

1 Sierra Joint Community College District
2 Regular Meeting of the Board of Trustees
3 Tuesday, March 10, 2009
4

5 **MINUTES**

6
7 The regular meeting of the Board of Trustees of the Sierra Joint Community
8 College District met on Tuesday, March 10, 2009 at 9:00 a.m. at the Twelve Bridges
9 Library, 485 Twelve Bridges Drive, Lincoln, CA.
10

11 **Elected Board**

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

15 Superintendent/
16 President:

Dr. Leo E. Chavez
17

18 Student Trustee:

Zach Rutledge (in at 12:00 p.m.)
19

20 Staff/Visitors:

Neal Allbee, Jeannette Bischoff, Mandy Davies, Laura Doty,
21 Jené Hallam, Bill Hemphill, Steve Linthicum, Ron Martinez,
22 Gary Moser, Rachel Rosenthal, Luis Sanchez, Sandra Scott,
23 Doug Smith, and Kevin Wellsfry
24

25 **CALL TO ORDER**

26 Board President Barbara Vineyard called the meeting to order at approximately
27 9:05 a.m. in the Fir Room and welcomed those present.
28

29 **APPROVAL OF AGENDA**

30 A **motion** was made by Aaron Klein, seconded by Dave Ferrari, **to approve the**
31 **Agenda as presented.** Call for the vote: Student Trustee Advisory Vote: Absent
32 (Rutledge); Trustees: Ayes: 7; Noes: 0; Abstentions: 0. **Motion carried.**
33

34 **BOARD OF TRUSTEES**

35 Item #13280, Board Self-Evaluation: Dr. Leo E. Chavez, Superintendent/President,
36 introduced facilitator Mr. Neal Bodine, who led the Board in a discussion regarding its
37 self-evaluation. The first portion of the discussion was spent reviewing and updating a
38 document titled, "Norms for Board Conduct" that was originally developed June 11, 2005.
39 A few of the items were updated as follows:
40

41 2. Give full attention to the meeting. Minimize the use of cell phones and electronic
42 devices by turning them off or putting them on vibrate; and minimize side conversations.
43

44 3. The text of this item was not changed, however a statement will be drafted to be
45 read at the beginning of each Board meeting that explains the process for members of the
46 public to participate in discussions about agenda items. The Board President will also ask
47 if there are comments prior to the vote on agenda items.

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5 **BOARD OF TRUSTEES** (Continued)
6 Item #13280, Board Self-Evaluation (Continued)

7
8 4. Make sure every Board member has the opportunity to be heard, as well as staff
9 and the public.

10
11 5. & 6. To be combined as a single item to read, "Be assertive in following the
12 agenda, keep presentations precise, and limit meetings to a reasonable timeframe."

13
14 7. Identify ~~non-controversial~~ routine items and put them on the consent agenda.

15
16 9. Direct requests for information regarding Board business through the College
17 President or to the vice presidents with a notification to the President.

18
19 Ms. Vineyard adjourned the meeting for a break at 10:40 a.m. and reconvened
20 the meeting at 10:55 a.m.

21
22 **BOARD OF TRUSTEES** (Continued)
23 Item #13280, Board Self-Evaluation (Continued)

24 10.(a) Endeavor to have no surprises that put other members of the Board at a
25 disadvantage.

26
27 10.(b) If a Board member votes against a decision, the member may state the basis
28 for his or her vote, but should not undermine the Board decision.

29
30 12. ~~Project to the College President and staff that policies and work is delegated to~~
31 ~~the College President so that she and her staff are~~ Our role as the Board of Trustees is to
32 set policy and the president and staff are empowered to be decisive, innovative and
33 creative; and that she will be held accountable for overall outcomes.

34
35 14. Add the following text prior to points (a) & (b): Support the chain of
36 command and the shared governance structure.

37
38 15. Do not reference conversations with specific staff (other than executive staff)
39 in public meetings.

40
41 16. Do not disparage other Board members. Do not say ~~privately~~ publically what
42 you would not say in a meeting.

43
44 18. If any Board member feels as a matter of conscience that he or she cannot
45 comply with a norm, he or she will notify other members in advance of taking action.

(Continued next page...)

5 **BOARD OF TRUSTEES (Continued)**

6 Item #13280, Board Self-Evaluation (Continued)

7 A summarization of the Trustee Evaluation Instrument which was completed by
8 the trustees was discussed. As part of the discussion, items receiving the lowest ratings
9 were specifically addressed. Those items are as follows:
10

- 11 • Part I, Item 9. The Board requires that the college have annual goals,
12 objectives, and work plans which are succinctly stated and which carry clear
13 statements indicating how it will be known that any goals have been reached
14 and what issues need further attention.
- 15 • Part I, Item 10. The Board annually sets specific goals for itself as a Board.
- 16 • Part I, Item 12. The Board is involved in state and federal legislative matters.
- 17 • Part I, Item 15. The Board periodically requires a review of educational
18 programs and services in order to assess their relevancy and timeliness.
- 19 • Part I, Item 16. The Board ensures that the physical plant is adequate and well
20 maintained.
- 21 • Part I, Item 30. The Board establishes procedures for feedback from its
22 constituencies (students, faculty, staff, community).
23

24 It was noted that many of the same items received the lowest scores last year, but
25 the scores have improved.
26

27 Ms. Vineyard adjourned the meeting for a lunch break at 12:05 p.m. and
28 reconvened the meeting at 12:42 p.m. in the Willow Room.
29

30 **BOARD OF TRUSTEES (Continued)**

31 Item #13280, Board Self-Evaluation (Continued)

32 Development began on a set of Preliminary 2009-2010 Board Goals that are
33 actionable and measurable. Suggested goals include:
34

- 35 1. Oversee and support an effective accreditation response.
- 36 2. Review the goals and strategies of the College's Strategic Plan _____ number
37 of times during the year.
- 38 3. Actively engage governmental representatives to secure funding for a Sewell
39 Hall replacement.
- 40 4. Make a regular and concerted effort to convince community members of the
41 value of Sierra College.
- 42 5. Answer long-range facility questions for western Placer County.
- 43 6. Consider new methods to meet the facility needs at the Rocklin campus.

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5 **BOARD OF TRUSTEES (Continued)**

6 Item #13280, Board Self-Evaluation (Continued)

- 7 7. Receive recommendations made by the President following College
8 governance discussions and recommendations, and reach agreement on the
9 primary resource priorities for the fiscal year.
10

11 Item #13281, Trustee Planning: The Board held an in depth discussion with the
12 College executive staff regarding planning needs and processes, which included the
13 review of planning flowcharts and timelines as presented by Ms. Rachel Rosenthal, Vice
14 President of Instruction.
15

16 Ms. Vineyard adjourned the meeting for a break at 2:54 p.m. and reconvened the
17 meeting at 3:06 p.m.
18

19 **BOARD OF TRUSTEES (Continued)**

20 Item #13281, Trustee Planning(Continued)

21 The Trustee Planning discussion continued. Topics addressed throughout the
22 whole of this discussion included the following:
23

- 24 • Escalating costs of operation in zero COLA years
- 25 • Advantages and disadvantages of growth
- 26 • Staffing levels
- 27 • Purpose of reserves
- 28 • Full-time/Part-time faculty ratio
- 29 • Program review
- 30 • GASB funding
- 31 • Priority registration
- 32 • Course repeatability
- 33 • Admission of high school students
- 34 • International students
- 35 • Out-of-District resident students
- 36 • Facility needs
- 37 • Disposition and/or use of College properties
38

39 As the pre-determined time had arrived for proceeding with other business, the
40 planning discussion was set aside to be revisited following completion of the remaining
41 agenda items. Ms. Vineyard adjourned the meeting for a break at 4:00 p.m. and
42 reconvened the meeting at 4:05 p.m. At that time, Ms. Vineyard welcomed additional
43 attendees and let the pledge of allegiance.

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5 **APPROVAL OF MINUTES - February 10, 2009**

6 There were no revisions recommended for the minutes of the February 10, 2009
7 meeting of the Trustees. A **motion** was made by Bill Martin, seconded by Nancy Palmer,
8 **to approve the Minutes of the February 10, 2009 Board meeting as submitted.** Call for
9 the vote: Student Trustee Advisory Vote: Aye; Trustees: Ayes: 7; Noes: 0; Abstentions: 0.
10 **Motion carried unanimously.**
11

12 **ORGANIZATIONAL EFFECTIVENESS**

13 Item #13282, Citizens' Oversight Committee for School Facilities Improvement
14 District No. 1 - Tahoe/Truckee Area: Annual Report: Mr. Doug Smith, Vice President of
15 Finance and Administration, presented the Citizens' Oversight Committee report for
16 School Facilities Improvement District (SFID) No. 1 for the period of July 1, 2007 through
17 June 30, 2008. A **motion** was made by Scott Leslie, seconded by Dave Ferrari, **to approve**
18 **the 2007-2008 annual report of the Citizens' Oversight Committee, School Facilities**
19 **Improvement District No. 1.** Call for the vote: Student Trustee Advisory Vote: Aye;
20 Trustees: Ayes: 7; Noes: 0; Abstentions: 0. **Motion carried unanimously.** The Board
21 thanked the committee for its work.
22

23 **CONSENT AGENDA**

24 The following item was removed from the Consent Agenda for separate
25 discussion and/or action:
26

- 27 • Item #13288, Resolution No. 2009-05: Request to Issue Tax and Revenue
28 Anticipation Notes (TRAN)
29

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

35 Item #13283, Course/Program Additions, Deletions and Inactivations: The Board
36 approved the curriculum revisions as listed in the Curriculum Transactions document.
37

38 Item #13284, Spring 2009 Community Education Program: The Board approved
39 the addendum to the list of instructors/presenters and coordinators who will be
40 presenting courses or coordinating activities for Community Education for Spring 2009.
41

42 Item #13285, Claim Against the District - Russell Hetzler and Angela Hetzler: In
43 regards to the claim of Russell Hetzler and Angela Hetzler dated January 30, 2009, the
44 Board took the following action: returned the claim as untimely with respect to any
45 claims that accrued prior to July 30, 2008; rejected the claim with respect to any claims
46 that accrued on or after July 30, 2008; and authorized staff to serve copies of the "Notice
47 of Action" upon claimant forthwith and upon such other interested parties as staff may
48 deem necessary.

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5 **CONSENT AGENDA (Continued)**

6 Item #13286, Warrants for the Month of January 2009: The Board ratified the
7 warrants for the month of January 2009.
8

9 Item #13287, Approval of Plans and Specifications: Sierra College – Nevada
10 County Campus Expansion and Renovation Project, Phase 2: The Board approved plans
11 and specifications for Phase 2 of the Sierra College – Nevada County Campus
12 expansion and renovation project, pursuant to February 5, 2008 Board Facilities
13 Committee directive.
14

15 Item #13288, Resolution No. 2009-05: Request to Issue Tax and Revenue
16 Anticipation Notes (TRAN): This item was removed from the Consent Agenda for
17 separate discussion and/or action. Mr. Doug Smith answered questions regarding the
18 costs and benefits of issuing Tax and Revenue Anticipation Notes. A **motion** was made
19 by Scott Leslie, seconded by Aaron Klein, **to adopt Resolution No. 2009-05 authorizing**
20 **the District to issue TRAN in an amount not to exceed \$25 million for 2009-2010 and**
21 **participate in the Community College League Financing Authority 2009 Tax and**
22 **Revenue Anticipation Notes. The Board directed the staff to execute the appropriate**
23 **documents to initiate the issuance of the TRAN.** Roll call vote: Student Trustee
24 Advisory Vote: Aye; Trustees: Ayes: 7; Noes: 0; Abstentions: 0. **Motion carried**
25 **unanimously.**
26

27 Item #13289, Resolution No. 2009-06: Declare and Authorize Disposition of
28 Surplus Property: The Board adopted Resolution No. 2009-06 declaring the listed
29 personal property as obsolete/surplus and directing the staff to take appropriate action
30 as per Section 81450 of the Education Code.
31

32 Item #13290, Expanded Methods of Disposition of Surplus Property: The Board
33 approved new expanded methods of disposal of surplus and unclaimed items and
34 directed the staff to take appropriate action as per Education Code Section 81450 and
35 Administrative Procedure 6550.
36

37 Item #13291, CCFS-311Q for Period Ending December 31, 2008: The Board
38 accepted the CCFS-311Q Quarterly Report for the six-month period ending December
39 31, 2008, which has been forwarded to the appropriate governmental agencies.
40

41 Item #13292, Contracts and Agreements – Capital Projects: The Board approved
42 the contracts and agreements listed below:
43

44 **A. CONTRACTS FOR RATIFICATION**

45 1. Contract/Agreement: James Marta & Company, CPA

46 Term: February 10, 2009 to March 30, 2009

47 Amount: \$13,380

48 Funding Source: SFID No. 1 and No. 2 Bond Funds (split)

(Continued next page...)

5 **CONSENT AGENDA (Continued)**

6 Item #13292, Contracts and Agreements - Capital Projects (Continued)

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

8 1. Contract/Agreement: James Marta & Company, CPA (Continued)

9 Agreement: Consultant to prepare the arbitrage rebate calculation, reports and
10 investment summarization regarding the bond funds received
11 through Measures G (Western Nevada County) and H (Tahoe-
12 Truckee Area) as required by the Internal Revenue Code Section
13 148.
14

15 **B. CONTRACT AMENDMENTS FOR APPROVAL**

16 1. Amendment No. 5 to Lease/Lease-back Agreement: Turner Construction

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

18 Term: March 1, 2008 to completion of project

19 Amount: \$74,405

20 Funding Source: SFID No. 2 Bond Funds

21 Agreement: Change Order No. 5 will increase the Guaranteed Maximum Price
22 (GMP) listed in the Facilities Lease Agreement for the construction
23 of the Nevada County Campus, executed on March 1, 2008. This
24 change will allow a GMP increase for several necessary changes,
25 including additional grading work at the Fire Station entry drive to
26 comply with the City of Grass Valley accessibility requirements,
27 and the addition of the upgraded building locks to comply with
28 District technical standards for access control. This net increase
29 will be offset with District contingency funds within the originally
30 approved program budget.
31

32 **C. CONTRACT FOR APPROVAL**

33 1. Contract/Agreement: Omni Means

34 Term: March 11, 2009 up to May 30, 2009

35 Amount: \$49,904

36 Funding Source: Capital Project Fund

37 Agreement: Omni Means will provide design services to engineer three
38 components of the Sierra College Boulevard widening project: the
39 traffic signal at Rocklin Campus North parking lot, replacement of
40 access road to South parking lot and a frontage road connecting
41 North and South lots. The District is collaborating in this City of
42 Rocklin project.

5 **CONSENT AGENDA (Continued)**

6 Item #13293, District Contracts and Agreements: The Board ratified and/or
7 approved the contracts and agreements listed below:
8

9 **A. OFFICE OF INSTRUCTION - WORKFORCE DEVELOPMENT &
10 CONTINUING EDUCATION**

11 1. Independent Contractor Agreement: Steven Hunter (CTE Grant No. 07-0171)

12 Term: February 1, 2009 to June 30, 2009

13 Amount: \$3,000

14 Funding Source: CTE Community Collaborative Projects Grant No. 07-0171

15 Agreement: Consultant will conduct research and design a uP controlled race
16 car to create a suitable, inexpensive, and modifiable design,
17 including a competition. The project will include determining the
18 correct motor and gearing needed; mechanical coupling method(s);
19 design of electrical and electronic circuits; selection of a
20 microcontroller; design of the circuit board; development of
21 microcontroller programming code; and helping the other Colfax
22 High School instructors integrate a working design into their
23 programs.
24

25 2. Independent Contractor Agreement: Christine Hinderman

26 Term: March 1, 2009 to June 30, 2009

27 Amount: \$4,000

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

29 Agreement: Consultant will provide outreach services to include: 1) selection of
30 12 schools in Placer and Nevada County to participate in career
31 exploration for 7th and 8th grade students, 2) technical assistance
32 and training to faculty and staff on the use of Career Cruising
33 software, and 3) distribution of information promoting careers in
34 engineering, product development and manufacturing to students,
35 parents, counselors and teachers.
36

37 3. Independent Contractor Agreement: QIEDU & Associates

38 Term: February 1, 2009 to June 30, 2009

39 Amount: \$17,885

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

41 Agreement: Consultant will provide statewide committee and travel
42 coordination, develop Electrical Certification curriculum, OSHA
43 Safety Training instruction, and provide faculty stipends for faculty
44 to attend workshops, in support of the VTEA Statewide Leadership
45 IB grant.

(Continued next page...)

5 **CONSENT AGENDA (Continued)**

6 Item #13293, District Contracts and Agreements (Continued)

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

9 4. Independent Contractor Agreement: Oscar Perez

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

11 Amount: \$6,000

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

13 Agreement: Consultant will develop a Retention Manual for 09 TOPS Code LEP
14 students, in support of the VTEA Statewide Leadership IB grant.
15

16 5. Amendment to Independent Contractor Agreement: I-Tul Design and Software,
17 Inc.

18 Previous Board Agenda Item No. 13261, A.8. (Approved January 13, 2009)

19 Term: Extended from January 1, 2009 to June 30, 2009 (previously April
20 30, 2009)

21 Amount: \$6,188 increase (total \$12,783)

22 Agreement: Amend scope to include: 1) create a technical specification
23 document to define the needs and design the implementation for
24 the STEM Database interactive classroom module application, and
25 2) provide programming, database configuration, security
26 implementation to create the STEM teacher instruction module
27 interactive application to enable teachers to review, rate, post and
28 comment on teacher supplied modules to meet the California
29 instruction guidelines.
30

31 6. Amendment to Independent Contractor Agreement: Steven Hunter

32 Previous Board Agenda Item No. 13277, A.3. (Approved February 10, 2009)

33 Term: (no change)

34 Amount: \$5,000 increase (total \$11,000)

35 Agreement: Amend scope to include: 1) Tech-Explorer Catapult - refine
36 hardcopy of electronic media instructions for the mechanical,
37 electric, solar, and electronic catapults; catapults parts
38 identification; develop updates regarding catapult parts including
39 redesign of the circuit board; update instructions, parts lists, and
40 available suppliers; and prepare special tooling, and 2) Hovercraft
41 Tech-Explorer - conduct research and continue design of the Tech
42 Explorer Hovercraft to determine a suitable, inexpensive, and
43 modifiable design, including a competition. Prototype designs to
44 determine feasibility. Design vacuum molds for a basic model.
45 Design special tooling needed considering safety and available
46 class time. Develop student and staff training materials for on-site
47 delivery. Generate required state standards alignment documents
48 to support the project.

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5 **CONSENT AGENDA (Continued)**

6 Item #13293, District Contracts and Agreements (Continued)

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

9 7. Contract/Agreement: Tahoe Truckee Unified School District

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

11 Amount: \$50,000

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

13 Agreement: Sierra College will provide a sub-grant agreement for the Tahoe
14 Truckee Unified School District CTE Community Collaborative
15 Projects grant to support the Tahoe Truckee Unified School District
16 Engineering and Architecture Support Skills Program.
17

18 **B. OFFICE OF INSTRUCTION - SIERRA COLLEGE - TAHOE-TRUCKEE
19 CAMPUS**

20 1. Independent Contractor Agreement: Steven L. Hunter (Grant No. 06-090-045)

21 Term: March 1, 2009 to April 30, 2009

22 Amount: \$10,000

23 Funding Source: Strengthening Career Technical Education Programs Grant
24 No. 06-090-045

25 Agreement: Consultant will provide execution of project work plan activities
26 which includes instructor training and development, facility
27 configuration, equipment setup, troubleshooting and operational
28 verification, loading and configuring the required Mechatronics
29 support software, determining required lecture and laboratory
30 demonstration equipment unique to the TT Mechatronics needs
31 and infrastructure limitations, determining, ordering, and storing
32 student supplies used in laboratory and required projects, and
33 evaluation of future infrastructure and equipment needs.
34

35 **C. OFFICE OF INSTRUCTION - SCIENCES & MATHEMATICS DIVISION -
36 NURSING DEPARTMENT**

37 1. Amendment to Contract/Agreement: Sutter Health Sacramento Sierra Region
38 Previous Board Agenda Item No. 12616 (Approved December 13, 2005)

39 Term: Extended from September 30, 2009 to December 31, 2009

40 Amount: N/A

41 Agreement: Extension of Clinical Education Experience Agreement to provide
42 Sierra College Nursing students with practical experience in a
43 hospital facility.

5 **CONSENT AGENDA (Continued)**

6 Item #13293, District Contracts and Agreements (Continued)
7

8 **D. STUDENT SERVICES**

9 1. Contract/Agreement: Sierra Nevada Memorial-Miners Hospital (SAC 2086-
10 58254)

11 Term: August 15, 2008 until August 15, 2010, unless terminated by either
12 party

13 Amount: N/A

14 Funding Source: N/A

15 Agreement: Transfer agreement providing for hospital to receive and accept Sierra
16 College students in order that the students receive continuity of good
17 patient care between student health center and hospital and to facilitate
18 timely transfer of patients and records.
19

20 2. Contract/Agreement: LPA, Inc.

21 Term: February 13, 2009 through April 30, 2009

22 Amount: \$3,300

23 Funding Source: Foundation Grant

24 Agreement: Contract to propose location and design concept for a "new" Sierra
25 College monument sign at the Rocklin Campus; proposal to include
26 design of landscape treatment around final signage selection.
27

28 **E. STUDENT SERVICES - LEARNING RESOURCE CENTER**

29 1. Contract/Agreement: Heyday Books

30 Term: March 10, 2009 and for as long as a registered copyright to "book"
31 remains in force

32 Amount: Budget of \$42,800 with projected income of \$42,800

33 Funding Source: N/A

34 Agreement: Co-publish agreement between Heyday Books and the Sierra College
35 Press. Heyday Books will edit, design, print, bind, promote and
36 distribute an anthology of literature of the Sierra Nevada compiled,
37 edited and annotated by "author" (Gary Noy and Rick Heide).
38

39 **F. INFORMATION & INSTRUCTIONAL TECHNOLOGY**

40 1. Independent Contractor Agreement: Projectivity Solutions

41 Term: February 17, 2009 up to June 30, 2009

42 Amount: Not to exceed \$128,800

43 Funding Source: General Fund

44 Agreement: Consultant to provide leadership and facilitation, as requested by the
45 District, in implementation of the "Sierra College IIT Transformation
46 Initiative" with the Information & Instructional Technology Division
47 resulting in an "organizational transformation" that aligns resources
48 and accountability with desired outcomes. This is the second module
49 of the agreement.

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5 **PERSONNEL**

6 Item #13294, Personnel Transactions: A **motion** was made by Aaron Klein,
7 seconded by Bill Martin, **to approve Personnel Transactions Nos. 1-20, inclusive.** Call
8 for the vote: Student Trustee Advisory Vote: Aye; Trustees: Ayes: 7; Noes: 0;
9 Abstentions: 0. **Motion carried unanimously.** The trustees recognized Ms. Millie
10 Roberts and Mr. Alan Shuttleworth for their years of service to the District.
11

- 12 1. Executive Secretary-Finance and Administration – Ms. Mildred Roberts
13 Personnel Action: Retirement Resignation
14 Position: Executive Secretary-Finance and Administration, Classified
15 Confidential
16 Years of Service: 28 years of service
17 Effective Date: June 30, 2009
18
- 19 2. Reading Instructor – Mr. Alan Shuttleworth
20 Personnel Action: Retirement Resignation
21 Position: Reading Instructor, Faculty
22 Years of Service: 5 years of service
23 Effective Date: May 9, 2009
24
- 25 3. Maintenance Specialist/Custodian – Mr. James Wirtz
26 Personnel Action: Replacement Hire (vice Mr. James Goodpastor)
27 Position: Maintenance Specialist/Custodian (NCC), Classified
28 Hours: 40 hours per week, 12 months per year
29 Range: Range 16, Classified Hourly Schedule
30 Cost of Position: \$37,627 plus benefits
31 Effective Date: March 11, 2009
32
- 33 4. Administrative Secretary – Ms. Carol Hartzell
34 Personnel Action: Transfer to New Position
35 Position: Administrative Secretary (Campus Life), Classified
36 Hours: 30 hours per week, 10 months per year
37 Range: Range 16, Classified Hourly Schedule
38 Effective Date: April 27, 2009
39 Note: This position is being funded by ASSC; there is no cost to the District.
40
- 41 5. Distance Learning Support Specialist – Mr. Christopher Poling
42 Personnel Action: Reassignment
43 Position: Distance Learning Support Specialist, Classified
44 Hours: 40 hours per week, 12 months per year
45 Range: Range 20, Classified Hourly Schedule
46 Cost of Reassignment: \$28,142
47 Effective Date: February 10, 2009

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5 **PERSONNEL (Continued)**

6 Item #13294, Personnel Transactions (Continued)

7 6. Energy Maintenance Specialist – Mr. Frederick Wilson

8 Personnel Action: Out-of-Class Assignment

9 Position: Energy Maintenance Specialist, Classified

10 Cost of Assignment: \$2,046

11 Effective Dates: February 1, 2009 through May 15, 2009

12 Notes: 10% above regular rate of pay
13

14 7. Associate Dean – Sciences and Mathematics Division

15 Personnel Action: Commence Search for Temporary Replacement Position (vice
16 Mr. Michael Kane)

17 Position: Associate Dean – Sciences and Mathematics Division, Educational
18 Administrator

19 Cost of Assignment: \$75,786 plus benefits

20 Effective Dates: May 21, 2009 up to January 3, 2010
21

22 8. Administrative Services Technician

23 Personnel Action: Commence Search for Replacement Position (vice Ms. Dana
24 Kime)

25 Position: Administrative Services Technician (Police Services), Classified

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

27 Range: Range 17, Classified Hourly Schedule

28 Cost of Position: \$39,541 plus benefits
29

30 9. Accountant

31 Personnel Action: Commence Search for Replacement Position (vice Ms. Marcy
32 Passuello)

33 Position: Accountant, Classified

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

35 Range: Range 24, Classified Hourly Schedule

36 Cost of Position: \$55,640 plus benefits

37 Note: Payroll Coordinator position revised to Accountant
38

39 10. Payroll Technician

40 Personnel Action: Commence Search for Replacement Position (vice Ms. Angela
41 Casey)

42 Position: Payroll Technician, Classified

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

44 Range: Range 20, Classified Hourly Schedule

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

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5 **PERSONNEL (Continued)**

6 Item #13294, Personnel Transactions (Continued)

7 11. Payroll Technician

8 Personnel Action: Commence Search for Replacement Position (vice Ms. Rhonda
9 Vermillion)

10 Position: Payroll Technician, Classified

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

12 Range: Range 20, Classified Hourly Schedule

13 Cost of Position: \$45,781 plus benefits
14

15 12. Student Services Technician

16 Personnel Action: Commence Search for Replacement Position (vice Ms. Emily
17 Evans)

18 Position: Student Services Technician (Admissions & Records), Classified

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

20 Range: Range 18, Classified Hourly Schedule

21 Cost of Position: \$41,517 plus benefits
22

23 13. Student Services Technician

24 Personnel Action: Commence Search for Replacement Position (vice Ms. Aracely
25 Ruiz)

26 Position: Student Services Technician (Counseling), Classified

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

28 Range: Range 18, Classified Hourly Schedule

29 Cost of Position: \$41,517 plus benefits
30

31 14. Computer Science Instructor - Ms. Paula Jo Elson

32 Personnel Action: Partial Leave of Absence Without Pay

33 Position: Computer Science Instructor, Faculty

34 Cost Savings: \$5,022

35 Effective Dates: March 9, 2009 through May 9, 2009
36

37 15. Administrative Services Technician - Ms. Gayle Hage

38 Personnel Action: Temporary Increase in Hours Worked

39 Position: Administrative Services Technician, Classified

40 Range: Range 17, Classified Hourly Schedule

41 Hours Increased: 5 hours per week

42 Cost of Increased Hours: \$3,004

43 Effective Dates: February 18, 2009 through August 31, 2009

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5 **PERSONNEL (Continued)**

6 Item #13294, Personnel Transactions (Continued)

7 16. Special Services Faculty - Spring Semester 2009

8 Personnel Action: Approve Employment

9 Special Services: Part-Time Librarians (NCC), Faculty

10 Faculty Names: Susan Wilson, Dayle Smidt

11 Note: These faculty names were inadvertently left off of the February Board
12 Agenda.
13

14 17. Director, Grant Development & Career Technical Education - Ms. Sandra Scott

15 Personnel Action: Approve Attached Job Description and Reassignment

16 Position: Director, Grant Development & Career Technical, Educational
17 Administrator

18 Effective Date: March 11, 2009
19

20 18. Classified Calendar 2009-2010

21 Personnel Action: Approve Attached Classified Calendar 2009-2010
22

23 19. Temporary Employees

24 Personnel Action: Approve the employment of the temporary employees listed
25 Position: Temporary employees listed below for the department, position, and
26 hourly rate of pay indicated up to 175 days for the 2008-2009 school year in
27 accordance with Article 2 of the Classified Agreement.
28

Name	Department	Position	Hourly Rate	Comments
Amaro-Mendoza, D.	IIT	Student Services CSA	17.25	2/26/08-6/30/09
Campbell, Linda	ASSC	Admin Secty	18.09	1/14/09-4/30/09
Garrett, David	IIT	Student Services CSA	17.25	2/26/08-6/30/09
Gehring, Ariana	NCC - Art	Model	15.00	1/21/09-6/30/09
Linville, Sherrie	IIT	Student Services CSA	17.25	2/26/08-6/30/09
Long, Julie	IIT	Student Services CSA	17.25	2/26/08-6/30/09
Robinson, Charles	IIT	Student Services CSA	17.25	2/26/08-6/30/09
Schulteiss, Caitlin	NCC - Art	Model	15.00	2/2/09-6/30/09
Stone, Erin	Rocklin - Art	Model	15.00	2/2/09-6/30/09
VanderVyver, K.	NCC - Art	Model	15.00	1/21/09-6/30/09
Westerlund, Alyssa	NCC - Art	Model	15.00	2/28/09-6/30/09

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5 **PERSONNEL (Continued)**

6 Item #13294, Personnel Transactions (Continued)

7 20. Substitute Employee

8 Personnel Action: Approve the temporary employment of the substitute
9 employee listed

10 Position: Substitute employee listed below for the department, position, and
11 hourly rate of pay indicated up to 60 consecutive days for the 2008-2009 school
12 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>
14 Smith, Melissa	14 Fac. & Ops.	14 Fac. Ops Asst	14 22.01	14 2/2/09-6/30/09

16
17 **COMMENTS FROM THE COMMUNITY**

18 Ms. Vineyard solicited comments from the community on non-agenda items
19 within the jurisdiction of the Board of Trustees. *Mr. Steve Linthicum* commented on the
20 proceedings of the day.

21
22 **REPORTS**

23 Item #13295, Trustee Area Planning Update; and Reports/Announcements/
24 Communications:

25
26 Committee Meetings and District Functions:

- 27 • *Mr. Bill Martin* reported on a recent meeting of the Long-term Planning
28 Committee.

29
30 Senate Reports:

- 31 • A.S.S.C.: *Mr. Zach Rutledge* commented on the students' involvement in the
32 March in March at the State Capitol, a lobbying effort in support of the
33 Community Colleges.
- 34 • Management Senate: *Mr. Luis Sanchez* commented on the following topics: 1)
35 Election of Management Senate officers; and 2) The efforts of the management
36 senate to respond to the Strategic Council challenge to develop a group
37 perspective regarding strategic planning issues.

38
39 Superintendent/President Report: Dr. Leo E. Chavez commented on guest speakers
40 that will be addressing the College's management team.

41
42 Trustee Reports:

- 43 • *Nancy Palmer* commented on the following topics: 1) A Grass Valley city
44 celebration; and 2) A meeting of the Placer County Treasury Oversight
45 Committee.

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5 **REPORTS (Continued)**

6 Item #13295, Trustee Area Planning Update; and Reports/ Announcements/
7 Communications (Continued)
8 Trustee Reports (Continued)

- 9 • *Scott Leslie* commented on upcoming College events including Dinosaur Day
10 and Taste of Excellence.
- 11 • *Dave Ferrari* commented on the following topics: 1) Potential educational budget
12 cuts in the Tahoe/Truckee area; and 2) A meeting regarding the effort to get bus
13 service to the Truckee campus.
- 14 • *Elaine Rowen Reynoso* commented on the potential impact of Proposition 1D on
15 certain efforts.
- 16 • *Bill Martin* commented on the following topics: 1) A Board meeting of the
17 Wolverine Athletic Association; 2) A study produced by the Institute of Higher
18 Education; and 3) Attendance at a Strategic Council meeting.
- 19 • *Barbara Vineyard* commented on the following topics: 1) A Sierra College Press
20 publication; and 2) The upcoming Patrons/ Aquatics Crab and Shrimp Feed.
21

22 Future Agenda Items:

- 23 • Bill Martin requested that a redistricting discussion take place at either the April
24 or May Board meeting.
25

26 Ms. Vineyard adjourned the meeting for a break at 4:36 p.m. and reconvened the
27 meeting at 4:46 p.m., at which time the Trustee Planning discussion continued.
28

29 **BOARD OF TRUSTEES (Continued)**

30 Item #13281, Trustee Planning (Continued)

31 The discussion led to an initial, non-formalized, consensus that the highest
32 priorities for the immediate future are as follows:
33

- 34 1. Maintain the current level of regular staff and maintain the Board's policy
35 regarding financial reserves. If both priorities are cannot be fully met, the
36 Board will decide how to balance them.
- 37 2. Provide educational opportunities for as many District residents as possible.

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5 **BOARD OF TRUSTEES (Continued)**

6 Item #13281, Trustee Planning (Continued)

7 In order to allow the Board sufficient time and opportunity to participate in
8 District planning efforts, focused planning discussions will be held following regular
9 Board meetings. The discussions will be based on the goals and strategies of the
10 Strategic Master Plan and the desire to place resources in ways that will have the
11 greatest impact on improving student success and will address, among other topics, the
12 following:
13

- 14 1. The degree to which the College should grow.
- 15 2. Effective staffing levels to serve that growth.
- 16 3. The College's priorities for which students to serve.
- 17 4. Facility needs and use of current/potential College properties in western
18 Placer County.

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5 **ADJOURNMENT**

6 As there was no further business, Ms. Vineyard adjourned the meeting at
7 approximately 6:08 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 Barbara J. Vineyard, President
22 Board of Trustees
23 Sierra Joint Community College District
24

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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