

AGENDA
YOSEMITE COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES
FOUR HUNDRED SIXTY-SECOND REGULAR MEETING
AUGUST 5, 2003

3:30 P.M. Call to Order

Recess to closed session - YCCD Conference Room B

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

5:30 P.M. – Reconvene to open session – YCCD Board Room

Public Comment on Agenda Action Items: Persons who want to address the Board of Trustees on an agenda action item (Section II) may do so after being recognized by the Chair of the Board and before Board discussion. All speakers should complete a Speaker Request form in advance and give it to the Board stenographer. Individuals will be allowed a maximum of five (5) minutes each. Thirty (30) minutes shall be the maximum time allotment for public comment on any one subject regardless of the number of speakers.

Comments from the Public: Persons who want to comment on an Agenda Information Item (Section I) or Board business issues not included on the agenda can do so as part of agenda item **III.A.** All speakers should complete a Speaker Request form in advance and give it to the Board stenographer. Individuals will be allowed a maximum of five (5) minutes each. Fifteen (15) minutes shall be the maximum time allotment for public comment on any one subject regardless of the number of speakers.

Pledge of Allegiance to the Flag

Approval of the Minutes

RECOMMENDATION: That the Board of Trustees approve the minutes of the Board Retreat and regular meeting of July 10, 2003.

I. REPORTS AND INFORMATION ITEMS

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

I. REPORTS AND INFORMATION ITEMS

C. Activities and Announcements

1. Institute Days

Columbia's In-service day will be held Thursday, August 28, beginning at 8:15 a.m. Items on the agenda include sabbatical leave reports, the accreditation plan and excellence in the classroom. Breakout sessions on "Strategies for Transformational Learning" will follow the all-College meeting. Lunch will be provided and area/department meetings will be held in the afternoon.

On August 29, MJC's Fall 2003 Institute Day begins at 9:00 a.m. and will focus on the excellence of the faculty, and building a sense of community among the different groups that make up MJC (faculty, administrators, and staff.) The keynote speaker is MJC's own Don Ahrens. The program also includes music by Quijerema, a musical group from the Bay Area that fuses the music of the African Diaspora from the Americas into new and original musical forms.

2. Scholarship Established in Memory of Joseph K. Mitchell

A student endowment scholarship has been established through the Columbia College Foundation in memory of Joe Mitchell, member of the Board of Trustees for the Yosemite Community College District. Dr. Robert C. and Elyce McIntyre, a local physician and friends of Mr. Mitchell, established the scholarship to honor his commitment to the college and higher education. Mr. Mitchell was an elected trustee of Area One representing Tuolumne and Calaveras counties as well as a member of the Columbia College Foundation. Tax-deductible donations may be made to the Joseph K. Mitchell Memorial Scholarship through the Columbia College Foundation, 11600 Columbia College Drive, Sonora, CA 95370.

3. Columbia College Foundation Receives Donation

The City Hotel's 27th Annual Wine Tasting event was held on April 27, 2003 hosting nearly 500 guests. Once again, The City Hotel Corporation generously donated the net proceeds of \$12,169 to the Columbia College Foundation to support the Hospitality Management program and scholarships. The College's Culinary & Pastry Arts students, along with other local food purveyors, prepared the hors d'oeuvres. Wine was sampled from nearly 50 wineries located throughout the state.

4. Concert on the Green for MJC and Central Services Staff Members

The MJC Foundation will sponsor a free "Concert on the Green" for all MJC and Central Services staff and their families featuring *California Zephyr* on Friday, August 22, at 7 p.m. on the East Campus Quad. YCCD trustees are invited to bring their family, a picnic and lawn chairs and join us for this fun evening of good time country music!

I. REPORTS AND INFORMATION ITEMS

C. Activities and Announcements (continued)

5. Diversity & Human Rights Conference

The Diversity & Human Rights Conference will be held September 5-6 on MJC's East Campus. The Conference, co-sponsored by Seeds of Wisdom, Ceres Unified School District and MJC, kicks-off on Friday at 6:20 p.m. with keynote speaker Lee Mun Wah showing his new documentary film "Last Chance for Eden" followed by a discussion. Saturday will begin with keynote speaker Greg Alan Williams, Emmy Award winning actor, author and educator, at 7:30 a.m. in the Auditorium. A wide variety of workshops will follow. Advance registration is required and the registration fee is \$25. A registration form and more information is available on the MJC website at www.gomjc.org

6. Student Learning Outcomes Institute

MJC is sponsoring a Student Learning Outcomes Institute for 40 faculty and staff on August 4, 5, and 6 at Westerlake Ranch. Participants will receive basic training on Student Learning Outcomes that will enable them to make progress on assessing student learning and using the results to improve teaching and learning.

7. MJC 2003 Staff Appreciation Breakfast

MJC will hold its 2003 Staff Appreciation Breakfast on Thursday, August 27, at 7:30 a.m. Faculty, staff, administrators, and trustees are invited to attend. The breakfast and award ceremony will be held in the Agriculture Quad area on the East Campus.

I. REPORTS AND INFORMATION ITEMS

D. Presentations/Updates

1. Community Outreach

This presentation will focus on MJC programs and projects related to community and economic development in outlying areas. Describing key programs will be MJC Vice President of Instruction Bill Scroggins, MJC Dean of Community and Economic Development George Boodrookas, and MJC Dean of Instructional Services Dennis Gervin.

2. West Campus Building Names

The Board of Trustees previously approved a theme of "Yosemite" for the buildings on the MJC West Campus. The names Sierra Hall and Yosemite Hall have been in use for the past year. A campus committee recently agreed to the following name changes for other buildings on the West Campus. These will be implemented over the next year as signage and schedules allow.

<u>Present Building Name</u>	<u>Proposed New Name</u>
North Hall	Ansel Adams Hall
South Hall	John Muir Hall
Automotive and Welding	Tenaya Complex
Poultry and Swine Unit	Tioga Complex
Child Development Lab	Miwuk Child Development Lab
Child Care Center	Wawona Childcare Center
Cabaret West (Old Student Center)	El Capitan Center

3. City of Modesto Water Fees – MJC West Campus

In October 2002, the Modesto Junior College West Campus connected to City of Modesto water permanently due to the contamination of the primary well. After following directions by the Department of Environmental Resources to decontaminate the well, which were unsuccessful, we were directed to take the well off-line. Efforts have been made to utilize the remaining active well for the agricultural lab facilities and Modesto Irrigation District for irrigation of pastures. As staff were exploring options to diminish the usage of City water, they learned of a flat rate fee charged to schools and churches per City Council Resolution. Staff discovered that the MJC East Campus was being charged the flat rate fee in addition to several metered properties, but that the MJC West Campus was entirely metered. The City of Modesto water fees for MJC West since October are in excess of \$100,000. Discussions have since occurred with City staff to rectify what was felt to be an overcharge of fees for MJC West Campus. City staff indicated that since the flat rate fee charged to schools was by City Council Resolution, the issue needed to be reviewed by the Finance Committee and perhaps go to the Council for a final decision on whether or not MJC West Campus should be included in the flat rate formula. District staff believe there should not be a distinction made between MJC East and West campuses regarding the water rates charged by the City of Modesto. District staff will be available to answer questions and provide additional information.

I. REPORTS AND INFORMATION ITEMS

D. Presentations/Updates (continued)

4. YCCD State Funded Child Care Programs

All state funded child care programs are required to complete an annual self-evaluation to insure compliance with mandated program elements. YCCD currently administers three state child care contracts: one at Columbia College and two at Modesto Junior College. Staff have completed the self-studies and the presidents have reviewed them. The programs are in compliance, but did identify a couple of areas needing some attention. This presentation fulfills one of the compliance requirements of informing the Board of Trustees of the results of the self-studies.

The staff at Columbia College's Child Care Center identified a need to improve communication between Center staff and parents. Plans include recruiting a parent committee that will meet regularly, hosting an annual fall family event, increasing daily interactions and publishing regular newsletters.

Modesto Junior College's Infant and Toddler Center and State Preschool staff also found gaps in communication and participation. Staff are in the process of involving parents in the classroom with a volunteer calendar. The Director also plans to improve the documentation of referral services provided to parents.

II. ACTION ITEMS

A. Consent Agenda

1. ☆Purchase Orders

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

2. Acceptance of Gifts

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

- a. Used miscellaneous tools from Parker Hannifin Corporation/Racor Division to be used in the Machine Tool technology program at Modesto Junior College.
- b. Mitchell A/C slides and tapes from William Swegles to be used for A/C instruction in the Technical Education Department at Modesto Junior College.
- c. 750 bales of grass hay from Myron Strasser, Jr. to be used for the beef unit of our animal science program at Modesto Junior College.
- d. Bales of hay from Tom's Hay Service to be used in the Crop Science Instructional Program at Modesto Junior College.
- e. Two HP OfficeJet fax machines donated by Julia Fernandez, for use at Columbia College.
- f. Donation of \$500 to the Dairy Judging Team and \$500 to the Livestock Judging Team for a total of \$1,000 from Yosemite Farm Credit, ACA to be used for the Dairy/Animal Science program at Modesto Junior College.

3. Fulbright Teacher Exchange – Miller

Dr. Micha Miller, Biology Instructor at Columbia College, has been selected to participate in the Fulbright Teacher Exchange Program. Dr. Miller and Leuan Davies of the Matthew Boulton College of Further & Higher Education in Birmingham, England, will exchange teaching positions for six weeks during summer 2004.

RECOMMENDATION: That the Board of Trustees approve the participation of Dr. Micha Miller in the Fulbright Teacher Exchange Program during the summer 2004.

II. ACTION ITEMS

A. Consent Agenda (continued)

4. Special Appointment - McLeod

RECOMMENDATION: That the Board of Trustees approve the appointment of Dr. Wilma McLeod to serve as a member of the ACCJC Evaluation Team visiting Glendale Community College March 16 –18, 2004.

5. Special Appointment – Scroggins

RECOMMENDATION: That the Board of Trustees approve the appointment of Dr. William Scroggins to serve as a member of the ACCJC Evaluation Team visiting Allan Hancock College on March 2-4, 2004.

6. Special Appointment - Riggs

RECOMMENDATION: That the Board of Trustees approve the appointment of Dr. Jim Riggs to serve as a member of the ACCJC Evaluation Team visiting Glendale Community College March 16 –18, 2004.

7. Special Appointment – Scroggins

RECOMMENDATION: That the Board of Trustees approve the appointment of Dr. William Scroggins to serve as the northern representative on the Research and Planning Group Board, a professional association of researchers in California community colleges for the academic years 03-04 and 04-05.

8. ☆Resolution Authorizing Signatures

In order to conduct the district's day-to-day business, it is necessary for the Board of Trustees to authorize selected employees to act as agents for the Board.

RECOMMENDATION: That the Board of Trustees adopt Resolution No. 03-04/02 authorizing selected employees to act as agents for the Board of Trustees.

9. ☆Project Applications/Amendments

RECOMMENDATION: That the Board of Trustees authorize the Yosemite Community College District to submit the following project applications/amendments and to enter into a contract with the appropriate donor agencies when the projects are selected for funding:

- a. Paraprofessional Title I Educational Program –
Class II -- MJC
Submitted to the Turlock School District
Agency share: \$5,048; Proposer share: \$0

II. **ACTION ITEMS**

A. Consent Agenda (continued)

9. ☆Project Applications/Amendments (continued)

- b. Fundamentals of Electricity -- MJC
Submitted to the Modesto Irrigation District
Agency share: \$5,085; Proposer share: \$0
- c. Technology Training – Mobile Lab -- MJC
Submitted to the Industrial Electrical Company
Agency share: \$1,200; Proposer share: \$0
- d. Infant and Toddler Child Care Resource Program
(CCDF Capacity Project) -- CC/MJC
Submitted to the California Department of
Education
Agency share: \$2,994 one-time only funds
- e. Paraprofessional Title 1 Educational Program --
MJC
Submitted to the Waterford School District
Agency share: \$2,035; Proposer share: \$0
- f. Playground Compliance --MJC
Submitted to the California Department of
Education
Agency share: \$16,100; Proposer share: \$0
- g. Early College High School Initiative-Vocational
Education Academy -- MJC
Submitted to the Foundation for California
Community Colleges
Agency share: \$400,000 over five years;
Proposer share: \$353,965 over five years
- h. Child Care and Development Fund-Facilities
Renovation and Repair Program -- CC
Submitted by California Department of Education
Agency share: \$12,500; Proposer share: \$0
- i. Child Care and Development Fund-Facilities
Renovation and Repair Program -- MJC
Submitted by California Department of Education
Agency share: \$12,500; Proposer share: \$0

II. ACTION ITEMS

B. Personnel Items

1. ☆Short-Term Appointee List

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

2. Retirement - Classified

RECOMMENDATION: That the Board of Trustees grant retirement status to Deborah Boswell, Secretary I, EOPS/DSPS, Columbia College effective September 15, 2003, and officially commend her for 16 years of valuable service to the District.

3. Probationary Appointment - Academic

RECOMMENDATION: That the Board of Trustees approve the probationary appointment (first year contract) of Paul Cripe to the position of Instructor of Mathematics, Science, Mathematics and Engineering, Modesto Junior College, for the 2003-2004 academic year.

4. Probationary Appointment – Classified

RECOMMENDATION: That the Board of Trustees approve the probationary appointment of Vesna Loncaric-Lewis to the position of Campus Security Dispatcher (40%), YCCD Security, effective July 11, 2003.

5. Resignation – Classified

RECOMMENDATION: That the Board of Trustees accept the resignation of Sigrid Andersen, Instructional Assistant II, Tutoring, Columbia College, effective July 1, 2003.

6. Resignation – Classified

RECOMMENDATION: That the Board of Trustees accept the resignation of Melinda Fontana, Program Representative II, Business, Behavioral & Social Sciences, Modesto Junior College, effective August 29, 2003.

II. ACTION ITEMS

B. Personnel Items (continued)

7. Reassignment – Classified

RECOMMENDATION: That the Board of Trustees confirm (a) the reassignment/voluntary demotion in lieu of layoff of Barbara Hire from Food Service Specialist, Lead, Columbia College to Cook/Baker, Modesto Junior College, effective July 14, 2003, and (b) the voluntary demotion of Barbara Hire from Cook/Baker to Food Services Cashier, Modesto Junior College, effective August 4, 2003.

8. Classified Reduction in Force/Reinstatement

RECOMMENDATION: That the Board of Trustees confirm (a) the termination of employment of Andrea Lotz, Cook/Baker, Modesto Junior College, effective July 10, 2003, and (b) her reinstatement to her former assignment, effective date pending.

9. Temporary Increase in Assignment – Management

RECOMMENDATION: That the Board of Trustees approve a temporary increase in assignment for Adrienne Webster, Child Care Center Manager, Columbia College from 87.5% to 100%, effective July 1, 2003 through June 30, 2004.

10. Increase in Assignment – Classified

RECOMMENDATION: That the Board of Trustees approve an increase in assignment for Teresa Hernandez, Payroll Technician II, YCCD Payroll, from 75% to 100%, effective August 1, 2003.

11. Increase in Assignment – Classified

RECOMMENDATION: That the Board of Trustees approve an increase in assignment for Tamica Jenkins, Campus Security Dispatcher, YCCD Security, from 40% to 100%, effective August 1, 2003.

II. ACTION ITEMS

C. Discussion Items

1. State Budget Status and Local Cash Flow Options

As this agenda item goes to print, both the California State Senate and Assembly have approved a state budget plan and have forwarded it to the Governor for his signature. The plan reduces the \$38.2 billion shortfall through a combination of borrowing, tax shifts, fees and spending cuts, but still leaves California with an \$8 billion gap in fiscal year 2003-04.

Initial analysis indicates that community colleges will receive approximately the same funding as last year. However, \$38 million of that funding is targeted for student financial aid only, therefore our operating funds will in fact be less than in fiscal year 2002-03 after the mid-year cuts. Since the Governor has line-item veto authority, final details may not be known for days or weeks. However student fees are expected to increase from \$11 to \$18 per unit.

Absent a state budget, the State Controller had announced that cash payments to community college districts would cease. This public warning made clear the impact of a budget impasse on Californians across the state.

Although the Governor is now expected to sign the budget bill (AB1765), staff had previously explored short-term cash borrowing options available to the District. The District's cash flow projections, in the event that the budget was not signed, showed the District depleting the General Fund unreserved cash by August 31, 2003 when the end of the month payroll and benefit payments were made. Since the average monthly salary and benefit costs are about \$5.5 million, an estimated \$600,000 of the District's \$4.4 million reserve would need to be transferred to the unrestricted General Fund to cover the August payroll. The District would need to use the remaining reserve in September and would end the month of September in a cash deficit position of approximately \$2 million.

Depending upon how quickly the budget is signed, it may be necessary to temporarily use YCCD Board reserve funds and/or Retiree Liability funds. Staff will present the latest budget information at this meeting.

RECOMMENDATION: That the Board of Trustees approve the transfer of General Fund and Retiree Liability Fund reserves to the Unrestricted General Fund for the purpose of meeting the District's financial obligations until a state budget is passed. Such transfers will be returned when funds are received from the State.

II. ACTION ITEMS

C. Discussion Items (continued)

2. ☆2003-2004 Appropriations Limit

Pursuant to direction provided by the Board of Trustees' action during the meeting of June 3, 2003, the report establishing the District's 2003-2004 appropriations limit has been publicly posted. The Board, having declared its intent to adopt the report, must do so consistent with law.

RECOMMENDATION: That the Board of Trustees adopt the report establishing the District's 2003-2004 appropriations limit as required by law.

3. ☆CSEA, Chapter 420 Bargaining Proposal to YCCD – Public Hearing

On July 10, 2003, CSEA Chapter 420 presented its 2003-2004 negotiations proposal to the District. Consistent with applicable code sections and District policy, it is necessary for the Board to conduct a public hearing on the proposal.

RECOMMENDATION: That the Board of Trustees conduct a public hearing regarding the CSEA Chapter 420 negotiations proposal to the District.

4. ☆YCCD Bargaining Proposal to Yosemite Faculty Association (YFA) – Public Hearing

On June 3, 2003, YCCD presented its 2003-2004 negotiations proposal to YFA. Consistent with applicable code sections and District policy, it is necessary for the Board to conduct a public hearing on the proposal.

RECOMMENDATION: That the Board of Trustees conduct a public hearing regarding the YCCD negotiations proposal to the Yosemite Faculty Association.

5. ☆Board of Trustees' 2003-2004 Special Priorities

At their annual retreat on July 10, the Board of Trustees discussed various challenges facing the YCCD in the 2003-2004 academic year. Based upon that discussion a tentative list of Board priorities was developed. The Chancellor was asked to prepare draft language for their review at this meeting.

RECOMMENDATION: That the Board of Trustees review the draft Board of Trustees 2003-2004 Special Priorities, modify it as desired, and adopt a statement of their 2003-2004 Special Priorities.

II. ACTION ITEMS

C. Discussion Items (continued)

6. ☆Board Bylaws/Policies – First Reading

At their annual retreat, the Board of Trustees also reviewed eight Board bylaws (policies) for consideration of modifications or additions. The attached policies and proposed revisions are based on that discussion. Following a first reading at this meeting, the policies will be placed on the September 2 agenda for a second and final reading.

RECOMMENDATION: That the Board of Trustees review the proposed policy changes, modify them if desired, and conduct a first reading.

III. COMMENTS

A. Comments from the Public

Persons who want to comment on Agenda Information Items or Board business issues not included on the agenda can do so as part of this section of the agenda. All speakers should complete a Speaker Request form in advance and give it to the Board stenographer. Individuals will be allowed a maximum of five (5) minutes each. Fifteen (15) minutes shall be the maximum time allotment for public comment on any one subject regardless of the number of speakers.

B. Comments from the Board of Trustees

This time is for trustees to report on conferences, meetings and other activities related to district business. No action will be taken.

IV. NEXT MEETINGS

1. The next regular meeting of the Board of Trustees will be held on Tuesday, September 2. Closed session will begin at 3:30 p.m. and will be followed by an open session at 5:30 p.m., 2201 Blue Gum Avenue, Modesto.