures as of 01/31/2014	Encumbrances	Unencumbered Balance
Central Services Buildings	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lighting Retrofit	\$ 2,380,000.00	\$ -	\$ 139.97	\$ 139.97	\$ 500.00	\$ 2,379,360.03
Monument Sign	\$ 200,000.00	\$ -	\$ -	\$ -	\$ 500.00	\$ 199,500.00
Traffic Signal	\$ 590,000.00	\$ 42,365.81	\$ 15,725.00	\$ 58,090.81	\$ 2,052.00	\$ 529,857.19
Central Services Contingency	\$ 1,830,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,830,000.00
TOTAL PROJECT BUDGET	\$ 5,000,000.00	\$ 42,365.81	\$ 15,864.97	\$ 58,230.78	\$ 3,052.00	\$ 4,938,717.22

II. ACTION ITEMS

A. Consent Agenda, Fiscal Services

1. ☆ Purchase Orders

ATTACHMENTS

Yosemite Community College District

Purchase Order Report - January

REPORT DATE: 02/13/2014 at 10:15:01AM

REPORT OF RECOMMENDATION

To: Board of Trustees
From: Dr. Joan E. Smith, Chancellor - Board Secretary
Submitted By: Teresa Scott, Executive Vice Chancellor
Prepared By: Howard Coit, Director of Purchasing and Receiving Operations
Subject: Purchase Order Listing

Background: Detail of the 307 purchase orders and change orders issued during the period of 01/01/2014 through 01/31/2014 is on file in the District Purchasing Office for review.

There are two types of purchase orders listed, blanket purchase orders which begin with a 'B' and regular purchase orders which begin with a 'P'. Blanket purchase orders are used to establish an order which will be recurrent throughout a period of time, normally a fiscal year. Regular purchase orders are for individual vendor purchases that generally do not recur on a regular basis.

Attached is fund level detail for each purchase order that equals or exceeds \$10,000.00.

Recommendation: It is recommended that the following Purchase Orders, issued as needed to meet operational demands, be received:

Summary of Purchase Orders issued from
01/01/2014 through 01/31/2014

Fund	Amount
Gen Unrestricted	206,978.00
Gen Restricted	405,462.00
Capital Outlay Projects	19,746.00
General Obligation Bond	238,092.00
TOTAL	\$870,278.00

Yosemite Community College District

Purchase Orders > \$10,000.00 Report - January

<u>PO Number</u>	<u>Vendor</u>	<u>Purpose</u>	<u>Amount</u>
Gen Unrestricted:			
B0027382	A Grainger Inc	Materials And Supplies - Facilities Operations (CO)	3,000.00
B0027409	A Lowe's Home Improvement Whse	Materials And Supplies - Facilities Operations (CO)	7,000.00
B0027414	A Fastenal Company	Materials And Supplies - Facilities Operations (CO)	10,000.00
B0027479	B JC Paper Corporation	Materials And Supplies - Duplicating (CO)	500.00
B0027554	A Graybar Electric Co Inc	Materials And Supplies - Facilities Operations (CO)	3,000.00
B0028048	A Accountemps	Payroll Services - Controller (CO)	3,000.00
B0028351	A Oliver, Thomas, Pierce & Patty	Legal Services - Vice Chancellor Human Resources	10,000.00
B0028352	A Liebert, Cassidy & Whitmore	Legal Services - Vice Chancellor Human Resources	20,000.00
B0029372	A Ralph Andersen & Associates	Consulting Services For Executive Recruitment - Human Resources	16,530.00
P0015160	B CompView Inc	WXGA Projector And Lens - Arts	13,937.00
			<hr/>
			\$86,967.00

Gen Restricted:

B0027955	B The Center for Legal Studies	Online Paralegal Classes - Community Education (CO)	4,000.00
B0029027	A MiraCosta College	Instructional Units - CDTC (CO)	9,900.00
B0029290	A Compton Community College Dist	Instructional Units - CDTC	10,000.00
B0029293	A Los Medanos College	Instructional Units - CDTC	23,800.00
B0029301	A Los Angeles Mission College	Instructional Units - CDTC	17,500.00

Legend:

- A Yosemite Community College District
- B Modesto Junior College
- C Columbia College

<u>PO Number</u>	<u>Vendor</u>	<u>Purpose</u>	<u>Amount</u>
B0029307	B OCLC Inc	Web-Scale Management Solutions Implementation - Instruction	20,323.00
B0029324	B Sonoma County Jr College District	CTE Employment Outcome Survey Agreement - Workforce Development	16,380.00
B0029370	B Assessment Technologies Instit	Online Nursing Tests (434 EA) - Allied Health	24,955.00
			\$126,858.00

Capital Outlay Projects:

B0029376	A Johnson Controls Inc	Parts And Labor For Backup NAE's At CC - Facilities Operations	17,047.00
			\$17,047.00

General Obligation Bond:

B0019037	B Kleinfelder Inc	Materials Testing And Observation Services For The Science Community Center Building Project At MJC West Campus - Facilities Planning (CO)	670.00
B0024403	A Pacific Mobile Structures Inc	Modular Rental, MJC East Campus Kitchell Trailer - Facilities Planning (CO)	10,338.00
B0025462	A Seward L Schreder Construction	Materials, Labor And Equipment For The Primary Data Center Project At MJC West Campus - Facilities Planning (CO)	3,695.00
B0026400	B CompView Inc	Materials And Labor For The Digital Signage System, Surveillance Camera System And Portable Audio System For The Science Community Center Building Project At MJC West Campus - Facilities Planning (CO)	2,225.00
B0027118	B CompView Inc	Audio Visual Equipment And Intergration Services For The Redbud Nursing Building At CC - Facilities Planning (CO)	486.00
B0028452	B ACME Construction Co	Materials, Labor And Equipment For The North Hall Renovation Project At MJC East Campus - Facilities Planning (CO)	109,726.00

Legend:

- A Yosemite Community College District
- B Modesto Junior College
- C Columbia College

<u>PO Number</u>	<u>Vendor</u>	<u>Purpose</u>	<u>Amount</u>
B0028469	B Kleinfelder Inc	Materials Testing And Observation Services For The North Hall Renovation Project At MJC East Campus - Facilities Planning (CO)	25,000.00
B0028551	B Bank of Sacramento	Escrow Account For The North Hall Renovation Project At MJC East Campus - Facilities Planning (CO)	5,775.00
B0029167	C Affordable Moving & Storage	Moving Services For The Manzanita Renovation Project At CC - Facilities Planning (CO)	9,808.00
B0029168	C Krueger International Inc	Tiered Lecture Seating For Sequoia Classroom At CC - Facilities Planning (CO)	1,870.00
B0029187	C Robert Boyer Construction Inc	Walls, Doors And Windows For The Manzanita Swing Space At CC - Facilities Planning (CO)	11,132.00
B0029297	C Hazard Management Services Inc	Provide Specifications And Project Monitoring For The Asbestos Removal On The Manzanita Renovation Project At CC - Facilities Planning	26,160.00
			\$206,885.00
Total PO >= \$10,000.00			\$437,758.00
Percentage of total P.O. dollars for January 2014			50%

Legend:

- A Yosemite Community College District
- B Modesto Junior College
- C Columbia College

II. ACTION ITEMS

B. Consent Agenda, Proposed Curriculum Changes

1. ☆Modesto Junior College Proposed Curriculum Changes – 2013-2014 Academic Year

ATTACHMENTS

MODESTO JUNIOR COLLEGE
**Curriculum Changes Report
to the YCCD Board of Trustees
for the March 12, 2014 Board Meeting**

As of the February 18, 2014 Curriculum Meeting

Per action of the Modesto Junior College Curriculum Committee, Modesto Junior College requests that the YCCD Board of Trustees approve the following curricular changes. They will take effect with the beginning of the 2014-2015 academic year unless otherwise indicated. Changes will be reflected in the 2014-2015 MJC Catalog and Schedules of Classes. Changes that require CCCCCO approval will be implemented upon CCCCCO approval.

NEW CURRICULUM

New Academic Programs

The following academic programs were created and approved by the college curriculum committee, and will be forwarded to the CCCCCO for review and approval following district governing board approval.

CCCCCO Application for Approval - New Credit Programs (formerly CCC-501)

UNITS

ADOPT

Philosophy Program (TOP 1509.00) (02/18/14)
AA-T: Philosophy
Effective Term: Upon CCCCCO Approval
Rationale: This program is being proposed for compliance with SB1440 and to streamline student transfer to a CSU campus.

18

ADOPT

Political Science Program (TOP 2207.00) (02/18/14)
AA-T: Political Science
Effective Term: Upon CCCCCO Approval
Rationale: This program is being proposed for compliance with SB1440 and to streamline student transfer to a CSU campus.

18

Program Adoptions that do not require Chancellor's Office Notification/Application for Approval

(NONE)

New Courses

The following courses were created and approved by the college curriculum committee, and will be forwarded to the CCCCCO for review and approval following district governing board approval. All are effective upon CCCCCO approval

ANTHR 192

Anthropology of the Pacific Northwest (02/04/14)
Effective: Upon CCCCCO approval
Rationale: Adopting for repeatability compliance.

3

NURSE 53

Certified Home Health Aide (02/18/14)
Effective: Upon CCCCCO approval

2

ADOPT

Rationale: With the "Graying of American" and the "Affordable Care Act" the practice of providing health care is shifting towards home care. The Department of Labor says employment of home health and personal care aides is projected to grow by 70 percent between 2010 -2020, resulting in an increase of 1.3 million professionals. Within our community there is no program available to provide training for adults to help meet this need. (Modesto High School offers the training for high school students only).

MODIFIED CURRICULUM

Modified Academic Programs

The following academic programs were modified due to the creation of new academic award(s) within the program specified.

CCCCO Application for Approval – Substantial Change to an Approved Credit Program (CCC-510)

MODIFY	Elementary Teacher Education Program (TOP 4930.60) (02/04/14) 18 AA-T: Elementary Teacher Education Effective Term: Upon CCCCCO Approval Rationale: This program is being proposed for compliance with SB1440 and to streamline student transfer to a CSU campus.
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CCCCO Application for Approval – Non-Substantial Change to an Approved Credit Program (CCC-511)

Business Administration Program (02/04/14) AS: Business Administration 27 (previously 30) MODIFY: PLOs, description, required course options, elective course options, program prompt Effective Term: Upon CCCCCO approval
Network Technician Program (02/04/14) C: Computer Network Technician 16 (previously 17) MODIFY: required courses, number of required units, total units Effective Term: Summer 2014
Theatre Program (02/04/14) 18 AA-T: Theatre MODIFY: total units, required core requirements, List A requirements Effective Term: Upon CCCCCO approval

Program Changes that do not require Chancellor’s Office Notification/Application for Approval

Business Administration Program (02/04/14) AS-T: Business Administration 27 MODIFY: program learning outcomes, catalog description, semester preferences (removed) Effective Term: Summer 2014
General Studies, Emphasis in Natural Sciences Program (02/04/14) 18 AA: General Studies, Emphasis in Natural Sciences MODIFY: degree prompt, program structure. Concentration A requirements, Concentration B requirements Effective Term: Summer 2014
Maintenance Machinist Program (02/04/14) C: Maintenance Machinist 2 21 MODIFY: elective options, unit requirements for required and elective options Effective Term: Summer 2014
Music Program (02/18/14) 30 AA: Music MODIFY: area headers, Music Theory area requirements, Applied Music area requirements, Keyboard Skills area (previously “piano” area) requirements, catalog description Effective Term: Summer 2014

Respiratory Care Program (02/18/14) 51
 AS: Respiratory Care
MODIFY: program learning outcomes
 Effective Term: Summer 2014

Modified/Reactivated Courses

On 02/18/2014, the effective dates were pushed FORWARD to FALL 2014 for the following course modification proposals:

CLDDV 101	Principles and Practices of Teaching Young Children (originally approved on 11/05/13)	3
CLDDV 103	Child Growth and Development (originally approved on 11/05/13)	3
CLDDV 107	Introduction to Curriculum (originally approved on 11/05/13)	3
CLDDV 109	Child-Family-Community (originally approved on 11/05/13)	3
CLDDV 121	Guidance of Young Children (originally approved on 11/05/13)	3
CLDDV 127	Infant/Toddler Practicum (originally approved on 12/03/13) (previously listed as CLDDV 127ABCDE)	3
CLDDV 128	Preschool Practicum (originally approved on 12/03/13) (previously listed as CLDDV 128BCDE)	3
CLDDV 150	Administration in Children's Programs (originally approved on 11/19/13)	3
CLDDV 151	Supervision in Children's Programs (originally approved on 11/19/13)	3
CLDDV 154	Adult Relationship & Mentoring in School (originally approved on 11/19/13)	3
CLDDV 160	Introduction to Children with Special Needs (originally approved on 11/19/13)	3
CLDDV 163	Curriculum and Strategies for Children with Special Needs (originally approved on 11/19/13)	3
CLDDV 167	Observation and Assessment (originally approved on 11/05/13)	3
CLDDV 262	Diversity in Educational Settings (originally approved on 11/19/13)	3

The following academic courses were modified. The modifications, when necessary, will be forwarded to the CCCCCO for review and approval after governing board approval.

ADJU 212	Criminal Investigation (02/04/14) Effective: Summer 2015 MODIFY outcomes, objectives, content, textbooks	3
ART 172	Intermediate Photography (02/04/14) Effective: Summer 2015 MODIFY objectives, content, methods of instruction	3
EASCI 161	Earth Science (02/04/14) Effective: Summer 2015 MODIFY description, outcomes, objectives, content, typical assignments, methods of instruction, methods of evaluation	4

HUMAN 101	Introduction to the Humanities (02/18/14) Effective: Summer 2015 MODIFY outcomes, content, typical assignments, methods of instruction, methods of evaluation, textbooks	3
HUMAN 105	Early Humanistic Traditions (02/18/14) Effective: Summer 2015 MODIFY outcomes, objectives, content, typical assignments, methods of instruction, methods of evaluation, textbooks	3
HUMAN 106	Humanities in the Modern World (02/18/14) Effective: Summer 2015 MODIFY outcomes, typical assignments, methods of instruction, methods of evaluation, textbooks Rationale: This course is being modified for periodic review. Textbooks have been updated to the most current edition	3
HUMAN 110	East Meets West (02/18/14) Effective: Summer 2015 MODIFY outcomes, typical assignments, methods of instruction, methods of evaluation, textbooks, requisite skills	3
HUMAN 130	Introduction to Western Religions (02/18/14) Effective: Summer 2015 MODIFY outcomes, content, methods of instruction, methods of evaluation, textbooks, requisite skills	3
HUMAN 140	Introduction to World Mythology (02/18/14) Effective: Summer 2015 MODIFY outcomes, content, typical assignments, methods of instruction, textbooks	3
MUSC 122	Electronic Music (02/18/14) Effective: Fall 2014 MODIFY hours, repeat policy, outcomes, content, typical assignments, methods of instruction	2
PHILO 130	Political Philosophy (02/04/14) Effective: Summer 2015 MODIFY title, objectives, content, typical assignments, methods of instruction, textbooks	3
PHYS 160	Descriptive Introduction to Physics (02/04/14) Effective: Summer 2014 MODIFY enrollment restrictions, outcomes	3
PHYS 180	Conceptual Physics: A Hands On Approach (02/04/14) Effective: Summer 2014 MODIFY enrollment restrictions, general education	3 4
PHILO 130	Political Philosophy (02/18/14) Effective: Upon CSU/UC Systems approval MODIFY pattern placement	3
RLES 380	Real Estate Principles (02/18/14) Effective: Fall 2014 MODIFY hours, DE modalities, description, objectives, content, typical assignments, methods of instruction, methods of evaluation, textbooks	3
RLES 381	Real Estate Practices (02/18/14) Effective: Fall 2014 MODIFY enrollment restrictions, hours, DE modalities, description, outcomes, objectives, content, typical assignments, methods of instruction, methods of evaluation, textbooks, requisite skills	3

RLES	382	Legal Aspects of Real Estate (02/18/14) Effective: Fall 2014 MODIFY enrollment restrictions, field trip policy, DE modalities, description, objectives, typical assignments, methods of instruction. methods of evaluations, textbooks	3
RLES	384	Real Estate Finance (02/18/14) Effective: Fall 2014 MODIFY field trip policy, description, content, typical assignments, methods of instruction, methods of evaluation, textbooks	3
RLES	385	Real Estate Appraisal, Residential (02/18/14) Effective: Fall 2014 MODIFY enrollment restrictions, DE modalities, description, content, typical assignments, methods of instruction, methods of evaluation, textbooks, requisite skills	3
RLES	392	Basic Escrow Procedures (02/18/14) Effective: Fall 2014 MODIFY enrollment restrictions, field trip policy, DE modalities, description, outcomes. Objectives, content, typical assignments, methods of instruction, methods of evaluation, textbooks	3

INACTIVATED CURRICULUM

Inactivated Academic Awards

The following awards were inactivated.

(NONE)

Inactivated Courses

The following courses were approved for inactivation on January 21, 2014, February 4, 2014, and February 18, 2014 for the effective dates indicated below:

GERM	51	Introductory German 1 (02/04/14) Effective: Summer 2014	3
CLDDV	126CDE	Inclusion Special Needs Practicum (originally approved on 11/19/13) Effective: Summer 2014	3
BUSAD	331	Beginning Computer Accounting (02/18/14) Effective: Summer 2015	1
BUSAD	332	Intermediate Computer Accounting Software (02/18/14) Effective: Summer 2015	1
BUSAD	333	Computer Accounting Software (02/18/14) Effective: Summer 2015	2

II. ACTION ITEMS

B. Consent Agenda, Proposed Curriculum Changes

2. ☆Columbia College Proposed Curriculum Changes –
2013-2014 Academic Year

ATTACHMENTS

Columbia College Curriculum Course and Award Approvals Report

February 13, 2014

Report Period: From 12/6/2013 to 02/13/2014

Approval Criteria:

- Major Modification Discontinuance
 C-ID Modification

ProposalType Course - C-ID Modification

Course	Long Title	Approval Date	Effective Term
BUSAD 18	Business Law	2/4/2014	su15

Listed: 1

ProposalType Course - Discontinuance

Course	Long Title	Approval Date	Effective Term
CMPS 149	Photoshop for the Web	1/21/2014	su15

Listed: 1

ProposalType Course - Major Modification

Course	Long Title	Approval Date	Effective Term
AT 201	Team-Managed Projects	1/21/2014	su15
BUSAD 163	Business Mathematics	1/21/2014	su15
FIRE 270BG	Hazardous Materials Incident Commander	1/21/2014	su14
HHP 1	Introduction to Physical Education, Fitness and Sport	1/21/2014	su15
HHP 5	Introduction to Recreation and Leisure	1/21/2014	su15
HHP 60	Health and Fitness Education	1/21/2014	su15
HHP 63	Sociology of Sport	1/21/2014	su15
HHP 74	Introduction to Sport Management	1/21/2014	su15
HHP 100	College Success for Athletes	1/21/2014	su15

Listed: 9

II. ACTION ITEMS

C. Consent Agenda, Sabbatical Leaves

1. ☆MJC Sabbatical Leave Requests for 2014-2015 and 2015-2016

ATTACHMENTS

RESOLUTION

RESOLUTION NO. 13-14/05

WHEREAS the Education Code of the State of California, Section 87770, provides compensation may be paid to an employee while on leave of absence, in the same manner as if the employee were teaching in the District, and

WHEREAS to receive such compensation it shall be necessary that the employee submit to the Board of Trustees suitable bond indemnifying the Governing Board of the District against loss in the event that the employee fails to render at least a period of service equal to twice the period of the leave in the employ of the Governing Board following the return of the employee from leave of absence, or that s/he file with the Governing Board a written Agreement to return to the service of the District and to render service for a period equal to twice the period of the leave following return from the leave, and

WHEREAS _____ has filed with this Governing Board such written agreement agreeing to return to service in the Yosemite Community College District,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Yosemite Community College District finds that the interest of the District is protected by the written agreement of _____ to return to service in the Yosemite Community College District and to render service for a period equal to twice the period of the leave, following his/her return from sabbatical leave.

STATE OF CALIFORNIA)
) ss
COUNTY OF STANISLAUS)

I, Joan E. Smith, Secretary of the Board of Trustees of the Yosemite Community College District, do hereby certify that the above is a full, true and correct copy of a resolution passed by said Board at the regular meeting of the Yosemite Community College District Board of Trustees held March 12, 2014 by the following vote:

AYES:

NAYES:

ABSENT:

Joan E. Smith, Ed.D.
Secretary of the Board of Trustees
Yosemite Community College District

II. ACTION ITEMS

E. Discussion Items

1. ☆Board Policy – 1st Reading

ATTACHMENTS

- Policy Change
- Procedure Change
- New Policy
- New Procedure
- Constituency Group Review
- District Council
- Board 1st Reading
- Board 2nd Reading

KEY:
BOLD= new language
~~strikethrough=~~ delete language

Comments:
 Revised in conjunction with 2350 -
 Speakers

Referred to:
 Edited:
 1/9/14

Deleted text transferred to Policy
 2350-Speakers

Administrative Procedure was taken
 from current policy



Policy

2345 Public Participation at Board Meetings—~~Oral Communications~~

The Board shall provide opportunities for members of the public to participate in the business of the Board. ~~The following guidelines shall be followed by members of the public who wish to speak to the Board on any topic:~~

A. Sequence of Events

The sequence for Board consideration of an agenda item is as follows:

- ~~1. The person(s) identified on the agenda will make the presentation.~~
- ~~2. The Board Chair will open the discussion to hear public comment.~~
- ~~3. Public comments are to be directed to the Board.~~
- ~~4. The Board Chair will close the public discussion.~~
- ~~5. The Board will discuss the topic and take action as it deems appropriate.~~

B. Time Limits (applicable to sections “C” and “D”)

- ~~1. Each speaker will be allowed a maximum of five (5) minutes per topic.~~
- ~~2. A speaker’s time may not be transferred to another speaker.~~
- ~~3. Time limits per speaker may be shortened and/or a maximum time allotment for public comment may be imposed by the Board Chair if a large number of people wish to address the topic. The Board Chair also may request that speakers identify themselves as for or against a proposed action so speakers can be alternated, pro and con.~~

C. Speaking to Items on the Board Agenda

Members of the public wishing to speak to the Board regarding action items on the agenda are subject to the following provisions:

- ~~1. Members of the public should complete and submit a written request form to the Chancellor or designee and identify the item, and list the speaker’s name, address and organizational affiliation, if any.~~

1 2. ~~Members of the public may speak to the Board on specific agenda items after~~
2 being recognized by the Chair of the Board and before formal Board
3 discussion.

4 3. ~~Each speaker coming before the Board is limited to one presentation per~~
5 agenda item.

6
7 D. Speaking to Information Items and Items not on the Board Agenda

8 Members of the public wishing to speak to the Board regarding items not on the
9 agenda are subject to the following provisions:

10 1. ~~Members of the public should complete and submit a written request form to~~
11 the Chancellor or designee, and identify the item, and list the speaker's name,
12 address and organizational affiliation, if any.

13 2. ~~Members of the public may speak to the Board regarding items not on the~~
14 agenda during the "Comments from the Public" section of the agenda after
15 being recognized by the Chair of the Board.

16 3. ~~All comments must be related to the business of the Board.~~

17 4. ~~Each speaker coming before the Board is limited to one presentation per~~
18 meeting on non-agenda items.

19 5. ~~No action will be taken by the Board, at this time, on items not on the agenda.~~

20 If requested, writings that are public records shall be made available in appropriate alternative formats
21 so as to be accessible to persons with a disability.

22
23 **References:**

24 **Government Code Section [54950, et seq., 54954.3, 54957.5](#); Education Code [72121.5](#)**

25
26 **Adopted:** June 4, 2002

27 **Revision Adopted:** September 2, 2003

Administrative Procedure

NOTE: The following Administrative Procedure was taken primarily from the current Policy

2345 Public Participation at Board Meetings—~~Oral Communications~~

The following process shall be followed by members of the Board to allow public participation:

A. Board Agenda Items

1. The person(s) identified on the agenda will make the presentation.
2. The Board Chair will open the discussion to hear public comment.
3. Public comments are to be directed to the Board.
4. The Board Chair will close the public discussion.
5. The Board will discuss the topic and take action as it deems appropriate.

B. Items not on the Board Agenda

1. A time will be provided on the agenda for general public comment at each Board meeting.

If requested, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability. Cross reference: YCCD Policy 2350

References:

Government Code Section [54950, et seq., 54954.3, 54957.5](#); Education Code [72121.5](#)

Policy Change	<input checked="" type="checkbox"/>	Constituency Group Review	<input checked="" type="checkbox"/>
Procedure Change	<input type="checkbox"/>	District Council	<input checked="" type="checkbox"/>
New Policy	<input type="checkbox"/>	Board 1 st Reading	<input checked="" type="checkbox"/>
New Procedure	<input checked="" type="checkbox"/>	Board 2 nd Reading	<input type="checkbox"/>

KEY:
BOLD= new language
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Comments:
 Revised in conjunction with Policy
 2345-Public Participation at Board
 Meetings – Oral Communication

Referred to:

Edited:
 2/26/14

Administrative Procedure taken
 from current policy



Policy

2350 Speakers

The Board shall provide opportunities for members of the public to participate in the business of the Board. ~~The following guidelines shall be followed by members of the public who wish to place items on the Board agenda:~~

~~A. Items Placed on the Board Agenda by the Public~~

- ~~1. All requested agenda items shall be related to the business of the Board.~~
- ~~2. Agenda items submitted by the public for a Board meeting must be received in writing by the Office of the Chancellor no later than ten (10) business days prior to the regularly scheduled board meeting. A proposed agenda item must be described in sufficient detail to allow determination of whether or not the item relates to Board business.~~
- ~~3. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of 120 days following the meeting in which the item was heard.~~
- ~~4. Any member of the public who submits an agenda item that is heard at a public meeting cannot submit another item before the expiration of 120 days following the meeting in which the item was heard.~~
- ~~5. Agenda items initiated by members of the public shall be placed on the Board’s agenda listed under “Public Comments.”~~
- ~~6. The Board reserves the right to consider an item only in closed session if permitted or required by law, including any item related to personnel matters or potential or existing litigation. In such cases, the public member’s comments must be presented in writing at least ten (10) business days prior to such consideration.~~

~~B. Speaking to Items Placed on the Board Agenda by the Public~~

1 Members of the public, including the person who initiated the topic, wishing to speak to
2 the Board regarding items placed on the agenda by the public are subject to the
3 following provisions:

- 4 1. ~~Each speaker will be allowed a maximum of five (5) minutes per topic.~~
- 5 2. ~~A speaker's time may not be transferred to another speaker.~~
- 6 3. ~~Time limits per speaker may be shortened and/or a maximum time allotment~~
7 ~~for public comment may be imposed by the Board Chair if a large number of~~
8 ~~people wish to address the topic. The Board Chair also may request that~~
9 ~~speakers identify themselves as for or against a proposed action so speakers~~
10 ~~can be alternated pro and con.~~
- 11 4. ~~No action will be taken by the Board, at this time, on an item placed on the~~
12 ~~agenda by a member of the public.~~
- 13 5. ~~For other meeting guidelines, please refer to Board Policy 2345, subsection A.~~

14
15
16 The Board shall provide opportunities for members of the public to participate in the business of the
17 Board. The following guidelines shall be followed by members of the public who wish to submit written
18 communications to the Board:

- 19
20 1. ~~Members of the public may submit written communications to the Board that~~
21 ~~directly relate to the business of the Board.~~
- 22
23 2. ~~All such written communications shall be dated and signed by the author, and~~
24 ~~shall contain the residence or business address of the author and the author's~~
25 ~~organizational affiliation, if any.~~
- 26
27 3. ~~Written communications submitted by the public to the Board should be~~
28 ~~received by the Office of the Chancellor no later than ten (10) business days~~
29 ~~prior to the regularly scheduled board meeting in order to assure consideration~~
30 ~~by the Board at the subsequent meeting.~~
- 31
32 4. ~~Materials from the public brought to a Board meeting must be handed to the~~
33 ~~Board Stenographer for distribution.~~

34
35 **Persons who want to comment on agenda topics may do so after being recognized by the Chair of the**
36 **Board and before Board discussion on the action item.**

37
38 **Persons who want to comment on topics not included on the agenda can do so during the Public**
39 **Comment section of the agenda.**

40
41 **Prior to comment at the Board Meeting, all speakers should complete a Speaker Request form in**
42 **advance and give it to the Board stenographer. Individuals will be allowed a maximum of five (5)**
43 **minutes per topic. Other guidelines may apply.**

44
45 **References:**

46 Government Code Section [54950, et seq., 54954.3](#); Education Code [72121.5](#)

47
48 **Adopted:** June 4, 2002

49 **Revision Adopted:** September 2, 2003

Administrative Procedure

NOTE: The following Administrative Procedure was taken primarily from the current Policy

2350 Speakers

The following process shall be followed by members of the public who wish to comment at the Board Meeting.

A. Speaking to Items on the Board Agenda

Members of the public wishing to speak to the Board regarding action items on the agenda are subject to the following provisions:

1. Members of the public should complete and submit a written request form to the Chancellor or designee and identify the item, and list the speaker's name, address and organizational affiliation, if any.
2. Members of the public may speak to the Board on specific agenda items after being recognized by the Chair of the Board and before formal Board discussion.
3. Each speaker coming before the Board is limited to one presentation per agenda item.

B. Speaking to Information Items and Items not on the Board Agenda

Members of the public wishing to speak to the Board regarding items not on the agenda are subject to the following provisions:

1. Members of the public should complete and submit a written request form to the Chancellor or designee, and identify the item, and list the speaker's name, address and organizational affiliation, if any.
2. Members of the public may speak to the Board regarding items not on the agenda during the "Comments from the Public" section of the agenda after being recognized by the Chair of the Board.
3. All comments must be related to the business of the Board.
4. Each speaker coming before the Board is limited to one presentation per meeting on non-agenda items.
5. No action will be taken by the Board, at this time, on items not on the agenda.

C. Speaking to Items Placed on the Board Agenda by the Public

Members of the public, including the person who initiated the topic, wishing to speak to the Board regarding items placed on the agenda by the public are subject to the following provisions:

1. Each speaker will be allowed a maximum of five (5) minutes per topic.
2. A speaker's time may not be transferred to another speaker.
3. Time limits per speaker may be shortened and/or a maximum time allotment for public comment may be imposed by the Board Chair if a large number of people wish to address the topic. The Board Chair also may request that

1 speakers identify themselves as for or against a proposed action so speakers
2 can be alternated pro and con.

- 3 4. No action will be taken by the Board, at this time, on an item placed on the
4 agenda by a member of the public.
5 5. For other meeting guidelines, please refer to Board Policy 2345, subsection A.

6
7 **D. Time Limits (added from 2345 applicable to sections "C" and "D")**

- 8 1. Each speaker will be allowed a maximum of five (5) minutes per topic.
9 2. A speaker's time may not be transferred to another speaker.
10 3. Time limits per speaker may be shortened and/or a maximum time
11 allotment for public comment may be imposed by the Board Chair if a large
12 number of people wish to address the topic. The Board Chair also may
13 request that speakers identify themselves as for or against a proposed
14 action so speakers can be alternated, pro and con.

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17
18 **References:**

19 **Government Code Section [54950, et seq., 54954.3](#); Education Code [72121.5](#)**
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| Policy Change | <input type="checkbox"/> | Constituency Group Review | <input type="checkbox"/> |
| Procedure Change | <input type="checkbox"/> | District Council | <input type="checkbox"/> |
| New Policy | <input type="checkbox"/> | Board 1 st Reading | <input type="checkbox"/> |
| New Procedure | <input type="checkbox"/> | Board 2 nd Reading | <input type="checkbox"/> |
| Comments: | | Referred to: | |
| Updated references (non-substantive) | | | |

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Policy

3420 Recruitment and Hiring (Equal Employment Opportunity)

The Chancellor shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria:

- An equal employment opportunity plan shall be implemented according to Title 5.
- Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

The criteria and procedures for hiring academic employees shall be established and implemented in accordance with Board policies and procedures regarding the Academic Senate’s role in local decision making.

The criteria and procedures for hiring classified employees shall reflect job-related selection criteria.

References:

Education Code Section [70902\(d\)](#); 87100 et seq.; **Title 5 Sections 53000 et seq. and Sections 59300 et seq.**

Adopted: June 28, 2004

Administrative Procedure

3420 Recruitment and Hiring (Equal Employment Opportunity)

Applicants for classified positions in the Yosemite Community College District shall secure application forms from the District Human Resources Office and, when completed, return them to that office. Due to geographic considerations, procedural modifications may be made for Columbia College vacancies, subject to approval by the Vice Chancellor for Human Resources.

When a vacancy occurs or when a new regular position is established, the department head shall request, through administrative channels, to the Human Resources Office that the position be filled.

I. Competitive Selection Procedures

- A. A committee consisting of at least three (3) members, familiar with the duties and qualifications of the vacant position, shall be designated by the department head for the purpose of screening applications, interviewing applicants, and identifying the best qualified candidates. The department head may interview finalists for the position and recommend appointment.
- B. Screening committees will include female and ethnic minority representation whenever possible. Committee composition will be reviewed for approval by the Vice Chancellor of Human Resources or designee prior to the start of the screening process. Committee composition may be modified accordingly.
- C. The candidate selected will be recommended to the President or Vice Chancellor by the appropriate department head. The recommended appointment will be reviewed by the Vice Chancellor for Human Resources, who will submit their recommendations to the Chancellor. Official offers of employment will be made by the Human Resources Office following approval by the Chancellor.
- D. A candidate will not be recommended to the Board of Trustees until his/her application is on file with the Human Resources Office and his/her references have been contacted to verify experience and performance.
- E. All processing required for employment shall normally be completed prior to completion of the first week of employment. No new employee shall report for the first day of work without having obtained clearance (formal offer) from the Human Resources Office.

References:

Education Code Sections [87100 et seq.](#); [87400](#); [88003](#); Accreditation Standard III; **Title 5 Sections 53000 et seq. and Sections 59300 et seq.**

Adopted: June 13, 2007

- Policy Change
- Procedure Change
- New Policy
- New Procedure
- Constituency Group Review
- District Council
- Board 1st Reading
- Board 2nd Reading

KEY:
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Comments:
 Title Change and changed identification from Security to Safety/Security **(non-substantive)**

Referred to:
 Edited:
 1/9/14

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Policy

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3500 ~~Crime Awareness & Campus Security~~ Campus Safety/Security

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6

It is the policy of the Yosemite Community College District that descriptions of policies related to campus security and statistics concerning specific types of crimes shall be distributed to all current students and employees and applicants for enrollment or employment on an annual basis through appropriate publications or mailings.

11

Reporting shall be consistent with the Student Right To Know and Campus Security Act of 1990 C Title II - Crime Awareness and Campus Security.

14

This policy will be implemented through appropriate administrative procedures.

16

Campus Safety/Security Officers

17

The District shall employ campus **safety**/security officers, who shall provide services as security guards, or patrol persons on or about the campuses owned or operated by the District. Their duties include, but are not limited to protecting persons or property, preventing the theft of district property, and reporting any unlawful activity to the District and local law enforcement.

22

The Chancellor or designee shall establish procedures necessary for administration of campus security. In addition, the Chancellor or designee shall enter into an agreement with local law enforcement, which includes that campus **safety**/security officers shall cooperate with local law enforcement in performing their duties.

27

Every campus **safety**/security officer who works more than twenty hours per week shall complete a course of training developed by the Bureau of Security and Investigative Services of the Department of Consumer Affairs as required by Education Code Section 72330.5 (b). If an officer is required to carry a firearm, he or she shall also satisfy the training requirements of Section 832 of the Penal Code.

32

Every campus **safety**/security officer shall meet other requirements set out in Education Code Section 72330.5.

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Reference:

Education Code Sections [72330.5](#), [72330.5\(b\)](#); Penal code Section [832](#)

Adopted: June 28, 2004

Administrative Procedure

3500 ~~Crime Awareness & Campus Security~~ Campus Safety/Security

I. Background

In November, 1990, the Student Right to Know and Campus Security Act was signed into law. The Act requires each institution to prepare and distribute an annual report which sets forth its policies on crime prevention issues and gives statistics on the number of specific crimes (murder, sex offence, robbery, aggravated assault, burglary, and motor vehicle theft) which have occurred on campus and the number of arrests on campus for liquor law violations, drug use violations, and weapons possession.

In addition to its requirements relating to publication of an annual security report, the Act requires colleges and universities to provide timely warnings to the campus community of certain crimes (murder, sex offense, robbery, aggravated assault, burglary, and motor vehicle theft) reported to campus **safety/security** or local law enforcement which may be considered a threat to other students and employees.

II. Annual Security Report

The following is the minimum information to be included in the annual report.

A. Policy Information

1. A statement as to how students and staff are to report criminal activity and other emergencies, and
2. A statement concerning access and security of District facilities, and policy regarding possession, use and sale of alcoholic beverages and illegal drugs. (These may be derived from Administrative Procedure 5500).
3. A statement that Campus **Safety/Security** is limited to “citizen’s arrest” authority and has direction to cooperate with and report crimes to the local law enforcement agency.
4. A statement encouraging prompt and accurate reporting of all crimes to Campus **Safety/Security** and appropriate law enforcement agencies.
5. A description of the method and frequency that students and staff are informed about Campus **Safety/Security** procedures and practices and are encouraged to be responsible for their own security and the security of others.
6. A description of programs designed to inform students and employees about crime prevention.
7. A statement regarding campus sexual assault programs aimed at prevention of sex offenses and the procedures to follow once a sex offense has occurred. These shall address:

- a) Education programs to promote the awareness of rape, acquaintance rape, and other sex offenses.
- b) Possible sanctions to be imposed following the final determination of an on-campus disciplinary procedure regarding rape, acquaintance rape, or other sex offenses, forcible or non-forcible.
- c) Procedures students should follow if a sex offense occurs, including who should be contacted, the importance of preserving evidence as may be necessary to the proof of criminal sexual assault, and to whom the alleged offense should be reported.
- d) Procedures for on-campus disciplinary action in cases of alleged sexual assault, which shall include a clear statement that:
 - i) the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding; and
 - ii) both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault.
- e) Informing students of their options to notify proper law enforcement authorities, and the option to be assisted by campus administration in notifying such authorities, if the student so chooses.
- f) Notification of students of existing counseling, mental health, or student services for victims of sexual assault, both on campus and in the community.
- g) Notification of students of options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available.

B. Crime Statistics

1. The following campus crimes occurring during the most recent year and the two preceding years for which data are available. (See paragraph V.)

- a) murder
- b) sex offense, forcible or non-forcible
- c) aggravated assault
- d) robbery
- e) burglary

1 f) motor vehicle theft

2
3 2. The number of arrests for the following campus crimes occurring during the most recent
4 school year.

- 5
6 a) liquor law violations
7 b) drug abuse violations
8 c) weapons possession
9

10 II. Ad Hoc Reports

11
12 A. Crimes listed under paragraph II.B.1., which are considered a threat to students and staff,
13 shall be reported to the campus community in a timely manner to aid in the prevention of
14 repeated occurrences.
15

16 IV. Reporting Responsibilities

17
18 A. Campus Safety and Security

19
20 Campus Safety and Security will provide all statistics described in paragraph II.B. to the
21 College Vice President for Student Services and Columbia College Chief Operations Officer
22 by September 1, annually.
23

24 1. Campus Safety and Security in coordination with the College Vice President for Student
25 Services and Columbia College Chief Operations will formulate the annual security
26 report and disseminate as follows:
27

28 a) A report to students and employees will be provided by October 1 by one or
29 more of the following means:

- 30
31 i) posting of materials on college website
32
33 ii) publishing in campus newspaper and bulletins
34
35 iii) e-mail notices
36
37 iv) electronic message boards
38

39 b) A statement shall be made in the class schedule each semester that the annual
40 security report is available to prospective students on request.
41

42 c) A copy of the report will be provided to the Chancellor and the Vice Chancellor
43 of Human Resources by October 1st.
44

45 2. Chancellor

46
47 The Chancellor will include the Modesto Junior College and Columbia College reports in
48 a Chancellor's Bulletin to be disseminated by November 1.
49

1 3. Vice Chancellor of Human Resources
2

3 The Vice Chancellor of Human Resources will provide a statement in job announcements
4 that the annual security report is available to prospective employees upon request.
5

6 V. Effective Date Provision
7

8 The statistics required by subparagraph II.B.1. of this procedure shall:
9

- 10 A. Include statistics concerning the occurrence on campus of offenses during the three (3)
11 calendar years preceding the year in which the report is made.
12
13

14 **Campus Safety/Security Officers**

- 15 I. The campus **safety**/security officers shall cooperate with local law enforcement in accordance
16 with an agreement to be entered into in accordance with the requirements of Education Code
17 Section 67381. The agreement shall address, but not be limited to, the following:
18

- 19 A. Operational responsibilities for investigations of the following violent crimes:
20

- 21 1. willful homicide,
22 2. forcible rape,
23 3. robbery,
24 4. aggravated assault
25
26
27
28

- 29 II. Geographical Boundaries of the Operational Responsibilities
30

- 31 A. Mutual aid procedures
32

- 33 1. Every campus **safety**/security officer employed or continuing in employment shall
34 meet the requirements set out in Education Code Section 72330.5, including but not
35 limited to:
36

- 37 a) submission of one copy of his or her fingerprints which shall be forwarded
38 to the Federal Bureau of Investigation;
39 b) a determination that the employee is not a person prohibited from
40 employment by a California community college district, and,
41 c) if the employee is required to carry a firearm, is not a person prohibited
42 from possessing a firearm
43
44
45

- 46 B. Members of campus **safety**/security shall be employed as members of the classified service
47 of the District.
48

- 1 C. In conjunction with the CSEA bargaining agreement, the Vice Chancellor of Human
2 Resources or designee shall issue such other procedures as may be necessary for the
3 administration of the campus **safety**/security officers, which may include:
4
- 5 1. Schedules and shifts
 - 6
 - 7 2. Call back procedures
 - 8
 - 9 3. Use of vehicles
 - 10
 - 11 4. Weapons practices, especially drawing weapons
 - 12
 - 13 5. Pursuit practices
 - 14
 - 15 6. Discipline procedures
 - 16
 - 17 7. Training
 - 18
 - 19 8. Responsibilities to coordinate with local law enforcement
 - 20
- 21 D. A campus safety plan shall be developed, and is provided to students (identify the process
22 or materials provided to students, such as a handbook or brochure).
23
- 24 E. The Director of Campus **Safety**/Security prepares and annually updates a report of all
25 occurrences reported to the Chancellor, College Presidents, and Vice Chancellor of Human
26 Resource of and arrests for crimes that are committed on campus and that involve violence,
27 hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication, and of
28 all occurrences of noncriminal acts of hate violence reported to campus authorities. A
29 written report will be submitted to the Board.
30
- 31 F. Written records of noncriminal acts of hate violence shall include at least a description of
32 the act of hate violence, the victim characteristics, and offender characteristics, if known.
33
34

35 **Reference:**

36 Education Code Section [67380](#); Education Code Section [72330](#)
37

38 **Procedure Last Revised:** June 13, 2007
39

Policy Change	<input type="checkbox"/>	Constituency Group Review	<input checked="" type="checkbox"/>
Procedure Change	<input type="checkbox"/>	District Council	<input checked="" type="checkbox"/>
New Policy	<input checked="" type="checkbox"/>	Board 1 st Reading	<input checked="" type="checkbox"/>
New Procedure	<input checked="" type="checkbox"/>	Board 2 nd Reading	<input type="checkbox"/>
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Yosemite Community College District Policies and Administrative Procedures

No. 3501

Policy

3501 Campus Security and Access

The Chancellor shall establish procedures for security and access to District facilities.

Reference:
34 Code of Federal Regulations Part 668.46(b)(3)

Administrative Procedure

3501 Campus Security and Access

During business hours, YCCD Central Services, Modesto Junior College (excluding the West Campus Agriculture Housing community) and Columbia College (excluding the apartments located on campus) will be open to students, parents, employees, contractors, and visitors. During non-business hours, access to all district facilities is by an issued key, electronic access or by assistance from Campus Safety/Security or housing staff/supervisor. In the case of periods of extended/emergency closure, the colleges will admit only those who have received approval from the president or his/her designee.

Instructional areas such as the Library, swimming pools, locker rooms, athletic fields and classrooms are limited to students and employees of the college or participants in authorized programs. Staff areas such as private offices, back offices, non-instructional kitchens and maintenance areas are accessible to assigned employees and by invitation to others for college business.

On-campus residences are secured 24 hours a day by the occupants. The colleges do not control the security of the individual residences. The West Campus Agriculture Housing community is patrolled by MJC Campus Safety 24 hours a day and afterhours access is defined in the Resident Agreement. The residences on the Columbia College campus are private apartments and not owned by the District. Columbia College Campus Security only patrols the adjoining parking lot 24 hours a day.

Periodic security surveys will be conducted by Campus Safety/Security to review security concerns such as landscaping, locks, fire alarms, lighting, and emergency phones. As appropriate, Campus Safety/Security will meet with Facilities Planning and Operations to review/resolve concerns that could raise personal safety risks.

Reference:

34 Code of Federal Regulations Section 668.46(b)(3)

Policy Change	<input checked="" type="checkbox"/>	Constituency Group Review	<input checked="" type="checkbox"/>
Procedure Change	<input checked="" type="checkbox"/>	District Council	<input checked="" type="checkbox"/>
New Policy	<input type="checkbox"/>	Board 1 st Reading	<input checked="" type="checkbox"/>
New Procedure	<input type="checkbox"/>	Board 2 nd Reading	<input type="checkbox"/>
<u>Comments:</u>		<u>Referred to:</u>	
Updated Code Reference			

KEY:
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Policy

5140 Disabled Students Programs and Services (DSPS)

Students with disabilities shall be **reasonably accommodated pursuant to federal and state requirements in all applicable programs in the District.**

The Disabled Students Programs and Services (DSPS) program shall be the primary provider for support programs and services that facilitate equal educational opportunities for disabled students who can profit from instruction as required by federal and state laws.

DSPS services shall be available to students with verified disabilities. The services to be provided include, but are not limited to reasonable accommodations, academic adjustments, **technology accessibility**, accessible facilities, equipment, instructional programs, rehabilitation counseling and academic counseling.

No student with disabilities is required to participate in the **Disabled Students Programs and Services** program.

The District shall respond in a timely manner to accommodation requests involving academic adjustments. The Chancellor shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.

The Chancellor shall assure that the DSPS program conforms to all requirements established by the relevant law and regulations.

References:

Education Code Sections [67310](#), [84850](#); Title 5, Section 56000 et seq. **and 56027**

Adopted: June 28, 2004

Administrative Procedure**5140 Disabled Student Programs and Services (DSPS)**

The District maintains a plan for the provision of programs and services to **disabled** students designed to assure that they have equality of access to District classes and programs. This plan serves as a contract between the district and the State Chancellor's Office. It includes long-term goals, short-term measurable objectives, activities for accomplishing the goals, and methods for program evaluation.

Eligible students include those with verified physical disabilities (visual and mobility impairments), communication disorders (hearing impairments), learning disabilities, acquired brain impairments, developmental delays in learning, psychological impairments, and other conditions (e.g., asthma, kidney disease, etc.).

Verification of a student's disability must be provided by a professional certified to diagnose and/or treat the condition of the student applying for services. In some situations the DSPS Specialist may verify the disability of the student by direct observation or review of medical or educational records. To be eligible for services, students must also show proof that their disability creates functional limitations in an academic setting.

Special support services are provided to students with disabilities in addition to those services provided to all students. These services enable students with disabilities to participate in regular programs and classes. They include, but are not limited to, adaptive equipment (e.g., tape recorders, adapted keyboards, etc.) and software, registration assistance, disabled parking, test accommodations, assessments, counseling, sign language interpreters, note takers, alternate media, and specialized tutoring.

Special class instruction in select areas is provided to students with disabilities. These classes are designed to help students overcome educational limitations or acquire skills necessary for completion of the goals set in their educational contracts.

Student Educational Contracts (SEC) are established for all students registered with DSPS in consultation with a DSPS Counselor. The SEC outlines special instructional and educational goals, describes objectives and activities leading to the achievement of students' goals, and measures progress. Services prescribed in the SEC are reviewed and updated annually, or more frequently when a change occurs in the students' educational goals or accommodations required.

All student files contain a release of information form that is signed by the student. DSPS student records are confidential and can be disclosed only with the student's written permission.

Students registered with DSPS are expected to comply with the Student Code of Conduct, make responsible use of accommodations and services, adhere to written service provision policies and make measurable progress towards achievement of the goals set forth in their SEC.

Each college has an Advisory Committee that meets a minimum of one time per year to provide direction and guidance to the DSPS program. The Committee is comprised of students, as well as representatives from the disability community, and organizations and agencies for people with disabilities.

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Provisions for course substitutions and waivers are established on each campus, along with administrative procedures.

References:

Title 5, Section [56000 et seq.](#) and **56027**

Adopted: April 11, 2007

Policy Change	<input type="checkbox"/>	Constituency Group Review	<input checked="" type="checkbox"/>
Procedure Change	<input type="checkbox"/>	District Council	<input checked="" type="checkbox"/>
New Policy	<input type="checkbox"/>	Board 1 st Reading	<input checked="" type="checkbox"/>
New Procedure	<input checked="" type="checkbox"/>	Board 2 nd Reading	<input type="checkbox"/>
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Policy

6300 Fiscal Management

An accounting system shall be maintained that will provide necessary information for sufficient administration of the District. The system shall be designed to give assurance to members of the Board of Trustees and citizens of the district of proper administration and stewardship of district funds. The Chancellor shall establish procedures to assure that the district’s fiscal management is in accordance with the principles contained in Title 5, section 58311, including:

- Adequate internal controls exist.
- Fiscal objectives, procedures, and constraints are communicated to the Board and employees.
- Adjustments to the budget are made in a timely manner, when necessary.
- The management information system provides timely, accurate, and reliable fiscal information.
- Responsibility and accountability for fiscal management are clearly delineated.
- The books and records of the district shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.

As required by law, the Board shall be presented with a quarterly report showing the financial and budgetary conditions of the District.

As required by the Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred, and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

References:

Education Code Section [84040\(c\)](#); Title 5 Section [58311](#); **Accreditation Standard III.D.2**

Adopted: June 28, 2004

Administrative Procedure

6300 Fiscal Management

The Yosemite Community College District is committed to principles of sound fiscal management and to provide for responsible stewardship of available resources. The District adheres to commonly accepted accounting standards as criteria for fiscal management regulations.

In order to ensure adherence to these principles and standards, the Executive Vice Chancellor, Fiscal Services, will:

- Provide for safeguarding and managing District assets to ensure ongoing effective operations, maintenance of adequate cash reserves, implementation and maintenance of effective internal controls, determination of sources of revenues prior to making short- term and long-term commitments, establishment of a plan for the repair, and replacement of equipment and facilities.
- Provide for an organizational structure that incorporates a clear delineation of fiscal responsibilities and staff accountability.
- Provide that appropriate administrators keep the Board current on the fiscal condition of the District as an integral part of policy and decision-making.
- Provide for development and communication of fiscal policies, objectives, and constraints to the Board, staff, and students in accordance with state law, Board Policies and Administrative Procedures.
- Provide for an adequate management information system that gives timely, accurate, and reliable fiscal information for planning, decision-making, and budgetary control.
- Provide for appropriate fiscal policies and regulations, and adequate controls to ensure that established fiscal objectives are met.
- Provide a process to evaluate significant changes in the fiscal environment and make necessary, timely, financial, and educational adjustments.
- Provide both short-term and long-term goals and objectives and broad-based input coordinated with District educational planning.

References:

Education Code Section 84040(c); Title 5 Section 58311; Accreditation Standard III.D.2

Policy Change	<input type="checkbox"/>	Constituency Group Review	<input checked="" type="checkbox"/>
Procedure Change	<input type="checkbox"/>	District Council	<input checked="" type="checkbox"/>
New Policy	<input type="checkbox"/>	Board 1 st Reading	<input checked="" type="checkbox"/>
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Policy

6300 Fiscal Management

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- Adequate internal controls exist.
- Fiscal objectives, procedures, and constraints are communicated to the Board and employees.
- Adjustments to the budget are made in a timely manner, when necessary.
- The management information system provides timely, accurate, and reliable fiscal information.
- Responsibility and accountability for fiscal management are clearly delineated.
- The books and records of the district shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.

As required by law, the Board shall be presented with a quarterly report showing the financial and budgetary conditions of the District.

As required by the Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred, and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

References:

Education Code Section [84040\(c\)](#); Title 5 Section [58311](#); **Accreditation Standard III.D.2**

Adopted: June 28, 2004

Administrative Procedure

6300 Fiscal Management

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- Provide for safeguarding and managing District assets to ensure ongoing effective operations, maintenance of adequate cash reserves, implementation and maintenance of effective internal controls, determination of sources of revenues prior to making short- term and long-term commitments, establishment of a plan for the repair, and replacement of equipment and facilities.
- Provide for an organizational structure that incorporates a clear delineation of fiscal responsibilities and staff accountability.
- Provide that appropriate administrators keep the Board current on the fiscal condition of the District as an integral part of policy and decision-making.
- Provide for development and communication of fiscal policies, objectives, and constraints to the Board, staff, and students in accordance with state law, Board Policies and Administrative Procedures.
- Provide for an adequate management information system that gives timely, accurate, and reliable fiscal information for planning, decision-making, and budgetary control.
- Provide for appropriate fiscal policies and regulations, and adequate controls to ensure that established fiscal objectives are met.
- Provide a process to evaluate significant changes in the fiscal environment and make necessary, timely, financial, and educational adjustments.
- Provide both short-term and long-term goals and objectives and broad-based input coordinated with District educational planning.

References:

Education Code Section 84040(c); Title 5 Section 58311; Accreditation Standard III.D.2

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| Policy Change | <input type="checkbox"/> | Constituency Group Review | <input type="checkbox"/> |
| Procedure Change | <input type="checkbox"/> | District Council | <input type="checkbox"/> |
| New Policy | <input type="checkbox"/> | Board 1 st Reading | <input type="checkbox"/> |
| New Procedure | <input type="checkbox"/> | Board 2 nd Reading | <input type="checkbox"/> |
- Comments:
Reference update only (**non-substantive**)
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HR to consider adding more to procedure

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Policy

7100 Commitment to Diversity

The District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates.

Reference:
 Education Code Section [87100 et seq.](#) , Title 5, Section [53000 et seq.](#)

Adopted: June 28, 2004

Administrative Procedure

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7100 Commitment to Diversity

The District has an Equal Employment Opportunity (EEO) Plan. The plan is available in the District Human Resources Office.

Reference:

Education Code Section [87100 et seq.](#) Title 5 Section [53000 et seq.](#), ~~59320 et seq.~~

Procedure Last Revised: June 13, 2007

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| Procedure Change | <input type="checkbox"/> | District Council | <input checked="" type="checkbox"/> |
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Yosemite Community College District Policies and Administrative Procedures

No. 7110

Policy

7110 Delegation of Authority for Personnel Actions

The Board delegates authority to the Chancellor to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and Board Policies and Administrative Procedures have been followed. Personnel transaction items and appointments are subject to confirmation by the Board.

References:

Education Code Section 70902(d)

Adopted:

Administrative Procedure

7110 Delegation of Authority for Personnel Actions

The Chancellor delegates responsibility to the Vice Chancellor of Human Resources to recommend or authorize employment, develop job responsibilities, and perform other personnel actions provided that all federal and state law and regulations, Board Policies, and Administrative Procedures are followed.

References:

Education Code Section 70902(d)

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Procedure Change	<input type="checkbox"/>	District Council	<input checked="" type="checkbox"/>	
New Policy	<input type="checkbox"/>	Board 1 st Reading	<input checked="" type="checkbox"/>	
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POLICY CHANGE ONLY		Procedure to HR		1/22/14

Regarding Administrative Procedure: referred to HR for review and update



Yosemite Community College District Policies and Administrative Procedures

No. 7120

Policy

7120 Recruitment and Hiring

The Chancellor shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria:

- An equal employment opportunity plan shall be implemented according to Title 5 **and YCCD Policy 3420.**
- Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

The criteria and procedures for hiring academic employees shall be established and implemented in accordance with Board Policies and **Administrative Procedures** regarding the Academic Senate’s role in local decision making, **and also in accordance with all contractual agreements.**

The criteria and procedures for hiring classified employees shall reflect job-related selection criteria **in accordance with all contractual agreements.**

Reference:

Education Code Section **70901.2, 70902(b)(7) &(d), and 87100 et seq.; Title 5 Sections 53000, et seq. and 51023.5;** Accreditation Standard III.A.1

Adopted: June 28, 2004

Administrative Procedure

7120 Recruitment and Hiring

Applicants for classified positions in the Yosemite Community College District shall secure application forms from the District Human Resources Office and, when completed, return them to that office. Due to geographic considerations, procedural modifications may be made for Columbia College vacancies, subject to approval by the Vice Chancellor for Human Resources.

When a vacancy occurs or when a new regular position is established, the department head shall request, through administrative channels, to the Human Resources Office that the position be filled.

I. Competitive Selection Procedures

- A. A committee consisting of at least three (3) members, familiar with the duties and qualifications of the vacant position, shall be designated by the department head for the purpose of screening applications, interviewing applicants, and identifying the best qualified candidates. The department head may interview finalists for the position and recommend appointment.
- B. Screening committees will include female and ethnic minority representation whenever possible. Committee composition will be reviewed for approval by the Vice Chancellor of Human Resources or designee prior to the start of the screening process. Committee composition may be modified accordingly.
- C. The candidate selected will be recommended to the President or Vice Chancellor by the appropriate department head. The recommended appointment will be reviewed by the Vice Chancellor for Human Resources, who will submit their recommendations to the Chancellor. Official offers of employment will be made by the Human Resources Office following approval by the Chancellor.
- D. A candidate will not be recommended to the Board of Trustees until his/her application is on file with the Human Resources Office and his/her references have been contacted to verify experience and performance.
- E. All processing required for employment shall normally be completed prior to completion of the first week of employment. No new employee shall report for the first day of work without having obtained clearance (formal offer) from the Human Resources Office.

Reference:

Education Code Sections [87100 et seq.](#); [87400](#); [88003](#); Accreditation Standard [III.A.1](#)

Procedure Last Revised: June 13, 2007

Policy Change	<input type="checkbox"/>	Constituency Group Review	<input checked="" type="checkbox"/>
Procedure Change	<input type="checkbox"/>	District Council	<input checked="" type="checkbox"/>
New Policy	<input checked="" type="checkbox"/>	Board 1 st Reading	<input checked="" type="checkbox"/>
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Yosemite Community College District Policies and Administrative Procedures

No. 7125

Policy

7125 Verification of Eligibility for Employment

The District shall verify all new employees' eligibility for employment prior to start of work.

Reference:
8 U.S. Code Section 1324a

Adopted:

Administrative Procedure

7125 Verification of Eligibility for Employment

Reliable documentation of eligibility is required for employment from all new employees. “Reliable documentation” as set out in federal law includes one or more of the following:

- A United States passport or a resident alien card or alien registration card containing a photograph of the prospective employee, that indicates the person is authorized to work in the United States

OR

- A social security card or other documentation issued by the United States government showing authorization to work in the United States AND a driver’s license or similar identification document containing a photograph of the prospective employee.

The District will not hire or recruit a person for employment who is not authorized to be employed in the United States.

The District will complete for each new employee the verification form or forms required by the United States government.

The District will protect the privacy of the information it collects pursuant to this procedure.

References:

8 U.S. Code Section 1324a

Procedure Last Revised:

Policy Change	<input type="checkbox"/>	Constituency Group Review	<input checked="" type="checkbox"/>
Procedure Change	<input type="checkbox"/>	District Council	<input checked="" type="checkbox"/>
New Policy	<input checked="" type="checkbox"/>	Board 1 st Reading	<input checked="" type="checkbox"/>
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Yosemite Community College District Policies and Administrative Procedures

No. 7235

Policy

7235 Probationary Period: Classified Employees

Newly hired classified employees shall have a probationary period of one year, as specified in the collective bargaining agreement.

References:

Education Code Section 88013

Adopted:

Policy Change	<input checked="" type="checkbox"/>	Constituency Group Review	<input checked="" type="checkbox"/>
Procedure Change	<input type="checkbox"/>	District Council	<input checked="" type="checkbox"/>
New Policy	<input type="checkbox"/>	Board 1 st Reading	<input checked="" type="checkbox"/>
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Yosemite Community College District Policies and Administrative Procedures

No. 7240

Policy

7240 Confidential Employees

Consistent with the provisions of Section 3540.1(c) of the Government Code, Title I, Division 4, Chapter 10.7 (Rodda Act), the Board of Trustees hereby establishes the classification of confidential employee.

Confidential employees are those who are required to develop or represent management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

Confidential employees are not eligible for inclusion in a bargaining unit and the terms and conditions of their employment are not controlled by any collective bargaining agreement.

Reference:
[Government Code Section 3540.1\(c\)](#)

Adopted: June 28, 2004

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| Policy Change | <input type="checkbox"/> | Constituency Group Review | <input checked="" type="checkbox"/> |
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Comments:

Recommendation to create an additional policy in the future for executive level positions.

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Policy

7250 Educational Administrators

An administrator is a person employed by the Board in a supervisory or management position as defined in Government Code Sections 3540 et seq.

Educational administrators are those who exercise direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the District.

Educational administrators shall be compensated in the manner described in the provisions of the Leadership Team Handbook. Compensation shall be set by the Board upon recommendation by the Chancellor. Educational administrators shall further be entitled to health and welfare benefits made available by action of the Board upon recommendation by the Chancellor.

Educational administrators shall be entitled to vacation, sick, and other leaves as provided by law, these Policies and Administrative Procedures adopted by the Chancellor.

Every educational administrator shall be employed by an appointment or contract of up to four years in duration.

References:

Education Code Sections 72411 et seq., 87002(b), and 87457-87460; Government Code Section 3540.1(g) and (m)

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Policy Change	<input type="checkbox"/>	Constituency Group Review	<input checked="" type="checkbox"/>
Procedure Change	<input type="checkbox"/>	District Council	<input checked="" type="checkbox"/>
New Policy	<input checked="" type="checkbox"/>	Board 1 st Reading	<input checked="" type="checkbox"/>
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Policy

7260 Classified Supervisors and Managers

Classified administrators are administrators who are not employed as educational administrators.

Classified supervisors are those classified administrators, regardless of job description, having the responsibility to assign work to and direct other employees.

Classified managers are those classified administrators, regardless of job description, having significant responsibilities for formulating District policies or administering District programs other than the educational programs of the District.

Classified administrators may be employed by an appointment or contract of up to four years in duration. The appointment or contract shall be subject to the provisions of the Leadership Team Handbook.

References:

Education Code Section 72411; Government Code Section 3540.1(g) and (m)

Adopted:

- Policy Change
 - Procedure Change
 - New Policy
 - New Procedure
 - Comments:
Reference update **(non-substantive)**
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 - District Council
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Policy

7310 Nepotism

The District will not discriminate in favor of or against any job applicant because of a family member’s employment in the District. Generally, an employee will not be the immediate supervisor of a family member.

For purposes of the policy, “family member” as used in this section is defined as relatives or step-relatives bearing the following relationships to the employee or the employee’s spouse: son, daughter, spouse, mother, father, guardian, sister, brother, grandchild, foster child, foster parent, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, step parent, step sibling, step child, uncle, aunt, niece, nephew or any person living in the employee’s household. All references to “spouses” in the District’s policies or procedures shall be read to include registered domestic partners as permitted by California Law.

Exceptions regarding immediate supervision may be made upon approval by the Chancellor. Requests for approval will be submitted by the appropriate Chancellor’s Cabinet member and will include a plan for hiring, assigning, and/or evaluating the family member that does not involve a second family member.

The Chancellor and Board of Trustees retain the right to refuse any assignment when, in their final judgment, that assignment has potential for adverse impact on supervision, safety, security or morale, and/or involves conflict of interest.

Reference:
 Government Code Section 12940 et seq., [1090 et seq.](#) Family Code Sections [297](#), [297.5](#), [298](#), [298.5](#), [299](#), [299.2](#), [299.3](#)

Adopted: June 28, 2004
Revision Adopted: February 8, 2012

Administrative Procedure

7310 Nepotism

It is the policy of the Yosemite Community College District to employ the best qualified individuals based on the total needs of the communities it serves.

The District may employ for any position, qualified persons who are related to a current employee provided the following conditions are met:

- A. No employees of the District shall initiate or participate in personnel decisions such as appointment, retention, re-appointment, tenure, work assignment, promotion, demotion, salary, termination, leave of absence, etc., of family members; and
- B. No employees of the District shall participate in the evaluation of another person who is a family member; and
- C. No employees of the District shall exercise direct supervision over another person who is a family member.

All employees have the responsibility for full disclosure in writing that a conflict of interest may exist to the dean, director, department head or other relevant administrator prior to making any employment decisions.

All disclosures additionally will be reported to the Board of Trustees and Chancellor.

Reference:

Government Code Section 12940 et seq., 1090 et seq. Family Code Sections 297, 297.5, 298, 298.5, 299, 299.2, 299.3

Procedure Last Revised: ~~June 13, 2007~~, February 8, 2012

- Policy Change
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Policy

7700 Whistleblower Protection

The Chancellor shall establish procedures regarding the reporting and investigation of suspected unlawful activities by District employees, and the protection from retaliation of those who make such reports in good faith and/or assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, “unlawful activity” refers to any activity—intentional or negligent—that violates state or federal law, local ordinances, or District policy.

The procedures shall provide that individuals are encouraged to report suspected incidents of unlawful activities without fear of retaliation, that such reports are investigated thoroughly and promptly, remedies are applied for any unlawful practices and protections are provided to those employees who, in good faith, report these activities and/or assist the District in its investigation.

Furthermore, District employees shall not: (1) retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order; or (2) directly or indirectly use or attempt to use the official authority or influence of his or her position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the District. The District will not tolerate retaliation, and will take whatever action may be needed to prevent and correct activities that violate this policy, including discipline of those who violate it up to and including termination.

Reference:

California Labor Code section [1102.5](#), Education Code Sections [87160-87164](#), Government Code Section [53296](#), Private Attorney General Act of 2004 (Labor Code Section 2698); **Affordable Care Act (29 U.S.C. 218C)**

Adopted: March 8, 2006

Revision Adopted: February 11, 2009

Administrative Procedure

7700 Whistleblower Protection

Individuals are encouraged to report suspected incidents of unlawful activities by District employees in the performance of their duties. Reports will be investigated promptly and appropriate remedies applied. Employees who, in good faith, reported such activities and/or assist the District in the investigation will be protected from retaliation.

This procedure sets out the processes for responding to and investigating reports of unlawful activities, as defined in Board Policy 7520, and addressing complaints of retaliation for making such reports.

Filing a Report of Suspected Unlawful Activities

Any person may report allegations of suspected unlawful activities. Knowledge or suspicion of such unlawful activities may originate from academic personnel, staff or administrators carrying out their assigned duties, internal or external auditors, law enforcement, regulatory agencies, customers, vendors, students or other third parties.

Anonymous reports will be investigated to the extent possible. However, employees are strongly encouraged not to report anonymously because doing so impedes the District’s ability to thoroughly investigate the claim and take appropriate remedial measures. As set forth fully below, retaliation against individuals who report suspected unlawful activities will not be tolerated.

Normally, a report by a District employee of allegations of a suspected unlawful activity should be made to the reporting employee’s immediate supervisor or other appropriate administrator or supervisor within the operating unit. However, if the report involves or implicates the direct supervisor or others in the operating unit, the report may be made to any other District official whom the reporting employee believes to have either responsibility over the affected area or the authority to review the alleged unlawful activity on behalf of the District. When the alleged unlawful activities involve a college president, the report should be made directly to the Chancellor. When the alleged unlawful activity involves the Chancellor, the report should be made to the Chair of the Board of Trustees. When the alleged unlawful activity involves the board of trustees or one of its members, the report should be made to the Chancellor who will confer with the Chair of the Board of Trustees and/or legal counsel on how to proceed.

Allegations of suspected unlawful activities should be made in writing so as to assure a clear understanding of the issues raised, but may be made orally. Such reports should be factual and contain as much specific information as possible. The receiving supervisor or administrator should elicit as much information as possible. If the report is made orally, the receiving supervisor or administrator shall reduce it to writing and make every attempt to get the reporter to confirm by his or her signature that it is accurate and complete.

Once the receiving supervisor or administrator has received and/or prepared a written report of the alleged unlawful activity, he or she must immediately forward to the President of the College President where the alleged activity has occurred or to the Chancellor if the activity involves the District office or is District-wide. However, if this process would require submitting the report to an employee implicated in the report, the receiving supervisor or administrator should follow the reporting options outlined,

1 above. The high-level administrator or Trustee who receives the written report pursuant to this
2 paragraph is responsible for ensuring that a prompt and complete investigation is made by an individual
3 with the competence and objectivity to conduct the investigation, and that the assistance of counsel
4 and/or an outside investigator is secured if deemed necessary.

5
6 In the course of investigating allegations of unlawful conduct, all individuals who are contacted and/or
7 interviewed shall be advised of the District's no-retaliation policy. Each individual shall be: a) warned
8 that retaliation against the reporter(s) and/or others participating in the investigation will subject the
9 employee to discipline up to and including termination; and b) advised that if he or she experiences
10 retaliation for cooperating in the investigation, then it must be reported immediately.

11
12 In the event that an investigation into alleged unlawful activity determines that the allegations are
13 accurate, prompt and appropriate corrective action shall be taken.

14 **Protection from Retaliation**

15
16 When a person makes a good-faith report of suspected unlawful activities to an appropriate authority,
17 the report is known as a protected disclosure. District employees and applicants for employment who
18 make a protected disclosure are protected from retaliation.

19
20 Any employee who believes he or she has been (1) subjected to or affected by retaliatory conduct for
21 reporting suspected unlawful activity, or (2) for refusing to engage in activity that would result in a
22 violation of law, should report such conduct to the appropriate supervisory personnel (if such
23 supervisory personnel is not the source of or otherwise involved in the retaliatory conduct). Any
24 supervisory employee who receives such a report, or who otherwise is aware of retaliatory conduct, is
25 required to advise their College President, the Chancellor or the Chancellor's designee. If the allegations
26 of retaliation, or the underlying allegations of unlawful conduct involve the President or Chancellor, the
27 supervisor shall report to the highest level administrator and/or trustee who is not implicated in the
28 reports of unlawful activity and retaliation

29
30 All allegations of retaliation shall be investigated promptly and with discretion, and all information
31 obtained will be handled on a "need to know" basis. At the conclusion of an investigation, as
32 appropriate, remedial and/or disciplinary action will be taken where the allegations are verified and/or
33 otherwise substantiated.

34 **Whistleblower Contact Information**

35
36 Employees who have information regarding possible violations of state or federal statutes, rules, or
37 regulations, or violations of fiduciary responsibility by a corporation or limited liability company to its
38 shareholders, investors, or employees should contact the "California " Community College Chancellor's
39 Office or the Board of Trustees for the District. Employees can contact the State Personnel Board with
40 complaints of retaliation resulting from whistleblower activities. The State Personnel Board hotline is
41 (916) 653-1403.

42 **Other Remedies and Appropriate Agencies**

43 In addition to the internal complaint process set forth above, any employee who has information
44 concerning allegedly unlawful conduct may contact the appropriate government agency.

45 **Reference:**

1 **Education Code Sections 87160-87164**; California Labor Code section [1102.5](#), Government Code Section
2 [53296](#), Private Attorney General Act of 2004 (Labor Code section 2698); **Affordable Care Act (29 U.S.C.**
3 **218C)**.

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Procedure Last Revised: ~~March 8, 2006~~, February 24, 2010