

1 Sierra Joint Community College District  
2 Regular Meeting of the Board of Trustees  
3 Tuesday, December 9, 2008  
4

5 **UNADOPTED MINUTES**  
6

7 The regular meeting of the Board of Trustees of the Sierra Joint Community  
8 College District met on Tuesday, December 9, 2008 at 3:30 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 (arrived at 3:40 p.m.)  
16

17 Superintendent/  
18 President:

Dr. Leo E. Chavez  
19

20 Student Trustee:

Zach Rutledge  
21

22 Senate/Council  
23 Representatives:

Greg Brown, Classified Senate  
Jay Hester, Academic Senate  
24  
25

26 Staff/Visitors:

Sonbol Aliabadi, Neal Allbee, George Beland, Joyce Beland,  
27 Jeannette Bischoff, Mandy Davies, Laura Doty, Linda Fisher,  
28 Indria Gillespie, Jené Hallam, Jane Haproff, Bill Hemphill,  
29 Deda Hilbert, Colin Irwin, Michael Kane, Sue Keller, Cheryl  
30 Kenner, B. Sarah Klein, Cacey Klein, Jackie Lamb, Steve  
31 Linthicum, Joyce Lopes, Ron Martinez, Nancy Martinis,  
32 Carolyn McLaughlin, Rick McMurtry, Mary Kay Melton,  
33 Sue Michaels, Gary Moser, Larry O'Brien, Stephanie Ortiz,  
34 Cruz Reynoso, Rachel Rosenthal, Luis Sanchez, Sandra Scott,  
35 Mike Sequeira, Doug Smith, Stan Spencer, Janet Thew, Thor  
36 Tivol, and Tina Treis  
37

38 **CALL TO ORDER**

39 Board President Scott Leslie called the meeting to order at approximately 3:30  
40 p.m. in the R.A. Lee Administration Building, Room A-104.

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5 **CLOSED SESSION**

6 Item #13230, Closed Session: At approximately 3:30 p.m., Mr. Leslie adjourned  
7 the meeting to conduct a closed session for the following purpose:  
8

9 a) CONFERENCE WITH REAL PROPERTY NEGOTIATORS

10 [Government Code §54956.8]

11 Property: Sierra College owned property bordering both sides of Sierra College  
12 Boulevard. Property is 13.5' wide along both sides of Sierra College Blvd. needed  
13 for widening roadway. Property will be transferred to City of Rocklin for  
14 consideration to be determined.

15 Agency negotiator: Doug Smith, Vice President of Finance and Administration

16 Negotiating parties: Sierra College and City of Rocklin

17 Under negotiation: Price and terms of payment  
18

19 b) CONFERENCE WITH REAL PROPERTY NEGOTIATORS

20 [Government Code §54956.8]

21 Property: Sierra College owned property adjacent to the roundabout on Sierra  
22 College Drive at the campus entrance and undeveloped property South and East  
23 of main campus buildings. Property is less than two acres and would be granted  
24 to City of Grass Valley for fair consideration.

25 Agency negotiator: Doug Smith, Vice President of Finance and Administration

26 Negotiating parties: Sierra College and City of Grass Valley

27 Under negotiation: Price and terms of payment  
28

29 Attendees included: Board members Dave Ferrari, Aaron Klein, Scott Leslie, Bill  
30 Martin, Nancy Palmer, and Barbara Vineyard (arrived at 3:40 p.m.);  
31 Superintendent/President Dr. Leo E. Chavez; staff members Doug Smith, Laura Doty, Jené  
32 Hallam, and Jeannette Bischoff; and consultant Rich Strickland.  
33

34 Doug Smith, Vice President of Finance and Administration, led discussion regarding  
35 property negotiations with the City of Grass Valley. Ms. Barbara Vineyard joined the  
36 meeting at the conclusion of this discussion. A **motion** was made by Scott Leslie, seconded  
37 by Aaron Klein, **to approve the request for the College to move forward in the property**  
38 **negotiations with the City of Grass Valley**. Call for the vote: Trustees: Ayes: 5; Noes: 0;  
39 Abstentions: 1 (Vineyard, due to absence during discussion). **Motion carried.**  
40

41 Mr. Smith led discussion regarding property negotiations with the City of Rocklin.  
42 A **motion** was made by Barbara Vineyard, seconded by Aaron Klein, **to approve the**  
43 **request for the College to move forward in the property negotiations with the City of**  
44 **Rocklin**. Call for the vote: Trustees: Ayes: 6; Noes: 0; Abstentions: 0. **Motion carried.**

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

6 At approximately 4:12 p.m., Mr. Leslie reconvened open session in the  
7 Library/LRC, Board Room, LR-133; welcomed those present; led the Pledge of  
8 Allegiance; and announced that the Board had taken action to provide instruction to  
9 District negotiators regarding property negotiations with the City of Grass Valley and  
10 the City of Rocklin during Closed Session.  
11

12 **APPROVAL OF AGENDA**

13 A **motion** was made by Aaron Klein, seconded by Bill Martin, **to approve the**  
14 **Agenda as presented.** Call for the vote: Student Trustee Advisory Vote: Aye; Trustees:  
15 Ayes: 6; Noes: 0; Abstentions: 0. **Motion carried.**  
16

17 **APPROVAL OF MINUTES - November 11, 2008**

18 There were no revisions recommended for the minutes of the November 11, 2008  
19 meeting of the Trustees. A **motion** was made by Aaron Klein, seconded by Nancy Palmer,  
20 **to approve the Minutes of the November 11, 2008 Board meeting as submitted.** Call for  
21 the vote: Student Trustee Advisory Vote: Aye; Trustees: Ayes: 6; Noes: 0; Abstentions: 0.  
22 **Motion carried.**  
23

24 **BOARD ORGANIZATION**

25 Item #13231, Administration of Oaths of Office - Board Members: Dr. Leo E.  
26 Chavez administered the Oaths of Office as follows:  
27

- |    |  |                             |
|----|--|-----------------------------|
| 28 | • Scott Leslie, Trustee Area 3         | Term of Office: 2008 - 2012 |
| 29 | • Elaine Rowen Reynoso, Trustee Area 4 | Term of Office: 2008 - 2012 |
| 30 | • Aaron Klein, Trustee Area 7          | Term of Office: 2008 - 2012 |

31  
32 Item #13232, Election of Board Officers: Mr. Leslie opened the floor to  
33 nominations for the following positions:  
34

- 35 • Board President: Mr. Leslie solicited nominations for the office of Board  
36 President. Nancy Palmer **nominated Barbara Vineyard for the office of Board**  
37 **President.** Aaron Klein seconded the nomination. No other nominations were  
38 received for the position of Board President. A **motion** was made by Nancy  
39 Palmer **to close the nominations and elect Barbara Vineyard as Board**  
40 **President.** Call for the vote: Student Trustee Advisory Vote: Aye; Trustees:  
41 Ayes: 7; Noes: 0; Abstentions: 0. **Motion carried unanimously.**

5 **BOARD ORGANIZATION (Continued)**

6 Item #13232, Election of Board Officers (Continued)

- 7 • Board Vice President/Clerk: Ms. Vineyard opened the floor to nominations for  
8 the office of Board Vice President/Clerk. Bill Martin **nominated Dave Ferrari**  
9 **for the office of Board Vice President/Clerk**. Nancy Palmer seconded the  
10 nomination. No other nominations were received for the position of Board Vice  
11 President/Clerk. A **motion** was made by Aaron Klein, seconded by Bill Martin,  
12 **to close the nominations and elect Dave Ferrari to the office of Board Vice**  
13 **President/Clerk**. Call for the vote: Student Trustee Advisory Vote: Aye; Trustees:  
14 Ayes: 7; Noes: 0; Abstentions: 0. **Motion carried unanimously**.  
15
- 16 • Board Secretary: Ms. Vineyard solicited nominations for the office of Board  
17 Secretary. A **motion** was made by Aaron Klein, seconded by Nancy Palmer, **to**  
18 **elect Superintendent/President Dr. Leo E. Chavez to serve as Secretary to the**  
19 **Board of Trustees**. Call for the vote: Student Trustee Advisory Vote: Aye;  
20 Trustees: Ayes: 7; Noes: 0; Abstentions: 0. **Motion carried unanimously**.  
21

22 Item #13233, Board Committees: Ms. Vineyard introduced this item and  
23 requested that the trustees review the existing committees and make suggestions for  
24 changes including the addition of new committees or the elimination of existing  
25 committees. A **motion** was made by Bill Martin, seconded by Scott Leslie, **to form a**  
26 **Long-term Planning Committee**. Call for the vote: Student Trustee Advisory Vote: Aye;  
27 Trustees: Ayes: 7; Noes: 0; Abstentions: 0. **Motion carried unanimously**. Ms. Vineyard  
28 requested that the trustees make known to her their interests for committee service  
29 prior to the January 2009 Board meeting, at which time the committee assignments for  
30 2009 will be made.  
31

32 Item #13234, Board of Trustees Calendar 2009: A discussion took place regarding  
33 the proposed calendar. A **motion** was made by Scott Leslie, seconded by Bill Martin, **to**  
34 **revise the proposed 2009 calendar by moving the start time of the March 2009**  
35 **meeting to 9:00 a.m., followed by general business at 4:00 p.m., and approve the 2009**  
36 **Board of Trustees Calendar with that change**. Call for the vote: Student Trustee  
37 Advisory Vote: Aye; Trustees: Ayes: 7; Noes: 0; Abstentions: 0. **Motion carried**  
38 **unanimously**.  
39

40 Item #13235, Board Member Compensation: A **motion** was made by Scott Leslie,  
41 seconded by Nancy Palmer, **to maintain Board member compensation at its current**  
42 **level**. Call for the vote: Student Trustee Advisory Vote: Abstain; Trustees: Ayes: 7;  
43 Noes: 0; Abstentions: 0. **Motion carried**.

1 Sierra Joint Community College District  
2 Minutes of the Regular Meeting of the Board of Trustees  
3 Tuesday, December 9, 2008  
4

#### 5 **BOARD ORGANIZATION (Continued)**

6 Item #13236, Designation of District Voting Representative for 2009 Placer  
7 County Committee on School District Organization: A **motion** was made by Aaron  
8 Klein, seconded by Dave Ferrari, **to appoint Nancy Palmer as the District voting**  
9 **representative in the 2009 Placer County Committee on School District Organization**  
10 **election.** Call for the vote: Student Trustee Advisory Vote: Aye; Trustees: Ayes: 7; Noes:  
11 0; Abstentions: 0. **Motion carried unanimously.**  
12

#### 13 **BOARD OF TRUSTEES**

14 Item #13237, Strategic Plan: Dr. Rachel Rosenthal, Vice President of Instruction,  
15 presented the final draft of the Strategic Plan for 2008-2011. A **motion** was made by  
16 Aaron Klein, seconded by Nancy Palmer, **to approve the Strategic Plan for 2008-2011.**  
17 Call for the vote: Student Trustee Advisory Vote: Aye; Trustees: Ayes: 6; Noes: 0;  
18 Abstentions: 1 (Rowen Reynoso). **Motion carried.** Following the vote, Ms. Rowen  
19 Reynoso stated that her abstention was based on her lack of involvement in the  
20 development of the plan as it was drafted prior to her trusteeship, and that her  
21 abstention on that and other items should not be interpreted as lack of interest or  
22 support.  
23

#### 24 **OPERATIONAL EFFECTIVENESS**

25 Item #13238, Draft 2007-2008 Independent Financial Audit: Mr. Doug Smith, Vice  
26 President of Finance and Administration, introduced Tina Treis of Perry-Smith  
27 Accountants. Ms. Treis reviewed the findings of the 2007-2008 Independent Financial  
28 Audit, answered trustee questions, and commended the College. A **motion** was made  
29 by Scott Leslie, seconded by Nancy Palmer, **to accept the independent financial audit**  
30 **for the period ending June 30, 2008.** Call for the vote: Student Trustee Advisory Vote:  
31 Aye; Trustees: Ayes: 6; Noes: 0; Abstentions: 1 (Rowen Reynoso). **Motion carried.** The  
32 trustees thanked the Mr. Smith and the Business Services staff for their efforts.  
33

34 Item #13239, Planning Update: Dr. Chavez led a discussion about the current  
35 State budget uncertainties and the potential impact on community colleges and  
36 specifically Sierra College. Mr. Doug Smith presented information, including a  
37 PowerPoint presentation, regarding the College's budget. Mr. Ron Martinez, Vice  
38 President of Human Resources, presented information regarding staffing planning.  
39

#### 40 **COMMENTS FROM THE COMMUNITY**

41 Ms. Vineyard solicited comments from the community on non-agenda items  
42 within the jurisdiction of the Board of Trustees. Hearing none, Ms. Vineyard adjourned  
43 the meeting for a break at 5:55 p.m. and reconvened the meeting at 6:12 p.m.

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5 **CONSENT AGENDA**

6 The following items were removed from the Consent Agenda for separate  
7 discussion and/or action:  
8

- 9 • Item #13240, Course/Program Additions, Deletions and Inactivations
- 10 • Item #13243, Notice of Completion of the Sierra College - Tahoe-Truckee  
11 Campus - Rudolph and Sletten Inc.  
12

13 A **motion** was made by Aaron Klein, seconded by Nancy Palmer, **to approve the**  
14 **Consent Agenda items listed below with one motion, with the exceptions noted**  
15 **above.** Roll call vote: Student Trustee Advisory Vote: Aye; Trustees: Ayes: 6; Noes: 0;  
16 Abstentions: 1 (Rowen Reynoso). **Motion carried.**  
17

18 Item #13240, Course/Program Additions, Deletions and Inactivations: This item  
19 was removed from the Consent Agenda for separate discussion and/or action. Ms.  
20 Vineyard expressed her disappointment that cuts in agriculture classes were necessary.  
21 A **motion** was made by Nancy Palmer, seconded by Bill Martin, **to approve the**  
22 **curriculum revisions as listed in the Curriculum Transactions document.** Call for the  
23 vote: Student Trustee Advisory Vote: Aye; Trustees: Ayes: 6; Noes: 0; Abstentions: 1  
24 (Rowen Reynoso). **Motion carried.**  
25

26 Item #13241, Acceptance of Donations: The Board acknowledged receipt of the  
27 following donations.  
28

<u>Donor</u>	<u>Donation</u>
29 Richard Waldren 30 Lincoln, CA	Various pieces of photography equipment
31 32	
33 Walter Reinthaler 34 Penn Valley, CA	Various pieces of photography equipment and photography supplies
35	
36 Sherry Reese 37 Sheridan, CA	Approximately 29 pounds of unwashed wool
38	
39 Jackie Riley 40 Newcastle, CA	A book of Norman Rockwell art work
41	
42 Steve Allison 43 Sacramento, CA	Assorted sheets of Formica

5 **CONSENT AGENDA (Continued)**

6 Item #13242, Resolution No. 2008-25: Declare and Authorize Disposition of  
7 Surplus Property: The Board adopted Resolution No. 2008-25 declaring the listed  
8 personal property as obsolete/surplus and directed the staff to take appropriate action  
9 as per Section 81450 of the Education Code.  
10

11 Item #13243, Notice of Completion of the Sierra College – Tahoe-Truckee  
12 Campus – Rudolph and Sletten Inc.: This item was removed from the Consent Agenda  
13 for separate discussion and/or action. Mr. Ferrari expressed his appreciation to  
14 Rudolph and Sletten for the successful completion of the construction of the new  
15 campus. A **motion** was made by Dave Ferrari, seconded by Aaron Klein, **to accept the**  
16 **Sierra College – Tahoe-Truckee Campus as substantially complete and authorized**  
17 **staff to execute and file the “Notice of Completion” with the Nevada County**  
18 **Recorder’s Office when satisfied that the Project conditions have been fully met.** Call  
19 for the vote: Student Trustee Advisory Vote: Aye; Trustees: Ayes: 6; Noes: 0;  
20 Abstentions: 1 (Rowen Reynoso). **Motion carried.**  
21

22 Item #13244, Contracts and Agreements – Capital Projects: The Board ratified  
23 and/or approved the contracts and agreements listed below:  
24

25 **A. CONTRACTS FOR RATIFICATION**

26 1. Contract/Agreement: NTD Architecture

27 Term: October 1, 2008 – December 31, 2008

28 Amount: \$2,500

29 Funding Source: SFID No. 2 Bond Funds

30 Agreement: This scope is based upon the additional work required to comply  
31 with the acoustical floor construction requirements for the second  
32 floor of Building I for the Nevada County Campus Sierra College –  
33 Nevada County Campus Expansion and Renovation Project.  
34

35 2. Contract/Agreement: Omni-Means

36 Term: November 2008 – January 2009

37 Amount: \$14,882

38 Funding Source: District Redevelopment Funds

39 Agreement: Consultant to conduct a study of current parking capacity and  
40 ingress and egress issues via data collection, site visit and  
41 interviews with key campus staff. Consultant will produce a  
42 summary of results and will then analyze effects of some possible  
43 changes in the future. A Near Term Traffic and Parking Operation  
44 Analysis will be presented to staff and the report will be refined  
45 based on comments received.

5 **CONSENT AGENDA (Continued)**

6 Item #13244, Contracts and Agreements - Capital Projects (Continued)

7 **A. CONTRACTS FOR RATIFICATION (Continued)**

8 3. Contract/Agreement: Omni-Means

9 Term: November 2008 - February 2009

10 Amount: \$16,261

11 Funding Source: District Redevelopment Funds

12 Agreement: Consultant to define option(s) for relocating the driveway which  
13 leads into campus from Sierra College Boulevard. Consultant will  
14 meet and work with District and City of Rocklin to establish the  
15 preferred option. With direction from District and City,  
16 Consultant will revise the plans, specifications and estimate for the  
17 Sierra College Boulevard widening project to include the driveway  
18 addition.  
19

20 **B. CONTRACT AMENDMENT FOR APPROVAL**

21 1. Amendment No. 3 to Lease/Lease-back Agreement: Turner Construction

22 Previous Board Agenda Item No. 13078 (Approved March 11, 2008)

23 Term: March 1, 2008 to completion of project

24 Amount: \$189,477.08 (total \$18,798,050)

25 Funding Source: SFID No. 2 Bond Funds

26 Agreement: Change Order No. 3 will increase the Guaranteed Maximum Price  
27 (GMP) listed in the Facilities Lease Agreement for the construction  
28 of the Sierra College - Nevada County Campus, executed on March  
29 1, 2008. This Change will allow a GMP increase for the following  
30 owner directed work or unforeseen conditions: miscellaneous site,  
31 landscaping and drainage tasks; elevator shaft revisions at Building  
32 I; added wall and foundation at Building Y. This net increase will  
33 be offset with District contingency funds within the originally  
34 approved program budget.  
35

36 Item #13245, District Contracts and Agreements: The Board ratified and/or  
37 approved the contracts and agreements listed below:  
38

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

41 1. Independent Contractor Agreement: Network Learning & Career Consulting

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

43 Amount: \$53,895

44 Funding Source: VTEA Statewide Leadership IB Grant (08-162)

5 **CONSENT AGENDA** (Continued)

6 Item #13245, District Contracts and Agreements (Continued)

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

9 1. Independent Contractor Agreement: Network Learning & Career Consulting  
10 (Continued)

11 Agreement: Consultant will provide project management, coordinate RDIF  
12 curriculum development, meet with statewide advisory committees  
13 and regional consortia, provide best practices development,  
14 provide web site coordination, Quarterly and Final Report  
15 coordination, workshops coordination, manufacturing survey and  
16 best practices, collaborate with regional consortia and Economic  
17 and Workforce Development programs and initiatives, student  
18 support services workshops presentations, assist women in the  
19 trades project and research, assist with special populations  
20 research, and assist with development of statewide 09 faculty  
21 directory, in support of the VTEA Statewide Leadership IB grant.  
22

23 2. Independent Contractor Agreement: EDU-COMM & Associates

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

25 Amount: \$46,000

26 Funding Source: VTEA Statewide Leadership IB Grant (08-162)

27 Agreement: Consultant will assist with project management, develop marketing  
28 materials, assist with workshop coordination, assist with Logistics  
29 Tech curriculum development activities, develop/conduct student  
30 and employer surveys, research/assess student/employer needs  
31 through MIS core indicator reports, develop/facilitate Cal OSHA  
32 safety workshop, best practices development, manufacturing  
33 survey, research/disseminate list of faculty/student resources and  
34 web site linkages, liaison with secondary voc/tech programs in  
35 support of the VTEA Statewide Leadership IB grant.  
36

37 3. Contract/Agreement: NEC Electronics America, Inc.

38 Term: December 4, 2008 to December 11, 2008

39 Amount: \$2,200 (receivable)

40 Funding Source: NEC Electronics America, Inc.

41 Agreement: Sierra College will provide contract instruction (up to 12 hours of  
42 Beginning and Intermediate Microsoft Access) to participants of  
43 NEC Electronics America, Inc.

5 **CONSENT AGENDA (Continued)**

6 Item #13245, District Contracts and Agreements (Continued)

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

9 4. Contract/Agreement: Lighting Science Group Corporation

10 Term: November 24, 2008 to November 25, 2008

11 Amount: \$2,400 (receivable)

12 Funding Source: Lighting Science Group Corporation

13 Agreement: Sierra College will provide contract instruction (up to 12 hours of  
14 Soldering Training to IPC 610 Workmanships Standards) to  
15 participants of Lighting Science Group Corporation.  
16

17 **B. OFFICE OF INSTRUCTION - WORKFORCE DEVELOPMENT &  
18 CONTINUING EDUCATION - SMALL BUSINESS DEVELOPMENT  
19 CENTER (SBDC)**

20 1. Independent Contractor Agreement: Don Brewer

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

22 Amount: \$3,200

23 Funding Source: Chancellor's Office of California Community Colleges

24 Agreement: This consultant agreement provides for business management  
25 counseling, training, and marketing services in the SBDC service  
26 territory.  
27

28 2. Independent Contractor Agreement: Douglas Freeman, Inc.

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

30 Amount: \$16,100

31 Funding Source: Chancellor's Office of California Community Colleges

32 Agreement: This consultant agreement provides for business management  
33 counseling, training and marketing services in the SBDC service  
34 territory.  
35

36 3. Independent Contractor Agreement: L.L. Consulting (Lani Lott)

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

38 Amount: \$3,600

39 Funding Source: Chancellor's Office of California Community Colleges

40 Agreement: This consultant agreement provides for business management  
41 counseling, training, and marketing services in the SBDC service  
42 territory.

5 **CONSENT AGENDA (Continued)**

6 Item #13245, District Contracts and Agreements (Continued)

7 **B. OFFICE OF INSTRUCTION - WORKFORCE DEVELOPMENT &**  
8 **CONTINUING EDUCATION - SMALL BUSINESS DEVELOPMENT**  
9 **CENTER (SBDC) (Continued)**

10 4. Independent Contractor Agreement: San Ramon Carriage Company, Inc. (David  
11 B. McDougall, President)

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

13 Amount: \$5,580

14 Funding Source: Chancellor's Office of California Community Colleges

15 Agreement: This consultant agreement provides for business management  
16 counseling, training, and marketing services in the SBDC service  
17 territory.  
18

19 5. Independent Contractor Agreement: Barbara Read

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

21 Amount: \$3,780

22 Funding Source: Chancellor's Office of California Community Colleges

23 Agreement: This consultant agreement provides for business management  
24 counseling, training, and marketing services in the SBDC service  
25 territory.  
26

27 6. Independent Contractor Agreement: Brian Carl

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

29 Amount: \$2,320

30 Funding Source: Small Business Administration

31 Agreement: This consultant agreement provides for business management  
32 counseling, training, and marketing services in the SBDC service  
33 territory.  
34

35 7. Independent Contractor Agreement: Don Brewer

36 Term: November 1, 2008 to December 31, 2008 inclusive

37 Amount: \$2,240

38 Funding Source: Chancellor's Office of California Community Colleges

39 Agreement: This consultant agreement provides for business management  
40 counseling, training, and marketing services in the SBDC service  
41 territory.

5 **CONSENT AGENDA** (Continued)  
6 Item #13245, District Contracts and Agreements (Continued)  
7

8 **C. OFFICE OF INSTRUCTION - WORKFORCE DEVELOPMENT & CONTINUING  
9 EDUCATION - COMMUNITY EDUCATION**

- 10 1. Contract / Agreement: Boston Reed College  
11 Term: March 14, 2009 through August 22, 2009  
12 Amount: Not to exceed \$62,345  
13 Funding Source: Community Education Program Fees  
14 Agreement: Contractor to provide instructors and class materials for the  
15 Clinical Medical Assistant Training Program.  
16

17 **D. OFFICE OF INSTRUCTION - SCIENCES & MATHEMATICS DIVISION**

- 18 1. Lease/Rental Agreement: Jack Owens' Stables  
19 Term: January 12 through May 9, 2009  
20 Amount: Not to exceed \$5,130  
21 Funding Source: Instructional Budget  
22 Agreement: Over the past several years, the District has utilized the Jack  
23 Owens' Stables and arena for equestrian courses and wishes to  
24 continue the agreement for the Spring 2009 semester.  
25

26 **E. OFFICE OF INSTRUCTION - BUSINESS & TECHNOLOGY DIVISION**

- 27 1. Independent Contractor Agreement: Rachelle Smith, College & Career Advising  
28 Term: November 12, 2008 to June 30, 2009 inclusive  
29 Amount: Not to exceed \$8,500  
30 Funding Source: Chancellor's Office of the California Community Colleges,  
31 IRDC No. 08-0326  
32 Agreement: Consultant will provide internship support, further connections  
33 with employers, coordinate work-based learning opportunities for  
34 students, and work with college staff to develop new Photovoltaic  
35 instructional program.  
36

- 37 2. Contract / Agreement: Karen Fraser-Middleton, dba Marketing Action, Inc.

38 Term: November 12, 2008 to June 30, 2009 inclusive  
39 Amount: \$25,000  
40 Funding Source: Chancellor's Office of the California Community Colleges,  
41 IRDC No. 08-0326  
42 Agreement: In collaboration with Sierra College Marketing Department staff,  
43 consultant will provide marketing project management for new  
44 Photovoltaic instructional program to include development of  
45 marketing strategies, market research, program positioning, and  
46 text writing for press releases, publications, print and other media.

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5 **CONSENT AGENDA (Continued)**

6 Item #13245, District Contracts and Agreements (Continued)

7 **E. OFFICE OF INSTRUCTION - BUSINESS & TECHNOLOGY DIVISION**  
8 (Continued)

9 3. Independent Contractor Agreement: Devan Johnson

10 Term: December 10, 2008 to June 30, 2009

11 Amount: Not to exceed \$30,000

12 Funding Source: Chancellor's Office of the California Community Colleges,  
13 IRDC No. 08-0326

14 Agreement: Provide curriculum and program development services; project  
15 management assistance; oversee and supervise development of  
16 laboratory facilities for instructional sites; work with industry  
17 advisory committees; and plan and conduct industry site visits.  
18

19 **F. OFFICE OF INSTRUCTION - CAREER & TECHNICAL EDUCATION**

20 1. Amendment to Independent Contractor Agreement: Donna Jean Gracyk (CTEA  
21 1C Grant)

22 Previous Board Agenda Item No. 13208 (Approved October 14, 2008)

23 Term: October 15, 2008 to March 16, 2009 (Previous: October 15, 2008 to  
24 December 15, 2008)

25 Amount: \$500 increase (total \$4,850)

26 Agreement: Amend Scope to include: Oversee development of the CTE web  
27 site. Develop new content with assistance of departments; update  
28 information to reflect changes in programs or courses; provide  
29 editable area for calendar of events, 2+2 articulation solution,  
30 website and relevant links in cooperation with the Sierra College  
31 Marketing Department and Information and Instructional  
32 Technology (IIT).  
33

34 2. Amendment to Independent Contractor Agreement: Donna Jean Gracyk (Tech  
35 Prep Grant)

36 Previous Board Agenda Item No. 13208 (Approved October 14, 2008)

37 Term: October 15, 2008 to March 16, 2009 (Previous: October 15, 2008 to  
38 December 15, 2008)

39 Amount: N/A

40 Agreement: Amend Scope to include: Oversee development of the CTE web  
41 site. Develop new content with assistance of departments; update  
42 information to reflect changes in programs or courses; provide  
43 editable area for calendar of events, 2+2 articulation solution, web  
44 site and relevant links in cooperation with the Sierra College  
45 Marketing Department and IIT.

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5 **PERSONNEL**

6 Item #13246, Personnel Transactions: Dr. Rachel Rosenthal provided information  
7 regarding Personnel Transactions #5 through #23, representing twenty-two (22) new  
8 and replacement faculty positions that were presented for approval. Due to uncertain  
9 economic and budgetary factors, the positions have been prioritized according to the  
10 standard of critical and essential for program health in 2009-2010. The Board was asked  
11 to approve the entire list with the understanding that the search for the three (3)  
12 categorically funded faculty positions would commence immediately, the search for the  
13 twelve (12) most critical positions would commence immediately, and the search for the  
14 remaining seven (7) positions would be delayed until the budget situation is clarified.  
15 The positions to be delayed are Personnel Transactions #6, #9, #14, #16, #19, one of the  
16 two positions included in #21, and #22.  
17

18 A **motion** was made by Scott Leslie, seconded by Aaron Klein, **to approve**  
19 **Personnel Transactions Nos. 1-26, inclusive.** Call for the vote: Student Trustee  
20 Advisory Vote: Aye; Trustees: Ayes: 7; Noes: 0; Abstentions: 0. **Motion carried**  
21 **unanimously.**  
22

- 23 1. Transportation Coordinator – Mr. Bernard Acuna  
24 Personnel Action: Retirement Resignation  
25 Position: Transportation Coordinator, Classified  
26 Years of Service: 32 years of service  
27 Effective Date: December 30, 2008  
28
- 29 2. Manager, Network Operations – Mr. Thomas Benton  
30 Personnel Action: New Position Hire  
31 Position: Manager, Network Operations, Classified Supervisor  
32 Range: Range S19, Step E, Classified Supervisory Salary Schedule  
33 Cost of Position: \$100,849 plus benefits, FLSA Exempt  
34 Effective Date: January 5, 2009  
35
- 36 3. Facilities Maintenance Specialist – Extension Site – Mr. Cary Cose  
37 Personnel Action: New Position Hire (Tahoe-Truckee Campus)  
38 Position: Facilities Maintenance Specialist-Extension Site, Classified  
39 Range: Range 20, Classified Hourly Schedule  
40 Hours: 40 hours per week, 12 months per year  
41 Cost of Position: \$45,781 plus benefits  
42 Effective Date: November 13, 2008  
43
- 44 4. Astronomy Instructor – Mr. Alvaro DeMarzi  
45 Personnel Action: Replacement Hire (vice Dr. Harry Houpis)  
46 Position: Full-Time Temporary, Non-Tenure Track Astronomy Instructor,  
47 Faculty  
48 Cost of Position: \$29,857 plus benefits  
49 Duration: Spring 2009 Semester

(Continued next page...)

5 **PERSONNEL (Continued)**

6 Item #13246, Personnel Transactions (Continued)

7 5. Astronomy Instructor

8 Personnel Action: Commence Search for Replacement Position (vice Dr. Harry  
9 Houpis)

10 Position: Astronomy Instructor, Full-Time Tenure-Track Faculty

11 Days: 175 days

12 Cost of Position: Between \$49,411 and \$66,214 plus benefits  
13

14 6. Art (Ceramics/Sculpture) Instructor

15 Personnel Action: Commence Search for New Position

16 Position: Art (Ceramics/Sculpture) Instructor, Full-Time Tenure-Track Faculty

17 Days: 175 days

18 Cost of Position: Between \$49,411 and \$66,214 plus benefits  
19

20 7. Counselor

21 Personnel Action: Commence Search for New Position

22 Position: Counselor, Full-Time Tenure-Track Faculty

23 Days: 199 days

24 Cost of Position: Between \$56,188 and \$75,296 plus benefits  
25

26 8. Counselor

27 Personnel Action: Commence Search for New Position

28 Position: Counselor, Full-Time Tenure-Track Faculty

29 Days: 199 days

30 Cost of Position: Between \$56,188 and \$75,296 plus benefits

31 Note: This position is categorically funded; there is no cost to the District.  
32

33 9. English (Composition) Instructor

34 Personnel Action: Commence Search for New Position

35 Position: English (Composition) Instructor, Full-Time Tenure-Track Faculty

36 Days: 175 days

37 Cost of Position: Between \$49,411 and \$66,214 plus benefits  
38

39 10. English as a Second Language (ESL) Instructor

40 Personnel Action: Commence Search for New Position

41 Position: English as a Second Language (ESL) Instructor, Full-Time Tenure-  
42 Track Faculty

43 Days: 175 days

44 Cost of Position: Between \$49,411 and \$66,214 plus benefits

5 **PERSONNEL (Continued)**

6 Item #13246, Personnel Transactions (Continued)

- 7 11. World Languages/French Instructor  
8 Personnel Action: Commence Search for Replacement Position (vice Ms. Irene  
9 Sadler)  
10 Position: World Languages/French Instructor, Full-Time Tenure-Track Faculty  
11 Days: 175 days  
12 Cost of Position: Between \$49,411 and \$66,214 plus benefits  
13
- 14 12. Biological Sciences (General Biology) Instructor  
15 Personnel Action: Commence Search for Replacement Position (vice Mr. Joe  
16 Medeiros)  
17 Position: Biological Sciences (General Biology) Instructor, Full-Time Tenure-  
18 Track Faculty  
19 Days: 175 days  
20 Cost of Position: Between \$49,411 and \$66,214 plus benefits  
21
- 22 13. Biological Sciences (Anatomy) Instructor  
23 Personnel Action: Commence Search for Replacement Position (vice Dr. David  
24 Lagala)  
25 Position: Biological Sciences (Anatomy) Instructor, Full-Time Tenure-Track  
26 Faculty  
27 Days: 175 days  
28 Cost of Position: Between \$49,411 and \$66,214 plus benefits  
29
- 30 14. Human Development and Family Instructor  
31 Personnel Action: Commence Search for New Position  
32 Position: Human Development and Family Instructor, Full-Time Tenure-Track  
33 Faculty  
34 Days: 175 days  
35 Cost of Position: Between \$49,411 and \$66,214 plus benefits  
36
- 37 15. Mathematics Instructor  
38 Personnel Action: Commence Search for Replacement Position (vice Dr. Joel  
39 Siegel)  
40 Position: Mathematics Instructor, Full-Time Tenure-Track Faculty  
41 Days: 175 days  
42 Cost of Position: Between \$49,411 and \$66,214 plus benefits  
43
- 44 16. Mathematics Instructor  
45 Personnel Action: Commence Search for New Position  
46 Position: Mathematics Instructor, Full-Time Tenure-Track Faculty  
47 Days: 175 days  
48 Cost of Position: Between \$49,411 and \$66,214 plus benefits

(Continued next page...)

5 **PERSONNEL (Continued)**

6 Item #13246, Personnel Transactions (Continued)

7 17. Nursing Instructors

8 Personnel Action: Commence Search for Two Replacement Positions (vice Ms.  
9 Michelle Hale and vice Ms. Erin Velikoff)

10 Position: Nursing Instructors, Full-Time Tenure-Track Faculty

11 Days: 186 days

12 Cost of Position: Between \$52,517 and \$70,377 plus benefits  
13

14 18. Nursing (Clinical) Instructors

15 Personnel Action: Commence Search for Two New Positions

16 Position: Nursing (Clinical) Instructors, Full-Time Tenure-Track Faculty

17 Days: 186 days

18 Cost of Position: Between \$52,517 and \$70,377 plus benefits

19 Note: These positions are categorically funded; there is no cost to the District.  
20

21 19. Physical Education Instructor

22 Personnel Action: Commence Search for Replacement Position (vice Mr. Jim  
23 Forkum)

24 Position: Physical Education Instructor, Full-Time Tenure-Track Faculty

25 Days: 175 days

26 Cost of Position: Between \$49,411 and \$66,214 plus benefits  
27

28 20. Physics Instructor

29 Personnel Action: Commence Search for Replacement Position (vice Mr. Mike  
30 Sequeira)

31 Position: Physics Instructor, Full-Time Tenure-Track Faculty

32 Days: 175 days

33 Cost of Position: Between \$49,411 and \$66,214 plus benefits  
34

35 21. Psychology Instructors

36 Personnel Action: Commence Search for Two New Positions

37 Position: Psychology Instructors, Full-Time Tenure-Track Faculty

38 Days: 175 days

39 Cost of Position: Between \$49,411 and \$66,214 plus benefits  
40

41 22. Women's Volleyball or Soccer Coach/Physical Education Instructor

42 Personnel Action: Commence Search for New Position

43 Position: Women's Volleyball or Soccer Coach/Physical Education Instructor,  
44 Full-Time Tenure-Track Faculty

45 Days: 207 days

46 Cost of Position: Between \$58,446 and \$78,323 plus benefits

(Continued next page...)

5 **PERSONNEL (Continued)**

6 Item #13246, Personnel Transactions (Continued)

7 23. Environmental Studies Instructor

8 Personnel Action: Commence Search for New Position

9 Position: Environmental Studies Instructor, Full-Time Tenure-Track Faculty

10 Days: 175 days

11 Cost of Position: Between \$49,411 and \$66,214 plus benefits  
12

13 24. Temporary Employees

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

15 Position: Temporary employees listed below for the department, position, and

16 hourly rate of pay indicated up to 175 days for the 2008-2009 school year in

17 accordance with Article 2 of the Classified Agreement.  
18

			Hourly	
<u>Name</u>	<u>Department</u>	<u>Position</u>	<u>Rate</u>	<u>Comments</u>
Aiello, Christopher	Public Safety	EMT Aide	\$16.00	7/1/08-6/30/09
Pitman, Brent	Writing Center	IA	\$22.01	10/13/08-/30/09
Taylor, Wednesday	A&R	SST	\$19.96	9/15/08-6/30/09

24 25. Substitute Employees

25 Personnel Action: Approve the temporary employment of the substitute  
26 employees listed

27 Position: Substitute employees listed below for the department, position, and

28 hourly rate of pay indicated up to 60 consecutive days for the 2008-2009 school

29 year in accordance with Article 2 of the Classified Agreement.  
30

			Hourly	
<u>Name</u>	<u>Department</u>	<u>Position</u>	<u>Rate</u>	<u>Comments</u>
Echavarria, Michael	Business Servs.	General Servs. Tech.	\$19.01	7/1/08-6/30/09
Blaugrund, Annette	NCC Admin.	AA	\$22.01	10/30/08-6/30/09
Bleasdale, Eric	NCC Counseling	SST	\$19.96	7/1/08-6/30/09
Kyle, Ryan	Fac. & Ops.	Custodian	\$17.25	10/26/08-6/30/09
Machado, Jeremy	Fac. & Ops.	Vehicle & Equip. Tech	\$24.27	10/1/08-6/30/09

38 26. Vacancy Replacement Employee

39 Personnel Action: Approve the temporary employment of the vacancy  
40 replacement employee listed.

41 Position: Vacancy employees listed below for the department, position, and

42 hourly rate of pay indicated not to exceed 120 working days for the 2008-2009

43 school year in accordance with Article 29, Section 3, of the Classified Agreement.  
44

			Hourly	
<u>Name</u>	<u>Department</u>	<u>Position</u>	<u>Rate</u>	<u>Comments</u>
Techau, Karyn	Nursing	AA	\$22.01	11/14/08-6/30/09

(Continued next page...)

5 **REPORTS**

6 Item #13247, Trustee Area Planning Update; and Reports/ Announcements/  
7 Communications:  
8

9 Committee Meetings and District Functions: Nancy Palmer reported on the attendance  
10 of several trustees at the Placer County School Boards Annual Trustee meeting.  
11

12 Senate Reports:

- 13 • Academic Senate: *Mr. Jay Hester* commented on the following topics: 1) Positive  
14 feedback on the addition of a second Strategic Council meeting each month to  
15 address strategic issues including the Full-time/Part-time faculty ratio; and 2)  
16 Faculty interests in not cutting sections during the Spring 2009 semester despite  
17 budget concerns.
- 18 • A.S.S.C.: *Mr. Zach Rutledge* commented on the following topics: 1) The students  
19 have approved funds to build a new coffee shop in the cafeteria; 2) The students  
20 have approved the purchase of Crazy Mama's cart with a memorandum of  
21 understanding with Sodexo and the District to have Sodexo man the cart; and  
22 3) The students have approved funding for a classified secretarial position.  
23

24 Superintendent/President Report: Dr. Leo E. Chavez commented on the following  
25 topics: 1) Preparation for the January Board meeting OmniParty discussion; 2) Strategic  
26 Council discussions and meeting recollections; 3) Upcoming Convocation in January; 4)  
27 Spring enrollments; and 5) Methods to apply Strategic filters to enrollment while  
28 accommodating growth during budget down cycles.  
29

30 Trustee Reports:

- 31 • *Aaron Klein* commented on the following topics: 1) Welcome Elaine Rowen  
32 Reynoso to the Board; and 2) Current economic conditions.
- 33 • *Dave Ferrari* commented on enrollment growth at the Truckee campus.
- 34 • *Bill Martin* commented on the following topics: 1) An invitation to participate in  
35 Wolverine Athletic Association meetings; and 2) A request from the Community  
36 College League of California for additional funds.
- 37 • *Nancy Palmer* commented on the following topics: 1) Welcome Elaine Rowen  
38 Reynoso to the Board; and 2) The upcoming Trusteeship Workshop and Annual  
39 Legislative Conference in Sacramento in January.
- 40 • *Scott Leslie* commented on the following topics: 1) Service as the Board  
41 representative to the Sierra College Foundation; and 2) The importance of  
42 strategic planning during economic downturns and possible budgetary actions  
43 of the State legislature.
- 44 • *Elaine Rowen Reynoso* thanked the students, staff, and trustees for a warm  
45 reception.

(Continued next page...)

1 Sierra Joint Community College District  
2 Minutes of the Regular Meeting of the Board of Trustees  
3 Tuesday, December 9, 2008

4

5 **REPORTS** (Continued)

6 Item #13247, Trustee Area Planning Update; and Reports/ Announcements/  
7 Communications (Continued)

8

9 Trustee Reports (Continued)

- 10 • *Barbara Vineyard* commented on the following topics: 1) A letter of  
11 recommendation sent by students on behalf of an instructor; 2) A meeting of  
12 several College fundraising groups; 3) Sierra College Press position; and 4)  
13 Respect for limited parking availability.

(Continued next page...)

1 Sierra Joint Community College District  
2 Minutes of the Regular Meeting of the Board of Trustees  
3 Tuesday, December 9, 2008  
4

5 **ADJOURNMENT**

6 As there was no further business, Ms. Vineyard adjourned the meeting at  
7 approximately 7:07 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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