

1 Sierra Joint Community College District
2 Regular Meeting of the Board of Trustees
3 Tuesday, January 13, 2009
4

5
6 **MINUTES**

7 The regular meeting of the Board of Trustees of the Sierra Joint Community
8 College District met on Tuesday, January 13, 2009 at 3:00 p.m. at the Sierra College
9 Rocklin Campus, 5000 Rocklin Road, Rocklin, CA, in the Library/LRC, Board Room,
10 LR-133.

11
12 **Elected Board**

13 **Members Present:** Dave Ferrari, Aaron Klein, Scott Leslie, Bill Martin, Nancy B.
14 Palmer, Elaine Rowen Reynoso, and Barbara J. Vineyard

15
16 **Superintendent/
17 President:**

18 Dr. Leo E. Chavez

19 **Student Trustee:**

20 Zach Rutledge

21 **Senate/Council**

22 **Representatives:**

23 Jay Hester, Academic Senate
24 Luis Sanchez, Management Senate

25 **Omniparty**

26 **Representatives:**

27 Jon Hamblen, Jane Haproff, Sue Keller, John Lervold, Jeffrey
28 Lloyd, Joyce Lopes, Ron Martinez, Nancy Martinis, Rick
29 McMurtry, Kristie Purdy, Lonnie Schwenk, Mike Sequeira,
30 Stan Spencer, and Neil Bodine (facilitator)

31 **Staff/Visitors:**

32 Sonbol Aliabadi, Neal Allbee, Devon Bell, Jeannette Bischoff,
33 Edward Bonner, Paul Cappitelli, Jennifer Coleman, Mandy
34 Davies, Fred Deltorchio, John Dineen, Heather Fong, Jené
35 Hallam, Greg Harman, Bill Hemphill, Darlene Jackson, Gary
36 Leonard, Steve Linthicum, Diane McKnight, Gary Moser,
37 Bailey Murphy, Greg Murphy, Phyllis Murphy, Rachel
38 Murphy, Stephanie Ortiz, Cruz Reynoso, Rachel Rosenthal,
39 Sandra Scott, Mark Siemens, Doug Smith, Thor Tivol, Brian
40 Vizzusi, Ken Whitman, and Ronald Wood

41 **CALL TO ORDER**

42 Board President Barbara Vineyard called the meeting to order at approximately
43 3:00 p.m. in the R.A. Lee Administration Building, Room A-104.

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5 **CLOSED SESSION**

6 Item #13248, Closed Session: At approximately 3:00 p.m., Ms. Vineyard
7 adjourned the meeting to conduct a closed session for the following purpose:
8

9 CONFERENCE WITH DISTRICT LABOR NEGOTIATOR

10 [Government Code §54957.6]

11 The Board met with the District's Chief Negotiator to review and instruct its
12 representatives in negotiations matters with the following employee groups:
13

- 14 - Federation of United School Employees (FUSE);
- 15 - Sierra College Faculty Association (SCFA);
- 16 - Sierra College Management Association (SCMA).

17

18 Attendees included Board Members; Superintendent/President Dr. Leo E.
19 Chavez; and Staff Members Mandy Davies, Joyce Lopes, Ron Martinez, Rachel
20 Rosenthal, and Doug Smith.
21

22 **RECONVENE OPEN SESSION AND BOARD PRESIDENT'S OPENING REMARKS**

23 At approximately 4:03 p.m., Ms. Vineyard reconvened open session in the
24 Library/LRC, Board Room, LR-133; welcomed those present; led the Pledge of
25 Allegiance; and announced that the Board had taken no action during Closed Session.
26

27 **APPROVAL OF AGENDA**

28 It was requested that the following changes be made to the agenda:
29

- 30 • Remove Item #13255, Nonresident Tuition Fee 2009-2010, from the agenda
- 31 • Move Item #13262, Personnel Transactions, 3. Replacement Hire - Chief of Police
32 Services - Mr. Greg Murphy, prior to the Approval of Minutes - December 9,
33 2008
34

35 A **motion** was made by Aaron Klein, seconded by Dave Ferrari, **to approve the**
36 **Agenda with the changes as noted above.** Call for the vote: Student Trustee Advisory
37 Vote: Aye; Trustees: Ayes: 7; Noes: 0; Abstentions: 0. **Motion carried unanimously.**

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5 **PERSONNEL**

6 Item #13262, Personnel Transactions, 3. Replacement Hire – Chief of Police
7 Services – Mr. Greg Murphy:
8

9 Personnel Action: Replacement Hire (vice Mr. Lonnie Schwenk)
10 Position: Chief of Police Services, Classified Supervisor
11 Range: Range 24, Step B, Classified Supervisory Salary Schedule
12 Cost of Position: \$111,186 plus benefits, FLSA Exempt
13 Effective Date: January 16, 2009
14

15 A **motion** was made by Aaron Klein, seconded by Nancy Palmer, **to approve**
16 **Personnel Transaction No. 3, Replacement Hire – Chief of Police Services – Mr. Greg**
17 **Murphy**. Call for the vote: Student Trustee Advisory Vote: Aye; Trustees: Ayes: 7; Noes:
18 0; Abstentions: 0. **Motion carried unanimously.**
19

20 Following the Board's approval, Dr. Leo E. Chavez welcomed Mr. Mark Siemens,
21 Rocklin Police Chief, who proceeded to introduce several law enforcement leaders who
22 had come to show their support for Mr. Greg Murphy, newly approved Sierra College
23 Police Chief. Mr. Edward Bonner, Placer County Sheriff, administered the Oath of
24 Office to Mr. Murphy. In keeping with tradition, Mrs. Phyllis Murphy pinned Mr.
25 Murphy's badge to his uniform.
26

27 **APPROVAL OF MINUTES – December 9, 2008**

28 There were no revisions recommended for the minutes of the December 9, 2008
29 meeting of the Trustees. A **motion** was made by Aaron Klein, seconded by Bill Martin, **to**
30 **approve the Minutes of the December 9, 2008 Board meeting as submitted.** Call for the
31 vote: Student Trustee Advisory Vote: Aye; Trustees: Ayes: 7; Noes: 0; Abstentions: 0.
32 **Motion carried unanimously.**
33

34 **BOARD ORGANIZATION**

35 Item #13249, Board Committees: Ms. Vineyard appointed Board members to
36 serve on committees, subcommittees, and other positions as follows:
37

- 38 • Finance Committees
 - 39 ○ Audit – Dave Ferrari, Scott Leslie, Barbara Vineyard
 - 40 ○ Budget – Dave Ferrari, Scott Leslie, Barbara Vineyard
- 41 • Community Relations – Scott Leslie and Nancy Palmer
- 42 • Facilities – Aaron Klein and Nancy Palmer
- 43 • Long-term Planning – Aaron Klein, Bill Martin, and Elaine Rowen Reynoso
44

45 Ms. Vineyard also appointed Bill Martin and herself to serve on the informal
46 Board Scholarship ad hoc committee. Bill Martin will serve as the trustee representative
47 to the Foundation Board.

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5 **COMMENTS FROM THE COMMUNITY**

6 Ms. Vineyard solicited comments from the community on non-agenda items
7 within the jurisdiction of the Board of Trustees. *Mr. John Volek* spoke regarding Sierra
8 College Athletics activities.
9

10 **ORGANIZATIONAL EFFECTIVENESS**

11 Item #13250, Planning Update: Omniparty Discussion: Mr. Neil Bodine of
12 Beeson, Tayer and Bodine facilitated a joint discussion with the Board of Trustees and
13 the District Omniparty representatives. The goal of the dialogue was to provide a better
14 understanding of perspectives and interests. Topics that might be considered part of
15 active labor negotiations were avoided. The following topics were discussed:
16

- 17 • Overview of Omniparty and its historical context
- 18 • The role of the District's financial reserves in an uncertain budgetary climate
- 19 • Methods to fund retiree health benefit liabilities (GASB)
20

21 Ms. Vineyard adjourned the meeting for a break at 6:08 p.m. and reconvened the
22 meeting at 6:25 p.m.
23

24 **CONSENT AGENDA**

25 The following items were removed from the Consent Agenda for separate
26 discussion and/or action:
27

- 28 • Item #13251, Course/Program Additions, Deletions and Inactivations
- 29 • Item #13255, Nonresident Tuition 2009-2010
30

31 A **motion** was made by Aaron Klein, seconded by Bill Martin, **to approve the**
32 **Consent Agenda items listed below with one motion, with the exceptions noted**
33 **above.** Roll call vote: Student Trustee Advisory Vote: Aye; Trustees: Ayes: 7; Noes: 0;
34 Abstentions: 0. **Motion carried unanimously.**
35

36 Item #13251, Course/Program Additions, Deletions and Inactivations: This item
37 was removed from the Consent Agenda for separate discussion and/or action. Mr.
38 Leslie requested information regarding the elimination of forestry classes, and
39 information was provided by Dr. Rachel Rosenthal, Vice President of Instruction, and
40 Mr. Ron Martinez, Vice President of Human Resources. A **motion** was made by Scott
41 Leslie, seconded by Nancy Palmer, **to approve the curriculum revisions as listed in the**
42 **Curriculum Transactions document.** Call for the vote: Student Trustee Advisory Vote:
43 Aye; Trustees: Ayes: 7; Noes: 0; Abstentions: 0. **Motion carried unanimously.**
44

45 Item #13252, Spring 2009 Community Education Program: The Board approved
46 the addendum to the list of instructors/presenters and coordinators who will be
47 presenting courses or coordinating activities for Community Education for Spring 2009.

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5 **CONSENT AGENDA (Continued)**

6 Item #13253, Modified Sabbatical Leave 2008-2009: The Board approved the
7 modification to Barry Brown's 2008-2009 sabbatical.
8

9 Item #13254, Claim Against the District – Ms. Sharon O'Reilley: The claim of Ms.
10 Sharon Elizabeth O'Reilley was deemed rejected by operation of law as of January 7,
11 2009. The Board ratified the rejection and authorized staff to serve a notice of rejection
12 on the claimant forthwith and on such other interested parties as staff may deem
13 necessary.
14

15 Item #13255, Nonresident Tuition Fee 2009-2010: This item was removed from
16 the agenda due to a last minute change to the statewide nonresident tuition rate. No
17 action was taken.
18

19 Item #13256, Acceptance of Donations: The Board acknowledged receipt of the
20 following donations.
21

<u>Donor</u>	<u>Donation</u>
22 Bob Ashley 23 Sacramento, CA	Nikon F100 35 mm film Camera Body, 24 Nikon N80 35 mm film Camera Body
25 26 Laurie Johnston 27 El Dorado, CA	92 copies of First Semester Spanish Textbook
28 29 Mark A. Silber C.O. M. 30 Rancho Cordova, CA	Miscellaneous Safety Garments
31 32 Leslie Munoz 33 Rocklin, CA	1 Canon EOS Rebel 6.3 mp Camera Body
34 35 B & B True Value Home Center 36 Grass Valley, CA	2 - Electronics Surge Protectors 15 - 12/60 Watt Light Bulbs
37 38 Richard Waldron 39 Lincoln, CA	Miscellaneous Photography Equipment

40
41 Item #13257, Resolution No. 2009-01: Adopting 403(b) Defined Contribution
42 Savings Plan and Designating TDS Group as Third Party Administrator: The Board
43 approved Resolution No. 2009-01 adopting the new Sierra Joint Community College
44 District 403(b) Plan and designating TDS Group to act as the Third Party Administrator
45 of this plan. The Board further approved the contract with TDS Group and directed
46 staff to execute the Third Party Administrator agreement.

(Continued next page...)

5 **CONSENT AGENDA (Continued)**
6

7 Item #13258, Resolution No. 2009-02: California Department of Education-State
8 Preschool, "One-Time Only" Instructional Materials & Supplies, No. CIMS-8403: The
9 Board adopted Resolution No. 2009-02 to accept the "one-time only" funds in the
10 amount of \$2,319 for the purchase of instructional materials and supplies for the Sierra
11 College Preschools and authorized staff to execute contract No. CIMS-8403 with the
12 California Department of Education for the period of July 1, 2008 through June 30, 2009.
13

14 Item #13259, Resolution No. 2009-03: Declare and Authorize Disposition of
15 Surplus Property: The Board adopted Resolution No. 2009-03 declaring the listed
16 personal property as obsolete/surplus and directed the staff to take appropriate action
17 as per Section 81450 of the Education Code.
18

19 Item #13260, Contracts and Agreements - Capital Projects: The Board ratified
20 and/or approved the contracts and agreements listed below:
21

22 **A. CONTRACTS FOR APPROVAL**

23 1. Contract/Agreement: ANOVA Architects, Inc.

24 Term: December 2008 through project completion

25 Amount: \$5,000

26 Funding Source: SFID No. 2 Bond Funds

27 Agreement: Under existing master architect agreement with the District,
28 ANOVA Architects, Inc. (formerly Murray & Downs Architects)
29 agree to provide additional architectural services for Phase 2 of the
30 SC-NCC Expansion and Renovation Project. These services will
31 include renumbering floor plans to indicate school plans for fall
32 2009, update door schedule and interior elevations to reflect room
33 numbers and order, and update exterior elevations to include
34 building numbers for: N4, N6, N11, N15, N17, N19, N21.
35

36 **B. CONTRACT AMENDMENTS FOR APPROVAL**

37 1. Amendment No. 4 to Lease/Lease-back Agreement: Turner Construction
38 Previous Board Agenda Item No. 13078 (Approved March 11, 2008)

39 Term: March 1, 2008 to completion of project

40 Amount: \$98,866 (total \$18,896,916)

41 Funding Source: SFID No. 2 Bond Funds

42 Agreement: Change Order No. 4 will increase the Guaranteed Maximum Price
43 (GMP) listed in the Facilities Lease Agreement for the construction
44 of the Sierra College - Nevada County Campus, executed on March
45 1, 2008. This change will allow a GMP increase for several
46 necessary changes, including additional erosion control measures
47 and larger water pumps. This net increase will be offset with
48 District contingency funds within the originally approved program
49 budget.

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5 **CONSENT AGENDA (Continued)**

6 Item #13260, Contracts and Agreements – Capital Projects (Continued)
7

8 **C. CONTRACT AMENDMENTS FOR RATIFICATION**

9 1. Amendment No. 12 to Contract/Agreement: Lionakis Beaumont Design Group
10 Previous Board Agenda Item No. 12484 (Approved June 28, 2005)

11 Term: December 2008 – January 2009

12 Amount: Time & Material (estimated at \$27,900 additional)

13 Funding Source: SFID No. 1 Bond Funds

14 Agreement: The architect's contract stipulated an 18-month construction
15 administration time frame, which we have exceeded. This
16 Amendment authorizes architect to invoice District for costs
17 associated with the coordination of installation of de-ionized water
18 into Lab 126 of new Truckee campus. Architect is also authorized
19 to invoice District for the review of outstanding cost event items
20 that were not processed during the course of construction.
21

22 2. Amendment No. 3 to Contract/Agreement: Rudolph & Sletten, Inc.
23 Previous Board Agenda Item No. 12827 (Approved January 9, 2007)

24 Term: October 1, 2008 to October 30, 2008

25 Amount: \$35,998

26 Funding Source: Parking Revenue Fund

27 Agreement: Amendment No. 3 will increase the Guaranteed Maximum Price
28 (GMP) listed in the Facilities Lease Agreement for the construction
29 of the new Sierra College – Tahoe-Truckee Campus to encompass
30 the following which was not included in the original scope of work.
31 This Amendment will provide conduit and wiring for installation
32 of parking lot and exterior building security cameras and parking
33 ticket dispensers. Funding for this amendment will be provided
34 from Police Services and the parking revenue fund. The overall
35 project budget remains the same.
36

37 Item #13261, District Contracts and Agreements: The Board ratified and/or
38 approved the contracts and agreements listed below:
39

40 **A. OFFICE OF INSTRUCTION - WORKFORCE DEVELOPMENT &**
41 **CONTINUING EDUCATION**

42 1. Independent Contractor Agreement: Patricia L. Cremeen

43 Term: January 1, 2009 to June 30, 2009

44 Amount: \$11,960

45 Funding Source: CTE Community Collaborative Projects Grant No. 07-0170

46 Agreement: The Consultant will provide meeting coordination, grant data
47 collection and organization, and grant quarterly and final reports.

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5 **CONSENT AGENDA (Continued)**

6 Item #13261, District Contracts and Agreements (Continued)

7 **A. OFFICE OF INSTRUCTION - WORKFORCE DEVELOPMENT &
8 CONTINUING EDUCATION (Continued)**

9 2. Independent Contractor Agreement: Connie Raynor

10 Term: January 1, 2009 to December 30, 2009

11 Amount: \$12,000

12 Funding Source: CTE Community Collaborative Projects Grant No. 07-0170

13 Agreement: The Consultant will provide project management services to
14 include: assist with identifying and recruiting advisory committee
15 members, including representatives from industry and education,
16 research and identify career pathways in high wage - high skill
17 manufacturing/product development industries, research best
18 practice models that focus on recruitment and retention of high
19 students into industrial/technical education career pathways, assist
20 in gathering Sierra College faculty feedback on design and content
21 of high school program instruction modules, assist core project
22 team, subject matter expert and Sierra College faculty members to
23 execute articulation agreements, provide information on the project
24 to Sierra College counselors and secondary school counselors, assist
25 marketing consultant in promoting the program using publications
26 and internet materials, and assist in collecting data for quarterly
27 Chancellor's Office reports.
28

29 3. Independent Contractor Agreement: David Diskin, dba Applied Office

30 Term: January 1, 2009 to June 30, 2009

31 Amount: \$5,000

32 Funding Source: CTE Community Collaborative Projects Grant No. 07-0170

33 Agreement: The Consultant will develop a relational database for Career
34 Technical Education modules featuring applied academics and
35 hands on project-based learning to utilize ASP and AJAX with
36 modern HTML and CSS design techniques. Modules will be set up
37 to include a description, synopsis, skill sets, and disciplines. Search
38 capabilities include discipline, state content standards, and career
39 titles.

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5 **CONSENT AGENDA** (Continued)

6 Item #13261, District Contracts and Agreements (Continued)

7 **A. OFFICE OF INSTRUCTION - WORKFORCE DEVELOPMENT &
8 CONTINUING EDUCATION** (Continued)

9 4. Independent Contractor Agreement: Marshall Lewis, dba Pine Palace Enterprises

10 Term: January 1, 2009 to June 30, 2009

11 Amount: \$6,000

12 Funding Source: CTE Community Collaborative Projects Grant No. 07-0170

13 Agreement: Consultant will provide execution of project work plan activities
14 which includes: meeting attendance, career pathways data,
15 identification of engineering and architecture skill sets, equipment
16 identification, and identification of model curriculum that achieves
17 measurable outcomes and stated project timelines for the Sierra
18 STEM Community Collaborative, Tahoe Truckee project and base
19 grant project, and ongoing consultation and coordination with
20 Sierra College Project Director and Workforce Development and
21 Continuing Education staff.
22

23 5. Amendment to Contract/Agreement: Aerojet

24 Previous Board Agenda Item No. 13079 (Approved March 11, 2008)

25 Term: Extended from to February 10, 2008 to January 31, 2009 (previously
26 November 30, 2008)

27 Amount: (no change)

28 Agreement: (no change)
29

30 6. Amendment to Independent Contractor Agreement: CJ Tech, Inc. (formerly Jesus
31 Vargas)

32 Previous Board Agenda Item No. 13101 (Approved April 8, 2008)

33 Term: Extended from to February 10, 2008 to January 31, 2009 (previously
34 November 30, 2008)

35 Amount: (no change)

36 Agreement: (no change)
37

38 7. Contract/Agreement: NEC Electronics America, Inc.

39 Term: February 10, 2009 to April 2, 2009

40 Amount: \$5,120 (receivable)

41 Funding Source: NEC Electronics America, Inc.

42 Agreement: Sierra College will provide contract instruction (up to 32 hours of
43 Technical Math for Operators) to participants of NEC Electronics
44 America, Inc.

5 **CONSENT AGENDA (Continued)**

6 **Item #13261, District Contracts and Agreements (Continued)**

7 **A. OFFICE OF INSTRUCTION - WORKFORCE DEVELOPMENT &
8 CONTINUING EDUCATION (Continued)**

9 8. **Independent Contractor Agreement: I-Tul Design and Software, Inc.**

10 Term: January 1, 2009 to April 30, 2009

11 Amount: \$6,595

12 Funding Source: CTE Community Collaborative Projects Grant No. 07-0170

13 Agreement: The Consultant will provide consulting, project management,
14 communication with Sierra College Marketing and IIT departments
15 to assure compliance with internal processes and standards for
16 STEM grant's Internet communication, site infrastructure, integrate
17 CTE standards database into STEM grant site to allow instant
18 online educator collaboration, web formatting and ADA review.
19

20 9. **Contract/Agreement: Energy Absorption Systems, Inc.**

21 Term: January 1, 2009 to December 31, 2009

22 Amount: \$11,475 (receivable)

23 Funding Source: Energy Absorption Systems, Inc.

24 Agreement: Sierra College will provide contract instruction (up to 85 hours of
25 Process Improvement Coaching, Mentoring and Consulting) to
26 participants of Energy Absorption Systems, Inc.
27

28 10. **Independent Contractor Agreement: CJ Tech, Inc. (Jesus Vargas)**

29 Term: January 1, 2009 to December 31, 2009

30 Amount: Not to exceed \$8,500

31 Funding Source: Client Services - Energy Absorption Systems, Inc.

32 Agreement: As requested by Energy Absorption Systems, Consultant will
33 perform mentor, consulting and training services to company's
34 process improvement teams.
35

36 **B. OFFICE OF INSTRUCTION - SIERRA COLLEGE - NEVADA COUNTY
37 CAMPUS-FIRE TECHNOLOGY & HEALTH SCIENCES**

38 1. **Contract/Agreement: Instructional Service Agreement for In-Service Fire
39 Training, Lincoln Fire Department**

40 Term: February 11, 2009 to June 30, 2009

41 Amount: \$4,500

42 Funding Source: FTES generated funds, estimated \$11,000

5 **CONSENT AGENDA** (Continued)

6 Item #13261, District Contracts and Agreements (Continued)

7 **B. OFFICE OF INSTRUCTION - SIERRA COLLEGE - NEVADA COUNTY**
8 **CAMPUS-FIRE TECHNOLOGY & HEALTH SCIENCES** (Continued)

9 1. Contract/Agreement: Instructional Service Agreement for In-Service Fire
10 Training, Lincoln Fire Department (Continued)
11

12 Agreement: Instructional Service Agreement with the Lincoln Fire Department
13 to provide in-service training/education to the Agency's
14 firefighters. The Lincoln Fire Department will serve as an
15 independent contractor to the District providing the appropriate
16 expertise, personnel, and specialized equipment required to
17 provide the special services. The Lincoln Fire Department will pay
18 all enrollment and related fees. The District will reimburse the
19 Lincoln Fire Department for services, equipment and materials.
20 This agreement complies with established guidelines for
21 Instructional Service Agreements as prescribed by the Chancellor's
22 Office, including curriculum approval, instructor qualifications,
23 and related instructional activities.
24

25 2. Contract/Agreement: Instructional Service Agreement for In-Service Fire
26 Training, Northstar Community Services District

27 Term: February 11, 2009 to June 30, 2009

28 Amount: \$2,280

29 Funding Source: FTES generated funds, estimated \$5700

30 Agreement: Instructional Service Agreement with the Northstar Community
31 Services District to provide in-service training/education to the
32 Agency's firefighters. The Northstar Community Services District will
33 serve as an independent contractor to the District providing the
34 appropriate expertise, personnel, and specialized equipment required to
35 provide the special services. The Northstar Community Services District
36 will pay all enrollment and related fees. The District will reimburse the
37 Northstar Community Services District for services, equipment and
38 materials. This agreement complies with established guidelines for
39 Instructional Service Agreements as prescribed by the Chancellor's
40 Office, including curriculum approval, instructor qualifications, and
41 related instructional activities.
42

43 **PERSONNEL**

44 Item #13262, Personnel Transactions: The following transactions were removed
45 from the Personnel Transactions for separate discussion and/or action:
46

- 47 • Item #3. Replacement Hire - Chief of Police Services - Mr. Greg Murphy
- 48 • Item #7. New Position Hire - Instructional Assistant-Extension Site - Ms. Maria
49 Von Der Ahe

(Continued next page...)

5 **PERSONNEL**

6 Item #13262, Personnel Transactions (Continued)
7

8 A **motion** was made by Dave Ferrari, seconded by Bill Martin, **to approve**
9 **Personnel Transactions Nos. 1-22, inclusive, with the exceptions noted above.** Call for
10 the vote: Student Trustee Advisory Vote: Aye; Trustees: Ayes: 7; Noes: 0; Abstentions: 0.
11 **Motion carried unanimously.** The trustees expressed their thanks to Mr. Neal Allbee
12 for his many years of dedicated service.
13

14 1. Executive Dean – Nevada County Campus – Mr. Neal Allbee

15 Personnel Action: Retirement Resignation

16 Position: Executive Dean – Nevada County Campus, Educational Administrator

17 Years of Service: 28 years of service

18 Effective Date: June 30, 2009
19

20 2. EOPS/CalWORKS Counselor – Ms. Linda Schiffner

21 Personnel Action: Retirement Resignation

22 Position: EOPS/CalWORKS Counselor, Faculty

23 Years of Service: 23 ½ years of service

24 Effective Date: March 6, 2009
25

26 3. Chief of Police Services – Mr. Greg Murphy

27 This item was removed from the Personnel Transactions for separate action.

28 Please see the details prior to the Approval of the Minutes of the December 9,
29 2008 Board meeting.
30

31 Personnel Action: Replacement Hire (vice Mr. Lonnie Schwenk)

32 Position: Chief of Police Services, Classified Supervisor

33 Range: Range 24, Step B, Classified Supervisory Salary Schedule

34 Cost of Position: \$111,186 plus benefits, FLSA Exempt

35 Effective Date: January 16, 2009
36

37 4. Human Resources Specialist – Ms. Angela Casey

38 Personnel Action: Promotion New Position

39 Position: Human Resources Specialist, Classified

40 Range: Range 23, Classified Hourly Schedule

41 Hours: 40 hours per week, 12 months per year

42 Cost of Position: \$5,158

43 Effective Date: January 14, 2009

5 **PERSONNEL** (Continued)

6 Item #13262, Personnel Transactions (Continued)

7 5. Human Resources Specialist – Ms. Christina Culley
8 Personnel Action: Promotion Replacement Position (vice Ms. Susan Fisher)
9 Position: Human Resources Specialist, Classified
10 Range: Range 23, Classified Hourly Schedule
11 Hours: 40 hours per week, 12 months per year
12 Cost of Position: \$2,912
13 Effective Date: January 14, 2009
14

15 6. Administrative Assistant – Ms. Cheryl Harris
16 Personnel Action: In-Position Transfer
17 Position: Administrative Assistant (Nursing), Classified
18 Range: Range 20, Classified Hourly Schedule
19 Hours: 40 hours per week, 12 months per year
20 Effective Date: February 1, 2009
21 Note: No additional cost to the District
22

23 7. Instructional Assistant – Extension Site – Ms. Maria Von Der Ahe
24 This item was removed from the Personnel Transactions for separate discussion
25 and/or action. A **motion** was made by Aaron Klein, seconded by Nancy Palmer,
26 **to approve this item**. Call for the vote: Student Trustee Advisory Vote: Aye;
27 Trustees: Ayes: 6; Noes: 0; Abstentions: 1 (Ferrari). **Motion carried**.
28 Personnel Action: New Position Hire
29 Position: Instructional Assistant-Extension Site (Tahoe-Truckee Campus),
30 Classified
31 Range: Range 20, Classified Hourly Schedule
32 Hours: 40 hours per week, 12 months per year
33 Cost of Position: \$45,781 plus benefits
34 Effective Date: January 5, 2009
35

36 8. Administrative Services Technician – Ms. Peggy Wallace
37 Personnel Action: New Position Hire
38 Position: Administrative Services Technician (Tahoe-Truckee Campus),
39 Classified
40 Range: Range 17, Classified Hourly Schedule
41 Hours: 40 hours per week, 12 months per year
42 Cost of Position: \$39,541 plus benefits
43 Effective Date: January 5, 2009

5 **PERSONNEL (Continued)**

6 Item #13262, Personnel Transactions (Continued)

7 9. Facilities Maintenance Technician-Extension Site – Mr. Michael Cory

8 Personnel Action: New Position Hire

9 Position: Facilities Maintenance Technician – Extension Site (Tahoe-Truckee
10 Campus), Classified

11 Range: Range 20, Classified Hourly Schedule

12 Hours: 40 hours per week, 12 months per year

13 Cost of Position: \$45,781 plus benefits

14 Effective Date: January 5, 2009
15

16 10. Applied Art & Design/Photography Technology Specialist – Mr. Anthony Gill

17 Personnel Action: Reclassification and approve attached job description

18 Position: Applied Art & Design/Photography Technology Specialist, Classified

19 Range: Range 23, Classified Hourly Schedule

20 Cost of Position: \$416

21 Effective Date: July 1, 2008

22 Note: The position of Laboratory Technician - Art/Applied Art & Design had
23 been classified as a Range 19. Because of computer technology skills needed to
24 perform this position, the Board approved a 15% out-of-class assignment at the
25 January 8, 2008 Board meeting. Cost of the reclassification is the difference
26 between the 15% out-of-class and Range 23.
27

28 11. Applied Art & Design/Photography Technology Specialist – Mr. Mathew Fertel

29 Personnel Action: Reclassification and approve attached job description

30 Position: Applied Art & Design/Photography Technology Specialist, Classified

31 Range: Range 23, Classified Hourly Schedule

32 Cost of Position: \$458

33 Effective Date: July 1, 2008

34 Note: The position of Laboratory Technician - Photo/Applied Art & Design had
35 been classified as a Range 19. Because of computer technology skills needed to
36 perform this position, the Board approved a 15% out-of-class assignment at the
37 January 8, 2008 Board meeting. Cost of the reclassification is the difference
38 between the 15% out-of-class and Range 23.
39

40 12. Vehicle and Equipment Technician – Mr. Jeff Lloyd

41 Personnel Action: Out-of-Class Assignment

42 Rate of Pay: 5% above regular rate of pay

43 Cost of Assignment: \$267

44 Effective Dates: December 1, 2008 through December 30, 2008

5 **PERSONNEL (Continued)**

6 Item #13262, Personnel Transactions (Continued)

7 13. Outreach Specialist – Mr. Alistair Turner

8 Personnel Action: Out-of-class assignment

9 Rate of Pay: 10% above regular rate of pay

10 Cost of Assignment: \$2,527

11 Effective Dates: January 14, 2009 through June 30, 2009
12

13 14. Administrative Assistant

14 Personnel Action: Commence search for replacement position (vice Ms.
15 Christina Culley)

16 Position: Administrative Assistant (Science & Mathematics Division), Classified

17 Range: Range 20, Classified Hourly Schedule

18 Hours: 40 hours per week, 12 months per year

19 Cost of Position: \$45,781 plus benefits
20

21 15. Administrative Secretary (Campus Life)

22 Personnel Action: Commence search for new position

23 Position: Administrative Secretary (Campus Life), Classified

24 Range: Range 16, Classified Hourly Schedule

25 Hours: 30 hours per week, 10 months per year

26 Cost of Position: \$23,553 plus benefits

27 Note: This position was previously approved by the Board of Trustees as a 40
28 hour/12 month position on May 8, 2007; it is being funded by ASSC, so there is
29 no cost to the District.
30

31 16. Operations Manager – Mr. Lonnie Schwenk

32 Personnel Action: Reassignment

33 Position: Operations Manager (Roseville Gateway), Classified Supervisor

34 Effective Date: January 16, 2009

35 Note: There is no cost to the District.
36

37 17. Environmental Studies Instructor Job Description

38 Personnel Action: Approve attached job description

39 Note: Environmental Studies Instructor position was approved to commence
40 search at the December 9, 2008 Board meeting.
41

42 18. Biological Sciences (General Biology) Instructor Job Description

43 Personnel Action: Approve attached job description

44 Note: Biological Sciences (General Biology) Instructor position was approved to
45 commence search at the December 9, 2008 Board meeting.

5 **PERSONNEL (Continued)**

6 Item #13262, Personnel Transactions (Continued)

7 19. Biological Sciences (Anatomy) Instructor Job Description

8 Personnel Action: Approve attached job description

9 Note: Biological Sciences (Anatomy) Instructor position was approved to
10 commence search at the December 9, 2008 Board meeting.
11

12 20. Temporary Employees

13 Personnel Action: Approve the employment of the temporary employees listed

14 Position: Temporary employees listed below for the department, position, and
15 hourly rate of pay indicated up to 175 days for the 2008-2009 school year in
16 accordance with Article 2 of the Classified Agreement.

				Hourly	
<u>Name</u>	<u>Department</u>	<u>Position</u>		<u>Rate</u>	<u>Comments</u>
Gill, Pam	Cal WORKS	SST		\$19.96	11/17/08-6/30/09
Montoya, Dean	Admissions & Records	SST		\$19.96	12/1/08-6/30/09

21
22 21. Substitute Employees

23 Personnel Action: Approve the temporary employment of the substitute
24 employees listed

25 Position: Substitute employees listed below for the department, position, and
26 hourly rate of pay indicated up to 60 consecutive days for the 2008-2009 school
27 year in accordance with Article 2 of the Classified Agreement.

				Hourly	
<u>Name</u>	<u>Department</u>	<u>Position</u>		<u>Rate</u>	<u>Comments</u>
Iniguez, Isidro	Facilities & Ops.	Fac. Maint. Spc.		\$22.01	12/4/08-6/30/09
Wirtz, James D.	Facilities & Ops.	Custodian - NCC		\$17.25	9/22/08-6/30/09

32
33 22. Vacancy Replacement Employee

34 Personnel Action: Approve the temporary employment of the vacancy
35 replacement employee listed.

36 Position: Vacancy employees listed below for the department, position, and
37 hourly rate of pay indicated not to exceed 120 working days for the 2008-2009
38 school year in accordance with Article 29, Section 3, of the Classified Agreement.

				Hourly	
<u>Name</u>	<u>Department</u>	<u>Position</u>		<u>Rate</u>	<u>Comments</u>
Magana, Bertha	Counseling	SST		\$19.96	11/11/08-6/30/09

39
40
41
42
43 Item #13263, Collective Bargaining - Amendment of the Sierra College Faculty
44 Association (SCFA) Collective Bargaining Agreement: A discussion took place regarding the
45 purpose and history of this amendment and the legal limits of the protection of academic
46 freedom. A **motion** was made by Aaron Klein, seconded by Bill Martin, **to approve the**
47 **proposed contractual amendment, Article 25**. Call for the vote: Student Trustee Advisory
48 Vote: Aye; Trustees: Ayes: 7; Noes: 0; Abstentions: 0. **Motion carried unanimously**.
49

(Continued next page...)

5 **COMMENTS FROM THE COMMUNITY**

6 Ms. Vineyard solicited additional comments from the community on non-agenda
7 items within the jurisdiction of the Board of Trustees. Hearing none, Ms. Vineyard
8 proceeded to the Reports portion of the agenda.
9

10 **REPORTS**

11 Item #13264, Trustee Area Planning Update; and Reports/ Announcements/
12 Communications:

13
14 Committee Meetings and District Functions: Mr. Scott Leslie reported on the actions of
15 the Community Relations Committee in regards to the preparation of a Sierra College
16 Community Report.
17

18 Senate Reports:

- 19 • Academic Senate: *Mr. Jay Hester* commented on the following topics: 1)
20 Accreditation; and 2) Behavior in a collaborative environment.
21 • A.S.S.C.: *Mr. Zach Rutledge* commented on the following topics: 1) The opening of
22 a second food service location on campus; and 2) Plans for a new coffee bar in the
23 campus center.
24 • Management Senate: *Mr. Luis Sanchez* commented on the developing focus of the
25 Management Senate.
26

27 Superintendent/President Report: Dr. Leo E. Chavez introduced Ms. Jennifer Coleman,
28 Osher Lifelong Learning (OLLI) Program Manager, who announced that the College
29 will be in receipt of a \$1,000,000 grant for the OLLI program to be used to support the
30 program into perpetuity. Dr. Chavez then commented on the following topics: 1)
31 Attendance at a meeting of the Accrediting Commission; 2) The start of the Spring 2009
32 semester and the work involved in making it a success; 3) Backfill of Cal Grants if the
33 State issues IOU's; 4) Administrative assignments; and 5) Spring 2009 Convocation. Dr.
34 Chavez expressed his appreciation for all of the College personnel who are working
35 harder and carrying an increased workload in order to accomplish the College's goals
36 during these difficult economic times.
37

38 Trustee Reports:

- 39 • *Bill Martin* commented on the Spring 2009 Convocation.
40 • *Elaine Rowen Reynoso* commented on the following topics: 1) Spring 2009
41 Convocation; and 2) The upcoming Community College League of California
42 Legislative Conference.
43 • *Aaron Klein* expressed his regrets at missing Convocation due to being out-of-
44 state.

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1 Sierra Joint Community College District
2 Minutes of the Regular Meeting of the Board of Trustees
3 Tuesday, January 13, 2009
4

5 **REPORTS (Continued)**

6 Item #13264, Trustee Area Planning Update; and Reports/ Announcements/
7 Communications (Continued)

8 Trustee Reports (Continued)

- 9 • *Dave Ferrari* expressed his regrets at missing Convocation due to being out-of-
10 state and commented on having a new Dean at the Sierra College - Tahoe-
11 Truckee Campus.
- 12 • *Nancy Palmer* thanked the College community for its support and kindness. Ms.
13 Palmer regretted her inability to attend Convocation, but she is looking forward
14 to the upcoming Trusteeship Workshop and Annual Legislative Conference in
15 Sacramento.
- 16 • *Barbara Vineyard* commented on the following topics: 1) Spring 2009 Convocation
17 and her pleasure at having her longevity recognized; and 2) Activities of the
18 Sierra College Patrons Club.

(Continued next page...)

1 Sierra Joint Community College District
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3 Tuesday, January 13, 2009
4

5 **ADJOURNMENT**

6 As there was no further business, Ms. Vineyard adjourned the meeting at
7 approximately 7:23 p.m.
8

9 Respectfully submitted,
10

11
12
13
14 _____
15 Dr. Leo E. Chavez, Superintendent/
16 President and Secretary to the Board of
17 Trustees
18

19
20
21 _____
22 Barbara J. Vineyard, President
23 Board of Trustees
24 Sierra Joint Community College District
25

26 ATTEST:
27
28
29

30 _____
31 David Ferrari, Vice President/Clerk
32 Board of Trustees
33 Sierra Joint Community College District

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