Sierra Joint Community College District
Regular Meeting of the Board of Trustees
Tuesday, June 10, 2014

MINUTES

The regular meeting of the Board of Trustees of the Sierra Joint Community College District was held Tuesday, June 10, 2014, at 2:00 p.m. at the Sierra College – Rocklin Campus, 5000 Rocklin Road, Rocklin, California, in Rooms LR-133 and A-104.

Board Members Present: Cari Dawson Bartley, Dave Ferrari, Bill Halldin, Aaron Klein (in at 2:47 p.m.), Scott Leslie, Nancy B. Palmer, and Howard Rudd

Superintendent/President: William H. Duncan, IV

Student Trustee: Leslie A. Ramirez

Staff/Visitors: Judy Ahlquist, Mario Balderas, Natalie Betton, Eric Brandfass, Jeannette Bischoff, Greg Brown, Tresor Bunker, Dustin Byers, Andrea Castillo, Jordan Colvin, Paul Cooper, Mandy Davies, Justin DeMartin, Laura Doty, Ruth Echavarria, Jené Hallam, Jason M. Hardy, Don Harris, Jack Harrison, Bill Hemphill, Lonna Henderson, Jay Hester, Tim Hollabaugh, Greg Hughes, Colin Irwin, Darlene Jackson, Steve Linthicum, Glyn Long, Christina Martinez, Sue Michaels, Bradford Monday, Catherine Morris, Gary Moser, Mark Prickett, Erika Ramirez, Sammy Rhodes, Jonathon Rodriguez, Blake Rood, Bart Ruud, Sydney Stalks, Deb Sutphen, Eric Theer, Thor Tivol, Jesse Vigil, Danni Wagner, Dennis Wikoff, Nick Wyler, Taylor Wyler, Chris Yatooma

CALL TO ORDER

Board President Bill Halldin called the meeting to order at 2:03 p.m.

STUDY SESSION

Item #14308, Board Budget Study Session: Mr. Chris Yatooma, Vice President of Administrative Services, presented an informational overview of California Community College funding, Budget Revision #2 for 2013-14, and the Tentative Budget for 2014-15. A PowerPoint presentation was featured, and a discussion took place.

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ADJOURN TO CLOSED SESSION
Mr. Halldin announced that the Board would be holding a closed session for the purposes listed on the agenda as noted below and adjourned the meeting at 3:00 p.m.

CLOSED SESSION
Item #14309, Closed Session: At approximately 3:10 p.m., Mr. Halldin convened closed session for the purpose listed below.

PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Superintendent/President

Attendees included: Board members; President William H. Duncan, IV; and staff members Jeannette Bischoff and Jené Hallam.

Mr. Halldin adjourned the meeting for a break at 3:56 p.m.

RECONVENE OPEN SESSION, BOARD PRESIDENT’S OPENING REMARKS, AND CLOSED SESSION REPORT
Mr. Halldin reconvened the meeting at 4:06 p.m. and welcomed those present. At Mr. Halldin’s request, Mr. Ferrari led the pledge of allegiance. Mr. Halldin stated that no action had yet been taken during closed session and he read a statement regarding public participation in the meeting.

APPROVAL OF AGENDA
A motion was made by Howard Rudd, seconded by Scott Leslie, to approve the Agenda as presented. Roll call vote: Trustees: Ayes: 7 (Dawson Bartley, Ferrari, Halldin, Klein, Leslie, Palmer, Rudd); Noes: 0; Abstentions: 0; Absent: 0. Motion carried.

APPROVAL OF MINUTES – May 13, 2014
A motion was made by Aaron Klein, seconded by Howard Rudd, to approve the Minutes of the May 13, 2014, meeting as presented. Roll call vote: Trustees: Ayes: 7 (Dawson Bartley, Ferrari, Halldin, Klein, Leslie, Palmer, Rudd); Noes: 0; Abstentions: 0; Absent: 0. Motion carried.

BOARD OF TRUSTEES
Item #14310, Administration of Oath of Office – Student Trustee: Ms. Nancy Palmer administered the oath of office to Student Trustee Leslie Ramirez.

Mr. Tim Hollabaugh of College of the Sequoias was introduced to present the Chief Information Systems Officers Association (CISOA) Technology Excellence Award to Mr. Gary Moser, Chief Technology Officer.

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BOARD OF TRUSTEES

Item #14311, Board of Trustees Meeting Calendar 2014 – Revised: A motion was made by Scott Leslie, seconded by Aaron Klein, to approve the revised calendar of Board meeting dates and times for 2014 as presented. Roll call vote: Student Trustee Advisory Vote: Aye (Ramirez); Trustees: Ayes: 7 (Dawson Bartley, Ferrari, Halldin, Klein, Leslie, Palmer, Rudd); Noes: 0; Abstentions: 0; Absent: 0. Motion carried unanimously.

Item #14312, Board Policy 5020, Non-Resident Tuition: It was proposed that Board Policy 5020, Non-Resident Tuition, be revised to allow certain recently discharged veterans to receive a waiver of non-resident tuition. Assemblywoman Beth Gaines, Kimberly Pruitt representing Congressman Tom McClintock, and veterans Justin DeMartin, Bart Ruud, and Catherine Morris spoke in support of the proposed policy change. The trustees all expressed appreciation to the veterans for their service and stated their desire that this issue of basic fairness be resolved at the legislative level. A motion was made by Scott Leslie, seconded by Aaron Klein, to approve the revisions Board Policy 5020, Non-Resident Tuition, accepting new language and rescinding all former language. Roll call vote: Student Trustee Advisory Vote: Aye (Ramirez); Trustees: Ayes: 7 (Dawson Bartley, Ferrari, Halldin, Klein, Leslie, Palmer, Rudd); Noes: 0; Abstentions: 0; Absent: 0. Motion carried unanimously.

ORGANIZATIONAL EFFECTIVENESS

Item #14313, Technology Master Plan: Mr. Gary Moser, Chief Technology Officer, presented an overview of the updated Technology Master Plan. A PowerPoint presentation was featured, and a discussion was held. A motion was made by Aaron Klein, seconded by Nancy Palmer, to approve the District’s Technology Master Plan. Roll call vote: Student Trustee Advisory Vote: Aye (Ramirez); Trustees: Ayes: 7 (Dawson Bartley, Ferrari, Halldin, Klein, Leslie, Palmer, Rudd); Noes: 0; Abstentions: 0; Absent: 0. Motion carried unanimously.

Item #14314, 2013-14 Budget Revision #2: The 2013-14 Budget Revision #2 was discussed during the Budget Study Session and additional discussion took place at this time. A motion was made by Dave Ferrari, seconded by Cari Dawson Bartley, to approve the 2013-14 Budget Revision #2. Roll call vote: Student Trustee Advisory Vote: Aye (Ramirez); Trustees: Ayes: 7 (Dawson Bartley, Ferrari, Halldin, Klein, Leslie, Palmer, Rudd); Noes: 0; Abstentions: 0; Absent: 0. Motion carried unanimously.

Item #14315, Resolution 2014-12: Authorizing Transfer of $5 Million in the 2013-14 Budget: A motion was made by Aaron Klein, seconded by Nancy Palmer, to approve Resolution 2014-12, authorizing the transfer of $5 million from the District’s ending fund balance and that the funds be transferred to the following accounts in the amounts shown: $3 million transferred to the Capital Projects Fund and $2 million transferred to Pooled Benefit Reserve. Roll call vote: Student Trustee Advisory Vote: Aye (Ramirez); Trustees: Ayes: 7 (Dawson Bartley, Ferrari, Halldin, Klein, Leslie, Palmer, Rudd); Noes: 0; Abstentions: 0; Absent: 0. Motion carried unanimously.

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ORGANIZATIONAL EFFECTIVENESS (Continued)

Item #14316, Resolution 2014-11: Authorizing Transfer of Funds in the 2013-14 Budget: A motion was made by Aaron Klein, seconded by Scott Leslie, to approve Resolution 2014-11, authorizing the Business Office staff to make the appropriate budget transfers to balance major object categories or fund balances in the event of over-expenditure at June 30, 2014. Roll call vote: Student Trustee Advisory Vote: Aye (Ramirez); Trustees: Ayes: 7 (Dawson Bartley, Ferrari, Halldin, Klein, Leslie, Palmer, Rudd); Noes: 0; Abstentions: 0; Absent: 0. Motion carried unanimously.

Item #14317, 2014-15 Tentative Budget: The 2014-15 Tentative Budget was discussed during the Budget Study Session and additional discussion took place at this time. A motion was made by Howard Rudd, seconded by Aaron Klein, to approve the tentative budget as presented and direct the staff to make the appropriate filing with the County Superintendent of Schools and/or the appropriate public entities. Further the Board designated that the Public Hearing for the final budget for 2014-15 be held Tuesday, September 9, 2014, at 4:00 p.m. at the Sierra College – Rocklin Campus. Roll call vote: Student Trustee Advisory Vote: Aye (Ramirez); Trustees: Ayes: 7 (Dawson Bartley, Ferrari, Halldin, Klein, Leslie, Palmer, Rudd); Noes: 0; Abstentions: 0; Absent: 0. Motion carried unanimously.

Item 14318, Facilities Master Plan (FMP) as of June 2014: Mr. Chris Yatooma presented an overview of the Facilities Master Plan for the Rocklin Campus. It was noted that this is a living document and revisions will be made in the future. A PowerPoint was featured and a discussion took place. Faculty member Don Harris, read a statement on behalf of faculty member Shawna Martinez regarding the proposed Facilities Master Plan. It was stated for the record by Trustee Klein that the Board has upheld the tradition of appropriately preserving the college’s nature areas, but this action is the first official statement of the Board’s intent to protect much of the nature area while making balanced decisions. A motion was made by Aaron Klein, seconded by Scott Leslie, to approve the Facilities Master Plan as of June 2014 with the following changes: Replace all instances of the term “nature preserve” with “nature area”; revise the map by removing the dots for existing buildings and adding a clarifying legend and colors for the roads/parking areas/walking paths; and clarify the references to the number of students to be served. Roll call vote: Student Trustee Advisory Vote: Aye (Ramirez); Trustees: Ayes: 7 (Dawson Bartley, Ferrari, Halldin, Klein, Leslie, Palmer, Rudd); Noes: 0; Abstentions: 0; Absent: 0. Motion carried unanimously.

Item 14319, Five-Year Construction Plan, Chancellor’s Office Submittal: Ms. Laura Doty, Director of Facilities and Construction, provided a brief overview of the plan. A motion was made by Scott Leslie, seconded by Aaron Klein, to approve the submission of the 2016/2020 Five-Year Construction Plan to the State Chancellor’s Office. Roll call vote: Student Trustee Advisory Vote: Aye (Ramirez); Trustees: Ayes: 7 (Dawson Bartley, Ferrari, Halldin, Klein, Leslie, Palmer, Rudd); Noes: 0; Abstentions: 0; Absent: 0. Motion carried unanimously.

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CONSENT AGENDA

A motion was made by Cari Dawson Bartley, seconded by Nancy Palmer, to approve the Consent Agenda items listed below as presented. Roll call vote: Student Trustee Advisory Vote: Aye (Ramirez); Trustees: Ayes: 7 (Dawson Bartley, Ferrari, Halldin, Klein, Leslie, Palmer, Rudd); Noes: 0; Abstentions: 0; Absent: 0. Motion carried unanimously.

Item #14320, Fall 2014 Community Education Program: The Board approved the list of instructors/presenters and coordinators who will be presenting courses or coordinating activities for Community Education for fall 2014.

Item #14321, Acceptance of Donations: The Board acknowledged receipt of the donations as listed on the Board agenda.

Item #14322, Student and Athletic Accident Insurance Policy Renewal: The Board ratified the coverage binder to Arch Insurance with administration by Wells Fargo – Student Insurance Division for the Student and Athletic Accident Insurance policy for the coverage period July 1, 2014 through June 30, 2015.


Item #14324, 2013-14 Use of Education Protection Account Funds: The Board approved the use of Education Protection Account funds as presented and directed the staff to make the appropriate filing with the Chancellor’s Office or other appropriate public entities.

Item #14325, CCFS-311Q for Period Ending March 31, 2014: The Board accepted the CCFS-311Q Quarterly Report for the year-to-date period ended March 31, 2014, which has been forwarded to the appropriate governmental agencies.

Item #14326, Warrants and Electronic Disbursements for the Month of April 2014: The Board ratified the warrants and electronic disbursements for the month of April 2014.

Item #14327, Approval of Agreement: Treehenge Construction, Inc.: The Board approved the contract with Treehenge Construction, Inc.
CONSENT AGENDA (Continued)

Item #14328, Contracts and Agreements: Capital Projects: The Board approved and/or ratified the capital project contracts and amendments listed below:

A. CONTRACTS FOR APPROVAL

1. **Contract/Agreement: MHL Enterprises**
   - Term: June 11, 2014 – October 31, 2014
   - Amount: $21,000
   - Funding Source: Capital Project
   - Agreement: Consultant to provide professional Inspector of Record (IOR) services for the Heating System Replacement project on the Rocklin Campus, as required by the Division of State Architects (DSA).

2. **Contract/Agreement: Sagan Design Group, Thompson & Furumoto, Inc.**
   - Term: June 11, 2014 – September 30, 2014
   - Amount: $4,000
   - Funding Source: Capital Project
   - Agreement: Consultant to create plans that will be submitted to the Nevada County Health Department for the purpose of permitting a “Coffee Bar” utilizing Room 108 at the Tahoe-Truckee campus.

3. **Contract/Agreement: Elizabeth Skelly**
   - Term: July 1, 2014 – June 30, 2015
   - Amount: $5,000
   - Funding Source: SFID Bond No. 2, Campus Wide Upgrades
   - Agreement: Consultant will maintain an NCC Bond project budget spreadsheets showing total bond proceeds, expenditures to date, encumbrances and remaining fund (per County account); maintain a project budget summary sheet for the Citizens’ Oversight Committee (COC) showing remaining bond funding, work in progress, potential commitments, and balances; prepare financial summary for annual COC report; review project invoices to ensure funding availability; attend COC meetings to review budget summaries and answer questions; and participate in project and district audits as needed.
CONSENT AGENDA (Continued)

Item #14328, Contracts and Agreements: Capital Projects (Continued)

B. CONTRACT AMENDMENT FOR RATIFICATION

1. Amendment to Contract/Agreement: Mark III Construction
   Previous Board Agenda Item No. 14205 (Approved November 12, 2013)
   Term: May 7, 2014 – October 31, 2014
   Amount: No additional cost
   Funding Source: Capital Project
   Agreement: This amendment adds the additional time needed to complete
   the construction of the Rocklin campus heating system
   replacement project.

C. CONTRACT FOR RATIFICATION

1. Contract/Agreement: Pacific Gas & Electric
   Term: May 27, 2014 – until completion
   Amount: $100,444.17
   Funding Source: Capital Project
   Agreement: Relocation of overhead utility lines and pole must be moved
   to correct a deficient and unsafe condition.

Item #14329, District Contracts and Agreements: The Board approved and/or
ratified the contracts and agreements listed below:

A. OFFICE OF INSTRUCTION – GRANT DEVELOPMENT & CAREER
   TECHNICAL EDUCATION

1. Contract/Agreement: Chancellor’s Office of the California Community
   Colleges Deputy Sector Navigator, Advanced Manufacturing #14-152-001
   Term: July 1, 2014 – June 30, 2015
   Amount: $200,000 (awarded)
   Funding Source: Chancellor’s Office of the California Community
   Colleges
   Agreement: Sierra College has received notification of Intent to Award the
   Deputy Sector Navigator, Advanced Manufacturing Grant No. 14-152-001 for the period of July 1, 2014 to June 30, 2015.
   Recommend acceptance of the funding for the 2014-2015 year.

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CONSENT AGENDA (Continued)

Item #14329, District Contracts and Agreements (Continued)

A. OFFICE OF INSTRUCTION – GRANT DEVELOPMENT & CAREER
TECHNICAL EDUCATION (Continued)

2. **Contract/Agreement: Rory Craig**
   - Term: July 1, 2014 – June 30, 2015
   - Amount: Not to exceed $5,000
   - **Funding Source:** Deputy Sector Navigator, Advanced Manufacturing
     Grant No. 14-152-001
   - **Agreement:** Consultant will assist the Deputy Sector Navigator in
     Advanced Manufacturing in responding to requests for
     prototyping services; evaluate and prepare estimates for
     prototyping services; and prepare product design electronic
     files for the DSN’s additive manufacturing machine.

3. **Contract/Agreement: Jes Vargas dba DPMG Corp.**
   - Term: July 1, 2014 – June 30, 2015
   - Amount: Not to exceed $10,000
   - **Funding Source:** Deputy Sector Navigator, Advanced Manufacturing
     Grant No. 14-152-001
   - **Agreement:** Consultant will deliver contracted education training targeted
     towards manufacturing and technology company managers
     and supervisors.

4. **Contract/Agreement: Marketing Action, Inc.**
   - Term: July 1, 2014 – December 30, 2014
   - Amount: Not to exceed $13,440
   - **Funding Source:** Deputy Sector Navigator, Advanced Manufacturing
     Grant No. 14-152-001
   - **Agreement:** Consultant will develop written content for a quarterly CACT
     newsletter; coordinate with the Deputy Sector Navigator in
     Advanced Manufacturing to develop outreach and targeted
     strategies for engaging business and industry partners in
     customized education; develop press releases on CACT events
     as appropriate for submittal to the Sierra College PIO; and
     provide updates to the Sierra College Training &
     Development website.

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CONSENT AGENDA (Continued)
Item #14329, District Contracts and Agreements (Continued)
A. OFFICE OF INSTRUCTION – GRANT DEVELOPMENT & CAREER
TECHNICAL EDUCATION (Continued)

5. **Contract/Agreement: Patricia Cremeen**
   - **Term:** July 1, 2014 – November 30, 2014
   - **Amount:** Not to exceed $6,000
   - **Funding Source:** CTE Community Collaborative Grant No. 12-140-271
   - **Agreement:** Consultant will assist with data collection and reporting to the Chancellor’s Office on a quarterly basis; assist with preparing the final report; and assist with STEM projects as assigned.

6. **Contract/Agreement: Ryan Hinderman**
   - **Term:** July 1, 2014 – November 30, 2014
   - **Amount:** Not to exceed $3,500
   - **Funding Source:** CTE Community Collaborative Grant No. 12-140-271
   - **Agreement:** Consultant will assist the project manager in collecting data on the pipeline of students from project supported high school CTE programs; and assist with special projects as assigned.

7. **Contract/Agreement: Valaine Hoffmann & Associates**
   - **Term:** July 1, 2014 – November 30, 2014
   - **Amount:** Not to exceed $7,500
   - **Funding Source:** CTE Community Collaborative Grant No. 12-140-271
   - **Agreement:** Consultant will coordinate a teacher and faculty laboratory tour at a participating Sierra STEM school; assist the Project Director in planning a Nontraditional Employment for Women event; and other STEM related projects as assigned.

8. **Contract/Agreement: Marketing Action, Inc.**
   - **Term:** July 1, 2014 – November 30, 2014
   - **Amount:** Not to exceed $12,500
   - **Funding Source:** CTE Community Collaborative Grant No. 12-140-271
   - **Agreement:** Consultant will coordinate with Project Director to develop communication strategies connecting employers to educational pathways and programs; develop press releases on project events as appropriate for submittal to the Sierra College PIO; provide updates to the Sierra College website; and develop written content for promotional materials announcing project-related events.

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CONSENT AGENDA (Continued)
Item #14329, District Contracts and Agreements (Continued)

A. OFFICE OF INSTRUCTION – GRANT DEVELOPMENT & CAREER
TECHNICAL EDUCATION (Continued)

   Term:       July 1, 2014 – June 30, 2015
   Amount:     Not to exceed $27,000
   Funding Source:  Client Services
   Agreement: Consultant will deliver 240 hours of Training; 40 hours of
               Advanced Energy Survey Training (2 sessions), and 80 hours of
               Construction, Energy and Electrical Orientation Training (2
               sessions) for the California Conservation Corps.

10. Contract/Agreement: Christina Hinderman
   Term:       July 1, 2014 – November 30, 2014
   Amount:     Not to exceed $4,000
   Funding Source:  CTE Community Collaborative Grant No. 12-140-271
   Agreement: Consultant will provide technical support to participating
              teachers and counselors using Career Cruising software to
              improve linkages between high school CTE programs and Sierra
              College’s Mechatronics, Engineering, Drafting & Engineering
              Support, Energy Technology, and Welding degree and certificate
              programs; and conduct career exploration presentations and
              work readiness activities in STEM-related educational and career
              pathways at five high schools and two middle schools.

11. Contract/Agreement: Continuous Improvement Network
   Term:       July 1, 2014 – December 30, 2014
   Amount:     $7,200 (receivable)
   Funding Source:  Continuous Improvement Network
   Agreement: Sierra College will provide Process Improvement Workshops
                (not to exceed 40 hours).

12. Contract/Agreement: Contract/Agreement: Chancellor’s Office of the
    California Community Colleges Deputy Sector Navigator, Information and
    Communications Technologies/Digital Media, #14-158-12
    Term:       July 1, 2014 – June 30, 2015
    Amount:     $200,000 (awarded)
    Funding Source:  Chancellor’s Office of the California Community Colleges
    Agreement: Sierra College has received notification of Intent to Award the
               Deputy Sector Navigator, Information and Communication
               Technologies / Digital Media Grant No. 14-158-12 for the period
               of July 1, 2014 to June 30, 2015. Recommend acceptance of the
               funding for the 2014-2015 year.

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CONSENT AGENDA (Continued)
Item #14329, District Contracts and Agreements (Continued)

B. OFFICE OF INSTRUCTION - BUSINESS, APPLIED ACADEMICS AND PHYSICAL EDUCATION DIVISION

1. Amendment to Contract/Agreement: Chancellor’s Office of the California Community Colleges (Foster and Kinship Care Education Grant)
   Previous Board Agenda Item No. 14196.B.2 (Approved October 22, 2013)
   Term: July 1, 2013 – June 30, 2014
   Amount: $105,457 (increase of $395)
   Funding Source: Chancellor’s Office of the California Community Colleges
   Agreement: This amendment adds additional allocation of $395 to the ongoing funding from The Chancellor’s Office to provide Foster and Kinship Care Education for the 2013-14 year.

C. FINANCE & ADMINISTRATION

1. Contract/Agreement: Elizabeth Skelly
   Term: July 1, 2014 – September 30, 2014
   Amount: Not to exceed $12,000
   Funding Source: General Fund
   Agreement: Consultant will prepare financial reports, assist with the budgeting, accounting, monitoring and audit preparation for the Sierra College Foundation.

2. Contract/Agreement: Gold Country Copier
   Term: July 1, 2014 – June 30, 2015 (estimated)
   Amount: $755.79
   Funding Source: General Fund
   Agreement: This agreement will provide copier maintenance service for copy machine located at NCC Child Development Center.

D. STUDENT SERVICES

   Term: September 13, 2014 – September 20, 2014
   Amount: $201
   Funding Source: Community Education
   Agreement: Rental of classroom space at Seven Hills School, 700 Hoover Lane, Nevada City, CA for Community Education Bicycle Maintenance & Repair class for the Fall 2014 semester.

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CONSENT AGENDA (Continued)
Item #14329, District Contracts and Agreements (Continued)
D.  STUDENT SERVICES (Continued)

  2.  Contract/Agreement: Linda Grotke, LMFT
    Term:       July 1, 2014 – June 30, 2015
    Amount:     Not to exceed $15,000
    Funding Source:  Health Center
    Agreement:  Consultant will provide mental health services to Sierra College Students up to eight hours per week.

  3.  Contract/Agreement: Rita Moeller, MFT
    Term:       July 1, 2014 – June 30, 2015
    Amount:     Not to exceed $15,000
    Funding Source:  Health Center
    Agreement:  Consultant will provide mental health services to Sierra College Students up to seven hours per week.

  4.  Contract/Agreement: Ken Johnstone, LCSW
    Term:       July 1, 2014 – June 30, 2015
    Amount:     Not to exceed $15,000
    Funding Source:  Health Center
    Agreement:  Consultant will provide mental health services to Sierra College Students up to seven hours per week.

  5.  Contract/Agreement: Street Skills Motorcycle Rider Education
    Term:       July 1, 2014 – June 30, 2015
    Amount:     50% of the adjustable income and reimbursement of all incurred operation costs
    Funding Source:  Community Education Funds
    Agreement:  Consultant will provide site coordination to plan and schedule classes for the Motorcycle Safety Foundation offered by Community Education.

  6.  Contract/Agreement: Tanya Hanrihan dba Tanya Hanrihan Consultants
    Term:       July 1, 2014 – June 30, 2015
    Amount:     Not to exceed $8,000
    Funding Source:  General Fund
    Agreement:  The consultant will provide services for international students regarding the homestay program. Services will include recruiting homestay families, supporting student placement and assisting international students regarding other housing options.

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CONSENT AGENDA (Continued)
Item #14329, District Contracts and Agreements (Continued)

E. INFORMATION AND INSTRUCTIONAL TECHNOLOGY

1. **Contract/Agreement: IVCi, LLC**
   - **Term:** June 30, 2014 – June 30, 2015
   - **Amount:** $1,025
   - **Funding Source:** General Fund
   - **Agreement:** IVCi, LLC has agreed to provide support maintenance coverage for our Polycom HDX 7000 Series (#4870-00408-156-MC; Serial # 8208320A9879CN).

2. **Contract/Agreement: Ellucian Company L.P.**
   - **Term:** July 1, 2014 – June 30, 2015
   - **Amount:** $8,334
   - **Funding Source:** General Fund
   - **Agreement:** Ellucian will provide maintenance and support for our ADAP (Account Directory Account Provisioning) for Banner Enterprise Identity Management + SAF (Security Authentication Framework).

3. **Contract/Agreement: Iron Mountain**
   - **Term:** July 1, 2014 – June 30, 2015
   - **Amount:** $3,195.60
   - **Funding Source:** General Fund
   - **Agreement:** Iron Mountain agrees to provide off-site storage for system back up.

4. **Contract/Agreement: XAP Corporation**
   - **Term:** July 1, 2014 – June 30, 2015
   - **Amount:** $11,000
   - **Funding Source:** General Fund
   - **Agreement:** Agreement states Sierra College shall pay XAP fees for the operation and maintenance of the System for Common Application including the Supplement (CCCApply) and BOG Fee Waiver Application.

5. **Contract/Agreement: CI Solutions**
   - **Term:** July 23, 2014 – July 22, 2015
   - **Amount:** $4,475
   - **Funding Source:** General Fund
   - **Agreement:** CI Solutions agrees to provide support for the ID card Systems located at Rocklin, NCC and Tahoe-Truckee campuses.

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CONSENT AGENDA (Continued)

Item #14330, Board Policies: The Board approved and/or reviewed the Board policies listed noted. The Administrative Procedures were provided for information purposes only.

A. BOARD POLICIES – PROPOSED REVISIONS

1. BP 2015, Student Member: Delete phrase “must be a resident of the District”; we have learned from legal counsel that including this phrase is an Education Code violation. [Strategic Council 5/30/14]

2. BP 3570, Tobacco Use on Campus Smoking, Use of Tobacco, Non-regulated Nicotine and Other Vapor Producing Products: Added language prohibiting the use of non-regulated nicotine or vapor producing products such as e-cigarettes; title change. [Strategic Council 5/30/14]

3. BP 3820, Gifts and Donations: Revised in accordance with CCLC recommended language and current non-discrimination policy. [Strategic Council 5/30/14]

4. BP 5010, Admissions and Concurrent Enrollment: Added language to allow placing conditions on a student’s enrollment; evaluating the validity of a student’s high school transcripts; reference changes. [Strategic Council 5/30/14]

5. BP 5030, Tuition and Fees: Limited the exemption to the Student Body Center Building and Operating Fee to the Board of Governor’s Fee Waiver Type “A” recipients only; provides consistency with the Health Fee. [Strategic Council 5/30/14]

6. BP 5140, Disabled Students Programs and Services: Added accommodations; technology accessibility; rehabilitation counseling; assistive technology. [Strategic Council 5/30/14]

7. BP 5420, Associated Students’ Finance: Changed Business Officer to Chief Business Officer; added “general.” [Strategic Council 5/30/14]

8. BP 5500, Standards of Conduct: Added language regarding non-regulated products; updated the discrimination language as updated in AP3410; added “or employee” to the bullying paragraph. [Strategic Council 5/30/14]

9. BP 6400, Audits/Periodic Reports: Updated position title, and “outside” to “independent.” [Strategic Council 5/30/14]

10. BP 6535, Use of District Equipment and Laboratories: Updated Education Code reference, and “school” to “District.” [Strategic Council 5/30/14]

11. BP 6900, Bookstore: Updated Civil Code reference and revised in accordance with CCLC recommended language. [Strategic Council 5/30/14]

B. BOARD POLICIES – MINOR NON-SUBSTANTIVE REVISIONS

1. BP 5035, Withholding of Student Records

2. BP 5210, Communicable Diseases

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CONSENT AGENDA (Continued)
Item #14330, Board Policies (Continued)

C. BOARD POLICIES – REFERENCE/TITLE/FORMATTTING CHANGES
   1. BP 5052, Open Enrollment Courses (alignment with Title 5)
   2. BP 5130, Financial Aid
   3. BP 5515, Honesty in Academic Work
   4. BP 5570, Student Credit Card Solicitations

D. BOARD POLICIES – PERIODIC REVIEW – NO RECOMMENDED REVISIONS
   1. BP 3310, Records Retention and Destruction
   2. BP 5120, Transfer Center
   3. BP 5150, Extended Opportunities Programs and Services
   4. BP 5205, Student Accident Insurance
   5. BP 6100, Delegation of Authority
   6. BP 6540, Insurance
   7. BP 6550, Disposal of Property

E. ADMINISTRATIVE PROCEDURES – REVISED VIA GOVERNANCE PROCESS (INFORMATION ONLY)
   1. AP 5140, Disabled Students Programs and Services: Added an accommodation; Technology accessibility; assistive technology. [Strategic Council 5/30/14]
   2. AP 5210, Communicable Diseases: Clarifies cooperation between Sierra College Health Services, Placer County Health and Human Services and Nevada County Health and Human Services. [Strategic Council 5/30/14]
   3. AP 5410, Associated Students’ Elections: Clarified language regarding senate elections. [Strategic Council 5/30/14]
   4. AP 5420, Associated Students’ Finance: Correct language to align with the Associated Students’ Constitution. [Strategic Council 5/30/14]
   5. AP 5570, Student Credit Card Solicitation: Updated employee titles. [Strategic Council 5/30/14]
   6. AP 6100, Delegation of Authority: Updated position titles. [Strategic Council 5/30/14]
   7. AP 6200, Budget Preparation: Revised to reflect current practice related to budget development and in accordance with CCLC recommended language. [Strategic Council 5/30/14]
   8. AP 6535, Use of District Equipment and Laboratories: Updated Education Code reference, office names, and “college” to “District.” Revised in accordance with CCLC recommended language. [Strategic Council 5/30/14]

Continued on next page…
PERSONNEL

Item #14331, Personnel Transactions: A motion was made by Aaron Klein, seconded by Howard Rudd, to approve the Personnel Transactions listed below with one motion. Roll call vote: Student Trustee Advisory Vote: Aye (Ramirez); Trustees: Ayes: 7 (Dawson Bartley, Ferrari, Halldin, Klein, Leslie, Palmer, Rudd); Noes: 0; Abstentions: 0; Absent: 0. Motion carried unanimously.

A. REPLACEMENT POSITION HIRES

1. **Dean, Learning Resource Center – Ms. Sabrina Pape**
   - Personnel Action: Replacement Position Hire (vice Mr. Brian Haley)
   - Position: Dean, Learning Resource Center, Educational Administrator
   - Position Number: EA0003
   - Cost: $123,016.99 plus benefits
   - Effective Date: September 1, 2014

2. **Dean and Athletic Director – Mr. Lucas Moosman**
   - Personnel Action: Replacement Position Hire (vice Mr. Thomas Gang)
   - Position: Dean and Athletic Director, Educational Administrator
   - Position Number: EA0006
   - Cost: $123,016.99 plus benefits
   - Effective Date: August 1, 2014

3. **Construction & Energy Technology Instructor – Mr. Steve Geiger**
   - Personnel Action: Replacement Position Hire (out of discipline replacement)
   - Position: Construction & Energy Technology Instructor, Faculty
   - Position Number: FF0273
   - Cost: $50,398.50 plus benefits
   - Effective Date: August 18, 2014

4. **Counselor – Academic Progress/Probation – Ms. Tonya Times**
   - Personnel Action: Replacement Position Hire (vice Ms. Valerie Rogers)
   - Position: Counselor, Faculty
   - Position Number: FF0153
   - Cost: $66,510.52 plus benefits
   - Effective Date: August 18, 2014

5. **ESL Instructor – Ms. Sonia Delgadillo**
   - Personnel Action: Replacement Position Hire (vice Ms. Susan Trant)
   - Position: ESL Instructor, Faculty
   - Position Number: FF0111
   - Cost: $50,398.50 plus benefits
   - Effective Date: August 18, 2014

Continued on next page…
PERSONNEL (Continued)

Item #14331, Personnel Transactions (Continued)

A. REPLACEMENT POSITION HIRES (Continued)

6. Nursing Instructor – Ms. Joni Matson
   Personnel Action: Replacement Position Hire (vice Ms. Deborah Clifton)
   Position: Nursing Instructor, Faculty
   Position Number: FF0191
   Cost: $64,760.22 plus benefits
   Effective Date: August 18, 2014

7. Drama Instructor (LTT) – Mr. Scott Adams
   Personnel Action: LTT Replacement Position Hire (vice Mr. Michael Hunter)
   Position: Drama Instructor, Faculty
   Position Number: FF0159
   Cost: $52,918.43 plus benefits
   Effective Date: August 18, 2014

8. Administrative Assistant – Student Services - Ms. Kelly Angulo
   Personnel Action: Replacement Position Hire (vice Ms. Judy Cartright)
   Position: Administrative Assistant, Classified
   Position Number: CL0007
   Cost: There are no costs associated with this in-position transfer
   Effective Date: June 11, 2014

9. Administrative Assistant –NCC - Ms. Erica Reich-Zuaizo
   Personnel Action: Temporary Replacement Position Hire (vice Ms. Ginger Dial)
   Position: Administrative Assistant, Classified
   Position Number: CL0018
   Cost: $3,931.12
   Effective Date: June 11, 2014

10. Facilities Operations Assistant (Temporary) – Ms. Terry Gallegos
    Personnel Action: Temporary Replacement Position Hire (vice Ms. Joy Pelton Welch)
    Position: Facilities Operations Assistant, Classified
    Position Number: CL0089
    Cost: There is no cost associated with this in-range transfer
    Effective Date: May 19, 2014 – July 31, 2014

Continued on next page…
Sierra Joint Community College District
Minutes of the Regular Meeting of the Board of Trustees
June 10, 2014

PERSONNEL (Continued)
Item #14331, Personnel Transactions (Continued)

A. REPLACEMENT POSITION HIRES (Continued)

11. Student Services Technician – Admissions & Records – Ms. Yelena Chernitskaya
   Personnel Action: Replacement Position Hire (vice Mr. Brandon Silveira)
   Position: Student Services Technician, Classified
   Position Number: CL0200
   Cost: $41,516.80 plus benefits
   Effective Date: June 11, 2014

12. Student Services Technician – Admissions & Records – Ms. Nataliya Gladys
   Personnel Action: Replacement Position Hire (vice Ms. Rebecca Ragsac)
   Position: Student Services Technician, Classified
   Position Number: CL0203
   Cost: $41,516.80 plus benefits
   Effective Date: August 1, 2014

B. COMMENCE SEARCH FOR REPLACEMENT POSITIONS

1. Administrative Assistant – NCC
   Personnel Action: Commence Search for Replacement Position (vice: Ms. Kelly Angulo)
   Position: Administrative Assistant, Classified
   Position Number: CL0019
   Cost: $45,780.80 plus benefits

2. Administrative Student Services Technician
   Personnel Action: Commence Search for Replacement Position (vice: Ms. Erica Reich-Zuazo)
   Position: Administrative Student Services Technician, Classified
   Position Number: CL0036
   Cost: $41,516.80 plus benefits

3. Student Services Technician – Admissions & Records
   Personnel Action: Commence Search for Replacement Position (vice: Ms. Rebecca Ragsac)
   Position: Student Services Technician, Classified
   Position Number: CL0203
   Cost: $41,516.80 plus benefits

Continued on next page…
PERSONNEL (Continued)

Item #14331, Personnel Transactions (Continued)

C. RETIREMENT RESIGNATIONS

1. **Student Services Technician – Ms. Rebecca Ragsac**
   - **Position:** Student Services Technician, Classified
   - **Position Number:** CL0203
   - **Years of Service:** 21 years, 9 months
   - **Effective Date:** June 30, 2014

D. RESIGNATIONS

1. **Research Analyst – Ms. Laurel Thiers**
   - **Position:** Research Analyst, Classified
   - **Position Number:** CL00193
   - **Years of Service:** 16 years 7 months
   - **Effective Date:** June 5, 2014

E. OUT-OF-CLASS ASSIGNMENTS

1. **Director of Human Resources – Mr. Cameron Abbott**
   - **Position:** Director of Human Resources, Classified Supervisory
   - **Position Number:** CS00031
   - **Effective Dates/Cost:**
     - March 1, 2012 – June 30, 2013 - 5% $8,666.63
     - July 1, 2013 – June 30, 2014 (or until position is filled) – 10% $12,999.94

F. OTHER PERSONNEL ACTIONS

1. **Extend Temporary Assignment/Promotion – Plant Operations Supervisor – Ms. Amanda Mellett**
   - **Personnel Action:** Extend Temporary Assignment/Promotion
   - **Position:** Plant Operations Supervisor, Classified Supervisory
   - **Position Number:** CS0020
   - **Cost:** $1,383.98
   - **Effective Date:** July 1, 2014 – August 31, 2014

2. **Extend Interim Assignment - Plant Operations Supervisor - Ms. Guadalupe Montez**
   - **Personnel Action:** Extend Interim Assignment (vice Mr. William Rogers)
   - **Position:** Plant Operations Supervisor, Classified Supervisory
   - **Position Number:** CS0021
   - **Cost:** $3,831.84
   - **Effective Date:** July 1, 2014 – August 31, 2014 (or until filled, whichever occurs first)
PERSONNEL (Continued)
Item #14331, Personnel Transactions (Continued)
F. OTHER PERSONNEL ACTIONS (Continued)

3. Extend Short Term Assignment – Budget and Financial Analyst – Ms. Judy Ahlquist
   Personnel Action: Extend Short Term Assignment
   Position: Budget and Financial Analyst
   Position Number: CL0275
   Cost: $1,357.17
   Effective Dates: July 1, 2014 – September 30, 2014 (or until filled, whichever occurs first)

4. Extend Temporary Assignment – Executive Secretary – Instruction – Ms. Roberta McKinney
   Personnel Action: Extend Temporary Assignment
   Position: Executive Secretary
   Position Number: CL0086
   Cost: $1,591.32
   Effective Dates: July 1, 2014 – September 30, 2014 (or until filled, whichever occurs first)

5. Extend Temporary Assignment – Administrative Assistant – Instruction – Ms. Kara Rodriguez
   Personnel Action: Extend Temporary Assignment
   Position: Administrative Assistant
   Position Number: CL0011
   Cost: There is no cost for this lateral transfer
   Effective Dates: July 1, 2014 – September 30, 2014

   Personnel Action: Extend Temporary Assignment
   Position: Records Evaluator
   Position Number: CL0247
   Cost: $993.18
   Effective Dates: July 1, 2014 – September 30, 2014

7. Extend Temporary Assignment – Administrative Assistant – Ms. Emily Currie
   Personnel Action: Extend Temporary Assignment
   Position: Administrative Assistant
   Position Number: CL0009
   Cost: $476.66
   Effective Dates: May 31, 2014 – August 15, 2014 (or until filled, whichever occurs first)

Continued on next page…
PERSONNEL (Continued)

Item #14331, Personnel Transactions (Continued)

F. OTHER PERSONNEL ACTIONS (Continued)

8. Leave of Absence without Pay – Ms. Yalan Shang
   Personnel Action: Leave of Absence without Pay
   Position: Instructional Assistant - Physics, Classified
   Position Number: CL0134
   Cost Savings: $27,105.25
   Duration: July 1, 2014 – November 30, 2014

9. Leave of Absence without Pay – Ms. Jessica Sparling
   Personnel Action: Leave of Absence without Pay
   Position: Administrative Services Technician, Classified
   Position Number: CL0047
   Cost Savings: $20,210.95
   Duration: July 1, 2014 – December 2, 2014

10. Vehicle and Equipment Technician – Mr. Jeffery Lloyd
    Personnel Action: Lead Assignment
    Position: Vehicle and Equipment Technician, Classified
    Position Number: CL0237
    Stipend: 10% above regular rate of pay
    Cost of Assignment: $6,447.96
    Effective Dates: July 1, 2014 – June 30, 2015

11. Custodian – Mr. Michael Conley
    Personnel Action: Lead Assignment
    Position: Custodian, Classified
    Position Number: CL0062
    Stipend: 10% above regular rate of pay
    Cost of Assignment: $4,580.16
    Effective Dates: July 1, 2014 – June 30, 2015

12. Temporary Increase in Load – Trio Counselor – Ms. Kara Perry
    Personnel Action: Temporary Increase in Load
    Position: Trio Counselor, Faculty
    Position Number: FF0299
    Load: From 70% to 100% Load (non-tenure track, contingent upon funding)
    Cost: $19,953.16
    Effective Dates: July 1, 2014 to June 30, 2015

Continued on next page…
PERSONNEL (Continued)

Item #14331, Personnel Transactions (Continued)

G. SHORT-TERM/SUBSTITUTE EMPLOYEES

1. Substitute Replacement for Absent Employees (2013-2014)

**Personnel Action:** Approve the employment of the substitute employees listed.

**Position:** The substitute employees listed below for the department, position, and hourly rate of pay indicated up to 175 days for the 2013-2014 school year in accordance with Article 2 of the Classified Agreement per Ed Code Section 88003.

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Position</th>
<th>Rate</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Higgins, Glenn</td>
<td>Facilities (NCC)</td>
<td>Custodian</td>
<td>$17.25</td>
<td>5/1/14-6/30/14</td>
</tr>
<tr>
<td>Leonard, Tom</td>
<td>Facilities (NCC)</td>
<td>Custodian</td>
<td>$17.25</td>
<td>5/1/14-6/30/14</td>
</tr>
<tr>
<td>Taylor, Wednesday</td>
<td>Human Resources</td>
<td>HR Tech</td>
<td>$22.01</td>
<td>4/21/14-5/31/14</td>
</tr>
</tbody>
</table>

Substitute Replacement for Absent Employees (2014-2015)

**Personnel Action:** Approve the employment of the substitute employees listed.

**Position:** The substitute employees listed below for the department, position, and hourly rate of pay indicated up to 175 days for the 2014-2015 school year in accordance with Article 2 of the Classified Agreement per Ed Code Section 88003.

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Position</th>
<th>Rate</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holsopple, Amanda</td>
<td>Financial Aid</td>
<td>ASST</td>
<td>$19.96</td>
<td>7/1/14-12/31/14</td>
</tr>
<tr>
<td>Lowe, Cynthia</td>
<td>Comm Ed</td>
<td>AA</td>
<td>$22.01</td>
<td>7/1/14-12/31/14</td>
</tr>
<tr>
<td>Magorian, Cortney</td>
<td>Student Services</td>
<td>Interim Housing Supervisor</td>
<td>$3,101.78</td>
<td>7/1/14-9/30/14 (or until position is filled  – whichever occurs first.)</td>
</tr>
</tbody>
</table>

Item #14332, Federation of United School Employees (FUSE) Contract Revisions: A motion was made by Cari Dawson Bartley, seconded by Nancy Palmer, to approve the revisions of the FUSE Collective Bargaining Agreement through June 30, 2015. Roll call vote: Student Trustee Advisory Vote: Aye (Ramirez); Trustees: Ayes: 7 (Dawson Bartley, Ferrari, Halldin, Klein, Leslie, Palmer, Rudd); Noes: 0; Abstentions: 0; Absent: 0. Motion carried unanimously.

Continued on next page…
PERSONNEL (Continued)

Item #14333, Sierra College Faculty Association (SCFA) Contract Revisions: A motion was made by Nancy Palmer, seconded by Scott Leslie, to approve the revisions of the SCFA Collective Bargaining Agreement through June 30, 2015. Roll call vote: Student Trustee Advisory Vote: Aye (Ramirez); Trustees: Ayes: 7 (Dawson Bartley, Ferrari, Halldin, Klein, Leslie, Palmer, Rudd); Noes: 0; Abstentions: 0; Absent: 0. Motion carried unanimously.

COMMENTS FROM THE COMMUNITY

Mr. Halldin solicited comments from the community on non-agenda items within the jurisdiction of the Board of Trustees. Hearing none, the Board proceeded to the reports portion of the agenda.

REPORTS

Item #14334, Reports/Announcements

Superintendent/President Report: William Duncan commented on the following Sierra College activities and events: 1) Commencement ceremonies at the Tahoe-Truckee Campus, Nevada County Campus, and Rocklin Campus; 2) Start of the Summer 2014 session; 3) Classified Senate Retreat; and 4) Connections 2014 event to assist local businesses in connecting with public entities. He also commented about other activities: 1) Discussions regarding expanding higher education opportunities in Nevada County; and 2) Warwick University visit to Placer County.

Student Trustee Report: Leslie Ramirez thanked the Board for the warm welcome.

Senate Reports:
  • Management Senate: Sue Michaels announced that Thor Tivol is the incoming Management Senate President.

Foundation Report:
  • Sonbol Aliabadi commented on the following topics: 1) Successful “A Taste of Excellence” event with a generous match from Wells Fargo Bank for technology needs; 2) Continued program support of the Natural History Museum and beginning support for Athletics; 3) Nearly $300,000 in scholarships awarded this year; and 4) Continued support for former foster youth.

Trustee Reports:
  • Howard Rudd commented on a meeting of the redevelopment oversight committee on which he serves.
  • Dave Ferrari commented on the commencement ceremonies at the Tahoe-Truckee and Nevada County campuses.

Continued on next page…
REPORTS (Continued)

Item #14334, Reports/Announcements (Continued)

Trustee Reports (Continued)

- **Cari Dawson Bartley** commented on the following topics: 1) Commencement ceremonies at the Tahoe-Truckee and Rocklin campuses; 2) Nurse Pinning Ceremony; 3) Ghidotti Early College High School Graduation; and 4) CCLC sponsored trustee training session at Yuba College.

- **Nancy Palmer** commented on the following topics: 1) Commencement ceremonies at the Nevada County and Rocklin campuses; and 2) Student scholarships.

- **Bill Halldin** commented on the following topics: 1) Commencement ceremonies at the Tahoe-Truckee, Nevada County, and Rocklin campuses; and 2) Nurse Pinning Ceremony.

Mr. Halldin adjourned the meeting at 6:18 p.m. to reconvene the closed session to continue discussion of Item #14309, Public Employee Performance Evaluation: Superintendent/President.

CLOSED SESSION (Continued)

Item #14309, Closed Session: The Board reconvened closed session at 6:25 p.m. and adjourned closed session at 7:37 p.m.

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Title: Superintendent/President

Attendees included: Board members; President William H. Duncan, IV; and staff members Jeannette Bischoff and Jené Hallam.

A motion was made by Aaron Klein, seconded by Scott Leslie, the Board issued a positive performance evaluation of Mr. William H. Duncan, IV, Superintendent/President of the Sierra Joint Community College District. Roll call vote: Trustees: Ayes: 7 (Dawson Bartley, Ferrari, Halldin, Klein, Leslie, Palmer, Rudd); Noes: 0; Abstentions: 0; Absent: 0. **Motion carried unanimously.**

Mr. Halldin reconvened open session at 7:38 p.m. and reported the following action: On a unanimous vote, the Board acted to give a positive performance evaluation to Superintendent/President William H. Duncan, IV.
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ADJOURNMENT

Mr. Halldin adjourned the meeting at approximately 7:40 p.m.

Respectfully submitted,

__________________________
William H. Duncan, IV
Sierra College President and
Secretary to the Board of Trustees

__________________________
Bill Halldin, President
Board of Trustees

ATTEST:

__________________________
Scott T. Leslie, Vice President/Clerk
Board of Trustees

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