

1 Sierra Joint Community College District
2 Regular Meeting of the Board of Trustees
3 Tuesday, May 12, 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, May 12, 2009 at 2:30 p.m. at the Sierra College -
9 Nevada County Campus, Room L-101, 250 Sierra College Drive, Grass Valley, 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
19

20 **Senate/Council**

21 **Representatives:**

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

24 **Staff/Visitors:**

Neal Allbee, Judy Bagley, Jeannette Bischoff, Cliff Burns, Ern
25 Chiappari, Mandy Davies, Megan Kuta, Ron Martinez, Rick
26 McMurtry, Dave Moller, Gary Moser, Greg Murphy, Rachel
27 Rosenthal, Marjorie Sanchez, Sandra Scott, Doug Smith, Stan
28 Spencer
29

30 **CALL TO ORDER**

31 Board President Barbara Vineyard called the meeting to order at approximately
32 2:30 p.m. in Room L-206.
33

34 **CLOSED SESSION**

35 Item #13322 Closed Session: At approximately 3:00 p.m., Ms. Vineyard
36 adjourned the meeting to conduct a closed session for the following purposes:
37

- 38 a) CONSIDERATION OF STUDENT DISCIPLINE
39 [Education Code §72122; 20 U.S.C. §1232g]
40 Expulsion of Student - 1 Potential Case (Case No. 08/09 #1)

(Continued next page...)

5 **CLOSED SESSION (Continued)**

6 Item #13322 Closed Session (Continued)

7 a) CONSIDERATION OF STUDENT DISCIPLINE (Continued)

8 The Board met and discussed proposed disciplinary action involving a
9 student alleged to have committed a crime of violence that also violated
10 the Student Code of Conduct (as set forth in Board Policies,
11 Administrative Procedures, and the Sierra College Student Rights and
12 Responsibilities) and the California Education Code. Permanent
13 expulsion was recommended.
14

15 b) PUBLIC EMPLOYEE PERFORMANCE EVALUATION

16 Title: Superintendent/President
17

18 Attendees included: Board members; Superintendent/President Dr. Leo E.
19 Chavez; staff members Mandy Davies, Ron Martinez, Rachel Rosenthal, Doug Smith,
20 Jeannette Bischoff; and legal counsel Kellie Murphy via telephone.
21

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

23 At approximately 4:02 p.m., Ms. Vineyard reconvened open session in Room L-
24 101; welcomed those present, including Chris Randleman, the new President of the
25 Associated Students of Sierra College and soon to be Student Trustee; led the Pledge of
26 Allegiance; and read a statement regarding public participation in the meeting. Ms.
27 Vineyard then read the following statement regarding discussion held by the Board in
28 Closed Session:
29

30 The Board met and discussed proposed disciplinary action involving a student
31 alleged to have committed a crime of violence that also violated the Student Code of
32 Conduct (as set forth in Board Policies, Administrative Procedures, and the Sierra
33 College Student Rights and Responsibilities) and the California Education Code.
34

35 A **motion** was made by Aaron Klein, seconded by Nancy Palmer **to approve**
36 **permanent expulsion of the student named in Case No. 08/09 #1**. Call for the vote:
37 Ayes: 7; Noes: 0; Abstentions: 0. **Motion carried**. The Student Trustee did not
38 participate in this vote as he was not present during the discussion.
39

40
41 **APPROVAL OF AGENDA**

42 A **motion** was made by Dave Ferrari, seconded by Aaron Klein, **to approve the**
43 **Agenda as presented**. Call for the vote: Student Trustee Advisory Vote: Aye; Trustees:
44 Ayes: 7; Noes: 0; Abstentions: 0. **Motion carried unanimously**.

5 **APPROVAL OF MINUTES - April 14, 2009**

6 There were no revisions recommended for the minutes of the April 14, 2009,
7 meeting of the Trustees. A **motion** was made by Aaron Klein, seconded by Nancy Palmer,
8 **to approve the Minutes of the April 14, 2009, Board meeting as submitted.** Call for the
9 vote: Student Trustee Advisory Vote: Aye; Trustees: Ayes: 7; Noes: 0; Abstentions: 0.
10 **Motion carried unanimously.**
11

12 **BOARD OF TRUSTEES**

13 Item #13323, 2009-2010 Board Goals: A **motion** was made by Aaron Klein,
14 seconded by Bill Martin, **to approve the Board Goals for 2009-2010 as submitted.** Call for
15 the vote: Student Trustee Advisory Vote: Aye; Trustees: Ayes: 7; Noes: 0; Abstentions: 0.
16 **Motion carried unanimously.**
17

18 Item #13324, Redistricting: Consideration of Further Investigation: A discussion
19 took place regarding trustee area districts in response to a report that trustee Bill Martin
20 had distributed at the April 14, 2009, Board meeting, titled, "A Discussion of Redefining
21 Sierra College Trustee Areas and Election Process." A **motion** was made by Aaron Klein,
22 seconded by Nancy Palmer, **to table the discussion regarding pursuing further**
23 **investigation into the possibility of trustee area redistricting until the College President**
24 **reports on population changes after the next census.** Call for the vote: Student Trustee
25 Advisory Vote: Aye; Trustees: Ayes: 4; Noes: 3 (Ferrari, Martin, Rowen-Reynoso);
26 Abstentions: 0. **Motion carried.** It was noted that this motion was in no way intended to
27 discourage trustees from bringing forward issues for Board discussion and/or action.
28

29 Item #13325, Resolution No. 2009-11: Reaffirming the Privileges Afforded to the
30 Student Trustee: A **motion** was made by Zach Rutledge, seconded by Nancy Palmer, **to**
31 **adopt Resolution No. 2009-11 affording privileges to the student member of the Board.**
32 Roll call vote: Student Trustee Advisory Vote: Aye; Trustees: Ayes: 7; Noes: 0;
33 Abstentions: 0. **Motion carried unanimously.**
34

35 Item #13326, Accreditation Update: No presentation or discussion of this item
36 took place at this point in the agenda. The topic of accreditation was included in the
37 discussion regarding the Board's role in planning and budgeting that took place during
38 the Board Planning Session at the end of the meeting.
39

40 **ORGANIZATIONAL EFFECTIVENESS**

41 Item #13327, Planning Update: Mr. Doug Smith provided an update regarding
42 the bond funded construction projects at the Sierra College - Nevada County Campus.
43 A PowerPoint presentation was featured and a discussion followed.

1 Sierra Joint Community College District
2 Minutes of the Regular Meeting of the Board of Trustees
3 Tuesday, May 12, 2009
4

5 **ORGANIZATIONAL EFFECTIVENESS (Continued)**

6 Item #13328, Citizens' Oversight Committee for School Facilities Improvement
7 District No. 2 - Nevada County Campus: Annual Report: Mr. Doug Smith, Vice President
8 of Finance and Administration, introduced Ms. Judy Bagley, past Chair of the Nevada
9 County Campus Citizens' Oversight Committee, who presented the Citizens' Oversight
10 Committee report for School Facilities Improvement District (SFID) No. 2 for the period of
11 July 1, 2007 through June 30, 2008. A **motion** was made by Nancy Palmer, seconded by
12 Aaron Klein, **to approve the 2007-2008 annual report of the Citizens' Oversight**
13 **Committee, School Facilities Improvement District No. 2 - Nevada County Campus.**
14 Call for the vote: Student Trustee Advisory Vote: Aye; Trustees: Ayes: 7; Noes: 0;
15 Abstentions: 0. **Motion carried unanimously.** The Board thanked the committee for its
16 work.
17

18 Item #13329, Resolution No. 2009-09: Intent to Dedicate Real Property to City of
19 Rocklin: A **motion** was made by Aaron Klein, seconded by Dave Ferrari, **to adopt**
20 **Resolution No. 2009-09, "Resolution of Intent to Dedicate Real Property,"** direct staff to
21 **post required legal notices, and bring the "Resolution to Dedicate Real Property" and**
22 **the agreement with the City of Rocklin for adoption and approval at the public hearing**
23 **at the June 9, 2009, Board meeting.** Roll call vote: Student Trustee Advisory Vote: Aye;
24 Trustees: Ayes: 7; Noes: 0; Abstentions: 0. **Motion carried unanimously.**
25

26 **CONSENT AGENDA**

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

32 Item #13330, Course/Program Additions, Deletions and Inactivations: The Board
33 approved the curriculum revisions as listed in the Curriculum Transactions document.
34

35 Item #13331, Resolution No. 2009-10: Declare and Authorize Disposition of
36 Surplus Property: The Board adopted Resolution No. 2009-10 declaring the listed
37 personal property as obsolete/surplus and directed the staff to take appropriate action
38 as per Section 81450 of the Education Code.

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5 **CONSENT AGENDA (Continued)**

6 Item #13332, Contracts and Agreements – Capital Projects: The Board approved
7 the contracts and agreements listed below:
8

9 **A. CONTRACTS FOR APPROVAL**

10 1. Contract/Agreement: Allegro General Contractors

11 Term: May 13 to May 29, 2009

12 Amount: \$17,902

13 Funding Source: SFID No. 1 Bond Funds

14 Agreement: Contractor to build and install new cabinetry for chemical storage
15 at new Tahoe-Truckee Campus. In addition, contractor will make
16 modifications to some existing cabinetry and install a Meile Ware
17 washer.
18

19 **B. CONTRACTS FOR RATIFICATION**

20 1. Independent Contractor Agreement: Bob Parkins Consulting

21 Term: April 16, 2009 to December 31, 2009

22 Amount: \$20,000 (not to exceed)

23 Funding Source: District funded

24 Agreement: Consultant to identify potential solar (photo voltaic and hot water)
25 sites; develop Request For Proposals (RFP's) and analyze
26 responses; provide construction monitoring; and assist with
27 commissioning and financing documents.
28

29 2. Contract/Agreement: O1 Communications, Inc.

30 Term: May 1, 2009 to August 31, 2010

31 Amount: \$9,088 (\$568 per month)

32 Funding Source: SFID No. 2 Bond Funds

33 Agreement: High-speed internet service provided to the construction trailers
34 supporting Phase 2 of the Nevada County Campus Expansion and
35 Renovations Project for the duration of the project (Wellness
36 Center, Gymnasium, Multi-purpose Facility and multiple existing
37 building renovations).
38

39 3. Contract/Agreement: United Site Services, Inc.

40 Term: May 1, 2009 to June 30, 2010

41 Amount: \$9,305.10 (\$664.65 per month)

42 Funding Source: SFID No. 2 Bond Funds

43 Agreement: Temporary sewage holding tanks for the construction trailers for
44 Phase 2 of the Nevada County Campus Expansion and Renovations
45 Project.

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5 **CONSENT AGENDA (Continued)**

6 Item #13332, Contracts and Agreements – Capital Projects (Continued)

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

8 4. Contract/Agreement: Modern Building Systems, Inc.

9 Term: May 1, 2009 to August 31, 2010

10 Amount: \$8,200

11 Funding Source: SFID No. 2 Bond Funds

12 Agreement: District to assume the remainder of the lease previously held by Turner
13 Construction for an onsite construction office trailer, which will be used for
14 the duration of the construction for the Nevada County Campus Expansion
15 and Renovations Project (Wellness Center, Gymnasium, Multi-purpose
16 Facility and multiple existing building renovations). Cost includes monthly
17 rent, final cleaning, tear down and removal at conclusion of the project.
18

19 5. Contract/Agreement: Mobile Modular Management Corporation

20 Term: May 5, 2009 to July 5, 2010

21 Amount: \$16,243.48

22 Funding Source: SFID No. 2 Bond Funds

23 Agreement: District to assume the remainder of the lease previously held by Turner
24 Construction for a second construction office trailer, which will be used for
25 the duration of the construction for the Nevada County Campus Expansion
26 and Renovations Project (Wellness Center, Gymnasium, Multi-purpose
27 Facility and multiple existing building renovations). Cost includes monthly
28 rent, final cleaning, tear down and removal at conclusion of the project.
29

30 6. Contract/Agreement: Hansen Brothers Enterprises

31 Term: April 27, 2009 through November 30, 2009

32 Amount: \$7,800

33 Funding Source: SFID No. 2 Bond Funds

34 Agreement: Contractor to provide all labor, materials, tools, and equipment necessary to
35 repair culvert at Nevada County Fire Station #2 as required by the Sierra
36 College Expansion and Renovations Project Storm Water Pollution
37 Prevention Plan.
38

39 7. Contract/Agreement: ANOVA Architects

40 Term: March 24, 2009 through April 30, 2009

41 Amount: \$6,500

42 Funding Source: SFID No. 2 Bond Funds

43 Agreement: Under existing master agreement with the District and the District's request,
44 ANOVA Architects are participating in the contractor selection process for
45 Phase 2 of the Nevada County Campus Expansion and Renovations Project.
46 Services include preparation of the Request for Qualifications, conducting a
47 bid walk, review and evaluation of Statements of Qualifications, and
48 participation in both rounds of interviews.

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5 **CONSENT AGENDA (Continued)**

6 Item #13332, Contracts and Agreements – Capital Projects (Continued)
7

8 **C. CONTRACT AMENDMENTS FOR APPROVAL**

9 1. Amendment No. 8 to Lease/Lease-back Agreement: Turner Construction

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

11 Term: March 1, 2008 to completion of project

12 Amount: \$97,697 (total \$19,235,174)

13 Funding Source: SFID No. 2 Bond Funds

14 Agreement: Change Order No. 8 will increase the Guaranteed Maximum Price
15 (GMP) listed in the Facilities Lease Agreement for the construction
16 of the Nevada County Campus, executed on March 1, 2008. This
17 Change will allow a GMP increase to include the following
18 changes: repair existing site conduits, landscape the area south of
19 the existing Science Building and re-route classroom building data
20 room conduits. This net increase will be offset with District
21 contingency funds within the originally approved program
22 budget.
23

24 **D. CONTRACT AMENDMENTS FOR RATIFICATION**

25 1. Amendment No. 15 to Contract/Agreement: Lionakis Architects

26 Previous Board Agenda Item No. 12484 (Approved June 28, 2005)

27 Term: April 2, 2009 to completion of project

28 Amount: \$3,600 (estimated Time & Materials)

29 Funding Source: SFID No. 1 Bond Funds

30 Agreement: Architect to coordinate parking lot revisions for additional parking
31 spaces at the new Tahoe-Truckee Campus. Work to include review
32 and submittal of civil engineering documents to Division of the
33 State Architect (DSA). Work to be performed on a time and
34 materials basis.
35

36 Item #13333, District Contracts and Agreements: The Board ratified and/or
37 approved the contracts and agreements listed below:
38

39 **A. OFFICE OF INSTRUCTION - GRANT DEVELOPMENT & CAREER
40 TECHNICAL EDUCATION**

41 1. Contract/Agreement: Chancellor's Office of the California Community Colleges
42 (Center for Applied Competitive Technologies [CACT] Grant No. 09-302-018)

43 Term: July 1, 2009 to June 30, 2010

44 Amount: \$205,000 (awarded)

45 Funding Source: Chancellor's Office of the California Community Colleges

46 Agreement: Sierra College has received notification of Intent to Award the
47 Grant Development and Career Technical Education Division
48 renewal grant 09-302-018.

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5 **CONSENT AGENDA (Continued)**

6 Item #13333, District Contracts and Agreements (Continued)

7 **A. OFFICE OF INSTRUCTION - GRANT DEVELOPMENT & CAREER**
8 **TECHNICAL EDUCATION (Continued)**

9 2. Contract/Agreement: California Ski Industry Association

10 Term: June 1, 2009 to June 5, 2009

11 Amount: \$18,000 (receivable)

12 Funding Source: California Ski Industry Association

13 Agreement: Sierra College will provide contract instruction (40 hours of
14 Ropeway Mechatronics 1 and 40 hours of Ropeway Mechatronics 3)
15 to 48 participants from the California Ski Industry Association.
16

17 3. Independent Contractor Agreement: Steven L. Hunter

18 Term: June 1, 2009 to June 5, 2009

19 Amount: \$7,255

20 Funding Source: Client Services

21 Agreement: Consultant will provide Ropeway Mechantronics 1 and Ropeway
22 Mechatronics 3 to 48 participants of the California Ski Industry
23 Association at Northstar-at-Tahoe, Truckee, California.
24

25 4. Independent Contractor Agreement: William Caskey

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

27 Amount: \$5,000

28 Funding Source: CTE Community Collaborative Projects Grant No.
29 08-141-271

30 Agreement: Consultant will provide project management services to include:
31 oversight, management and /or execution of project work plan
32 activities that achieve measurable outcomes and stated project
33 timelines for the CTE Community Collaborative Supplemental (08-
34 141-271) Grant, and ongoing consultation and coordination with
35 Sierra College Project Director and Grant Development & Career
36 Technical Education division staff.
37

38 5. Independent Contractor Agreement: bhc Associates, Inc. (Tech Prep Grant)

39 Term: April 27, 2009 to June 30, 2009

40 Amount: \$1,936

41 Funding Source: Tech Prep Grant No. 08-139-067

42 Agreement: Consultant will provide coordination of the Tech Prep grant,
43 provide monthly, quarterly, and final reports of progress, maintain
44 and compile data related to the grant, and coordinate project-
45 related meetings, including logistics planning and agenda.

5 **CONSENT AGENDA (Continued)**

6 Item #13333, District Contracts and Agreements (Continued)

7 **A. OFFICE OF INSTRUCTION - GRANT DEVELOPMENT & CAREER
8 TECHNICAL EDUCATION (Continued)**

9 6. Independent Contractor Agreement: bhc Associates, Inc. (CTEA 1C Grant)

10 Term: April 27, 2009 to June 30, 2009

11 Amount: \$6,864

12 Funding Source: CTEA 1C Grant No. 08-C01-058

13 Agreement: Consultant will provide coordination of the Career Technical
14 Education/Perkins grant, provide monthly, quarterly, and final
15 reports of progress, maintain and compile data related to the grant,
16 and coordinate project-related meetings, including logistics
17 planning and agenda.
18

19 **B. OFFICE OF INSTRUCTION - RESEARCH DEPARTMENT**

20 1. Amendment No. 5 to Independent Contractor Agreement: Jose Pagtalunan

21 Term: July 1, 2009 to June 30, 2010

22 Amount: \$7,500

23 Funding Source: Research Budget

24 Agreement: Continued modifications to Research Database; continued creation
25 of new organizational linkages for files in Research Database;
26 continued maintenance of District's data warehouse. Term of
27 agreement adjusted to coincide with fiscal year; fee schedule
28 prorated accordingly.
29

30 **C. OFFICE OF INSTRUCTION - SCIENCES & MATHEMATICS DIVISION**

31 1. Lease/Rental Agreement: Jack Owens

32 Term: August 31, 2009 through December 19, 2009

33 Amount: Not to exceed \$3,860

34 Funding Source: Instructional Budget

35 Agreement: Over the past several years, the District has utilized Jack Owens'
36 stables and arena for equestrian courses and wishes to continue the
37 agreement for the Fall 2009 semester.
38

39 **D. STUDENT SERVICES**

40 1. Contract/Agreement: The Regents of the University of California, Puente Project

41 Term: July 1, 2009 to June 30, 2013

42 Amount: \$70,000 (receivable)

43 Funding Source: The Regents of the University of California

5 **CONSENT AGENDA** (Continued)

6 Item #13333, District Contracts and Agreements (Continued)

7 **D. STUDENT SERVICES** (Continued)

8 1. Contract/Agreement: The Regents of the University of California, Puente
9 Project (Continued)

10 Agreement: This agreement between The Regents of the University of
11 California and Sierra Joint Community College District is to
12 implement a Puente Project to better support the underserved
13 student population and improve transfer and persistence rates for
14 these students. For each of the 2009-2010 and 2010-2011 academic
15 years, Puente will provide capacity-building funding of \$30,000 per
16 year and a minimum of \$5,000 per year for Puente program
17 operational costs.
18

19 **PERSONNEL**

20 Item #13334, Personnel Transactions: A motion was made by Zach Rutledge,
21 seconded by Nancy Palmer, **to approve Personnel Transactions Nos. 1-38, inclusive.**
22 Call for the vote: Student Trustee Advisory Vote: Aye; Trustees: Ayes: 7; Noes: 0;
23 Abstentions: 0. **Motion carried unanimously.**
24

25 1. Construction Technology Instructor - Mr. Edward Wicks

26 Personnel Action: Retirement Resignation
27 Position: Construction Technology Instructor, Faculty
28 Years of Service: 30 Years of Service
29 Effective Date: May 9, 2009
30

31 2. Director of Human Resources - Mr. Cameron Abbott

32 Personnel Action: New Position Hire
33 Position: Director of Human Resources, Classified Supervisory
34 Range: Range 24, Classified Supervisory Salary Schedule
35 Cost of Position: \$122,583 plus benefits, FLSA Exempt
36 Effective Date: July 6, 2009
37

38 3. English as a Second Language (ESL) Instructor - Ms. Jessica Schamber

39 Personnel Action: New Position Hire
40 Position: English as a Second Language (ESL) Instructor, Faculty
41 Days: 175 days
42 Cost of Position: \$52,394 plus benefits
43 Effective Date: August 14, 2009

5 **PERSONNEL (Continued)**

6 Item #13334, Personnel Transactions (Continued)

7 4. Environmental Studies Instructor – Ms. Kristine Gilbert

8 Personnel Action: New Position Hire

9 Position: Environmental Studies Instructor, Faculty

10 Days: 175 days

11 Cost of Position: Between \$49,900 and \$66,870 plus benefits

12 Effective Date: August 14, 2009
13

14 5. Psychology Instructor – Mr. Robert Lennartz

15 Personnel Action: New Position Hire

16 Position: Psychology Instructor, Faculty

17 Days: 175 days

18 Cost of Position: Between \$49,900 and \$66,870 plus benefits

19 Effective Date: August 14, 2009
20

21 6. Counselor – Ms. Jennifer Hurst-Crabb

22 Personnel Action: New Position Hire

23 Position: Counselor (NCC), Faculty,

24 Days: 199 days

25 Cost of Position: \$62,558 plus benefits

26 Effective Date: August 14, 2009
27

28 7. French Instructor – Ms. Laurence Lambert

29 Personnel Action: Replacement Hire (vice Ms. Irene Sadler)

30 Position: French Instructor, Faculty

31 Days: 175 days

32 Cost of Position: \$66,053 plus benefits

33 Effective Date: August 14, 2009
34

35 8. Mathematics Instructor – Mr. Ian Wu

36 Personnel Action: Replacement Hire (vice Dr. Joel Siegel)

37 Position: Mathematics Instructor, Faculty

38 Days: 175 days

39 Cost of Position: Between \$49,900 and \$66,870 plus benefits

40 Effective Date: August 14, 2009
41

42 9. Accountant – Brenda Shine

43 Personnel Action: Replacement Hire (vice Ms. Marcy Passuello)

44 Position: Accountant (Payroll), Classified

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

46 Range: Range 24, Classified Hourly Schedule

47 Cost of Position: \$65,640 plus benefits

48 Effective Date: June 2, 2009

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5 **PERSONNEL (Continued)**

6 Item #13334, Personnel Transactions (Continued)

7 10. Accountant – Judy Ahlquist

8 Personnel Action: Replacement Hire (vice Ms. Beverly Yoha)

9 Position: Accountant (Accounts Payable), Classified

10 Range: Range 24, Classified Salary Schedule

11 Cost of Position: \$65,640 plus benefits

12 Effective Date: May 26, 2009
13

14 11. Student Services Technician – Ms. Aracely Canon

15 Personnel Action: Replacement Hire (vice Ms. Aracely Ruiz)

16 Position: Student Services Technician (Counseling), Classified

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

18 Range: Range 18, Classified Hourly Schedule

19 Cost of Position: \$41,517 plus benefits

20 Effective Date: May 18, 2009
21

22 12. Grounds Maintenance Technician – Mr. Thomas Makimoto

23 Personnel Action: Replacement Hire (vice Mr. Stephen Clarkson)

24 Position: Grounds Maintenance Technician, Classified

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

26 Range: Range 18, Classified Hourly Schedule

27 Cost of Position: \$41,517 plus benefits

28 Effective Date: May 13, 2009
29

30 13. Student Services Technician – Ms. Elizabeth Williams

31 Personnel Action: In-Position Transfer/Replacement Hire (vice Ms. Carol
32 Hartzell)

33 Position: Student Services Technician (Assessment Center), Classified

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

35 Range: Range 18, Classified Hourly Schedule

36 Effective Date: May 1, 2009

37 Note: Due to the in-position transfer, there is no additional cost to the District.
38

39 14. Student Services Technician – Ms. Jennie Grow

40 Personnel Action: New Position Hire

41 Position: Student Services Technician (CalWORKS), Classified

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

43 Range: Range 18, Classified Hourly Schedule

44 Cost of Position: \$41,517 plus benefits

45 Effective Date: May 13, 2009

5 **PERSONNEL (Continued)**

6 Item #13334, Personnel Transactions (Continued)

7 15. Vehicle and Equipment Technician – Mr. Jeff Lloyd
8 Personnel Action: Extension to Out-of-Class Assignment
9 Position: Vehicle and Equipment Technician, Classified
10 Cost of Assignment: \$409
11 Effective Dates: April 1, 2009 up to May 15, 2009
12 Note: 5% above regular rate of pay
13

14 16. Vehicle and Equipment Technician – Mr. Jeff Lloyd
15 Personnel Action: Out-of-Class Assignment
16 Position: Vehicle and Equipment Technician, Classified
17 Cost of Assignment: \$3,249
18 Effective Dates: May 16, 2009 up to November 13, 2009
19 Note: 10% above regular rate of pay
20

21 17. Custodian – Mr. Tim Trujillo
22 Personnel Action: Out-of-Class Assignment
23 Position: Custodian, Classified
24 Cost of Assignment: \$351
25 Effective Dates: June 23, 2009 up to July 18, 2009
26 Note: 10% above regular rate of pay
27

28 18. Communications Center Operator – Ms. Trudie Wiggins
29 Personnel Action: Out-of-Class Assignment
30 Position: Communications Center Operator, Classified
31 Cost of Assignment: \$1,090
32 Effective Dates: February 13, 2009 up to June 30, 2009
33 Note: 5% above regular rate of pay
34

35 19. Help Desk Technician
36 Personnel Action: Approve Job Description
37 Position: Help Desk Technician, Classified
38 Range: Range 19, Classified Hourly Schedule
39

40 20. Accounts Payable Technician
41 Personnel Action: Approve Revised Job Description
42 Position: Accounts Payable Technician, Classified
43 Range: Range 17, Classified Hourly Schedule
44

45 21. Technology Specialist-Applied Art & Design/ Art – Mr. Anthony Gill
46 Personnel Action: Approve Revised Job Description and New Position Title
47 Position: Technology Specialist-Applied Art & Design/Art, Classified
48 Effective Date: May 13, 2009

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5 **PERSONNEL (Continued)**

6 Item #13334, Personnel Transactions (Continued)

7 22. Technology Specialist-Applied Art & Design/Photography – Mr. Mathew Fertel
8 Personnel Action: Approve Revised Job Description and New Position Title
9 Position: Technology Specialist-Applied Art & Design/Photography, Classified
10 Effective Date: May 13, 2009
11

12 23. Dean-Business and Technology Division – Dr. Luis Sanchez
13 Personnel Action: Reorganization/Promotion
14 Position: Dean-Business and Technology Division, Educational Administrator
15 Cost of Promotion: \$8,526
16 Effective Date: April 15, 2009
17

18 24. Associate Dean – Liberal Arts
19 Personnel Action: Commence Search for Reorganization/Replacement
20 Position (vice Dr. Luis Sanchez)
21 Position: Associate Dean – Liberal Arts, Educational Administrator
22 Cost of Position: \$113,679 plus benefits, FLSA Exempt
23 Note: With the reorganization of the Business and Technology and the Liberal
24 Arts Divisions and the promotion of Dr. Sanchez to the Dean-Business &
25 Technology Division, the Associate Dean-Business and Technology position is
26 not being replaced. The Associate Dean Business and Technology position
27 will be reassigned to Liberal Arts.
28

29 25. Counselor
30 Personnel Action: Commence Search for Replacement Position (vice Ms. Karen
31 Parker)
32 Position: Counselor (NCC), Faculty
33 Days: 199 Days
34 Cost of Position: Between \$56,310 and \$76,801 plus benefits
35

36 26. Executive Secretary-Finance and Administration
37 Personnel Action: Commence Search for Replacement Position (vice Ms.
38 Mildred Roberts)
39 Position: Executive Secretary-Finance and Administration, Classified
40 Confidential
41 Hours: 40 hours per week, 12 months per year
42 Range: Range C15, Classified Confidential Salary Schedule
43 Cost of Position: \$55,516 plus benefits

5 **PERSONNEL (Continued)**

6 Item #13334, Personnel Transactions (Continued)

7 27. Outreach Specialist

8 Personnel Action: Commence Search for Replacement Position (vice Mr.
9 Alistair Turner)

10 Position: Outreach Specialist, 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 28. Network Support Specialist

16 Personnel Action: Commence Search for Replacement Position (vice Mr.
17 Russell Hetzler)

18 Position: Network Support Specialist, Classified

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

20 Range: Range 25, Classified Hourly Schedule

21 Cost of Position: \$58,427 plus benefits
22

23 29. Administrative Assistant

24 Personnel Action: Commence Search for Replacement Position (vice Ms.
25 Cheryl Harris)

26 Position: Administrative Assistant (Counseling), Classified

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

28 Range: Range 20, Classified Hourly Schedule

29 Note: This position is categorically funded; there is no cost to the District.
30

31 30. Custodian

32 Personnel Action: Commence Search for Replacement Position (vice Mr.
33 Raymond Costan)

34 Position: Custodian, Classified

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

36 Range: Range 15, Classified Hourly Schedule

37 Cost of Position: \$35,880 plus benefits
38

39 31. Full-Time Temporary, Non-Tenure Track, Mathematics Instructor

40 Personnel Action: Commence Search for Replacement Position (vice Ms. Vicki
41 Day)

42 Position: Full-Time Temporary, Non-Tenure Track, Mathematics Instructor,
43 Faculty

44 Days: 175 Days

45 Cost of Position: Between \$49,900 and \$66,870 plus benefits

46 Effective Date: 2009-2010 Academic Year

5 **PERSONNEL (Continued)**

6 Item #13334, Personnel Transactions (Continued)

7 32. Executive Secretary-Finance and Administration - Ms. Mildred Roberts
8 Personnel Action: Revision to Retirement Date
9 Position: Executive Secretary-Finance and Administration, Classified Confidential
10 Original Retirement Date: June 30, 2009
11 Effective Retirement Date: May 31, 2009
12

13 33. Instructional Assistant-Mathematics - Mr. Matthew Harrison
14 Personnel Action: Partial Leave of Absence Without Pay
15 Position: Instructional Assistant-Mathematics, Classified
16 Total Reduction in Hours: 144 hours
17 Cost Savings: \$3,852
18 Effective Dates: June 1, 2009 through July 31, 2009
19

20 34. Custodian - Mr. Sergey Khudyakov
21 Personnel Action: Vacancy Replacement (vice Mr. Steve Clarkson)
22 Position: Grounds Maintenance Technician, Classified
23 Cost of Replacement: \$1,322
24 Effective Dates: November 1, 2008 through June 1, 2009
25 Note: Vacancy replacement was from Custodian (Range 15) to Grounds
26 Maintenance Technician (Range 18)
27

28 35. Temporary Employees
29 Personnel Action: Approve the employment of the temporary employees
30 listed
31 Position: Temporary employees listed below for the department, position, and
32 hourly rate of pay indicated up to 175 days for the 2008-2009 school year in
33 accordance with Article 2 of the Classified Agreement.
34

Name	Department	Position	Hourly Rate	Comments
Besio, Lisa	Truckee - Art	Model	\$15.00	4/1/09 - 6/30/09
Morgan, Barbara	Truckee	AST	\$19.01	4/1/09 - 6/30/09
Thomas, Sandy	Planning & Research	Admin Secty	\$18.09	4/1/09 - 6/30/09

39
40 36. Substitute Employee
41 Personnel Action: Approve the temporary employment of the substitute
42 employee listed
43 Position: Substitute employees listed below for the department, position, and
44 hourly rate of pay indicated up to 60 consecutive days for the 2008-2009 school
45 year in accordance with Article 2 of the Classified Agreement.
46

Name	Department	Position	Hourly Rate	Comments
Balda, Pedro	Fac. & Ops.	Custodian	\$17.25	3/23/09-6/30/09

(Continued next page...)

5 **PERSONNEL (Continued)**

6 Item #13334, Personnel Transactions (Continued)

7 37. Vacancy Replacement Employees

8 Personnel Action: Approve the temporary employment of the vacancy
9 replacement employees listed

10 Position: Vacancy employees listed below for the department, position, and
11 hourly rate of pay indicated not to exceed 120 working days for the 2008-2009
12 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>
15 Black, Lisa	Police Services	AST	\$19.01	4/1/09 - 6/30/09
16 July, Tamara	Counseling	SST	\$19.96	4/2/09 - 6/30/09

17
18 38. Leave Replacement Employee

19 Personnel Action: Approve the temporary employment of the leave replacement
20 employee listed

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

			Hourly	
<u>Name</u>	<u>Department</u>	<u>Position</u>	<u>Rate</u>	<u>Comments</u>
26 Pellerin, Greg	NCC Fac. & Ops	Energy Specialist	\$26.75	4/15/09 - 6/3/09

27
28 Item #13335, Collective Bargaining: Amendments to Sierra College Faculty
29 Association (SCFA) Collective Bargaining Agreement: A motion was made by Aaron
30 Klein, seconded by Dave Ferrari, **to approve the amendments to Sierra College Faculty**
31 **Association (SCFA) collective bargaining agreement language and salary adjustment**
32 **effective July 1, 2009.** Call for the vote: Student Trustee Advisory Vote: Abstain;
33 Trustees: Ayes: 7; Noes: 0; Abstentions: 0. **Motion carried.**
34

35 **REPORTS**

36 Item #13336, Trustee Area Planning Update; and Reports/Announcements/
37 Communications:

38
39 Committee Meetings and District Functions:

- 40 • *Mr. Aaron Klein* reported on a recent meeting of the Facilities Committee.
- 41 • *Ms. Nancy Palmer* reported on a meeting held for the purpose of selecting new
42 members to serve on the Nevada County Campus Citizens' Oversight
43 Committee.
- 44 • *Ms. Barbara Vineyard* reported on a luncheon held for the newly tenured faculty
45 members.
- 46 • *Mr. Scott Leslie* reported on the Taste of Excellence event hosted by the Sierra
47 College Foundation.

(Continued next page...)

5 **REPORTS (Continued)**

6 Item #13336, Trustee Area Planning Update; and Reports/ Announcements/
7 Communications (Continued)
8

9 Senate Reports:

- 10 • Academic Senate: *Mr. Jay Hester* commented on the following topics: 1)
11 Leadership changes in the Academic Senate; and 2) Efforts being made to meet
12 the demands of accreditation.
- 13 • A.S.S.C.: *Mr. Zach Rutledge* commented on the following topics: 1) Progress on
14 the new coffee bar; 2) Progress on the patio project outside the Fireside Room;
15 and 3) The experience of serving as a student trustee for the past year.
16

17 Superintendent/President Report: Dr. Leo E. Chavez presented a plaque to Zach
18 Rutledge, outgoing Student Trustee, and thanked him for his service to the College and
19 its students. Dr. Chavez also thanked Neal Allbee, Executive Dean, Sierra College -
20 Nevada County Campus, for his service to the District. Additionally, Dr. Chavez
21 commented on the following topics: 1) Commencement ceremonies at the Rocklin and
22 Nevada County campuses; and 2) The annual Award and Scholarship celebration.
23

24 Trustee Reports:

- 25 • *Bill Martin* commented on the activities of the Wolverine Athletic Association.
- 26 • *Elaine Rowen Reynoso* commented on the commencement ceremonies at the
27 Rocklin and Nevada County campuses.
- 28 • *Aaron Klein* commented on the following topics: 1) Commencement ceremony at
29 the Rocklin campus; and 2) Annual Trustees Conference hosted by the
30 Community College League of California.
- 31 • *Dave Ferrari* commented on the following topics: 1) Taste of Excellence event; 2)
32 Kilns at the Sierra College - Tahoe-Truckee Campus; and 3) Performances of a
33 Tahoe-Truckee local choral group.
- 34 • *Scott Leslie* requested information regarding the recent President's Breakfast,
35 which was then provided by the trustees.
- 36 • *Nancy Palmer* commented on the following topics: 1) President's Breakfast event;
37 2) Annual Trustees Conference hosted by the Community College League of
38 California.
- 39 • *Barbara Vineyard* commented on the following topics: 1) Presentation to the
40 College's Management Team; 2) Presentation to Honor Society; 3) The annual
41 Award and Scholarship celebration including an honor given to Zach Rutledge,
42 outgoing Student Trustee; 4) Annual College retirement celebration; 5)
43 President's Breakfast event; and 6) Annual Trustees Conference hosted by the
44 Community College League of California.

(Continued next page...)

1 Sierra Joint Community College District
2 Minutes of the Regular Meeting of the Board of Trustees
3 Tuesday, May 12, 2009
4

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. *Ms. Judy Bagley* addressed the Board
8 regarding Sierra College Foundation events.
9

10 Ms. Vineyard adjourned the meeting for a break at 5:50 p.m. and reconvened the
11 meeting at 6:10 p.m.
12

13 **BOARD PLANNING SESSION**

14 Item #13337, Board Planning: Role of Board: Dr. Chavez introduced the topic and
15 led discussion regarding the Board's role in the District's planning and resource
16 allocation process. In response to accreditation concerns, a great deal of effort has gone
17 into strengthening the District's planning and resource allocation processes. Ms. Rachel
18 Rosenthal, Vice President of Instruction, and Ms. Mandy Davies, Vice President of
19 Student Services, were introduced to share information as to the steps that have been
20 taken and the processes that have been developed in recent months. Three handouts
21 were distributed and reviewed which described the roles of the various parties involved
22 and timelines for District planning and budgeting efforts. An active discussion took
23 place, and of note were the addition to the process of the Program Review Committee,
24 the Planning and Resource Allocation Committee, and the updated ePAR. The Board
25 will continue to regularly receive and review planning and budgeting information and
26 provide direction regarding short-term and long-term priorities, ensuring that District
27 efforts are aligned with the College's mission.

(Continued next page...)

1 Sierra Joint Community College District
2 Minutes of the Regular Meeting of the Board of Trustees
3 Tuesday, May 12, 2009
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 _____
32 David Ferrari, Vice President/Clerk
33 Board of Trustees
Sierra Joint Community College District

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