

AGENDA
Regular Meeting
BOARD OF TRUSTEES
STATE CENTER COMMUNITY COLLEGE DISTRICT
Madera Center
30277 Avenue 12
Madera, CA 93638
4:00 p.m., October 1, 2002

- I. Call to Order
- II. Pledge of Allegiance
- III. Introduction of Guests
- IV. Approval of Minutes, Meeting of September 4, 2001
- V. Delegations, Petitions, and Communications [see footnote, page 2]
- VI. Reports of Chancellor and Staff
 - A. PRESENTATIONS
 - 1. Chancellor's Report Judith Redwine
 - 2. North Centers Report Don Yeager
 - 3. Campus Reports Ned Doffoney, FCC
Tom Crow, RC
 - 4. Academic Senate Report Olga Quercia, FCC
 - 5. Classified Senate Report Linda Nies, RC
 - B. CONSIDERATION OF CONSENT AGENDA [02-203 through 02-219]
 - C. PERSONNEL
 - D. GENERAL
 - 1. Consideration to Approve Mid-Term Accreditation Report for Fresno City College and Reedley College [02-220] Ned Doffoney
Tom Crow

D. GENERAL (continued)

- | | | |
|---|----------|---------------|
| 2. Consideration to Approve Agreement with University of California for Lease of Property, Center for International Trade Development | [02-221] | Doug Brinkley |
| 3. Categorical Program Compliance Review Update | [02-222] | Doug Brinkley |

VII. Reports of Board Members

VIII. Old Business

IX. Future Agenda Items

X. Closed Session

- A. CONFERENCE WITH LABOR NEGOTIATOR [SCFT Part-Time Bargaining Unit], Randy Rowe, Pursuant to Government Code Section 54957.6
- B. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION; Name of Case: Charest Construction v. State Center Community College District, Pursuant to Government Code Section 54956.9 (a)
- C. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION; Significant Exposure to Litigation: One Potential Case, Pursuant to Government Code 54956.9(b)

XI. Open Session (if any)

XII. Adjournment

The Board chairperson, under Board Policy 9320.1, has set a limit of three minutes each for those who wish to address the Board. General comments will be heard under Agenda Section Delegations, Petitions and Communications at the beginning of the meeting. Those who wish to speak to items to be considered in Closed Session will be given the opportunity to do so following the completion of the open agenda and just prior to the Board's going into Closed Session. Individuals wishing to address the Board should fill out a Request Form and file it with the Associate Vice Chancellor-Human Resources, Mr. Randy Rowe, at the beginning of the meeting.

CONSENT AGENDA
BOARD OF TRUSTEES MEETING
October 1, 2002

PERSONNEL

1. Extension of Contract, Certificated Personnel [02-203]
2. Employment, Promotion, Change of Status, Transfer, Leave of Absence, Termination, and Resignation, Classified Personnel [02-204]
3. Employment of Part-time Faculty on Adjunct Faculty Salary Schedule, Fall 2002, Fresno City College, Reedley College, and North Centers [02-205]
4. Consideration to Approve New Duties and Responsibilities for Pianists and Deaf Interpreters [02-206]
5. Consideration to Approve Resolution of Layoff and Elimination of Classified Personnel/Positions in Categorically Funded Positions, Fresno City College and District Office [02-207]

GENERAL

6. Consideration to Approve Out-of-State Travel, Wrestling Team, Fresno City College [02-208]
7. Consideration to Approve Revised Board Policy 4340/9240, Conflict of Interest [02-209]
8. Consideration to Approve Industry Driven Regional Collaborative Grant between the Centers for International Trade Development and the U.S. Department of Commerce [02-210]
9. Review of District Warrants and Checks [02-211]
10. Consideration to Accept Maintenance Project, Rehabilitation of Theatre Seating, Fresno City College [02-212]
11. Consideration to Accept Maintenance Project, Refurbish Seats in the Forum Hall, Reedley College [02-213]
12. Consideration to Designate Person to Receive District Financial Mail from the County Superintendent of Schools [02-214]
13. Consideration to Authorize Signatories for District Contracts and Grants [02-215]

Consent Agenda (continued)

Page 2

14. Consideration to Appoint Director, Valley Insurance Program JPA [02-216]
15. Consideration of District Bank Accounts [02-217]
16. Consideration to Approve Agreement with Yosemite Community College District, Child Development Training Consortium, Fresno City College [02-218]
17. Consideration of Bids, Buses, Districtwide [02-219]

MINUTES OF MEETING OF
BOARD OF TRUSTEES
STATE CENTER COMMUNITY COLLEGE DISTRICT
September 3, 2002

Call to Order A regular meeting of the Board of Trustees of the State Center Community College District was called to order by President Phillip Forhan at 4:04 p.m., September 3, 2002, at the District Office Boardroom, 1525 E. Weldon Avenue, Fresno, California.

Trustees Present Phillip J. Forhan, President
Adolfo Corona, Vice President
Ron Manfredi, Secretary
Dorothy Smith (arrived at 5:18 p.m.)
William J. Smith
Leslie Thonesen
Natalie Alquinzon, Student Trustee, RC
George Kutnerian, Student Trustee, FCC

Trustee Absent Pat Patterson

Also present were:

Judith A. Redwine, Chancellor, SCCC
Ned Doffoney, President, Fresno City College
Tom Crow, President, Reedley College
Don Yeager, Vice Chancellor-North Centers
Shirley Bruegman, Vice Chancellor-Educational Services and Planning, SCCC
Bob Matthew, Interim Vice Chancellor-Finance and Administration, SCCC
Randy Rowe, Associate Vice Chancellor-Human Resources, SCCC

Introduction of Among the others present, the following signed the guest list:
Guests

Cindy Spring, Executive Secretary to the Chancellor, SCCC
Teresa Patterson, Executive Director-Public and Legislative Relations, SCCC
Eileen O'Hare, General Counsel, SCCC
Brian Speece, Associate Vice Chancellor-Business and Operations, SCCC
Olga Quercia, Academic Senate President and Staff, FCC
Larry Dickson, Classified Senate President and Staff, FCC
Ron Nishinaka, Academic Senate President and Staff, RC
Zwi Reznik, AFT President and Staff, FCC
Royce Dunn, CSEA 1st Vice President and Staff, FCC
Gene Blackwelder, College Business Manager, RC

Introduction of
Guests
(continued)

Joan Edwards, Executive Director-Foundation, SCCC
Jeff Josserand, Director of Classified Personnel, Personnel
Commission
Ron Taylor, Dean of Instruction, RC
Peg Mericle, Associate Dean of Instruction-Social Science
Division, FCC
Jannett Jackson, Associate Dean of Instruction Learning
Resources Center. FCC
Elizabeth Carlisle, Executive Director, The Training Institute
Michael Guerra, College Business Manager, FCC
Chris Monahan Bremer, Director of Marketing &
Communications, FCC
Cyndie Sine, Coordinator of Planning, Faculty Development and
Program Review, FCC
Monica Cuevas, Director, Manchester Center
Ed Eng, Director of Finance, SCCC
Randy Vogt, Director of Purchasing, SCCC
Terry Kershaw, Dean of Instruction and Student Services, NC
Stevie Daniels, Coordinator-Academic Computing, FCC
Robert Fox, Dean of Students, FCC
Carolyn Drake, Associate Dean of Instruction, Health Sciences
Division, FCC
Becky Kellam, Instructor, Clovis Center
Roberta Baber, Instructor, FCC
Phil Howard, Distance Education Support Tech, SCCC
Ron Eslinger, CSEA Chief Job Steward and Staff, FCC
Terry Flanagan, CSEA Staff
Stephen Armes, CFT Representative and Part-Time Faculty, FCC
Rob Cannell, Instructor, RC
Jeff Kuhn, Lozano Smith

Approval of Minutes

The minutes of the Board meetings of August 6 and August 20, 2002, were presented for approval.

A motion was made by Mr. Smith and seconded by Mr. Manfredi to approve the minutes of August 6 and August 20, 2002, as presented. The motion carried by the following vote:

Ayes - 5
Noes - 0
Absent - 2

Closed Session

Mr. Forhan announced that the Board, in closed session, will be discussing the following: PUBLIC EMPLOYEE APPOINTMENT, Pursuant to Government Code Section 54957, Appointment of Personnel Commissioner. Mr. Forhan declared a recess at 4:06 p.m.

Open Session

The Board moved into open session at 4:17 p.m., and Mr. Forhan read the following statement: “As you know, Ms. Cathy Frost is the Board’s appointee to the District Personnel Commission. Her term will expire on November 30, 2002. The Personnel Commission is made up of three individuals; one appointed by the Board, one by classified employees, and a third who is nominated and appointed by those two commissioners. The governing board has a responsibility to announce the name of the person it intends to appoint to the vacancy. At a special meeting on October 3, 2002, the governing board will hold a hearing for the public, employees, and employee organizations to express their views on the qualifications of the person recommended by the governing board for appointment. The Board, at that time, may make this appointment or a substitute appointment for a recommendation without further notification or public hearing. The Board, at this point in time, wants to make public its intention to reappoint Cathy Frost as its representative to the District’s Personnel Commission.”

Delegations,
Petitions and
Communications

Mr. Jeff Josserand stated that as the Board is the employer of all classified employees in the District there are certain liabilities and legal requirements that have to be met, specifically Education Code 88056 and 88136. The first code refers to personal liability with failure to comply with the merit system, and the second references legal violations in the constitution of a misdemeanor in violations of the merit system. He stated that in the classified personnel recommendations before the Board tonight there are a number of violations, in his judgment and the judgment of others, that would constitute liability under the first provision of the code, and in the second provision, may in fact constitute misdemeanors.

Mr. Zwi Reznik expressed concern on behalf of the faculty, staff, and students regarding the failure of the District to provide adequate security at the Madera Center and the faculty’s fear of retribution if they make a complaint because they are untenured full-time or part-time faculty.

Mr. Stephen Armes expressed concern regarding the part-time faculty working without a contract and the failure to reach a settlement during the negotiations process.

Chancellor’s Report

Dr. Redwine expressed appreciation to all faculty and staff for their patience and extra energy in dealing with the additional enrollment this semester.

Campus Report,
Fresno City College

Dr. Doffoney reported on the following from Fresno City College:

- September 11 Remembrance Ceremony
- Transfer Day, also on September 11
- College Night, hosted by the Fresno County Office of Education
- Leon S. Peters Honors Reception held September 6
- Art Space Gallery 2002-03 season
- Rams football first home game will be against Sacramento City College on September 14
- London or Bust Club fundraising activities
- Holiday Job Fair scheduled for September 25
- Adjunct art instructor Vicente Mendez exhibit at Arte Americas in Fresno

Campus Report,
Reedley College

From Reedley College, Dr. Crow reported:

- New Student Welcome on August 13
- September 11 Memorial Service
- Honors Program Reception on September 10
- Scientist Philip Plait will lead off the Fall 2002 Speakers Series
- Tiger football will host its home opener on September 21 against Santa Rosa JC
- Districtwide Classified Professional Staff Development Committee will host an Educational Resource Fair on October 9 in the Staff Dining Room
- 2003 Classified Professional Mega Conference will be held on April 16

Campus Report,
North Centers

Dr. Yeager reported on the following from the North Centers:

- September 11 Ceremony
- Mexican Independence Day activities scheduled for September 16
- National Student Day on September 17
- Madera Chamber of Commerce will hold its Second Annual Career Pathway Exposition on September 25 at the Madera Center
- Information Booth at the Madera District Fair
- Groundbreaking Ceremony for the Academic Village at the Madera Center will be held on October 11 at 2:00 pm
- Update on campus security that will be provided in the Phase 1B funding

Academic Senate
Report

Mr. Ron Nishinaka, Reedley College Academic Senate President, reported the following:

- 2002 Senate officers and makeup of the Senate membership
- The first Senate meeting discussion topics included: Organizational Business Topics, Flex Day Ad Hoc Committee, Review of Equivalency Policy, Shared Governance Consultation, North Centers Faculty Association Bylaws and Constitution, and Review of the proposed Laser Roster Form. The Compressed Calendar will be a future agenda item.
- The Senate unanimously passed a Resolution in Support of the Bond Measure

Classified Senate
Report

Mr. Larry Dickson, Fresno City College Classified Senate President, reported the following:

- September 10 Central California Women's Conference
- Classified Professionals meeting on September 5
- Fundraisers
- Classified Professionals Technology Training Series
- Leadership State Center Class II
- Blood Drive in October
- Staff Development Day on November 11

Distance Education
Report

Dr. Shirley Bruegman and Rob Cannell provided an update on the District's two-way interactive/videoconferencing and online or Web-based classes.

Consent Agenda
Action

It was moved by Mr. Thonesen and seconded by Mr. Smith that the Board of Trustees approve the consent agenda as amended. The motion carried by the following vote:

Ayes - 5

Noes - 0

Absent - 2

Employment,
Certificated
Personnel
[02-176]
Action

approve certificated personnel recommendations, Item A, as presented. (List A is herewith made a part of these minutes as Appendix I, 02-176).

Employment,
Change of Status,
Change of
Position/Duty
Months,
Resignation, and
Retirement,
Classified Personnel
[02-177]
Action

approve classified personnel recommendations, Items A through J as presented. (Lists A through J are herewith made a part of these minutes as Appendix II, 02-177).

Consideration to
Approve Agreement
for Legal Services
[02-178]
Action

authorize the Chancellor or her designee to enter into a contract with Liebert Casidy Whitmore for general personnel legal services at a cost of \$156.00 - \$260.00 per hour for attorney time or \$90.00 - \$110.00 per hour for paraprofessional time.

Consideration to
Approve Fresno City
College Cal-PRO-
NET Centers Child
and Adult Care Food
Program Financial
Management
Training Contract
[02-179]
Action

approve the Child and Adult Care Food Program Financial Management Training Contract between the California Department of Education and the State Center Community College District and authorize Randy Rowe, Associate Vice Chancellor-Human Resources to sign the agreement and enter into a contract with California Department of Education on behalf of the District.

Consideration to
Approve Consultant
Contract, Interim
Director of Human
Resources
[02-180]
Action

authorize the Chancellor or her designee to enter into a contract with Diane Clerou for the services of Interim Director-Human Resources at a monthly stipend of \$7,584.00, until a Director of Human Resources is hired or until December 31, 2002.

Review of District
Warrants and Check
Registers
[02-181]
Action

review and sign the warrants register for the period June 30, 2002, to August 30, 2002, in the total amount of \$8,951,363.75.

review and sign the check registers for the Fresno City College and Reedley College Co-Curricular and Bookstore Accounts for the period July 11, 2002, to August 23, 2002, in the amount of \$647,470.87.

Financial Analyses
of Enterprise and
Special Revenue
Operations

[02-182]

Action

Provided as information only.

Consideration to
Accept Construction
Project, Fencing
Project, Fresno City
College and Reedley
College

[02-183]

Action

- a) accept the Fencing Project, Fresno City College and Reedley College; and
- b) authorize the Chancellor or her designee to file a Notice of Completion with the County Recorder.

Consideration to
Accept Construction
Project, Dust
Collection, Theatre,

Fresno City College
[02-184]

Action

- a) accept the project for Dust Collection, Theatre, Fresno City College; and
- b) authorize the Chancellor or her designee to file a Notice of Completion with the County Recorder.

Consideration to
Accept Construction
Project, Relocatable
Nursing Classroom,
Madera Center

[02-185]

Action

- a) accept the project for the Relocatable Nursing Classroom, Madera Center; and
- b) authorize the Chancellor or her designee to file a Notice of Completion with the County Recorder.

Consideration to
Accept Construction
Project, Site Work,
Oakhurst

Relocatable,
Oakhurst Center

[02-186]

Action

- a) accept the project for Site Work, Oakhurst Relocatable, Oakhurst Center; and
- b) authorize the Chancellor or her designee to file a Notice of Completion with the County Recorder.

Consideration to
Accept Maintenance
Project, Pavement
Rehabilitation

Project, Districtwide

[02-187]

Action

- a) accept the Pavement Rehabilitation Project, Districtwide; and
- b) authorize the Chancellor or her designee to file a Notice of Completion with the County Recorder.

Consideration of
Investment Policy
and Quarterly
Performance Review
[02-188]
Action

approve the investment policy statement for 2002-03 and accept the Quarterly Performance Review, as provided by the County of Fresno, for the quarter ending June 30, 2002.

Consideration to
Approve Payroll
Deductions, 2002-03
[02-189]
Action

approve the list of voluntary payroll deductions for 2002-03, as presented.

Consideration to
Adopt Resolution
Authorizing Fund
Transfer, Dormitory
Revenue Fund to
Dormitory Bond
Interest and
Redemption Fund
[02-190]
Action

adopt Resolution No. 02-190 authorizing the County Superintendent of Schools to transfer \$31,425 from the Dormitory Revenue Fund to the Dormitory Bond Interest and Redemption Fund to permit payment of principal of \$30,000.00 and semi-annual interest of \$1,425.00 to the U.S. Department of Education.

Consideration to
Approve Transfer of
Student Credit
Balances to the
General Fund
[02-191]
Action

- a) approve the transfer of student credit balances that are greater than \$15.00 and at least three years old to the General Fund; and
- b) approve the transfer of student credit balances that are less than \$15.00 and less than one year old to the General Fund.

Consideration to
Approve Agreement
with Stradling,
Yocca, Carlson &
Rauth for Bond
Counsel Services
[02-192]
Action

- a) authorize entering into an Agreement with Stradling, Yocca, Carlson & Rauth to provide the necessary legal services for the District's \$161 million General Obligation Bond election to be held on November 5, 2002; and
- b) authorize the Chancellor and/or her designee to sign the Agreement on behalf of the District.

Consideration to
Approve Agreement
with RBC Dain
Rauscher for
Investment Banking
Services
[02-193]

- a) authorize entering into an Agreement with RBC Dain Rauscher for the necessary investment banking services for the District's \$161 million General Obligation Bond election to be held on November 5, 2002; and
- b) authorize the Chancellor and/or her designee to sign the Agreement on behalf of the District.

Consideration to
Approve Agreement
with Department of
Education for Talent
Search Grant, Fresno
City College
[02-194]
Action

- a) authorize entering into an Agreement with the United States Department of Education in the amount of \$190,000.00 to fund the Fresno City College Talent Search grant for the period September 1, 2002, through August 31, 2002;
- b) authorize renewal of the Agreement with similar terms and conditions; and
- c) authorize the Chancellor or her designee to sign the Agreement on behalf of the District.

Consideration to
Approve
Agreements with
Tulare County
Workforce
Investment Board,
Fresno City College
and Reedley College
[02-195]
Action

- a) authorize entering into Agreements with the Tulare County Workforce Investment Board for a term of one year for the reimbursement of training and tuition costs for Fresno City College and Reedley College Programs;
- b) authorize renewal of the Agreements with similar terms and conditions; and
- c) authorize the Chancellor or her designee to sign the Agreements on behalf of the District.

Consideration to
Approve Agreement
with Commission on
Peace Officer
Standards and
Training, Fresno
City College
[02-196]
Action

- a) authorize an Agreement with the Commission on Peace Officer Standards and Training in an amount up to \$60,622.00 for two Institute of Criminal Investigations Core Course presentations to be conducted by the Fresno City College Police Academy;
- b) authorize renewal of the Agreement with similar terms and conditions; and
- c) authorize the Chancellor or her designee to sign the Agreement on behalf of the District.

Consideration of
Bids, Welding Lab
Ventilation Project,
Fresno City College
[02-197]
Action

award Bid #0203-02 in the amount of \$49,700.00 to American Air Company, Inc., the lowest responsible bidder for the Welding Lab Ventilation Project at Fresno City College, and authorize the Chancellor or her designee to sign an Agreement on behalf of the District.

Consideration of
Bids, Lease of
District Surplus Real
Property, Fresno
City College
[02-198]
Action

authorize the lease of District property, as described in the resolution of intent to lease real property, for an amount of \$700.00 per month (increased by 3% annually) for a period of thirty years, to Cingular Wireless, the highest responsible bidder, and authorize the Chancellor or her designee to sign a Lease Agreement on behalf of the District.

*****End of Consent Agenda*****

Consideration to
Appoint Vice
Chancellor-Finance
and Administration
[02-199]
Action

A motion was made by Mr. Smith and seconded by Mr. Thonesen that the Board of Trustees authorize the Chancellor to enter into a contract agreement with Douglas R. Brinkley as Vice Chancellor-Finance and Administration, effective September 10, 2002, with a salary of \$132,972.00 per year. The motion carried by the following vote:

Ayes – 5
Noes – 0
Absent - 2

Public Hearing and
Final Adoption of
2002-03 Budget
[02-200]
Action

Dr. Matthew and Mr. Eng provided a brief overview of the proposed 2002-03 Final Budget.

Board members questioned the possibility of changes once the Governor has signed the State Budget. Mr. Matthew assured the members that they would be advised of any significant changes in the District's budget; however, no changes are anticipated at this time.

Mr. Forhan convened a public hearing at 5:40 p.m. There being no comments from the public, the hearing was closed at 5:41p.m.

A motion was made by Mr. Manfredi and seconded by Mr. Corona that the Board of Trustees adopt the 2002-03 Final Budget, as presented. The motion carried by the following vote:

Ayes – 6
Noes – 0
Absent - 1

Mr. Reznik stated that he is not questioning the numbers, but the pie chart indicating the percentage of academic salaries is combined with administrators and is not a true percentage of faculty salaries. He asked that in the future the information be two separate percentages.

Mr. Matthew commended the District on the management of its finances, especially lottery funds.

Consideration of
Quarterly Financial
Status Report
[02-201]
Action

The Trustees acknowledged the Quarterly Financial Status Report (CCFS-311Q), as presented.

Consideration of
Resolution Ratifying
Purchase
Agreement, Willow/
International
Community College
Center (Aluisi
Parcel)
[02-202]
Action

A motion was made by Mr. Smith and seconded by Mr. Manfredi that the Board of Trustees:

- a) approve Resolution No. 02-202 Ratifying Agreement for the Purchase of Real Property; and
- b) authorize the Chancellor to enter into a Purchase and Sale Agreement for approximately 20.13 acres in the 10200 block of North Willow Avenue from the Aluisi family.

The motion was carried by the following vote:

Ayes – 6
Noes – 0
Absent - 1

Mr. Manfredi noted that there was no reference to the fiscal impact in the item background.

Reports of Board
Members

Natalie Alquinzon, Reedley College Student Trustee, reported on the following activities:

- Welcome Week
- 39 students are enrolled in the ASB class
- Club Rush – September 9
- September 11 Remembrance Ceremony
- Transfer Day – September 12
- Latin Dance and Salsa Contest – September 13
- Mexican Independence Day – September 16
- Homecoming – October 12

George Kutnerian, Fresno City College Student Trustee, reported the following:

- Club Rush – September 4
- Planting of a freedom tree on September 11
- Mexican Independence Day – September 16
- ICC Institute
- Full Senate will be appointed by next week
- Attended the Student Trustee Workshop in Sacramento

Ms. Smith stated that Trustees Forhan, Smith, and she met with Councilman Sal Quintero last week and provided him with additional information regarding the District's facilities needs. She believes he will support the District's bond measure.

Mr. Manfredi reported that Dr. Redwine, Dr. Yeager, and he hosted the head of the Department of Corrections at the Madera

Reports of Board
Members
(continued)

Center last week. Progress is being made in the effort for the Center to offer Corrections classes.

Regarding the City Council resolution, Mr. Corona encouraged the Council to put their concerns in writing so they can be addressed. The District wants to go forward with the bond and to serve the constituents, including the City Council. Mr. Corona also stated that encourages staff to come forward with constructive criticism regarding issues. Lastly, as each event for each culture comes to mind, i.e., Mexican Independence Day, those events should be celebrated by all, as this is what makes America so great.

Mr. Forhan stated that the District does look to solve issues in an open environment. Under the Brown Act, there are issues that have to be sunshined and the public is given an opportunity to comment on those issues. The Board has the responsibility to the constituents to see that decisions are made in an open forum.

Old Business

None

Future Board Items

Ms. Smith stated she would like to discuss the possibility of a southwest Fresno satellite center across Jensen; i.e., Hinton Center, Ivy Center, churches, as the classes offered at Edison High School do not cover the entire area.

Mr. Smith added that he has also received communication from people in the Easton area and there has been some effort to establish classes in that area. He suggested that the Board receive a status report on classes in the area as well as possibly offering multicultural classes. Mr. Forhan agreed.

Mr. Forhan stated that Mr. Patterson is not present tonight, but he has requested a future agenda item regarding the bond. Mr. Forhan stated that with the subsequent meeting with Councilman Quintero, the agenda item is not necessary, as it appears that the District will have the support of the City Council. The Board agreed it was not necessary to place the item on the agenda at this time.

Dr. Redwine noted this is Dr. Bruegman's last Board meeting as she is retiring at the end of September. Dr. Redwine and the Board expressed their appreciation to Dr. Bruegman for her leadership and many years of service.

Closed Session

Mr. Forhan stated that the Board, in closed session, will be discussing: CONFERENCE WITH LABOR NEGOTIATOR [SCFT Part-Time Bargaining Unit;], Randy Rowe, Pursuant to

Closed Session
(continued)

Government Code Section 54957.6; CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION; Name of Case: Charest Construction v. State Center Community College District, Pursuant to Government Code Section 54956.9(a); CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION; Significant Exposure to Litigation: Two Potential Cases, Pursuant to Government Code Section 54956.9(b); and CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION, Pursuant to Government Code Section 54956.9(c); Deciding whether to Initiate Litigation: One Potential Case.

Mr. Forhan declared a recess at 6:02 p.m.

Open Session

The Board moved into open session at 7:17 p.m. Mr. Forhan reported that the Board in closed session gave direction to its chief labor negotiator, and gave the District's general counsel conditional authority to initiate litigation.

Adjournment

The meeting was adjourned at 7:18 p.m. by the unanimous consent of the Board.

Ron Manfredi
Secretary, Board of Trustees
State Center Community College District

RM:cm

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: October 1, 2002

SUBJECT: Extension of Contract, Certificated Personnel

ITEM NO. 02-203

EXHIBIT: Certificated Personnel Recommendations

Recommendation:

It is recommended that the Board of Trustees approve the certificated personnel recommendations, Item A, as presented.

CERTIFICATED PERSONNEL RECOMMENDATIONS

A. Recommendation to extend contract for the following person:

<u>Name</u>	<u>Campus</u>	<u>From</u>	<u>To</u>	<u>Position</u>
Liberty, Susan	FCC	October 1, 2002	January 6, 2003 or until position is filled	Interim Associate Dean of Instruction, Humanities

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: October 1, 2002

SUBJECT: Employment, Promotion, Change of Status,
Transfer, Leave of Absence, Termination, and
Resignation, Classified Personnel

ITEM NO. 02-204

EXHIBIT: Classified Personnel Recommendations

Recommendation:

It is recommended that the Board of Trustees approve classified personnel recommendations, Items A through J, as presented.

CLASSIFIED PERSONNEL RECOMMENDATIONS

A. Recommendation to employ the following persons (probationary):

Name	Location	Classification	Range/Step/Salary	Date
Davitian, Elizabeth	FCC	Office Assistant III Position No. 2066	48-A \$2491	9/3/02
Gonzalez, Mario	DO	Groundskeeper I Position No. 1028	43-A \$2201	9/3/02
Prinz-Perez, Jennifer	FCC	Instructional Tech – CDL Position No. 2417	50-A \$2615	9/3/02
Cooper, Ada	RC	Department Secretary Position No. 3095	44-A \$12.99	9/16/02
Wellfare, Jonathan	RC	Accounting Clerk I Position No. 3109	38-A \$1947	9/16/02
Chernekoff Ellen	FCC	Instructional Aide - CDL Position No. 2231	32-A \$1680	9/23/02
Dauer, Renee	RC	Accounting Clerk III Position No. 3083	48-A \$2491	9/30/02

B. Recommendation to employ the following persons (Exempt):

Name	Location	Classification	Hourly Rate	Date
Ashleman Scott	FCC	TI Trainer II	\$ 33.52	8/22/02 thru 9/30/02

C. Recommendation to employ the following persons (provisional – filling vacant permanent full-time, permanent part-time position pending recruitment/selection, or replacing regular employee on leave):

Name	Location	Classification	Hourly Rate	Date
Urbietta, Guadalupe	FCC	Office Assistant I	\$ 11.22	9/16/02
Howard, Ryan	RC	College Trainer	19.24	8/28/02

D. Recommendation to employ the following persons (provisional – filling vacant limited-term position pending recruitment/selection):

Name	Location	Classification	Hourly Rate	Date
George, Anna	RC	Book Sales Clerk I	\$ 10.96	8/16/02 thru 9/13/02
Monroe, Gregory	RC	Book Sales Clerk I	10.96	8/12/02 thru 9/13/02
Casteneda Francela	FCC	Accounting Clerk I	11.22	8/12/02 thru 9/13/02
Spratt, Gwendolyn	RC	Financial Aid Asst I	17.88	7/1/02

E. Recommendation to approve the promotion of the following employees (regular):

Name	Location	Classification	Range/Step	Date
Swan, Kathleen	FCC	Book Sales Clerk I Position No. 2085 to Book Sales Clerk II Position No. 2085	37-A \$1795 40-B \$2028	5/1/01
Sorenson, Frederick	DO	Groundskeeper I Position No. 1074 to Groundskeeper II Position No. 1074	43-A \$2201 46-B \$2491	3/1/02
Ashcroft, Gail	FCC	Office Assistant I Position No. 2144 to Office Assistant II Position No. 2144	38-A \$1947 41-B \$2201	8/1/02
Aguilar, Norma	FCC	Financial Aid Asst I Position No. 2106 to Financial Aid Asst II Position No. 2104	57-C \$3416 60-D \$3861	8/19/02
Myers, Doris	FCC	Office Assistant II Position No. 2023 to Office Assistant III Position No. 2051	41-E \$2676 48-C \$2881	9/12/02

E. Recommendation to approve the promotion of the following employees (regular) (continued):

Name	Location	Classification	Range/Step	Date
Bennett, Judith	DO	Accounting Clerk III Position No. 1004 to	48-E \$17.90	9/23/02
	FCC	School Relations Spec Position No. 2061	69-A \$4254	
Nies, Linda	RC	Accounting Tech I Position No. 3023 to	57-D \$3588	9/23/02
		Accounting Tech II Position No. 3085	61-C \$3767	

F. Recommendation to approve change of status of the following employees (regular):

Name	Location	Classification	Range/Step	Date
Espinosa, Charlotte	RC	Office Assistant III Position No. 3009 to	48-E \$2953	3/7/01 thru 11/30/01
		Office Assistant III Position No. 3009	53-E \$3526	

(Out of Class pay ordered by the Personnel Commission – correcting to previous entry)

Mendoza Janell	MC	Madera Center Coor Position No. 4001 to	69-E \$5169	6/16/02 thru 9/30/02
		Madera Center Coor Position No. 4001	69-E + 15% \$5944	

(Article 34, Section 8 CSEA Agreement)

Price, Erin	FCC	Office Assistant III Position No. 2320 to	48-B \$2615	7/1/02
		Office Assistant II Position No. 2412	41-D \$2424	

(Return to regular assignment)

Custodio, Naomi	FCC	Office Assistant III Position No. 2006 to	48-A \$2491	8/19/02
		Office Assistant II Position No. 2024	41-C \$2312	

(Return to regular assignment)

Dahill, Teresa	FCC	Financial Aid Asst I Position No. 2106 to	57-A \$3100	8/19/02
		Office Assistant III Position No. 2006	48-C \$2744	

(Return to regular assignment)

F. Recommendation to approve change of status of the following employees (regular) (continued):

Name	Location	Classification	Range/Step	Date
Carr, William	FCC	Job Developer – DSS	62-D	8/29/02
		Position No. 2247 to	\$4051	
		Educational Advisor	57-D	
		Position No. 2414	\$3588	
(Voluntary demotion in lieu of layoff)				
Padua, Alemario	FCC	Accounting Tech I	57-C	9/1/02
		Position No. 2339 to	\$3416	thru
		Accounting Tech II	61-B	12/31/02
		Position No. 2358	\$3588	
(Article 34, Section 8 CSEA Agreement)				
Johnson, Susan	FCC	Office Assistant III	48-B	9/3/02
		Position No. 2066 to	\$2615	
		Department Secretary	44-B	
		Position No. 2287	\$2372	
(Return to regular assignment)				
Verduzco, Ishmael	RC	Job Developer	62-D	9/3/02
		Position No. 3033 to	\$4051	
	FCC	Job Developer – Span	62-D	
		Position No. 2203	\$23.38	
(Voluntary demotion to permanent part-time position in lieu of layoff)				
Ahrens, Shanna	DO	Accounting Tech II	61-B	9/16/02
		Position No. 1067 to	\$3588	thru
	FCC	Accountant/Auditor	66-A	12/31/02
		Position No. 2489	\$3861	
(Article 34, Section 8 CSEA Agreement – pending recruitment and selection)				
Schmidt, Susan	FCC	Office Assistant II	41-C	9/17/02
		Position No. 2244 to	\$2312	thru
	DO	Office Assistant III	48-A	12/31/02
		Position No. 1027	\$2491	
(Provisional assignment – pending selection)				

G. Recommendation to approve the lateral transfer of the following employees (regular):

Name	Location	Classification	Date
Hopkins, Michael	FCC	Job Developer	8/22/02
		Position No. 2318 to	
		Job Developer	
		Position No. 2116	

G. Recommendation to approve the lateral transfer of the following employees (regular)(continued):

<u>Name</u>	<u>Location</u>	<u>Classification</u>	<u>Date</u>
Diaz, Joel	FCC	Job Developer Position No. 2268 to Job Developer Position No. 2264	8/28/02
(Provisional assignment – pending recruitment and selection)			
Day, Charlezsette	FCC	Job Developer Position No. 2264 to Job Placement Specialist Position No. 2482	8/29/02
(Provisional assignment – pending recruitment and selection)			

H. Recommendation to approve the leave of absence of the following employee (regular):

<u>Name</u>	<u>Location</u>	<u>Classification</u>	<u>Date</u>
Sanchez, Sylvia	FCC	Office Assistant III Position No. 2224	9/2/02 thru 1/1/03
(Correct ending date of Leave of Absence for Study)			
Ross, Allisha	MC	College Center Assistant Position No. 4014	8/8/02 thru 11/6/02
(Health Leave of Absence)			

I. Recommendation to accept the termination of the following employee (regular):

<u>Name</u>	<u>Location</u>	<u>Classification</u>	<u>Date</u>
Lucero, William	RC	Custodian Position No. 3104	8/30/02

J. Recommendation to accept resignation of the following employee (regular):

<u>Name</u>	<u>Location</u>	<u>Classification</u>	<u>Date</u>
Smith, Herbert	FCC	Office Assistant III Position No. 2002	8/29/02

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: October 1, 2002

SUBJECT: Employment of Part-Time Faculty on Adjunct
Faculty Salary Schedule, Fall 2002,
Fresno City College, Reedley College,
and North Centers

ITEM NO. 02-205

EXHIBIT: Listings of Part-Time Adjunct Faculty

Background:

Board Policy 4120 authorizes the administration to assign part-time faculty on the Adjunct Faculty Salary Schedule and calls for submittal to the Board of names of the individuals so assigned. Enclosed herewith for Board approval are assignment rosters from Fresno City College, Reedley College, and North Centers for Fall 2002.

Recommendation:

It is recommended that the Board of Trustees approve employment of part-time faculty on the Adjunct Faculty Salary Schedule for Fresno City College, Reedley College, and North Centers for Fall 2002, as presented.



**Fresno City College
Adjunct Instructors
Fall 2002**

Name	Subject
Acuna Olivia L	Accounting
	Business & Technology
Allen Joanne T	Business & Technology
Alvarado Raymond	Physical Education
Anda Bonnie W	Health Science
Anderson David E	Math
Anderson Janice L	Work Experience
Arcila-Villa Laura	Philosophy
Arguelles Margaret A	English
Armas Joseph T	Work Experience
Armes Stephen M	History
Arnold Jeffery S	Information Systems
Arnold Joseph M	Criminology
Arsala Baryalai	English as a Second Language
Atwal Kabeljit K	Child Development
Auble Sandra	Physical Education
Avera Joshua W	Speech
Ayrey Lesandre H	Dance
Baker Judy M	English as a Second Language
Ballard Bart D	Physical Education
Banuelos Fernando	Information Systems
Barba Kathy L	Music
Barbis Milton P	Physical Education
Barkman David C	Photography
Barnard Douglas D	Air Conditioning
Barnes Rebecca L	Art
Barratt Ted R	Psychology
Bartels Fred W	Physical Education
Baumann Julia J	Music
Becker Michael R	Political Science
Berg Gregory K	Psychology
Bertoldi Nathan A	Art

Biletnikoff Jr Frederick	Fitness Center
Bithell Kara T	Dance
Black Bull Michael I	American Indian Studies
Black Kelly J	Information Systems
Boggs Jonathan P	Linguistics
Bonetto David W	Dance
Bourbon-Cervantes Edilia	Information Systems
Bourdet Malcolm L	Physical Education
Boydstun Susan G	Psychology
Boyles Lisa M	Journalism
Brady Jon L	Political Science
Bragg Angela N	Psychology
Brewer, Melinda Z	Child Development
Brooks Diane L	Health Information Technology
Brough Charles N	Economics
Brutosky Mary V	English
	Tutorial Center
Burnett Lynn B	Health Science
Burton Patricia	Nursing, Registered
Bush Bethany S	Biology
Cabrera-Moreno Josefina	Spanish
Caetano Heidi L	Dental Hygiene
Callaghan Cynthia R	Human Services
Camacho Jose G	Political Science
Camacho Richard A	Physical Education
Caprioglio Dennis F	Automotive Technology
Carden M Allen	History
Carrillo Rudy	Criminology
Carter Brian K	English
Castro-De la Rosa Maria	Chicano-Latino Studies
Cerbo Gaetano T	Building Maintenance, CTC
Cha Tua	Hmong
Chacon Kenneth R	English
Chalasani Usha R	English as a Second Language
Chapman Robert C	Computer Aided Manufacturing
Cheatham Stephen B	Chemistry
Chicconi Michael J	Automotive Technology
Chin Jeffery T	Drafting
Christensen Randy L	Guidance Studies
Christiansen Kirstin A	Business & Technology

Cisneros Rene
Clark Donald E

Clark Rebecca Ann
Clement Ralph
Clift Renee T
Colbert Bryan G
Collier Aaron M
Collins Thomas J

Consolatti Allen J
Cooperman Larry S
Coppock Carol
Cota Yvonne M
Counsellor Rena E
Cover Clifford
Covey Deanna
Cox Chantel M
Crombie Karen M
Crossbuck Jim E

Daniels Chad D
De Fehr Kay Marie
De La Torre Marta D
Dean Pamela H
Decker Dorothy Diana
Dedekian Daniel J
Dedmond Ann
Delaney Melissa A
Delano Elizabeth M
Demichillie Robert W
Denis-Arrue Ricardo A
Denton Philip C
Derosa-Parola Debra D
DeSoto-Liles Sylvia C
Dewitt Hiram P
Diamond Jacqueline M
Dickson Jane F
Diliddo Frank J
Discont Conrad M

Spanish
Architecture
Building Safety & Code
Administration
Health Information Technology
History
Sociology
Child Development
Electrical Systems Technology
Decision Science
Information Systems
English
Music
Nursing, Registered
English
Child Development
Biology
Business & Technology
American Sign Language
Biology
Child Development

Business Administration
English as a Second Language
Health Information Technology
Business Administration
Child Development
English
Math
Art
Child Development
Physical Education
Biology
Chemistry
Dance
Business & Technology
History
Information Systems
English
Electrical Systems Technology
English

Dixon Gaylord Wayne
Dodd Deborah G
Dole William E
Donnelly Stacy R
Dorn Shelly M
Dose Kenneth D
Driggers Natalie R
Dull Nahid T
Dunbar-McNary Barbara
Dunn Barbara Jean
Dunne Donnalee J
Duvet Patricia J

Eichmann Kelly K
Elerick James R
Elrich Hansen Erin A
Emerzian Lori C
Entz James W
Esmay Jerry A
España Teresa M
Espinosa Rosemary C

Etezadi Touradj
Evans Robert W

Facione Diana R
Farris Beverly M
Farris Diana L
Ferguson Jim P
Fernandez Gabriel M
Fisk Charlotte M
Fleming Jerry A
Flores Nicole J
Fraleigh Nancy M
Frazier Brenda

Freeman Richard L
Fritz Erik K

Fry Martha E

Math
Business Administration
Physical Education
Physical Education
Business & Technology
Recreation
Fitness Center
Information Systems
English
Work Experience
Art
French

Food & Nutrition
Guidance Studies
Art
History
Art
Automotive Technology
Art
Education
English
Accounting
Geography

English as a Second Language
Nursing, Registered
Information Systems
Physical Education
English
English
Psychology
Physical Education
Speech
Fitness Center
Physical Education
Spanish
English

Accounting
Business & Technology

Fry Teddy G	Work Experience
Fulton Stahl Susan D	Guidance Studies
	English
Garcia Ruby	Chicano-Latino Studies
Garcia Susana	Guidance Studies
Garcia Sylvia M	Criminology
Garth Rebecca H	Human Services
Garza Yolanda G	Spanish
	Automobile Collision Repair
Geren James V	Technology
Gibbs Richard R	Economics
Gilio Mary J	Business & Technology
Gilliam Brian K	Computer Technology, CTC
Gilmore Paul C	History
Goins Jennifer L	American Sign Language
Gong Douglas R.	Math
Gonzales Daniel J	Apprenticeship
Grant Raynette	Math
Greene Sheila B	Art
Griffiths Kularb P	English as a Second Language
Grove Beth D	Math
Guadian Claudia S	English as a Second Language
Guest Lawrence A	English
Guffy-Bill Zay	English
Guglielmana Susan Kay	Dental Hygiene
Guglielmino John L	Graphic Communications
Gutierrez Margarita D	Child Development
Gutierrez-Osborne Virginia	Biology
Gutierrez-Sauceda Nancy	Sociology
	Women's Studies
Haber Judith A	Biology
Halper Carin A	English
Hamp David Marc	Speech
Hansen Kimberly	Paralegal
Hanson Audry J	Library Technology
Hanson Bruce N	Linguistics
Hardamon Cedric J	Human Services
Haroldsen Ronald R	Guidance Studies
Haroutunian Vahack	Math

Harralson Christina D
Harris Clifton
Harrison Edward E
Hart Sandra Moomjian
Hawkins Timothy G
Heine-Allison Kathy M
Henderson Leon C

Henkel Steven N
Hernandez Henry M
Herzog Walene Glynn
Holden William E
Hollabaugh Roy L
Hord John S
Horton Matthew J
Hubbard Greg R
Hubbart Jason A
Hudson Christopher T

Hughes Larry C
Humphrey Robert C
Hurt Howard A
Hyde Grant P

Ingoldsby Larry

Jackson Zella N
Jarvis Janet P
Jensen Daniel A
Jerkovich Roger N
Jimenez Michael
Johnson Donnie R

Johnson Judith M
Johnson Nona Lee
Johnston H. Bruce
Jolley Lygia R
Jones Sarah E
Jordan Lynette F
Jordine Melissa R
Juarez Jo Ann

English
Biology
Applied Technology
Music
Business Administration
Guidance Studies
Applied Technology
Business & Technology
Accounting
Electrical Systems Technology
Business & Technology
Information Systems
Applied Technology
Music
Music
Photography
Biology
Business & Technology
Information Systems
Psychology
English
Biology
English

History

Physical Science
Health Science
Math
Photography
Chicano-Latino Studies
Fitness Center
Physical Education
Child Development
English as a Second Language
Biology
Dental Hygiene
Information Systems
English
History
Speech

Kahn Anne C	Guidance Studies
Kaiser Clarey Kathleen	Work Experience
Kaitfors Cynthia	Guidance Studies
Kammeraad Curt E	Work Experience
Karimbakas Spiros K	Math
Keithley Alan P	Applied Technology
Kennedy-Douglas Jean L	Women's Studies
	Work Experience
Kesterson Edward R	Graphic Communications
Key Roger A	Physical Science
Kimball Robert	Business & Technology
King Melvin W	Criminology
Kirby James V	Human Services
Klein Annette Marie	American Sign Language
Klein Kenneth A	Drafting
Knaapen Beatrice A	Guidance Studies
Knight-Barfield Melissa	Women's Studies
Koster Gregory J	Librarian
Krauter Larry W	Photography
Kretsch Donna J	English
Krohn Debra L	Chemistry
Krolikiewicz Krystyna B	Biology
Kuiper Harold Peter	Speech
Kumano Ralph F	Biology
Kuszmar Susan D	Art
Labandeira Margaret G	Business & Technology
Lake Kenny L	Physical Education
Laney Jason P	Geography
Lango Peter M	Health Science
Lavery Laura L	Child Development
Lebeau Loren J	Physical Education
Lee Arnold C	Automotive Technology
Lennon David L	Speech
Leone Elizabeth A	English as a Second Language
Leong Donna Kaye	Art
Leon-Meneses Judy L	Guidance Studies
Lessard Jane E	American Sign Language
Lewis Suzanne	Art
Liu Wei	Physical Education

LiuHSiu-Ju Teng
Lohne Enok
Longatti Adam R
Loop Steven H
Lopez Cecile R
Lopez Danielle A
Lotspeich Roy
Lovelace Everett
Loyd Diane L
Lozano Ignacio M.
Lucas Elio A

Lucka Wojciech J
Ludwig Sandra L
Lumsden Dale T

Luna Jesus
Luna Rudy
Lynes Charles M

MacDonald Cynthia R

Mack Patricia F
Magnia Martha A
Maki-Dearsan Nanete J
Malekzadeh Behrouz
Manhire Ellen
Mann Judy Ann
Mann Li Tang
Marinovich Branko B

Markarian Sam S
Marsella Ted Leland
Marsh Robert
Martineau-Gilliam Vick
Martinez Jesus G
Martinez Lewis A
Martinez Michael H
Maruko Eiji
Mason Ronald D
Mathis Catherine F

Math
Respiratory Care
Art
Physical Education
English
Criminology
Math
Work Experience
Business & Technology
Spanish
Food & Nutrition
Food Service Management
Biology
Surgical Technology
Food & Nutrition
Food Service Management
Chicano-Latino Studies
Graphic Communications
Theatre Arts

Librarian
Library Technology
Guidance Studies
Child Development
Art
Math
English
Dental Hygiene
Chinese
Political Science
Building Safety & Code
Administration
Business Administration
Tutorial Center
Business & Technology
Spanish
English
Speech
Music
Math
Child Development

Mativo Kyalo W
Mattox Jack V
Maurogeorge Paul A
Maynard Raymond E
McCabe Gail M
McClurg Michael J
McCoy Denise W
McCoy Don R
McCoy James R
McCullough Bill J
McGehee Robin R
McIlhargey Patrick J
McLaughlin Linda T
McLearan Susan H.
Megerdichian Edward G
Meinhold Michelle R
Mejloumian Oganessian P
Mendez Vincent L

Mendoza Noe
Merritt Dimple M
Mesrobian Barbara J
Meyer William C
Meyers David L
Mian Rafaqat Sultana
Mikow Marilyn B
Mills William J
Minier David D
Mitchell Marilyn S
Mizner Keith
Moore Deborah S
Moore Vernon S
Morand Kim I
Moreno Janice E
Morgan Amy P
Morgan Linda J
Morrice John F
Morton Nye F
Moua Chai C
Mouanoutoua Vang

African-American Studies
Health Science
Work Experience
Math
English
Physical Education
Art
Biology
Speech
Graphic Communications
Speech
English as a Second Language
American Sign Language
Dental Hygiene
Math
Guidance Studies
Chemistry
Art
Chicano-Latino Studies
Guidance Studies
Work Experience
Food Service Management
English as a Second Language
Graphic Communications
Nursing, Registered
Child Development
Business Technology, CTC
Criminology
Criminology
Accounting
Nursing, Registered
Geology
Dance
English
Art
Tutorial Center
Music
Music
Math
Asian-American Studies

Mullaly Patricia J

Murray Paulette R
Musick William D
Myers Rich R
Myles Gilbert

Nance Steven H
Neer David
Nelson John S
Nelson Rebecca L
Nichols Jess D
Nicholson Bill G
Nix Lawrence D
Norton Kristen E
Nunez Tom

Oaks Carol K
Oaxaca Nancy F
Obermire Margaret

Ochs Raquel M
Oeser Jeffrey A
Okin Isaac A
Ollila Mary A
Otschkal Nadine L

Palacio Diane R
Palmer Debora K
Pardue Mary Ellen
Parker Anita M
Partoviamin Soheil
Patty William L
Payne Catherine J
Paz Isaias E
Penner Christy L
Perez Enid

Perry Linda G
Pesch Sheila
Peterson Gregory K

Accounting
Business & Technology
Guidance Studies
Physical Education
English
Guidance Studies

Music
Physical Education
Physical Education
Business & Technology
Biology
Physical Education
Welding Technology
Education
Chicano-Latino Studies

Music
Work Experience
Business & Technology
Decision Science
Child Development
Economics
African-American Studies
Art
Developmental Services

Nursing, Registered
Information Systems
Guidance Studies
Child Development
Tutorial Center
Child Development
Art
Spanish
Speech
Chicano-Latino Studies
Women's Studies
Human Services
Business Technology, CTC
Information Systems

Pichardo Cynthia A	Psychology
Piper James K	Film
Pirl David R	Art
Pollard Gayle M	English
Pondexter Patricia E	Librarian
Pontius David L	Information Systems
Powell John T	Guidance Studies
Pranzo Mary L	Economics
Price Maryellen A	Child Development
Quinn Linda I	Theatre Arts
Ragab Judith A	English
Ragsdale Rodney J	Physical Education
Raines William C	Art
Ramirez Adrian D	Business & Technology
Ramirez Gregory D	English
Rangel Rebecca A	Chicano-Latino Studies
	Women's Studies
	Guidance Studies
Raun Shirley A	Biology
Reed Phyllis	Business Administration
Reich Jeffrey	Math
Reindl Michelle L	Math
Rhodes Agnes L	Biology
Ribarich Richard C	Child Development
Roberts Deborah K	Business Administration
Robinson Paul M	Spanish
Rodriguez Raquel	Health Science
Roos Jennifer M	English
Rosenthal Aviva k	Information Systems
Rosso Mario A	English
Rowan-Ono Ellen B	English
Rozier-Mc Inerney K R	English
Ruiz Iris D	English
Russell Robert B	Information Systems
Russell Wanda H	English
Ryle Jacqueline L	Business Administration
Sagaser Janet A	Math
Saito Mark W	Real Estate
Samora Lawrence R	Chemistry

Sandersier Jeffrey T	Music
Schellack Cherie Lane	Biology
Schellenberg Matthew A	English
Schramm David D	Music
Schreiber Nancy S	Medical Assisting
Schulthies April E	English
Scott Robert Guy	English as a Second Language
Scott Ryan	Business & Technology
Scroggins Carol L	English as a Second Language
Sears Michael E	Information Systems
Semitsu Junko M	Japanese
Sermon Kay P	Art
Shank Gonzales Kelly A	Business & Technology
Sharp Caroline S	Child Development
Shaw Sue F	Child Development
Shelton Marilyn	Child Development
Shore John W	Real Estate
Siddaramaiah Chandrashe	Linguistics
Silva Amy M	Speech
Silva Gilbert J	Health Science
	Medical Assisting
Singh Paula A	Nursing, Registered
Slade Donald R	Fitness Center
	Physical Education
Slaybaugh Debra L	Paralegal
Sloan Larry D	Industrial Training, CTC
Small Jacqueline M	Computer Aided Drafting & Design
Smeltzer Brad L	Linguistics
Smith David R	Applied Technology
Smith Ernest Z	Photography
Smith Jared E	Physical Education
Smith Lorraine M	Business & Technology
Smith Robert F	English
Snowden Patrick R	Art
Sorensen Christin L	Applied Technology
Soria Lula Ann	Nursing, Registered
Sotomayor Janet N	Child Development
Spjute Linda S	Nursing, Registered
Squire-Beem Nanci A	Tutorial Center

Sran Permjit K
Standifer Delores L
Stark Denise Alison
Steele Ronald C.
Stern Cindi Dawn
Stevens Mark W
Stogbauer Kathy E
Stratman Thomas A
Swan Richard F
Sweetman Rebecca L

Tanaka Kathleen L
Taus Kay V
Taylor Sevastee Pl
Tenney John E
Thiesen Lorraine J
Ting Rosemary S

Tiscareno Cristal Ann
Tobenkin Laurie E
Tognazzini Brenda J
Topouzghanian Ara O
Torigian Marcus A
Torrance James G
Torres Silvia M
Triplitt Traci Ann

Ude Pamela
Umer Ismail
Underhill Carol L
Unruh David

Valdez Tara D
Valencia Barbara G
Van Cleve Mark Randolph
Van Dusen Trippel Cynth
Van Wyk Sharon K

Vander Plaats William D

Educational Aide
English
Building Maintenance, CTC
African-American Studies
English as a Second Language
Work Experience
Business & Technology
Physical Education
Child Development
Chemistry
Business & Technology
Information Systems

Food Service Management
Child Development
French
Photography
Speech
Business & Technology
Information Systems
Dance
English
Tutorial Center
Armenian
Work Experience
German
English
Child Development

Accounting
Graphic Communications
Physical Education
Tutorial Center

English
Sociology
Information Systems
Business Administration
Accounting
Business & Technology
Business Administration

Vang Alee
Vang Linda M
Vartanian Sona
Vasquez Rojelio
Velagic Goran

Vellandi Christian J
Vianello Arlene
Villa Patrick L
Volkman John D
Von Berg Craig A

Waddle Carl D

Wagman Elizabeth B
Wahl Julie G
Waite Susan E
Walker Jason L
Wall Connie L
Warren-Johnson Carmella
Wasemiller Peter M
Watson James Edward
Watts Marilyn K
Wayte William R
Weaver Louis H
Weinschenk Franz A
Weise Darlene N
Wengerd Bethany D

White Marva L
Wickstrom Debra D
Williams Norma N
Williams Thomas I
Wimer Garrett A
Winslow Lora L
Winter Robert F
Winther-Saxe Lenna A
Wolf Maureen C
Wolff Debra A

Graphic Communications
Asian-American Studies
Sociology
Tutorial Center
Business Administration
Applied Technology
Welding Technology
Chemistry
Dental Hygiene
Math
Library Technology
Music

Health Information
Technology
Child Development
Child Development
Applied Technology
English
English as a Second Language
Guidance Studies
Business Administration
Criminology
Physical Education
Physical Education
Geography
Speech
Nursing, Registered
Anthropology
Archeology
Women's Studies
Dental Hygiene
English
Business & Technology
Computer Aided Drafting & Design
Astronomy
Work Experience
Biology
Photography
English
Physical Education

Wolfmann Melissa C
Woods Mary A
Wright James W

Yamamoto Anthony K
Yang Dianne
Yee Danita
Young Janee L
Young Shawn D

Zhang Zheng
Zhao Qian

Music
Health Information Technology
Real Estate

Asian-American Studies
Biology
Dental Hygiene
Speech
Physical Education

Guidance Studies
English as a Second Language



**Fresno City College
Adjunct Instructors
Fire Academy
Fall 2002**

Akers David W
Baker Earle R
Banta Donald Jean
Barrera Jr Luis B
Baxter Geary W
Bey Gary Irvin
Brotsis William C
Bump Christopher M
Cabral Richard L
Cadigan Richard D
Cottom Larry L
Cox Brian Harold
Damico James M
Davis James Russell
Despain Micheal Dan
Diebert Richard C
Duaine Matthew J
Finfrock Randy A
Garfield David L
Gastelum Jose S
Gerking Christopher
Gilman Kenneth L
Guice Daniel R
Harold Kirk Dale
Henry Steven D
Hicks H Douglas
Hilvers Robert S
Kraft Brian Lee
Krippner Virginia L
Lawson Kevin A
Leigh John Robert
MacAlpine Donald B
Marquez Peter J
Martinez Mark R
Michaels Ralph L
Mitchell Marilyn S
Nelson John S

Norman Charles A
Ockey Donald A
O'Meara Daniel M
Pearson Douglas G
Ralls Jason M
Ramsey Leslie D
Rauch Steven T
Reid James H
Rogers Edward B
Rowe Deborah K
Sawhill Gary L
Shackelton James L
Slater Gerald L
Smith Scott C
Stach Roger L
Stemler James M
Sulenta David W
Sutton Donald E
Torosian Brian G
Watkins Mark L
Watson John M
Young Jeffrey A



**Fresno City College
Adjunct Instructors
Police Academy
Fall 2002**

Adolph Ronald H	Copher John E
Anderson Gregory V	Cotter Lee G
Arendt James J	Craig Rodney Duane
Avila Edward H	Crecelius Timothy James
Baker Earle R	Crews Patricia K
Bandy Beth A	Cruise Harold W
Bawcom John L	Cuthbert Neil Andrew
Baxter Geary W	Dadian Neil Gordon
Beck Gordon J	Davis Janet E
Benbrook Jan F	Davis Terry L
Bennink Hendrikus Antonius	Delgado Faranak
Bessinger Drew Mark	Delgado Zayera
Bissett Brian Dewayne	Dennis Jo D
Blaha Lynda M	Desmond Christopher P
Boland Eugene S	Dewall Anthony R
Boston Rebecca A	Dobrinen Michalann
Boyer Peter J	Dodd Jeffrey B
Bradford David Lee	Dooley William James
Brand Michael	Douglass John Martin
Bray Mark A	Downing Clifford E
Bridges Dennis Wayne	Downing Craig C
Brisendine Rodney B	Dryden William N
Burge John Hamilton	Dunn Jeffrey Edward
Burnett Lynn B	Duran Louis Anthony
Button Lynn E	Esmay William D
Cambria Barbara J	Felix Charlene F
Caporale Philip Anthony	Fief Gary L
Carrasco Lydia	Field Frederick P
Carrillo Rudy	Fielden Sue Ann
Castro Manuel	Fleischmann Nicholas W
Cenci Melissa Marie	Flores Jose G
Chastain Curtis E	Fraizer Todd P

Frascona Vincent Z
Frausto Cherise A
Frost Thomas A
Fuller Zebedee
Gaad Allen R
Gaines Richard K
Gamoian Lisa M
Garcia Eva
Garner Robert Charles
Garza Jose V
Gentry James R
Gibeault David A
Gines Ramon R
Gomez Joseph V
Gonzales Henry Montenegro
Green Daryl L
Grove Lori Jean
Grove William Eugene
Hahn Timothy Paul
Hahus Kenneth J
Harris Robert Edward
Haupt Harold H
Haynes Lorine H
Henkle Charles M
Hernandez Rayann J
Herrera Cruz Jose
Hickman Kevin D
Hogue Jalaine C
Jackson Patrick G
Jacobso Henry
Jeans William C
Jimenez Jimmy
Johnson Dwayne A
Johnson Fred James
Jones David E
Jones Frederica K
Joseph Mary Catherine
Kader Philip F
Kalpakoff Paul A
Kaundart Earl D

Keeney Mark Allan
Kennedy Rodney W
Kershaw Cheryl Ann
King Melvin W
Kirkhart Larry C
Klose Thomas Lynn
Kurtze David Albert
Lamm Daniel E
La-Ponte Kirkorian Shiela K
Law Timothy J
Lean Thomas C
Lee Linda L
Leist William J
Leonardo Susan Ann
Louviere Richard C
Lusk James W
Maier John Wayne
Maroney Al Eugene
Martin Gary Allen
Matsuzaki Kent H
Mayo Edward S
McAnulty Laurie E
McComas Stephen H
McCrery John D
McFadden Matthew W
McKinney Rosanna L
Mechem Timothy D
Mestas Colleen K
Miller Veronica L
Mims Margaret A
Mitchell Marilyn S
Montoya Laurel J
Moore Robert W
Morgan Bryan S
Moses Christina
Olesen Mary Kathryn J
Owen Richard A
Pace Eriz Michael
Padgett Rand A.
Padilla Mark

Patchell Alan D
Pendley Kevin Lee
Perez Gilbert Garcia
Perry Dwight D
Pino Jon W
Planas Edward
Rabbon Everett A
Rabner Lee D
Ramos Michelle A
Reese Douglas G
Roberts Melissa J
Robison Michael Terrell
Rowe Thomas John
Salvador Michael J
Schaffer Harry J
Schaffer Susan Frances
Schmidt Eric G
Schweizer Harald O
Shapazian Michele R
Shumate Harold Eldon Don
Silva Manuel J
Skiles Jonathan M
Smith David Allyn
Smith Michael Austin
Sorensen Christin L
Stalker Brent William
Stephens Jaimy C
Stokes Douglas Ray
Tarver James A
Tarver Marsha L
Taylor James L
Tidball Terry L
Torosian Marvin B
Tracy Vernon J
Tucker Judith L
Turk Leonard
Tushnet Geoffery D
Valenzuela Paul
Vanmeter Leslie G
Vogan Barbara Lyn

Wachter Jordan D
Walton Terry L
Watson James Edward
Watson John M
Weldon Marilyn K
West Marty Lee
Wilkins Stephen Kirk
Young William L

STUDENT SERVICES ADJUNCT FACULTY

FALL 2002

Adkins, Dennis
Arndt, John
Aylett, Valerie
Bartels, Fred
Bell, Theron
Blathers, Michael
Boone-Jones, Cary
Charters, Moire
Christensen, Randy
Curtis, Laura
Fujioka-Hatfield, Donna
Garcia, Susana
Gonzales, Anne
Gonzalez, Carlos
Grisby, Fitima
Her, Mymee
Hernandez, Lily
Huxley, Deborah
Kincheloe, Carolyn
Kostin, Nadezhda
Kostin, Yury
Laskis, Timothy
Lopez, Monica
Madan, Tabatha
Manock, Doris

Mitchell, Russell
Nelson, Mike
Newman, Ilene
Nolasco, Monica
Odom, Page
Palomino, Roberta-Lynn
Pardue, Mary Ellen
Parrish, Danielle
Pavich, Peter
Powell, John
Radellant, Charmaine
Radtke, Roger
Rosales-Zubiri, Manuel
Samra, Sandip
Semien, Kenneth
Story, Lynn
Sweeney, William
Unruh, Nancy
Vue, Pa
Walker, Brent
Warren-Johnson, Carmella
Wilkins, Beth
Xiong, Mayder
Yang, Tong
Zhang, Zheng

**REEDLEY COLLEGE
ADJUNCT FACULTY
FALL 2002**

Brian C. Abela	CHEM	RC
Patricia M. Angel	CHDEV	RC
Anna M. Arguello	DEVS	RC
John S. Arnold	AGNR/PLS	RC
Louise K. Auernheimer	OT	RC
Newton Avetisyan	MATH	RC
Elizabeth Balakian	ENGL	RC
Teresa Q. Balderas	ENGL	RC
David C. Barkman	PHOT	RC
Richard Barron	IS/DEVS	RC
James C. Bates	COTR	RC
Shane S. Beatty	PE	RC
Heather K. Bennett	ACCT	RC
Carol Bennetts	ENGL	RC
David B. Bigler	EH	RC
Shannon N. Bills	ESL	RC
Peter J. Biscay	PLS	RC
Cindy D. Bishop	AG	RC
Jo Lynne Blake	OT	RC
James E. Blied	MATH	RC
Ryan J. Blodgett	GS	RC
Danny E. Boling	SPEECH	RC
Ann K. Brandon	ENGL	RC
Tina M. Bruno	ART	RC
Frederick S. Bucher	MATH	RC
Lucy Buratovich	EH	R.OFF
Linda M. Buxman	ENGL	RC
Charles D. Cadoret	COTR	RC
Katherine A. Carlsen	ASL	RC
Caryn E. Carrasco	JOURN	RC
Rosalinda R. Carrillo	HLTH	RC
David C. Cehrs	GEOL	RC
Helen R. Chavez	SPEECH	RC
Lyndell D. Cheeves	ENGL	RC
Janet M. Chennault	CHDEV	RC
Amparo Cisneros	SPAN	RC
Donald J. Cleave	ENGL/LIBRARIAN	RC
Lonie R. Cole	DEVS	RC
Evelia Contreras-Vasquez	GS	RC
Veronica Cornel	CHEM	RC
Michael Craig	ASST FB COACH	RC
Doris Maria I. Driggers	GERMAN	RC
Donnalee J. Dunne	ART	RC
Amy E. Eddy	PE	RC
Douglas V. Favelo	HIST	RC
Rosalinda Ferguson	ESL	RC
Shirley M. Festejo	PE	R.OFF
Glen R. Foth	EH	RC
Chandra L. Friesen	ESL	RC
Paul Friesen	ENGL	RC
Ron J. Froese	HIST	RC
Irenio Garza	AUTO	RC

Laurie L. Garza	EH	RC
Michael Gaston	ASST FB COACH	RC
Jose Gomez	ESL	RC
Christine D. Gough	ASL	RC
Jennifer M. Graber-Peters	SPEECH	RC
Stephanie A. Grant	ASL	RC
James S. Gregory	ART	RC
Charles H. Haas	CHEM	RC
David H. Hallaway	ART	RC
Donna R. Halliburton	ENGL	RC
Rolanda K. Helmey	FN	RC
Sam Heredia	GS	RC
Sandie Hermosillo	GS	RC
Blanca A. Hernandez	GS	RC
Betty E. Higdon	ENGL	RC
Linda M. Hijazi	ESL	RC
Robert S. Hill	IS	RC
Kristine M. Hodges	GS	RC
Joel T. Hoffman	ESL	RC
Sarah E. Holmen	ESL	RC
Gareth Houghton	PSY SERVICES	RC
Nicholas R. Howes	ACCT	RC
Rene U. Iraheta	SPAN	RC
Nancy A. Ito	ENGL	RC
Marybeth S. Janzen	EH	RC
Rebecca Jennings	LIBRARIAN	RC
Patricia M. Johnson	HLTH	R.OFF
Melissa R. Jordine	HIST	RC
Richard H. Kassabian	EH	RC
Navpreet Kaur	ECON	RC
Noboru Kitaoka	ASST VB COACH	RC
Kenneth R. Klippenstein	OT	RC
Toshikatsu Konishi	ESL	RC
Paul T. Kryder	MATH	RC
Ryan M. LaSalle	ENGL	RC
Linda M. Launer	HLTH	RC
George W. Lillyman	ENGL	RC
Cheryl A. Lingo	IS/OT	RC
Kristina M. Luera	CHDEV	RC
Alicia Luna	SPAN	RC
Michael H. Martinez	SPEECH	RC
Sharon Mascola	NURSE	RC
Carmen L. Mata	SPAN	RC
Donald L. McCain	MFGT	RC
James R. McCoy	SPEECH	RC
Michael D. McDowell	ART	RC
Katy J. Miller	AG	RC
Randall B. Miller	HIST	RC
Irene B. Monk	PE	RC
David E. Mooneyham	MFGT	RC
Tom R. Moradian	ENGL	RC
Donna Moran	LIBRARIAN	RC
Chris D. Morgan	ART	RC
Jordan M. Morgan	ENGL	RC
Stephanie L. Morris	FN	RC
Ted Munguia	IS	RC

Michael S. Naito	CHEM	RC
Nori J. Naylor	ESL	RC
Miroku J. Nemeth	ESL	RC
Mark L. Norwood	SPEECH	RC
Shelley S. Null	EH	RC
Karey J. Olson	CHDEV	RC
Simone M. Ostrander	ENGL/GS	RC
Lisa M. Painter	ASL	RC
Jonathon L. Petty	ENGL	RC
Mary Pezzetti	LIBRARIAN	RC
Susie M. Pickrell	ENGL	RC
Scott Pollock	ASST FB COACH	RC
Susana Quintana	ESL	RC
Eugene M. Radza	GEOG	RC
Jodie C. Rhea	MATH	RC
Linda A. Richmond	ART	RC
Julie A. Rodriguez	CHEM/SCI	RC
David Roque	CHEM	RC
Kathleen K. Rudy	GS	RC
Joe R. Russo	COTR	RC
Corinna R. Ruth	ENGL	RC
Nancy Scheidt	LIBRARIAN	RC
Richard Scrivner	AG/COTR	RC
Jill A. Sharley	SPEECH	RC
Betty H. Shaw	ASL	RC
Jackson J. Sheldon	COTR/DS	RC
Janet L. Sheldon	ENGL	RC
Samuel R. Smith	POLSCI	RC
Teresa F. Smith	OT	RC
David L. Smoljan	EH	RC
Rebecca Snyder	ENGL	RC
Merlyn J. Soares	ART	RC
Lisa M. Solomon	HIST	RC
Shelly A. Sorensen	DA	RC
Bryon P. Spicci	BIOL	RC
Christopher M. Spomer	GS	RC
Martin J. Stephens	ENGL	RC
Wendy L. Stone	AS	RC
George E. Tindall	MATH	RC
Arvilla G. Truhett	OT	RC
Junko Ueno	ESL	RC
Jean C. Unruh	BIOL	RC
Esmeralda E. Valdez	ESL	RC
Rosalva Valdez	GS	RC
Dudley M. Varner	ANTH	RC
Elena Vawter	ESL	RC
Eric Wade	MFGT	RC
Joanne D. Wade	EH	RC
Kimberly L. Wallace	ENGL	RC
John P. Warber	FN	RC
Randy Welk	IS/STAT	RC
Zhou Wen	MATH/PHYS	RC
Cathleen D. Wiens	PSY	RC
Paul L. Wiley	PLS	RC
Michael D. Yager	AGNR	RC
Norman F. Zech	MUS	RC

**REEDLEY COLLEGE
SOUTH CENTERS ADJUNCT FACULTY
FALL 2002**

Linda M. Launer	HLTH	DI
Janette L. McFarlane	CHDEV	DI
Ned C. Polenz	PSY	DI
Douglas V. Favelo	HIST	FO
David H. Hallaway	ART	FO
Donald J. Cleave	ENGL	KG
Stephanie A. Grant	ASL	KG
Terry M. Hirschfield	CHDEV	KG
Morten L. Johnson	HLTH	KG
Rajwant Kaur	MATH	KG
Eugene M. Radza	GEOG	KG
Jan C. Chalepah	ENGL	PA
Victoria E. Din	CHDEV	PA
Georgette K. Kopp	OT	PA
Sergio F. Renteria	MATH	PA
Gregory Baker	SPEECH	SA
Robert L. Clegg	HLTH	SA
Lloyd J. Ellis	MUS	SA
Neal F. Johnson	POLSCI	SA
Edward A. Krause	GEOG	SA
Hope C. Lindau	CHDEV	SA
Maynard W. Linn	PHIL	SA
Randall B. Miller	HIST	SA
Noemi E. Montemayor	ENGL	SA
Ted Munguia	IS	SA
Willard A. Nielsen, Jr.	SOC	SA
Marc B. Patterson	ART	SA
Gary W. Potter	BIOL	SA
Fausto M. Ruiz	SPAN	SA
Betty H. Shaw	ASL	SA
Christine T. Thomas	CHDEV	SA
John P. Warber	FN	SA
David S. Whitaker	OT	SA
Cathleen D. Wiens	PSY	SA
Robert J. Yohn	EDUC	SA
Patricia M. Angel	CHDEV	SE
Gregory Baker	SPEECH	SE
Maribel Cabrera	SPAN	SE
David C. Cehrs	GEOL	SE
Robert L. Clegg	HLTH	SE
Robyn Flores	PSY	SE
Susana Garcia	GS	SE
Anna G. Guerra	OT	SE
Brian D. Haley	IS	SE
Rene U. Iraheta	SPAN	SE
Morten L. Johnson	HLTH	SE
Leanne M. Jorgensen	ENGL	SE

Rajwant Kaur	MATH	SE
Edward A. Krause	GEOG	SE
Maynard W. Linn	PHIL	SE
Richard M. Merlo	PE	SE
Thomas E. Metry	MATH	SE
Randall B. Miller	HIST	SE
Stephanie L. Morris	FN	SE
Phillip M. Newman	ENGL	SE
Willard A. Nielsen, Jr.	SOC	SE
Marc B. Patterson	ART	SE
Gary W. Potter	BIOL	SE
Samuel R. Smith	POLSCI	SE
Shirley M. Stine	OT	SE
Christine T. Thomas	CHDEV	SE
Tina Attashian	MATH	SS
Gail Egoian	CHDEV	SS
David H. Hallaway	ART	SS
Denice L. Lane	ENGL	SS
Lisa M. Solomon	HIST	SS

**REEDLEY COLLEGE
NORTH CENTERS ADJUNCT FACULTY
FALL 2002**

Ruth A. Austin	SOC	CC
Joshua W. Avera	SPEECH	CC
Edward B. Bates	CJ	CC
Sherry S. Baxter	BA	CC
Nathan G. Boyer	HIST	CC
Corvin W. Brown	ENGL	CC
Jeffrey D. Burdick	ENGL	CC
Laura L. Burgess	MATH	CC
Laura J. Burke	ENGL/LING	CC
Judith L. Cain	PHIL	CC
Denise K. Case	BIOL	CC
Lisa Catron	ASL	CC
Usha R. Chalasani	ENGL	CC
Rene Cisneros	SPAN	CC
Sandra Cusak	ENGL	CC
Brandon L. Daher	ENGL	CC
Dennis S. Driggers	HIST	CC
Don M. Edwards	MATH	CC
Kelly K. Eichmann	HLTH	CC
Steven A. Elberg	POLSCI	CC
James M. Esquivel	MATH	CC
Carl E. Fielding	IS	CC
Janet A. Fiorentino	POLSCI	CC
Marcia Freedman	CHDEV	CC
Tommy G. Fritz	MATH	CC
Larry W. Gamble	SPEECHCH	CC
Lyda N. Garrison	PE	CC
Michael Gilbert	BIOL	CC
Steven A. Hail	ENGL	CC
Michael H. Hannen	HIST/PHIL	CC
Jayne Henke	ENGL	CC
Bruce P. Hoffman	ACCT	CC
Susan L. Hogue	HIST	CC
John W. Hughes	ACCT	CC
Patrick A. Humphrey	SPEECH	CC
Patricia J. Hunter	ART	CC
Mary A. Janzen	PHIL	CC
Joann L. Johnson	CHDEV	CC
John J. Kasaian	ENGL	CC
Denice L. Lane	ENGL	CC
Laurel J. Lewis-Desch	HLTH	CC
Araceli Lilley	HIST	CC
Maynard W. Linn	PHIL	CC
Judith P. Logan	POLSCI	CC
Christopher J. Louie	CHEM	CC
Frank M. Luna	HIST	CC
Claudia A. Mader	ART	CC
Alma L. Major	CHDEV	CC
Greg D. Marchbanks	HLTH	CC
Christy A. Mata	GS	CC
Dwayne A. McCalister	MATH	CC
Carolyn McGaugh	MUS	CC

Michael J. McKay	IS	CC
Vernon S. Moore	GEOL	CC
Kathy L. Morgan	PSY	CC
Michael R. Mullins	ART	CC
Matthew J. Navo	EDUC	CC
Carla L. Neal	CHDEV	CC
Robert P. Newton	COTR	CC
Willard A. Nielsen, Jr.	SOC	CC
Leonard D. Olson	PHIL	CC
Roger S. Oraze	MATH	CC
Raymond Panagopoulos	COTR	CC
Soheil Partoviamin	IS	CC
Master G. Pattanumotana	ECON/IS	CC
Alina L. Pochwatka	ART	CC
Mary L. Pranzo	ECON	CC
Michael T. Price	BA	CC
Andrea L. Pruett	FN	CC
Makhan S. Purewal	MATH	CC
Daniel L. Roberson	SPEECH	CC
Sol A. Rodriguez	SPAN	CC
Cindy M. Rogers	PSY	CC
Gary W. Rogers	ENGL	CC
Melanie R. Sanwo	ENGL	CC
Mike C. Sayaseng	MATH	CC
Daniel J. Scott	SPEECH	CC
Brian E. Shamp	CHEM	CC
Amanda K. Sheehan	STAT	CC
Travis A. Sheridan	BA	CC
Ronnie L. Snipes	BA	CC
Courtney B. Sparrow	SPEECH	CC
Warren.H. Starr	ENGL	CC
Janice M. Stevens	ENGL	CC
Julie A. Suderman	MATH	CC
Jolinda M. Thomas	GS	CC
Nicole A. Ullrich	PE	CC
Melissa J. Valgeirsson	ENGL	CC
Joe P. Vargas	ART	CC
Dudley M. Varner	ANTH	CC
Daniel D. Voelz	GEOG	CC
Gina M. Wallace	POLSCI	CC
Aimee L. Ward	ASL	CC
Michael R. Weatherly	MATH	CC
William L. White	IS	CC
Joseph G. Wright	CHDEV	CC
Nancy S. Youdelman	ART	CC
Judith Kenney	ENGL	KE
Steven H. Nance	MUS	KE
Carla L. Neal	CHDEV	KE
Robert T. Pendergrass	IS	KE
Kay F. Schlotthauer	MATH	KE
Daniel J. Sousa, Sr.	PE	KE
Karim Abdollahian	MATH	MC
Joseph M. Arnold	CJ	MC
Tami M. Arnold	BA	MC

David L. Atencio	IS	MC
Marvin W. Baker	CHDEV	MC
Beth A. Bandy	CJ	MC
Laurel A. Belden	OT	MC
Nathan G. Boyer	HIST	MC
Patricia J. Bradley	COTR	MC
Keith L. Catron	ASL	MC
Dennis C. Clements	HIST	MC
Richard A. Davis	IS	MC
Stephen D. Dent	ART	MC
Thomas D. Dodd	MATH	MC
Deborah S. Druley	ENGL	MC
Robert G. Dundas	GEOL	MC
Randy K. Durbin	HLTH/PE	MC
Teresa M. Espana	ART	MC
Lourdes Estrada	SPAN	MC
Tiffany K. Farmer	MATH	MC
Carl E. Fielding	IS	MC
Patsy D. Garoupa	ENGL	MC
Velda H. Gillespie	FN	MC
James A. Glynn	SOC	MC
Douglas R. Gong	MATH	MC
Dennis J. Gregory	EDUC	MC
Irma Guerrero	GS	MC
Efren M. Hernandez	ECON	MC
Hassan A. Jakhar	MATH	MC
Jo Ann Juarez	SPEECH	MC
Billie M. Kidd	COTR	MC
Lynn E. Knutson	BA	MC
Stephen J. Leech	ENGL	MC
Thomas J. Lionvale	PE	MC
Garry D. Massey	BIOL/CHEM	MC
Angela M. McClelland	BIOL	MC
Carolyn McGaugh	MUS	MC
Gloria T. Medina	OT	MC
Sharon S. Meinhoff	PHIL	MC
Kenneth L. Montgomery	ENGL	MC
Robert E. Musselman, Jr.	MATH	MC
Carla L. Neal	CHDEV	MC
Michelle A. Patton	ENGL	MC
Andrea L. Pruet	FN	MC
Margarette A. Sammons	IS	MC
Paul C. Sanchez	ENGL	MC
Jenifer A. Schwartz-Casey	ENGL	MC
Mary E. Sheridan	CHDEV	MC
Travis A. Sheridan	BA	MC
Charles J. Shuler	CJ	MC
Ronnie L. Snipes	BA/COTR	MC
Daniel J. Sousa, Sr.	PE	MC
M. Todd Spangler	BA	MC
Daniel V. Stanford	ENGL	MC
Bradford R. Taylor	BA	MC
Jolinda M. Thomas	GS	MC
Sona Vartanian	MATH	MC
William L. White	IS	MC
Cherelyn M. Willet	ENGL	MC

Ardis A. Williams, Jr.	PSY	MC
Josephine R. Zepeda-Espar	SPAN	MC
Carol D. Ahrabian	SPAN	OC
Brian T. Austin	POLSCI	OC
Beth A. Bandy	CJ	OC
Robert B. Bates	PHIL	OC
Diane D. Bopp	ART	OC
Bob M. Brooke	MATH	OC
Laura L. Burgess	MATH	OC
Janet M. Fjellbo	COTR	OC
Marcia Freedman	CHDEV/PSY	OC
Kathleen A. Goetsch	IS	OC
Elizabeth M. Gorski	COTR	OC
Elizabeth M. Gorski	SPEECH	OC
Margaret A. Grahlman	CHDEV	OC
Harry M. Hammerling	IS	OC
Bruce Hill	POLSCI	OC
Patrick A. Humphrey	SPEECH	OC
Pat M. Isom	MUS	OC
Daniel J. Larsen	IS	OC
Gary R. Leitz	MATH/PE	OC
Emily B. Lieb	GEOG	OC
Stephanie W. Lloyd	CHDEV	OC
Donald F. Loweburg	MATH	OC
Charles C. Luther	PSY	OC
Michael Meinhoff	COTR/ENGL	OC
Sharon S. Meinhoff	PHIL	OC
Todd Miller	ACCT	OC
Louise G. Nemeth	ENGL	OC
Larry S. Pesetski	EDUC/HIST	OC
Charles M. Petrillose	IS	OC
George J. Rich	MATH	OC
Jennifer A. Sheehan	ENGL	OC
Travis A. Sheridan	BA	OC
Brad L. Smeltzer	LING	OC
Ronnie L. Snipes	BA	OC
John T. Somerville	HLTH/PE	OC
Timothy J. Springer	HIST	OC
Kay C. Tarr	ENGL	OC
Jolinda M. Thomas	GS	OC
Jan M. Wallo	FN	OC
Aimee L. Ward	ASL	OC
Brian P. Wilhite	ART/PHOT	OC
W. E. Willy	CHEM/MATH	OC

**Reedley College
Student Services Division**

Part-time Counselors—Fall 2002

<u>Name</u>	<u>Assignment</u>
Linda Caraveo	Counseling – Selma
Rosalinda Carrillo	Counseling
Evelia Contreras-Vasquez	Counseling
Robert Cordova	Counseling – EOP&S
Elizabeth Crooks	Counseling – CalWORKs, North Centers/RC
Rex Esposito	Counseling – Sanger
Susana Garcia	Counseling
Sandie Hermosillo	Counseling
Yer Lee	Counseling – EOP&S
Ruby Marin-Duran	Counseling – CalWORKs, Family Advocacy
Stacy McArron	Counseling – Transfer Center/Articulation
Ruben Ortega	Counseling - Job Placement Intern
Debbie Peterson	Counseling – CalWORKs, Soft Skills
John Sims	Counseling – Job Placement
Tina Tyler Smith	Counseling – CalWORKs

North Centers

Part-Time Counselors – Fall 2002

1. Veronica Arredondo
2. Augie Caldera
3. Maria Ensminger
4. Alexandra Gonzales
5. Dennis Gregory
6. Vicki Martinez
7. Lupe Ramirez

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: October 1, 2002

SUBJECT: Consideration to Approve New Classified
Duties and Responsibilities

ITEM NO. 02-206

EXHIBIT: None

Background:

According to AR 4210.2 and Education Code section 88009 the Governing Board shall fix and prescribe the duties to be performed by all persons in the classified service. Following the Governing Board approval of the duties, the Director of Classified Personnel will develop the minimum qualification requirements. The minimum qualifications will then be forwarded to the Personnel Commission for their approval according to Education Code section 88095.

After the Personnel Commission's approval of the minimum qualifications, the Associate Vice Chancellor of Human Resources will meet with representatives of CSEA to negotiate the appropriate salary range.

Sign Language Interpreter:

The administration is proposing the approval of duties for Sign Language Interpreter 1, 2, 3 and 4 and Sign Language Interpreter Coordinator. As the number rises for the Interpreters, the level of responsibility increases. Following is a listing of the duties and abilities for each level:

Level 1 - Attends classes, counseling sessions and tutoring sessions. Ability to do most classes except technical and advanced classes.

Level 2 - Attends classes, counseling sessions and tutoring sessions. Ability to do most classes. Have the ability to sign conceptually accurate. Ability to translate ASL into English.

Level 3 - Attends classes, counseling sessions and tutoring sessions. May do all classes. Intermediate ability to sign conceptually accurate as well as voice ASL into English.

Item No. 02-206 (continued)
October 1, 2002

Level 4 - Attends classes, counseling sessions and tutoring sessions. May do all classes, advanced level in interpreting ASL and translating ASL into English. May mentor other interpreters in classroom setting.

Sign Language Interpreter Coordinator - Scheduling interpreters in classrooms for the deaf/hard of hearing students; required to carry pager and/or be available by phone for interpreters or those needing services to ensure that all classes are covered each day, this includes finding interpreters to cover an emergency situation; distributes and retrieves pagers for interpreters; recommends hiring and termination decisions and provides input into evaluations of interpreters; evaluates interpreter's skills for "level placement;" mentors interpreters with the goal of improving performance weaknesses; collects and verifies time sheets; interprets when necessary due to the absence of another interpreter or an unusual situation such as counseling session; prepares or coordinates workshops for Fresno City College interpreters; mediates between teachers, administrators and/or students regarding the needs of the deaf/hard of hearing students.

These interpreters will be employed as flexible hour permanent part-time classified employees. The purpose of this method of employment is to allow the District to meet its staffing needs in the most fiscally prudent way possible. It is the hours worked and compensation received that is unique. Hours can fluctuate (be flexible) on a daily basis based on the needs of the department/position within which they were hired. Their compensation would also fluctuate monthly based on actual hours worked for that month.

A flexible hour permanent part-time employee is one that is hired in a permanent part-time classified position. Employees in this category will earn sick leave and vacation days in accordance with the California Education Code and will gain permanency in the classification upon successful completion of six calendar months from the first date of service.

A Sign Language Interpreter may be needed at the beginning of a semester for 12 hours per week. During the semester students may drop a class or classes, therefore, the hours needed for a Sign Language interpreter are automatically reduced.

Instructional Technician – Micro Computer Lab

Duties and abilities - Perform a variety of duties related to one or more instructional computer labs, including assisting students with software and hardware problems, demonstration of proper techniques and use of equipment, software, and network, review of student work, simple troubleshooting of computer maintenance issues, checking of student work in performance of assigned computer tasks, inventory and maintenance of lab parts and equipment, enforcement of lab rules and campus policies, recording of attendance, ordering of parts and supplies and processing of orders upon delivery. May perform other related duties as needed.

Piano Accompanist

Duties and abilities – Provides piano accompaniment during instruction. Plays accompaniment at sight for classes in art, song, and voice for choral groups and individuals. Illustrates different musical forms in modern dance and theory courses. Adapts themes to the piano from recorded music. May accompany student performances. May assist in music selection.

Recommendation:

It is recommended that the Board of Trustees fix and prescribe the duties for the following classified positions:

1. Sign Language Interpreters 1, 2, 3, and 4
2. Sign Language Interpreter Coordinator
3. Instructional Technician – Micro Computer Lab
4. Piano Accompanist

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: October 1, 2002

SUBJECT: Consideration to Approve Resolution of Layoff and Elimination of Classified Personnel/Positions in Categorically Funded Positions and District Office

ITEM NO. 02-207

EXHIBIT: Resolution

Background:

Fresno Neighborhood Jobs Network

The funding for the Fresno Neighborhood Jobs Network grant is ending. This grant has not been renewed at this time. It is necessary to:

Layoff for Lack of Funds:

- 1 Permanent Full-time Workshop Facilitator

Talent Search Grant

The Talent Search grant funding has been reduced. The reduction in funding cannot support the previously approved Talent Search Assistant position. This position is a vacant. It is necessary to:

Eliminate Position Due to Lack of Funds:

- 1 Talent Search Assistant position (vacant)

Student Services Instructional Improvement Grant

The Student Services Instructional Improvement Grant originally was a three-year grant. Unfortunately, the grant is not being funded for years two and three. The campus requested this position to be filled last year, but it was never filled. It is necessary to:

Item No. 02-207 (continued)
October 1, 2002

Eliminate Position Due to Lack of Funds:

1 OA I position (vacant)

District Finance Office

The District Finance Department and the Payroll Department each have a permanent part-time Account Clerk III position. To date there has been no interest in these two part-time positions. Not one application has been received for either of the positions. Letters have been sent to individuals on the permanent full-time Account Clerk III eligibility list asking for those interested in part-time work to contact us. No one has contacted us. The Director of Finance is requesting the two vacant Account Clerk III part-time positions be eliminated and create one permanent full-time Account Clerk III position that will be shared by both departments.

Fiscal Impact:

The elimination of the categorically funded positions will not have an impact on the budget. The combining of the two part-time Account Clerk III positions in the District Finance department will cause an increase in the budget of approximately \$10,000.00 for benefits (PERS, FICA, health and welfare, S.U.I. and workers compensation). The two part-time positions would not have received benefits.

Recommendation:

It is recommended that the Board of Trustees approve the Resolution in the Matter of Reduction of Classified Services for the 2002-03 college year.

STATE CENTER COMMUNITY COLLEGE DISTRICT

Meeting of the Board of Trustees
October 1, 2002

BOARD RESOLUTION No.: 02-207

WHEREAS, the Fresno Neighborhood Jobs Network grant is ending, and

WHEREAS, the funding for the Talent Search grant has been reduced, and

WHEREAS, the Governor's Budget has cut funding to the Student Services Instructional Improvement grant for the 2002-03 fiscal year,

WHEREAS, due to lack of work and/or lack of funds in the above listed grants,
and

WHEREAS, the Board of Trustees hereby finds it is in the best interest of this College District, that as of October 31, 2002, certain services now being provided by the District be reduced or discontinued by the following extent:

- | | | |
|----|---|------------------|
| 1. | Fresno Neighborhood Jobs Network Grant | |
| | <u>Positions</u> | <u>Reduction</u> |
| | 1 Permanent Full-time Workshop Facilitator | 1 @ 100% |
| 2. | Talent Search Grant | |
| | <u>Positions</u> | <u>Reduction</u> |
| | 1 Talent Search Assistant position(vacant) | 1 @ 100% |
| 3. | Student Services Instructional Improvement Grant | |
| | <u>Positions</u> | <u>Reduction</u> |
| | 1 OA I position (vacant) | 1 @ 100% |
| 4. | District Office Finance Department | |
| | <u>Positions</u> | <u>Reduction</u> |
| | 2 Part-time Account Clerk III positions (vacant)* | 2 @ 100% |

*create new position Permanent Full-time Account Clerk III position in the District Office Finance Department

NOW, BE IT RESOLVED that as of October 31, 2002, the positions listed above shall be reduced or discontinued to the extent set forth above.

BE IT FURTHER RESOLVED that the District Chancellor be and is hereby authorized to give notices of layoff to one (1) classified employees of the District pursuant to the District's rules and regulations and applicable provisions of the Education Code not later than 30 days prior to the effective date of layoff as set forth above and to those individuals who are potentially subject to layoff due to seniority bumping rights of the individuals receiving layoff notices subject to layoff as listed above.

The foregoing Resolution was passed and adopted at a regular meeting of the Governing Board on October 1, 2002, by the following vote:

AYES:

NAYES:

ABSENT:

Date: _____

Board of Trustees of the State
Center Community College District

Secretary to the Board of Trustees

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: October 1, 2002

SUBJECT: Consideration to Approve Out-of-State Travel, Wrestling Team, Fresno City College

ITEM NO. 02-208

EXHIBIT: None

Background:

Fresno City College is seeking Board authorization for the Wrestling Team to attend the National Junior College Invitational Championships in Las Vegas, Nevada, November 7-10, 2002. The advisor is Anthony Camacho. No funds are being asked of the District.

Recommendation:

It is recommended that the Board of Trustees approve out-of-state travel for the Fresno City College Wrestling Team to attend the National Junior College Invitational Championships in Las Vegas, Nevada, November 7-10, 2002, with the understanding that the trip will be financed without requiring expenditures of District funds.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: October 1, 2002

SUBJECT: Consideration to Approve Revised Board
Policy 4340/9240, Conflict of Interest

ITEM NO. 02-209

EXHIBIT: Board Policy 4340/9240

Background:

Board Policy 4340 and 9240 set forth the individuals who are to be covered under the District's conflict of interest code per the Political Reform Act Government Code Sections 8100 et. seq. The District's code was last amended in 2001. Revisions to the existing code are reflected on the Board Policy with a strike through. Additions to the code are reflected in bold print. Due to the title change for the Vice Chancellor Finance and Administration it is necessary to delete the word "Executive." We need to add the positions of General Counsel and Director of Finance. This would be a first reading. The Board will have to have a second reading on this change to allow input from the public. At that point the Board would forward the changes to the Fair Political Practices Commission.

Category 1a employees disclose interest in real property.

Category 2 employees disclose investments in business positions, in business entities or income from sources which manufacture or sell food items, services....utilized by the administrative unit for which the designated employee has discretionary authority.

Category 3 employees shall disclose investments and business positions in business entities or income from sources which are contractors or subcontractors engaged in the performance of work or services of the type utilized by the administrative unit for which the designated employee has discretionary authority.

Category 4 employees disclose all investments, sources of income, as well as business positions in which the designated employee is a director, officer, partner, trustee, employee or holds any position of management.

Recommendation:

It is recommended that the Board of Trustees amend Board Policy 4340/9240 as stated above and schedule a second reading at it's December meeting.

Conflict of Interest

The Political Reform Act, Government Code Sections 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation, 2 California code of regulations section 18730, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings. Therefore, the terms of 2 California code of Regulations section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission, along with the following appendix section in which officials and employees are designated and disclosure categories are set forth, are hereby incorporated by reference and constitute the Conflict of Interest Code of this district.

Designated employees shall file statements of economic interests with the agency. Upon receipt of the statements, the district shall retain the original statements in the office of the vice chancellor-personnel.

Appendix

<u>Designated Employees</u>	<u>Disclosure Categories</u>
Members of the governing board	1a, 4
Members of the Personnel Commission	2, 3
 <u>District Office</u>	
Chancellor	1a, 4
Executive Vice Chancellor for Administration & Finance	1a, 4
Vice Chancellor, Finance & Administration	1a, 4
Associate Vice Chancellor, Human Resources	1a, 4
Vice Chancellor, Education Services & Planning	1a, 4
General Counsel	1a, 4
Executive Director, Public & Legislative Relations	2, 3
Executive Director, Foundations	2, 3
Director, Management Information Systems	2, 3
Director of Human Resources	2, 3
Director, Classified Personnel	2, 3
Director, Finance	1a, 4
Director, Purchasing	2, 3
Director of Grants & External Funding	2, 3
District Director of Disabled Students Program & Servs.	2, 3
Dean, Admissions & Records	2, 3

Conflict of Interest (continued)

Appendix (continued)

Designated Employees (continued)

Disclosure Categories (continued)

Associate Dean Financial Aid	2
Assistant Associate Vice Chancellor Business & Operations	1a, 4

Fresno City College

President	1, 2, 3
Dean of Instruction	2, 3
Associate Deans of Instruction	2
Associate Deans of Students	2
Dean of Students	2, 3
College Business Manager	2, 3
Director of Grant Funded Education	2, 3
Director of College Activities	2
Athletic Director	2
Bookstore Manager	2, 3
Executive Director Training Institute	2, 3
Director, Extended Opportunities Programs & Services	2

Reedley College

President	1, 2, 3
College Business Manager	2, 3
Dean of Instruction	2, 3
Associate Deans of Instruction	2
Dean of Students	2, 3
Associate Deans of Students	2
Accounting Supervisor	2, 3
Athletic Director	2
Bookstore Manager	2, 3
Manager-Food Services	2, 3
Director, Extended Opportunities Programs & Services	2

Vocational Training Center

Director	1, 2, 3
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Conflict of Interest (continued)

Appendix (continued)

North Centers

Vice Chancellor North Centers	1a, 4
Dean of Instruction & Student Services	2, 3
Associate Dean of Instruction	2
Associate Dean Student Services	2

Consultants*

Disclosure Categories

Category 1

A designated employee assigned to this category shall disclose:

- a. Interest in real property.
- b. Investments in business positions in business entities or income from sources which engage in building construction or design.
- c. Investments in business positions in business entities or income from sources which engage in acquisition or disposal of real property.

Category 2

A designated employee assigned to this category shall disclose investments in business positions in business entities or income from sources which manufacture or sell food items, services, materials, commodities, supplies, books, machinery, vehicles or equipment of the type utilized by the administrative unit for which the designated employee has discretionary authority. The chancellor, vice chancellor-personnel, vice chancellor-business, vice chancellor-external operations, or college president may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The executive director's or executive officer's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

* Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

Conflict of Interest (continued)

Appendix (continued)

Category 3

A designated employee assigned to this category shall disclose investments and business positions in business entities or income from sources which are contractors or subcontractors engaged in the performance of work or services of the type utilized by the administrative unit for which the designated employee has discretionary authority.

Category 4

All investments, sources of income, as well as business positions in which the designated employee is a director, officer, partner, trustee, employee or holds any position of management

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: October 1, 2002

SUBJECT: Consideration to Approve Industry-Driven
Regional Collaborative Grant between the
Centers for International Trade Development
and the U.S. Department of Commerce

ITEM NO. 02-210

EXHIBIT: None

Background:

An Industry-Driven Regional Collaborative is a service delivery structure created by a college and its business and industry partners to provide education and training services within a geographic region. Programs must be project-based, with direct services to employers including training and other educational activities that meet specifically identified needs of business and industry. Being responsive to the changing skill sets needs of specific industry clusters is a key element of these projects.

The Center for International Trade Development (CITD), State Center Community College District (SCCCD), has been notified that they have been selected as a recipient of a two-year grant that will focus on international education and e-commerce development for faculty, students and the agribusiness industry with special emphasis on the export market development for specialty crops. The Economic Development Network (ED>NET) of the California Community Colleges is the funding source. These state funds are administered through the State Chancellor's Office as part of the Center for International Trade Development's target use funds. The Center for International Trade Development reports to the Office of Educational Services and Grants, in the District Office of the State Center Community College District.

Recommendation:

It is recommended that the Board of Trustees:

- a) authorize approval of the Industry-Driven Regional Collaborative grant for the projected amount of \$279,000.00 for the program year 2002-03;
- b) authorize renewal of future IDRC grants with similar terms and conditions for the projected amount of \$283,400.00 for the program year 2003-04; and
- c) authorize the Chancellor or her designee to sign the agreement on behalf of the District.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: October 1, 2002

SUBJECT: Review of District Warrants and Checks

ITEM NO. 02-211

EXHIBIT: None

Recommendation:

It is recommended that the Board of Trustees review and sign the warrants register for the period August 27, 2002, to September 30, 2002, in the amount of \$8,625,641.89.

It is also recommended that the Board of Trustees review and sign the check registers for the Fresno City College and Reedley College Co-Curricular Accounts and the Fresno City College and Reedley College Bookstore Accounts for the period August 20, 2002, to September 20, 2002, in the amount of \$2,425,110.55.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: October 1, 2002

SUBJECT: Consideration to Accept Maintenance Project,
Rehabilitation of Theatre Seating,
Fresno City College

ITEM NO. 02-212

EXHIBIT: None

Background:

The project for Rehabilitation of Theatre Seating, Fresno City College, is now substantially complete and ready for acceptance by the Board of Trustees.

Recommendation :

It is recommended that the Board of Trustees:

- a) accept the project for Rehabilitation of Theatre Seating, Fresno City College; and
- b) authorize the Chancellor or Vice Chancellor, Finance and Administration, to file a Notice of Completion with the County Recorder.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: October 1, 2002

SUBJECT: Consideration to Accept Maintenance Project,
Refurbish Seats in the Forum Hall,
Reedley College

ITEM NO. 02-213

EXHIBIT: None

Background:

The project to Refurbish Seats in the Forum Hall, Reedley College, is now substantially complete and ready for acceptance by the Board of Trustees.

Recommendation:

It is recommended that the Board of Trustees:

- a) accept the project to Refurbish Seats in the Forum Hall, Reedley College; and
- b) authorize the Chancellor or Vice Chancellor, Finance and Administration, to file a Notice of Completion with the County Recorder.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: October 1, 2002

SUBJECT: Consideration to Designate Person to Receive ITEM NO. 02-214
 District Financial Mail from the County
 Superintendent of Schools

EXHIBIT: Mailing Permit

Background:

The enclosed Mailing Permit is used to designate to the County Superintendent of Schools the District employee to whom all mail from the Fresno County Department of Education, Finance Office, is to be addressed. Because this mail is of a financial nature, it has been the practice of the Board to authorize that such mail be sent directly to the Vice Chancellor, Finance and Administration.

Recommendation:

It is recommended that the Board of Trustees authorize that all District mail from the Fresno County Department of Education, Finance Office, be addressed to Douglas R. Brinkley, Vice Chancellor, Finance and Administration, at 1525 East Weldon Avenue, Fresno, California 93704.

Dr. Peter G. Mehas
Superintendent

Fresno County Office
of Education

Fresno County Office of Education
1111 Van Ness Avenue
Fresno, California 93721-2000

MAILING PERMIT

All district finance mail will be directed to the district office at the address listed in the County Schools Directory.

If another arrangement is desired, board action must be taken and the Finance Office notified via the form below.

Please send district Finance Department mail to:

Douglas R. Brinkley
Name

State Center Community College District
District

1525 East Weldon Avenue
Address

Fresno
City

93704
Zip Code

Governing Board Action Taken On: October 1, 2002
Date

Signed: _____
Clerk of the Board

1 copy County Schools Finance Office
1 copy District Files

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: October 1, 2002

SUBJECT: Consideration to Authorize Signatories
for District Contracts and Grants

ITEM NO. 02-215

EXHIBIT: None

Background:

The Board has historically provided formal signature authorization for the District administration for bank accounts, orders, and registers. The administration also signs contracts and grants for the District. This signature authorization should be formally approved by the Board.

Recommendation:

It is recommended that the Board of Trustees authorize District administrators Judith A. Redwine, Douglas R. Brinkley, and Randy Rowe to sign contracts and grants on behalf of the District.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: October 1, 2002

SUBJECT: Consideration to Appoint Director,
Valley Insurance Program JPA

ITEM NO. 02-216

EXHIBIT: None

Background:

The Board of Directors of the Valley Insurance Program Joint Powers Agency is made up of two appointees from each member district. Ron Manfredi and Jon Sharpe are the current Directors with Ed Eng acting as Alternate Director. The two-year terms are staggered, providing continuity on the Board. Due to the resignation of Jon Sharpe, it is now appropriate to appoint Douglas R. Brinkley as a Director to serve a two-year term commencing October 1, 2002.

Recommendation:

It is recommended that the Board of Trustees appoint Douglas R. Brinkley to the Valley Insurance Program JPA Board of Directors for a two-year term commencing October 1, 2002.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: October 1, 2002

SUBJECT: Consideration of District Bank Accounts

ITEM NO. 02-217

EXHIBIT: List of Bank Accounts

Background:

Annually the District reviews bank accounts used throughout the District for continuing need, change in signatories, etc. The necessary changes for 2002-03 are:

- a) Dr. Ned Doffoney will replace Dr. Arthur Elish as a signatory on various Fresno City College accounts;
- b) Douglas Brinkley will replace Jon Sharpe as a signatory on various District accounts; and
- c) Edwin Eng will be added as an additional signatory on the Franklin U.S. Government Securities Fund.

All other accounts within the District remain unchanged. A list of accounts is enclosed for Board information.

Recommendation:

It is recommended that the Board of Trustees approve the enclosed master list of District bank accounts and authorized signatories (Appendix III, 02-217).

STATE CENTER COMMUNITY COLLEGE DISTRICT

BANK ACCOUNTS

By Location

District-Controlled Bank Accounts

Bank of America
5292 North Palm
Fresno, CA 93704

Payroll Clearing Account
Account # [REDACTED] 1371

Judith A. Redwine
Douglas R. Brinkley
Randy Rowe
Edwin Eng

Traffic Fines Clearing Account
Account # [REDACTED] 1427

Judith A. Redwine
Douglas R. Brinkley
Randy Rowe
Edwin Eng

FCC Clearing Account
Account # [REDACTED] 1553

Judith A. Redwine
Douglas R. Brinkley
Randy Rowe
Edwin Eng

SCCCD North Centers Account
Account # [REDACTED] 0007

Judith A. Redwine
Douglas R. Brinkley
Randy Rowe
Edwin Eng

SCCCD Federal/State/EFT
Account # [REDACTED] 0018

Judith A. Redwine
Douglas R. Brinkley
Randy Rowe
Edwin Eng

SCCCD/FCC Training Institute
Account # [REDACTED] 0179

Judith A. Redwine
Douglas R. Brinkley
Randy Rowe
Edwin Eng

Bank of America
Calwa Branch
2611 South Cedar
Fresno, CA 93725

VTC Clearing Account
Account # [REDACTED] 0059
Bank #90-1957-1211

Judith A. Redwine
Douglas R. Brinkley
Randy Rowe
Edwin Eng

Kings River State Bank
1003 "I" Street
Reedley, CA 93654

Reedley College Clearing Account
Account # [REDACTED] 5920

Judith A. Redwine
Douglas R. Brinkley
Randy Rowe
Edwin Eng

Reedley College Food Service
Clearing Account
Account # [REDACTED] 5044

Judith A. Redwine
Douglas R. Brinkley
Randy Rowe
Edwin Eng

Reedley College Dorm
Clearing Account
Account # [REDACTED] 5052

Judith A. Redwine
Douglas R. Brinkley
Randy Rowe
Edwin Eng

Wells Fargo
Fashion Fair Office
715 E. Shaw
Fresno, CA 93710

Revolving Fund
Account # [REDACTED] 5829

Douglas R. Brinkley
Edwin Eng

Wells Fargo
Fresno Regional Commercial
Banking Office
1206 Van Ness Avenue
Fresno, CA 93721

Letter of Credit Account
Account # [REDACTED] 4741

Judith A. Redwine
Douglas R. Brinkley
Randy Rowe
Edwin Eng

Marketing One Securities, Inc.
Sanwa Bank California
601 South Figueroa, Suite W9-7
Los Angeles, CA 90017

Franklin U.S. Government
Securities Fund

Douglas R. Brinkley
Edwin Eng

Fresno City College-Controlled Bank Accounts

Bank of America
1011 Van Ness Avenue
Fresno, CA 93721

Associated Student Body
Account # [REDACTED] 0181

Ned Doffoney
Anthony D. Cantu
Michael J. Guerra
Daniel F. Cousins

Co-Curricular Activity
Account # [REDACTED] 0183

Ned Doffoney
Anthony D. Cantu
Michael J. Guerra
Daniel F. Cousins

Federal Financial Asst.
Account # [REDACTED] 0185

Ned Doffoney
Anthony D. Cantu
Michael J. Guerra
Daniel F. Cousins

Scholarship & Loan
Account # [REDACTED] 0187

Ned Doffoney
Anthony D. Cantu
Michael J. Guerra
Daniel F. Cousins

E.O.P.&S. Emergency Loan
Account # [REDACTED] 2048

Ned Doffoney
Anthony D. Cantu
Michael J. Guerra
Daniel F. Cousins

Bookstore--Checking
Account # [REDACTED] 0177

Douglas R. Brinkley
Ned Doffoney
Anthony D. Cantu
Michael J. Guerra

Bookstore--NaBanco VISA/-
MasterCard
Account # [REDACTED] 2050

Douglas R. Brinkley
Ned Doffoney
Anthony D. Cantu
Michael J. Guerra

Federal Aid Interest
Bearing Account
Account # [REDACTED] 1650

Ned Doffoney
Anthony D. Cantu
Michael J. Guerra
Daniel F. Cousins

Reedley College-Controlled Bank Accounts

Kings River State Bank
1003 "I" Street
Reedley, CA 93654

Federal Direct Student
Financial Aid Account
Account # [REDACTED] 2347

Thomas A. Crow
Ruben M. Fernandez
Gene D. Blackwelder

State of California Direct
Student Financial Aid
Account # [REDACTED] 5372

Thomas A. Crow
Ruben M. Fernandez
Gene D. Blackwelder

Scholarship & Loan
Account # [REDACTED] 1321

Thomas A. Crow
Ruben M. Fernandez
Gene D. Blackwelder

Co-Curricular
Account # [REDACTED] 5904

Thomas A. Crow
Ronald C. Taylor
Gene D. Blackwelder

Associated Student Body
Account # [REDACTED] 5912

Thomas A. Crow
Ruben M. Fernandez
Gene D. Blackwelder

Associated Student Body
Certificate of Deposit
Account # [REDACTED] 4665

Thomas A. Crow
Gene D. Blackwelder
Brian Tessler

Bookstore--Checking
Account # [REDACTED] 9303

Douglas R. Brinkley
Gene D. Blackwelder
Michael Guerra

Reedley College ATM Account
Account # [REDACTED] 5389
(1 signature per Suzette)

Thomas A. Crow
Rolanda K. Helmey
Gene D. Blackwelder

Bank of America
1011 Van Ness
Fresno,

SCCCD Reedley College
Financial Aid Account
Account # [REDACTED] 1651

Thomas A. Crow
Ruben M. Fernandez
Gene D. Blackwelder

Bank of America
P. O. Box 30746
Los Angeles, CA

Checking Account for above
VISA/Mastercharge Account
Account # [REDACTED] 7311

Douglas R. Brinkley
Gene D. Blackwelder
Michael Guerra

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: October 1, 2002

SUBJECT: Consideration to Approve Agreements with
Yosemite Community College District,
Child Development Training Consortium,
Fresno City College

ITEM NO. 02-218

EXHIBIT: None

Background:

For the past several years the District has participated in a Child Development Training Consortium with the Yosemite Community College District. Fresno City College provides a designated Campus Coordinator for the program, which generates up to 450 units of College credit by enrolling students in courses required by the California Commission on Teacher Credentialing to obtain a new, or to renew a currently held, Child Development Permit. The District is also responsible for providing Advisory Committee Oversight.

The courses, which are provided through the YCCD/Consortium funds, are not permitted to be claimed for full-time-equivalent revenue purposes. Funding for 2002-03 has been established at an amount not to exceed \$11,250.

Financial Impact:

None (costs of program reimbursed by Child Development Training Consortium grant)

Recommendation:

It is recommended that the Board of Trustees:

- a) authorize the Agreement with the Yosemite Community College District, Child Development Training Consortium, for a Child Development Permit Program at Fresno City College;
- b) authorize renewal of the Agreement with similar terms and conditions; and
- c) authorize the Chancellor or Vice Chancellor, Finance and Administration, to sign the Agreement on behalf of the District.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: October 1, 2002

SUBJECT: Consideration of Bids
Purchase of Buses, Districtwide

ITEM NO. 02-219

EXHIBIT: None

Background:

Bid #0203-04 is for the purchase of two (2) new accessible passenger buses for use by all District locations. These buses are required to provide transportation for numerous class field trips and other college sponsored events. Additionally, there is an increasing need to transport students in wheelchairs for these trips and events. The purchase of these 38 passenger buses with accessible lifts will provide safe transportation for all students without the need to continually arrange for alternate accessible transportation.

At the April 2002 meeting the Board gave authorization to the administration to identify and purchase a used bus meeting District specifications. Since that time we have been unable to locate a suitable bus to meet the needs of the District. At the June 2002 meeting, the Board then approved additional funds through the decision package process for the purchase of a second accessible bus. Based upon our immediate requirements and available funding, it was determined that purchasing new equipment offered the most cost effective solution at this time.

Funding for this purchase will be provided by 2001-02 and 2002-03 Decision Package Funds. Bids were received from three (3) companies as follows:

<u>Bidder</u>	<u>Award Amount</u>
West Coach Corporation	\$ 258,218.20
California Bus Sales	\$ 300,865.44
A - Z Bus Sales, Inc.	Non-Responsive

ITEM NO. - Continued
Page 2

Fiscal Impact:

\$258,218.20 - 2001-02 and 2002-03 Decision Package Funds

Recommendation:

It is recommended that the Board of Trustees award Bid #0203-04 in the amount of \$258,218.20 to West Coach Corporation, the lowest responsible bidder for Purchase of Buses Districtwide, and authorize a purchase order to be issued against this bid.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: October 1, 2002

SUBJECT: Consideration to Approve Mid-Term
Accreditation Report for Fresno City College
and Reedley College

ITEM NO. 02-220

EXHIBIT: Mid-Term Accreditation Reports for Fresno City College and
Reedley College

Background:

The Mid-Term Accreditation Reports have been developed and approved by a broad-based committee on each campus comprised of representatives from all major campus constituencies. The College Presidents will present an overview of the process and reports. Board approval of the Mid-Term Accreditation Reports is required prior to being submitted to the Accrediting Commission for Community and Junior Colleges by the November 1, 2002 deadline.

Recommendation:

It is recommended that the Board of Trustees approve the Mid-Term Accreditation Reports for Fresno City College and Reedley College, and authorize the submission to the Accrediting Commission by November 1, 2002.

STATE CENTER COMMUNITY COLLEGE DISTRICT

**FRESNO CITY COLLEGE
1101 East University Avenue
Fresno, California 93741**

Mid-Term Report

**Submitted to the Accrediting
Commission for Community and Junior Colleges
Western Association of Schools and Colleges**

November 1, 2002

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**Certification of Institutional Mid-term Report
November 1, 2002**

To: Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges

From: Fresno City College
1101 East University Avenue
Fresno, California 93741

This Mid-term Report is submitted per the requirements of the Accrediting Commission

We certify that there was broad participation by the campus community, and we believe that the Mid-term Report accurately reflects our response to date to the recommendations of the 2000 Accreditation Visiting Team as well as self-identified issues cited in our 2002 Comprehensive Self-Study.

Signed:

Phillip J. Forhan President
Board of Trustees

Judith A. Redwine Chancellor
State Center Community College District

Ned Doffoney President
Fresno City College

Olga Quercia President
Academic Senate

Larry Dixon President
Classified Senate

Nancy Sumaya-Martinez President
Associated Student Body

Anthony Cantu Accreditation Liaison Officer

STATEMENT OF PREPARATION OF MID-TERM REPORT

The 2000 Accreditation Self-Study was developed by ten Accreditation Standards Committees, each co-chaired by a member of the administration and a staff member. The co-chairs made up the majority of the membership of an accreditation steering committee that provided oversight for the entire self-study process. Upon notification of its accreditation reaffirmation in June 2000, copies of the visiting team's evaluation report were distributed campus wide.

The task of responding to the visiting team's recommendations was assigned to each of the different theme teams, which are the standing committees of Fresno City College's strategic plan and mirror the ten accreditation standards. Membership of the theme teams is made up of faculty, administration, classified professionals, and students.

In late Spring 2002, a meeting was held of the Accreditation Steering Committee co-chairs to review the progress to date of the theme teams. The committee reviewed and revised a draft of the mid-term report in early October and forwarded a copy to the College President for his review and approval, prior to submittal to the District Chancellor and the Board of Trustees.

The College President provided an overview of the report at the October 1, 2002, Board of Trustees meeting and the report was approved by the Board at its meeting of November 5, 2002.

Ned Doffoney, President
Fresno City College

**Fresno City College
Accreditation Midterm Report Committee**

Anthony Cantú	Chair, Dean of Instruction
Roberta Baber	Faculty Member
Paula Castagna	Faculty Member
Rick Christl	Associate Dean of Instruction, Applied Tecnology
John Cummings	District Dean of Admissions, Records & Research
Sherian Eckenrod	Associate Dean Business
Michael Guerra	College Business Manager
Marc Forestiere	Faculty Member
Robert Fox	Dean of Students
Deborah Ikeda	Associate Dean of Counseling and Guidance
Jannett Jackson	Associate Dean Learning Resources
Richard Lindstrom	Director, Police Academy
Sheila Martin	Faculty Member
Holly McSwain,	Administrative Aid
Peg Mericle	Associate Dean Social Science
Silvia Montoya-Gomez	Institutional Research Coordinator
Cyndie Sine	Coordinator of Planning, Faculty Development and Program Review
Cheryl Sullivan	Accounting Clerk
Maggie Taylor	Curriculum Committee Chair
Ann Walzberg	Academic Senate President

**FRESNO CITY COLLEGE
MAJOR RECOMMENDATIONS**

The team felt that there were three overarching areas that encompassed issues of critical importance to the College.

1. ***The team recommends the College continue the implementation of planning processes which integrate budgeting, program review, strategic planning, and staff development. This process should be based upon objective analysis of the current situation and a forecast of future circumstances. It should become an institutionalized effort, understood by all participants. The desired outcomes of all planning efforts should be clear and measurable. (Recommendations 1, 9: Standard 3 A.1-3; B.1-3; C.1-3 and Standard 4 A.1; A.4; D.1 and Standard 5.10 and Standard 6.7 and Standard 8 A.5 and Standard 9 A.1-5)***

The College has demonstrated a commitment to the planning process by the hiring of a full-time Coordinator of Planning, Faculty Development and Program Review.

The Fiscal Resources Theme Team has developed a Budget Procedures Handbook, which directly integrates strategic plan recommendations and program review into decision making. The Budget Procedures Handbook clearly outlines the budget process and will institutionalize the integration of planning and analysis of information into college wide decision-making processes. The Fiscal Resources Theme Team will distribute the handbook campus wide and work in conjunction with the Professional Development Theme Team to insure that the necessary training regarding the budget process occurs.

The 2001-2002 Institutional Planning and Budget Committee Annual Report illustrates the integration of planning in the areas of Instruction, Facilities, Student Services, Program Review/Classroom Based Assessment, and Community Partnerships among others.

The Facilities Theme Team provides a clear example of our process at work with the development of a Campus Space Allocation Plan that includes use of the Old Administration Building. This process is a model example of effective use of the planning process. The Facilities Theme Team developed a clear proposal with input and feedback from all appropriate College and District constituencies. This proposal was presented several times to the Institutional Planning and Budget Committee (IPBC), which made a final recommendation to the College President to accept the proposal as the official working draft. The President has accepted this recommendation and will move forward in the direction outlined by the proposal.

Work on the development and implementation of a comprehensive college staff development plan integrated into the planning process will begin in Fall 2002.

2. ***The college should articulate its plan for distance education and technology and coordinate it with staff development, resource allocation and staff support to ensure effective implementation for students. (Recommendations 2,4: Standard 4 A.1; A.4; D.2; D.5; D.7; and Standard 6.1-5 and Standard 5.3; 5.6 and Standard 7 C.1)***

Fresno City College has embarked upon an aggressive program to provide onsite training to its faculty, staff, and administrators through two forums: 1) a state-of-the-art Teaching and Learning Center (TLC) and 2) through a series of technology training workshops sponsored by the State Center Community College District (SCCCD) Classified Professionals.

The TLC was made possible by funding from statewide technology resources under the Telecommunication, Technology Infrastructure Project (TTIP), lottery, instructional equipment block grant, district-funded LAN/WAN infrastructure upgrades, and the general fund. The TLC will be fully operational in Fall 2002. Additionally, the campus received a Department of Education - Title V grant that will fund the creation of four distance learning centers/classrooms. The TLC is the first site to be upgraded with an additional center to be developed over the next three years.

The Coordinator of Academic Computing has been working with the Instructional Technology/Distance Education Technician—a position funded by Title V—to establish a schedule of training workshops that will focus on online course development products, productivity software, and our student information system software (*Colleague/Datatel* and *Web Advisor*).

In Spring 2001, the College began an annual event in cooperation with vendors and other technology organizations to provide a showcase of technology teaching and learning products, teaching techniques and the use of computer software. The first *Tech Faire* was held in conjunction with CVC4 and @One. In Spring 2002, *Tech Faire II* was co-sponsored by the Northern Central California Consortium of Community Colleges (NC⁵) and was expanded to include areas of interest to our K-12 colleagues.

In the summer of 2001, a week-long Summer Institute project was started to address faculty concerns that learning software and incorporating that software into the classroom is a long, time-consuming process, which was difficult to do during the academic year. The summer institute provides a week-long training to teach faculty how to use multimedia techniques and incorporate it into their courses. Topics for the institute have included application software fundamentals, research on the web, the differences and similarities of web browsers; technology and the social implications of synchronous and asynchronous learning, learning communities, and alternative teaching modalities.

To support this increase in technology use, the College has hired 5 additional microcomputer specialists.

3. The college needs to address correction of the serious deficiencies in the currency, quality, and depth of the library's materials collection. (Recommendation 3: Standard 6.5; 6.7)

Since the 2002 Accreditation Team visit, additional funding has been provided to enhance the library's material collection through instructional equipment, Proposition 20, and Partnership for Excellence Funds. Additionally, a Collection Development Policy, which includes a comprehensive plan for the allocation of resources and prioritization for the acquisition of equipment and materials, has been developed as part of the library's program review. The program review process was begun in fall 2001 and has been forwarded to the Program Planning and Evaluation Committee for approval.

The library has also made progress in updating its collection by completing a weeding/de-selection of its holdings and assigning librarians responsibility for various sections of the collection. Allocation of funds for increasing the library's collection will reflect student demand for materials and requests from staff in the different discipline areas.

The library is currently exploring the possibility of accessing materials in other area libraries in the immediate geographical area is being through the Library of California Project - Heartland Region. Online databases to include dictionaries, periodicals, and serials, as well as links to full textbook services have also been added to supplement our collection.

STANDARD ONE: INSTITUTIONAL MISSION

There are no recommendations for this Standard.

STANDARD TWO: INSTITUTIONAL INTEGRITY

There are no recommendations for this Standard.

STANDARD THREE: INSTITUTIONAL EFFECTIVENESS

Recommendation #1

The College needs to enhance its use, analysis and interpretation of information as it institutes a college-wide planning process. That process needs to integrate all major functional planning for the college. (Standard 3 A.1; A.3; B.1-2; C.1-3 and Standard 4 A.1; A.4 and Standard 5.10 and Standard 6.7 and Standard 8 A.5 and Standard 9 A.1-4)

Response:

The College has developed multiple processes that require the use, analysis, and interpretation of information. These processes include Partnership for Excellence funding, requests for additional faculty, the program review process and the development of classroom-based assessment plans.

The Institutional Research Coordinator at Fresno City College has conducted a series of workshops on effective use of data specific to these programs. Each of these processes is fully integrated into the college-wide planning process. Districtwide Institutional Research has developed a web-based decision support system that eliminates time spent on routine institutional research requests, thus allowing the researchers to support the integration of information into our college-wide decision making processes.

Most important has been the use of information in the development of program reviews. The program review document itself requires the inclusion and interpretation of data. Any requests and recommendations presented in the program review must be substantiated by the appropriate data, research or information. Each instructional program develops a student learning outcome based assessment plan, which incorporates the use of information at the classroom level. At the midterm point in the program review process the program presents, analyzes and creates actions based upon their findings.

STANDARD FOUR: EDUCATIONAL PROGRAMS

Recommendation #2

The team recommends that the College articulate its plan and resource allocation process for distance education and technology. (Standard 4 A.1; A.4; D.2; D.5; D.7 and Standard 6.1; 6.2; 6.5)

Response:

Considerable time and effort have been put into developing a District wide Technology Plan that articulates the goals identified in Standards 4 and 6. The cornerstone of the Technology Plan was the adoption of a Total Cost of Ownership (TCO) model that was recommended by the State Chancellor's Office based upon research conducted by the Gartner Group. The TCO model is designed to be used as a management tool as part of the institutions annual budget planning cycle and provides the institution with a tool for continuous measurement, simulation and improvement..

Fiscal year 2001 began the college's transition towards the TCO Model. Although TCO funding expected from the State was not forthcoming, the guidelines for prioritizing distance education and technology resources have been established and will be used when upgrading distance education and other technology resources. There still remains a need for additional technology planning which will include the purchase and inventory of network management software, training of support staff, and the acquisition of additional technology to replace older systems. These issues are currently being addressed by the Technology Theme Team, which is updating the college's Technology Plan. The plan is expected to be completed at the end of the Spring 2003 semester.

STANDARD FIVE: STUDENT SUPPORT AND DEVELOPMENT

There are no recommendations for this standard.

**STANDARD SIX: LEARNING RESOURCES,
INSTITUTIONAL INFORMATION /TECHNOLOGY SERVICES**

Recommendation #3

The College needs to address correction of the serious deficiencies in the currency, quality, and depth of the library's materials collection. (Standard 6.5; 6.7)

Response:

This recommendation is addressed above in our response to major recommendation #3.

Recommendation #4

The team recommends that the College evaluate its efforts in distance learning and coordinate them with other technology needs. In addition, it should develop a resource allocation program consistent with a frequency reassessed technology plan to provide adequate levels of technology support and training. (Standard 6.1-5 and Standard 5.3; 5.6 and Standard 7 C.1)

Response:

The College is in the process of updating its Technology Plan, which will become the basis for disseminating information regarding future technology goals, needs, standards, and resource allocation. A survey of faculty, staff and administrators was completed in Spring 2002. Compilation and dissemination of this data is currently taking place, and subcommittees have been formed to review and address major areas of interest. It is expected that the final document will be completed prior to the end of the Spring 2003 semester.

STANDARD SEVEN: FACULTY AND STAFF

Recommendation #5

In order for College faculty to reflect the population they serve, the team recommends that the College design and implement a unified staff development process under which there would be coordinated training for faculty screening committees and which would provide multi-cultural awareness training for all staff. (Standard 7: Standard 7 A.3; C.1; D.2)

Response:

As part of the development of a comprehensive College staff development plan scheduled to begin in Fall 2002, the College will work with the District Associate Vice Chancellor of Human Resources to provide training in equal opportunity and diversity employment procedures for screening committees to be in compliance with the new equal opportunity and diversity policies that are being developed by the State Chancellor's Office.

Recommendation #6

The team supports the College's assessment that a study focusing on the organization and depth of classified support is in order as the College assumes new challenges. (Standard 7 A.1 and Standard 4 A.4)

State Center Community College District has entered into an agreement with California State Employees Association (CSEA) bargaining unit to complete a three-year transition plan to address classified staff hiring. The transition plan covers fiscal years 2001-2002, 2002-2003, and 2003-2004. The District has committed one million dollars for each year of the transition plan, with Fresno City College receiving a \$630,000 allocation for each year of the transition plan.

To date, forty-eight (48) permanent full-time and 8 permanent part-time classified professionals have been hired.

STANDARD EIGHT: FACILITIES

Recommendation #7

The team recommends that the College focus on development of an inventory system that integrates with the Datatel system. Steps should be taken immediately to establish a process which satisfies audit requirements. (Standard 8 A.1; A.4)

Response:

State Center Community College District contracted with American Appraisal to maintain fixed asset inventory. Fresno City College participates in support of this agreement. In coordination with District Purchasing, the College reports monthly to area managers to ascertain placement, location, model number, serial number and disposition of all equipment.

Recommendation #8

Given the enormous demand for new facilities on college grounds, the College must continue to work toward a resolution of the problems posed by the "Old Administration Building". (Standard 8 A.2-3)

Response:

State Center Community College District is pursuing a bond measure for November 2002. If the bond is passed, restoration of the Old Administration Building (OAB) will be a priority. In order to prepare for this, the Facilities Theme Team subcommittee of the Strategic Plan in consultation with District facilities staff has developed a draft Space Allocation Plan, which outlines specific recommendations for classroom and office space for impacted areas of the College. This plan has been approved by the President as the official working draft and will be presented to all campus constituencies for additional feedback.

STANDARD NINE: FINANCIAL RESOURCES

Recommendation #9

The present accreditation team concurs with the 1994 accreditation team and recommends strongly that the College develop and provide written guidelines for developing and prioritizing of budget plans. These guidelines should clearly articulate each campus constituency's role in the process and link planning to the budgeting process. (Standard 9 A.1; A.3-5 and Standard 3 A.2; B.2-3).

Response:

The Fiscal Resources Theme Team has just completed the Budget Procedures Handbook, which directly integrates strategic plan recommendations and program review into decision making. The Budget Procedures Handbook clearly outlines the budget process and will institutionalize the integration of planning and analysis of information into college-wide decision-making processes. The Fiscal Resources Theme Team will distribute the handbook campus wide and work in conjunction with the Professional Development Theme Team to insure that the necessary training regarding the budget process occurs.

STANDARD TEN: GOVERNANCE AND ADMINISTRATION

Recommendation #10

The Board should do a regular self-assessment of its effectiveness. This self-assessment could serve as a model for other units on campus. (Standard 10 A.5)

In July 2000, the Board of Trustees conducted a Board Retreat for the purpose of Board self-evaluation. A professional consultant facilitated the retreat. A Trustee evaluation instrument was completed to assess all aspects of trustee performance and direction of the District.

Since the July 2000 retreat, the Board has chosen to utilize an annual Board Retreat in the spring to review the progress on goals established in the prior year and set goals for the upcoming academic year. The Board Retreat includes members of the Board of Trustees and the Chancellor's Cabinet. A formal trustee evaluation instrument is not utilized.

SELF-IDENTIFIED ISSUES BY STANDARD

In the preparation of the 2000 Accreditation Self-Study, each of the ten Accreditation Standards Committees developed plans of action for analysis and implementation. Since the self-study, the action plans have either been implemented, phased into the Strategic Plan, or deleted if they were found to no longer be applicable. However, overarching themes emerged in each of the Standards and are addressed in the following summary.

Standard One: Institutional Mission

The College has fully implemented the Institutional Strategic Plan, as outlined previously in response to major recommendation #1 and recommendation #1 for Standard Three. Each of the ten Theme Teams annually reports on the status of their actions. It is at this time that the Strategic Plan is evaluated in respect to the College mission and objectives.

Standard 2: Institutional Integrity

The Fresno City College website has been fully implemented. The website has increased student access to campus policies including standards of conduct. In conjunction with the website, the Datatel Web Advisor is fully functioning, allowing students and faculty to conduct business online. Web Advisor supports registration, address changes, transcript requests, input of grades. The District has also sponsored a program that provides e-mail access for students and adjunct faculty, promoting access and facilitating student and teacher interaction.

The staff and faculty evaluation process has been an increased area of focus. Consistency among evaluation process has significantly increased through district-wide in-service for managers. The Associate Vice-Chancellor for Human Resources and district legal council conducted an in-service on the evaluation of certificated personnel in Fall 2002. A similar workshop is scheduled for the evaluation of classified professionals.

All full-time faculty receive a copy of the Faculty Manual and a Survivor's Guide to Fresno City College at the time of hire. New adjunct faculty are invited to an orientation before the beginning of the semester. They also receive a copy of the Adjunct Faculty Handbook. A Classified Staff Resource Guide and has been developed and distributed to classified professionals. Additionally, the Classified Senate has developed a staff development program that includes cross training in other areas within the college and mini-workshops on staff-identified areas of interest.

Standard 3: Institutional Effectiveness

Our internal plans of action for Standard Three focused primarily on two areas: 1) the evaluation of programs and 2) the evaluation and modification of planning process. These goals have been met through the development of a districtwide Institutional Research agenda, the annual evaluation and updating of Strategic Plan goals and actions, annual evaluation of Partnership For Excellence funded projects, the dissemination of an annual Institutional Planning and Budget Committee Report, ongoing implementation of program review, and the development of assessment plans for programs completing the program review process. Each of the above processes has been fully implemented since the last accreditation visit.

Standard 4: Educational Programs

The program review process has been fully implemented. This includes all instructional and non-instructional programs, including Calworks. Each program develops a faculty based assessment plan that facilitates the process of programs defining common student outcomes. Additionally, the program review process evaluates enrollment trends, staffing patterns and industry trends to insure that availability of resources having the greatest impact on student needs are prioritized.

Fresno City continues alternative and non-traditional course formats and schedules to maximize facilities use as enrollment increases. This includes Weekend College, Web-based instruction, a 25-month Business Degree, two-way interactive instruction, and a Sunrise College to be implemented Fall 2003.

Partnership for Excellence Funding has funded the addition of many new faculty and staff to support growth and the addition of innovative programs. Additionally the District has implemented a three-year transition plan to address the significant need for increased classified professional support.

The Educational Adviser has entered Degree Audits for all the California State University, Fresno programs that are articulated with Fresno City College. The Intersegmental General Education Transfer Curriculum and CSU General Education Agreements are entered into the Datatel Degree audit system. Additionally, the College has developed a system to identify students that have completed 30 units of transferable work to insure that they are invited to participate in all transfer related workshops and activities.

Standard 5: Student Support and Development

The impact of admissions policies and procedures on students is currently being reviewed. Preliminary findings indicate the need to revisit and broadly communicate changes. Compliance with federal regulations is an ongoing process.

As part of a Title V Grant, the College has been working on delivering a number of support services for distance education students. An on-line orientation will be piloted this year. On-line admissions, registration, grades, and forms are already functional and on the college website. On-line Major Sheets are in the process of being posted to the Counseling Web site so that anyone will be able to view specific degree and transfer requirements without coming into the Counseling Center.

The Associated Students Advisor continues to emphasize leadership training and participation in the college's governance structure. There is student representation throughout the college wide planning process. Student representatives are active members on the President's Cabinet, the Institutional Planning and Budget Committee, the Program Planning and Evaluation Committee and many of the Strategic Planning Theme Teams.

The Institutional Research Coordinator is conducting follow-up studies on the impact of counseling services on students enrolled in special programs, and program counselors are conducting follow-up studies using the National Clearinghouse Database.

The College Activities staff and faculty members have developed effective working relationships and have jointly sponsored activities such as College Night and Black History Month. Additionally, the office has benefited from the addition of College Activities Assistants.

Standard 6: Information and Learning Resources

Several plans of action have been established to address concerns identified in the visiting team's evaluation report. For example, to increase expertise in specific areas, we have increased technology support staff by 75%. In Fall 2001, the campus hired microcomputer specialists in the following academic areas: Math, Science & Engineering, Business Division/Manchester Educational Center, Humanities/Social Sciences, Administration/Library, Applied Technology and Humanities. We have also hired 2 Microcomputer Resource Technicians, one to oversee the academic technology support staff, and another as the alternate media specialist for assistive technologies. Computer and tutorial center hours of availability have been expanded, and the library now has an open-access 26-station computer lab and a 28-station bibliographic instruction lab.

The college is in the process of updating its Technology Plan. This will become the basis for disseminating information regarding future technology goals, technology standards and resource allocation. A survey of faculty, staff and administrators was completed in spring 2002. Compilation and dissemination of this data is currently taking place. Subcommittees have been formed so that major areas of interest will be reviewed. It is expected that the final document will be completed prior to the end of the spring 2003 semester.

To broaden our linkages to other institutions in the area, we are in discussion with CSU, Fresno regarding collaboration on online courses, Blackboard online course management software and the Title V Department of Education grant both institutions received. We have also recently begun offering Library Technology courses to Fresno County Office of Education's (FCOE) instructional aides.

Standard 7: Faculty and Staff

The district is making great in the hiring of full time faculty. Over the past three years the college has hired over forty additional faculty members, bringing us closer to the 75%-25% ratio. The College is working in accordance with the District Classified Transition Plan to insure appropriate levels of Classified Professional staffing.

District hiring procedures and guidelines was developed during the Spring 2002 semester to address the inconsistencies in the hiring of adjunct faculty. A revision of hiring procedures and guides for full-time faculty was implemented in Spring 2000.

Staff Development issues have been addressed by the addition of a Coordinator of Faculty Development and the implementation of a Staffing and Professional Development Theme Team. These entities will work together during the 2002-2003 academic year to develop a campus Staff Development Plan.

Standard 8: Physical Resources

The District is pursuing a bond measure on the November 2002 ballot. If successful, the resources would be used to resolve the majority of the facilities issues raised in the self-study report. Specifically, the bond would support the renovation of the Old Administration Building, updating of Applied Technology facilities, expansion into other areas of the community, and completion of a district wide infrastructure project.

In response to the specific recommendations for inventory and classroom safety, the district implemented a bar-code inventory system and installed panic buttons in the majority of campus classrooms. The College is currently researching the implementation of a "Smart Card" process that would further streamline facility related processes. The target implementation date is scheduled for Fall 2003.

Standard 9: Financial Resources

The College has developed a Campus Datatel User's Group that will continue to address training needs related to budget management, Classified Senate has coordinated several training sessions open to anyone interested on the Datatel system

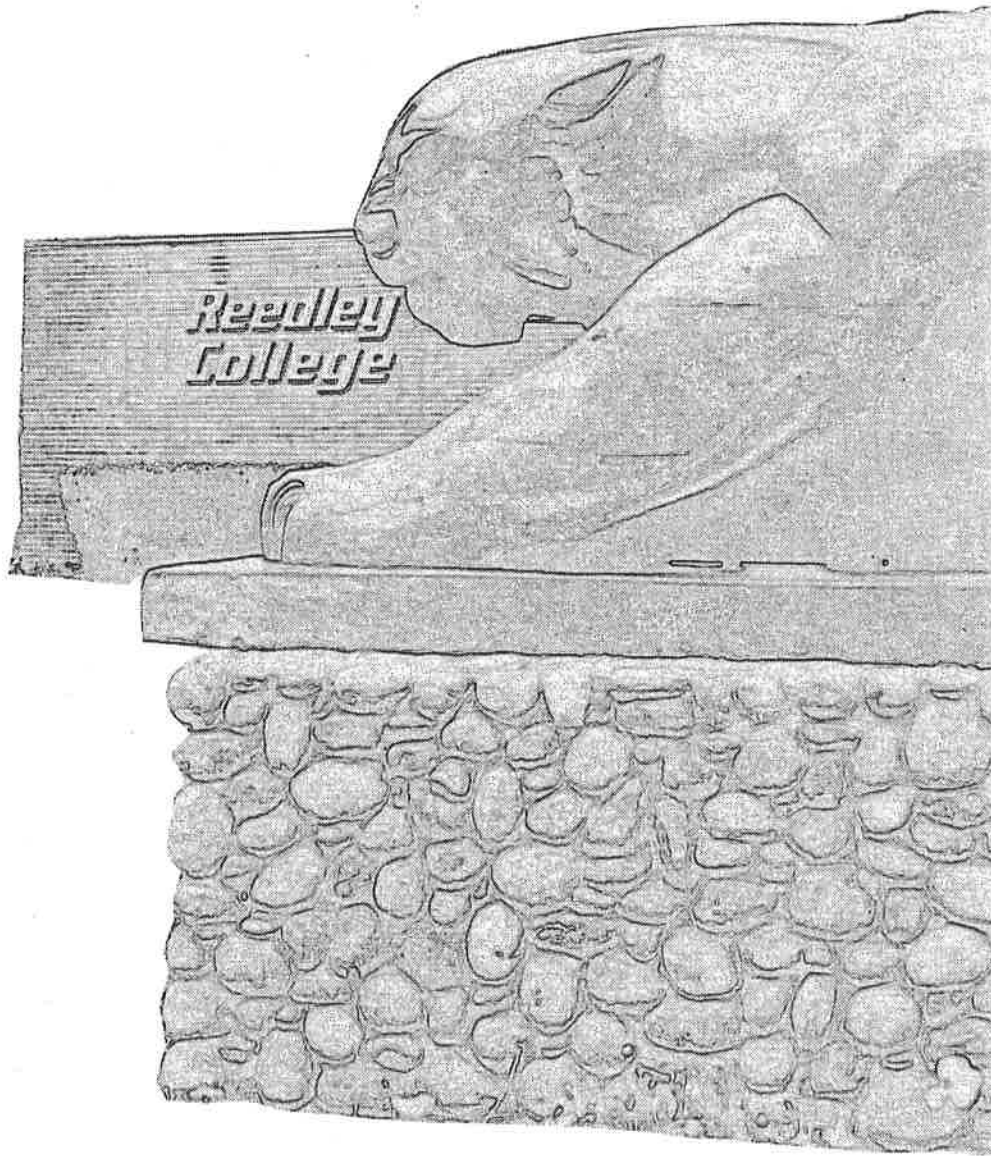
Theme Team Two (Fiscal Resources) has developed a user-friendly budget handbook in response to the visiting team's major recommendation #1. The handbook is designed so that any staff member can easily understand the budget process and identify opportunities for participation.

The Academic Senate has developed clear guidelines for faculty requesting Partnership for Excellence and Staff Development funds. The information is disseminated to all faculty as funds become available. Additionally the Senate has developed an accountability model to insure effective use of funds.

Standard 10: Governance and Administration

The Institutional Planning process has embedded the shared governance model into all college operational processes. The structure of the Theme Teams and the Institutional Planning and Budget Committee has allowed for full participation and input from faculty, staff, students and their respective senates. The recommendation process provides a forum for equal representation from all constituencies and insures that all recommendations are given consideration for approval. The approval of a new budget process charts multiple points of entry for faculty and staff. The Institutional Planning and Budget Committee vote on final budgetary recommendations to the College President.

**RC Reedley
College**



November 1, 2002

FINAL DRAFT

Accreditation Midterm Report

Reedley College
Certification of Institutional Midterm Report
November 1, 2002

To: Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges

From: Reedley College
995 N. Reed Avenue
Reedley, California 93654

This *Reedley College Midterm Report* is submitted in response to recommendations from the accreditation visitation team. The report reflects the program to date on the recommendations.

We certify that there was broad participation by the campus community, and we believe that the *Reedley College Midterm Report* reflects the nature and substance of the institution.

Signed:

Phillip J. Forhan

President
Board of Trustees

Judith A. Redwine

Chancellor
State Center Community College District

Thomas A. Crow

President
Reedley College

Ronald H. Nishinaka

President
Academic Senate

Thomas E. Tyner

Chief Negotiator
State Center Federation of Teachers

Linda J. Nies

President
Classified Senate

Karen L. Durham

Job Stewart, California School Employees
Association, Chapter 379

Luis Daniel Gonzalez

President
Associated Student Body

Richmond R. Garrigus

Accreditation Liaison Officer

Reedley College
Accreditation Midterm Report Committee

Tom Crow	Chair, College President
Letty Alvarez	Manager, Admissions and Records
Lacy Barnes-Mileham	Faculty Member
Gene Blackwelder	College Business Manager
Lori Bonilla	Public Information Officer
Jim Burgess	Manager, Building Services
Robert Cannell	Faculty Member
Jim Chin	Associate Dean of Instruction, North Centers
Lore Dobusch	Counselor
Ruben Fernandez	Dean of Students
Al Foletta	Associate Dean of Instruction
Rich Garrigus	Accreditation Liaison Officer
Randy Genera	Faculty Member
Chris Glaves	Faculty Member, North Centers
Terry Kershaw	Dean of Instruction and Student Services, North Centers
Jan Krueger	Secretary to the President
Sugar McNerney	Department Secretary
Janell Mendoza	Madera Center Coordinator
Kimberly Perry	Associate Dean of Instruction
Mike Quinn	Associate Dean of Instruction
Ron Taylor	Dean of Instruction

Statement of Report Preparation

The preparation of the *Reedley College Midterm Report* involved a broad base of participants representing all aspects of the college community. Review of the *Accreditation Evaluation Report, March 28-30, 2000*, began shortly after the receipt of the document in June 2000.

In October 2000, interested Reedley College faculty, staff, and administration were assigned to one of six task forces whose charge was to review and develop action plans for accreditation recommendations, planning agendas, college goals, and district master plan goals. Faculty, staff and administration from the North Centers were also included. Reference to the North Centers throughout the document describes the operation of the college's large educational centers in Madera, Clovis and Oakhurst. Although affiliated with Reedley College for accreditation and central operation functions, the North Centers are staffed with a separate administrative organization. A college-wide meeting was held in October 2000 to review the accreditation report and request volunteers to serve on the task forces. The task forces met throughout the 2000-2001 academic year.

Utilizing the information provided by the six task forces, the Accreditation Steering Committee started work on the preparation of the midterm report in April 2002. The committee met in May 2002 to discuss progress to date and made assignments for the summer. The Accreditation Steering Committee has been meeting weekly from the start of the Fall 2002 semester.

The draft midterm report was shared with the Academic Senate, Classified Senate, Associated Student Body officers, President's Cabinet and representatives of the certificated and classified unions.

The final draft was given to the SCCC Board of Trustees for review and comment. A review of the procedures utilized in the preparation was presented to the Board of Trustees at the October 1, 2002, meeting. The Board of Trustees approved the midterm report at the October 1, 2002, meeting.

Thomas A. Crow, President
Reedley College

Date

Responses to Recommendations

From the

Accreditation Team

March 28-30, 2000

Recommendation One (From the previous team)

Recommendation 2.1: The previous team recommended that the college should intensify its efforts to infuse cultural diversity perspectives in the curriculum as appropriate (Standard 4C.3).

Response:

In their Spring 2000 report, the visiting team indicated that the college should continue its efforts to infuse diversity into the curriculum generally, by incorporating diversity materials into course outlines across the curriculum. The team had pointed out that a "dedicated course" approach would inevitably serve a limited number of students. In response to this recommendation, the college has continued efforts on both fronts. In addition to the "dedicated" courses mentioned in the team's report (Chicano history and American minority groups), the college has offered the following: Criminal Justice 14, Multicultural Issues Within Public Safety (approved Spring 1998); Philosophy 1D, World Religions (offered for many years); English 49, Latino and Chicano Literature (Fall 2002); and Health 14, 15, 16, Health Care Interpreting (Spring 2002 and Fall 2002). Thus, although part of a "dedicated course" approach, these additions to the curriculum do have the merit of introducing cultural diversity to a broader set of majors and certificate programs. In addition, it is noteworthy that since Spring 2001, the college has new offerings in developmental services, targeted at the needs of students with disabilities. These offerings have raised disability awareness across the institution.

As for incorporating diversity materials and topics into as many individual courses as possible across the curriculum, the college has continued to address this issue through the course approval and course change process in the curriculum committee. The new format for approving courses includes a section concerning multicultural content, where the originator is asked to explain how the content is integrated into the subject matter and course objectives.

Recommendation Two (From the previous team)

Recommendation 2.2: The previous team recommended that both instruction and student services should consider when and how to coordinate multicultural activities to improve campus-wide participation (Standard 4C.3).

Response:

The college continues to make cultural diversity a focus of campus events, and has intensified its efforts to coordinate the planning of these events, as well as the integration of these events into instruction. Instructors continue to be made aware of campus activities focusing on diversity through flyers and announcements in department chairs meetings and department meetings. Many faculty assign students to attend these events as a basis for assignments. A recent example was a visit by Dr. Terence Roberts from the Museum of Tolerance in Fall 2001, which was attended by many students and instructors, and which formed the basis for assignments in a number of classes. Previously, diversity-oriented events were limited to Black History Month and Hispanic Heritage Month. During 2001-02 the range of such events was increased to include Asian American Week, Native American dancing, and Oktoberfest. A number of cultural activities are suggested and sponsored by instructional departments (e.g., the Spanish program sponsors Dia de Los Muertos exhibits and other Hispanic cultural activities, the French program has sponsored field trips to Arte Americas in conjunction with art classes, as well as a variety of French Club activities, the ESL program sponsors a Latin American film series, English faculty sponsor Veterans' Day activities involving cultural perspectives, etc.), and based on input from the instructional departments, student clubs and others, the student activities office coordinates the development of an annual schedule of activities. These activities are then advertised aggressively in the community as well as on campus.

Recommendation Three (From the previous team).

Recommendation 4.1: The previous accreditation team recommended that the college should update its affirmative action plan. The district has not responded to this recommendation (Standard 7.0).

Response:

The State Center Community College District provided an updated comprehensive affirmative action plan in the 2000-2001 academic year. The district has not submitted the annual report to the Chancellor's Office of the California Community Colleges for 2002 because of the Connerly decision (Connerly v. State Personnel Board). The decision affects the statutes that require affirmative action hiring and related regulations. Once the decision has been analyzed by the Chancellor's Office of the California Community Colleges, instructions will be provided to the colleges on procedures to complete the report by the extended deadline of November 2003.

Recommendation Four (From the previous team)

Recommendation 8.1: The previous team recommended that the Board of Trustees develop a process by which its own performance can be assessed regularly (Standard 10A.5).

Response:

In July 2000, the State Center Community College District Board of Trustees conducted a board retreat for the purpose of board self-evaluation. The retreat was facilitated by a professional consultant. A trustee evaluation instrument was completed to assess all aspects of trustee performance and direction of the State Center Community College District.

Since the July 2000 retreat, the Board of Trustees has chosen to utilize an annual board retreat in the spring to review progress on goals established in the prior year and set goals for the upcoming academic year. The board retreat includes members of the SCCCDC Board of Trustees and the Chancellor's Cabinet. A formal trustee evaluation instrument is not utilized.

Recommendation Five

The team recommends that the college develop and implement a college-wide process to assess how well and in what ways it is achieving its purposes as an institution and communicate evidence of quality to the public. The college must specify its intended institutional outcomes and clearly document those achievements (Standards 3A.3, 3B.1, 3C.1, 3C.2, and 4B.3).

Response:

In 2000, the college hired an institutional research coordinator whose duties include reporting on institutional outcomes under the direction of the college president. To date the focus of the position has been to provide quantitative data for program reviews, prepare required PFE (Partnership for Excellence) data reports to the California Community College Chancellor's Office and to prepare the federal IPEDS report. The State Center Community College District created an institutional research web site in 2000-01.

In April 2000, the college initiated a two-year strategic planning effort. The effort began with a college-wide meeting to develop a SWOT (strengths, weaknesses, opportunities and threats) analysis. This exercise was facilitated by Dr. Max Tadlock, which helped to develop a common vision of the college. In May 2001, Burt Peachy Consulting conducted a second college-wide meeting that provided an orientation on integrated strategic planning. Over the next ten months, action teams were formed to review external trends and internal planning documents and data from which draft planning statements were developed. A community charrette was conducted at the college in April 2002, where students and the members of the community at large participated in a collective critique of the draft strategic plan. The State Center Community College District Board of Trustees unanimously accepted the resulting plan.

This process reached fruition in August 2002 with the publication of the *Reedley College Strategic Plan 2002-2005*. The plan identifies seven strategic directions as follows: public and private partnerships; college climate and integrating with the community; teaching and learning; student services; planning and assessment; information technology; and infrastructure. Specific objectives are included in the plan, and as of August 2002, staff members are engaged in a process of identifying measurable performance indicators by which progress on these objectives can be assessed annually by a strategic planning council. Action steps and key performance indicators will be updated on the college website. Release time is provided to faculty for their participation in strategic planning and program review. A summary of progress on these objectives will be published in the college president's annual report to the community, the first issue of which was published in August 2002.

The *Reedley College 2001-02 Annual Report* begins by describing the four elements of the college's mission – commitment, philosophy, vision, and planning and

accountability. The report provides student demographic information including enrollment trends; gender; age; ethnic distribution; financial aid recipients and student loans; lists degrees and certificates; highlights academic programs and services; showcases key community partnerships; and describes student activities. The report lists the 2001-2002 goals, and future annual reports will provide information on progress made on the annual goals.

Included in the strategic plan, as well as in a Title V grant the college received in 2001, are college-wide objectives for student success. Progress on these objectives will be reviewed annually starting in Spring 2003. Beginning in Fall 2000, the college's curriculum committee established a requirement that as new academic programs or changes to programs are proposed, the proposing department must generate an outcomes statement for each program. By Fall 2005, the entire curriculum should have been converted to this format. As outcomes statements are refined, it should be possible for the program review process to assess success in achieving these outcomes. The process by which new and changing academic programs are reviewed was codified in September 2001 with the publication of a revised *Reedley College Program Review Handbook*. The handbook includes the college mission, the purposes of program review and details the review process and implementation. One of the key aspects to the review is the self study which contains both qualitative and quantitative analysis. This self study requires both short- and long-term goal development to include trends in the discipline, instructional methodology, and instructional technology, as well as the professional development needs of both existing and future faculty and staff.

Recommendation Six

The team recommends that the college develop and implement an integrated strategic planning process, which incorporates information from consultation with the various segments of the community in order to identify the most appropriate ways for the college to meet community needs. Special attention should be paid to developing a student services facilities plan for the campus (Standards 3B.3 and 5.6).

Response:

The response to Recommendation Five details the process of developing the strategic plan. The college has published the *Reedley College Strategic Plan 2002-2005* that was adopted by the Board of Trustees. The plan identifies seven strategic directions as follows: public and private partnerships, college climate and integrating with the community, teaching and learning, student services, planning and assessment, information technology, and infrastructure. It includes systematic assessment of facilities as related to student programs and services. The strategic plan will allow the college to develop a student services facilities plan for the campus. The planning process and participating constituencies are referenced in the *Reedley College Strategic Plan 2002-2005*.

In addition, the State Center Community College District is placing a bond issue on the November 2002 ballot to generate revenues for construction and renovation of new facilities campus-wide. At Reedley College, \$28 million from a potential bond will provide new classrooms, repairs and renovations to existing classrooms, a bookstore, and health and fitness center space. To relieve housing pressure on the community the bond will provide for a limited amount of residential housing. With this bond, student services will have additional space with a new residence hall, new offices in the student center and renovated bookstore, meeting rooms, and use of the old residence hall for a placement testing center, meetings, and other program office needs. If the bond is passed, the college's ability to meet its facilities needs in student support and development areas will be greatly enhanced.

Recommendation Seven

The team recommends that the college develop intended student learning outcomes for courses and programs and promote teaching and learning strategies that improve the successful accomplishment of them (Standards 3C.1 and 4B.3).

Response:

Teaching and learning is one of the seven directions of the *Reedley College Strategic Plan 2002-2005*, prepared in response to Recommendation Five. The goal for this direction is "... to be recognized as a progressive student-centered teaching and learning institution." The strategic objectives include improving student retention, persistence and performance in basic skills; developing and implementing new and/or improved teaching methodologies; offering instructional programs in response to new and/or changed community needs; and providing incoming freshmen with an enhanced program to encourage greater success.

Reedley College will send teams to various workshops on learning assessment, learning community development and implementation, and learning outcomes, throughout the 2002-2003 academic year. A series of workshops is being sponsored by the Research and Planning Group (RP Group) of California Community Colleges in collaboration with a number of other statewide community college organizations including the Chief Executive Officers of the California Community Colleges (CEOCCC), the Community College League of California (CCLC) and the Association of Instructional Administrators (AIA). The workshops include the following topics:

- Beginning Steps: Building a Learning Outcomes Assessment Framework for Your College.
- Identifying and Assessing Learning Outcomes at the College, Program and Course Level.
- Practitioner Insights: CCC Assessment Models in Action (A Panel of Practitioners).

In addition to participating in regional, state and national workshops in the area of learning assessment, community development and outcomes, Reedley College provides staff development workshops on teaching and learning strategies. There were two workshops on service learning in 2000-2001, several workshops on learning communities in 2001-2002, and a workshop on learning communities was offered during the Fall 2002 staff development "flex day."

Included in the strategic plan, as well as in a Title V grant the college received in 2001, are college-wide objectives for student success. Progress on these objectives will be reviewed annually starting in Spring 2003. Beginning in Fall 2000, the college curriculum committee established a requirement that as new academic programs or changes to programs are proposed, the proposing department must generate an

outcomes statement for each program. This is described in the response to Recommendation Five.

Under the Title V grant and the strategic plan, the college has established objectives to improve student success through promotion of teaching formats that promise to improve student learning outcomes (learning communities, service learning, technology-assisted instruction, etc.) and through programmatic retention strategies (summer bridge, first-year experience seminars, transfer olympics). Implementation of the Title V plan began during 2001-2002; implementation of the strategic plan begins in 2002-2003.

Recommendation Eight

The team recommends that Reedley College and the Centers initiate and execute a plan to address and systematically evaluate the adequacy of and access to library and learning resource collections in all relevant formats, including sufficient print and non-print materials, and to further ensure that professionally qualified library and learning resource staff provide support at all locations where these services are offered (Standards 4A.4, 6.1, 6.2, 6.3, 6.4, and 6.7).

Response:

The Reedley College library has completed its automation process. Circulation and cataloging operations are now completed using Horizon. Students are able to search the collection through the Horizon database. In addition to automating the library book collection, the library has also automated the reserve book system using the Reserve Book Room module provided in the Horizon database. The library catalog and reserve books can be searched at the library from four OPACs located in circulation, and they are also available on all computers in the library including those in the open computer lab. The Reedley College library is currently using the 5.3 version of the software, but in the next year will be converting up to the latest 8.0 version and will begin to run this software on a new Windows 2000-compatible server. The current 5.3 version does have a web Pac module. When the new Windows 2000-compatible server is installed by Reedley College computer services and converted to the 8.0 version, the web Pac will be reactivated and a web version of the library catalog will be available to all centers and community campus sites. Hopefully, this process will be completed during the Fall 2002 semester. This will allow the Reedley College library catalog to be accessible by the Internet, which will facilitate cooperation with the North Centers and community campus sites.

The libraries at the Madera and Clovis Centers have successfully converted their systems to Windows 2000. Once Reedley College is able to convert their system and server to the 8.0 version of Horizon and Windows 2000, compatibility among the three sites should be completed, thus allowing students to access the online catalog. Until this process is completed, students at the North Centers cannot request books or other learning materials through a computer terminal. Also, the libraries at the two centers cannot input the local books and materials into the electronic system for search and circulation purposes. As a result, they must use a card catalog and manual checkout procedure. Once the Reedley College library catalog is made available on the Internet, students and staff will be able to access the database and checkout materials electronically.

The conversion project continues to progress. Currently only older volumes in art, music and literature remain in the Dewey Decimal System. The conversion project has been slow due to a much needed weeding and re-evaluation of the collection. Converting from the Dewey Decimal System to Library of Congress has been a long process. In the last year the science, medicine and agriculture sections were weeded

and then converted to Library of Congress. All of the North Center collections are in the Dewey system.

In 2002, the Reedley College library was accepted into the Library of California Heartland region, which will expand its cooperation with local libraries and increase its inter-library loan possibilities. The library can now provide ILL service in three to seven days instead of the previous two to three weeks. Fresno City College is also in the Heartland region. To promote more cooperation with Fresno City College, the librarians at both campuses are planning a meeting in Fall 2002 to discuss sharing resources.

In the last year the library has made a concerted effort to involve the faculty. Librarians have started e-mailing the college staff and faculty every other month with a list of new titles, asking for recommendations and news about the library. Librarians have spoken at both the new permanent and adjunct faculty orientations giving information on library services and encouraging faculty to get to know the collection and recommend new titles. During the summer of 2002 the instructional resource center in the library was updated. In January 2002 the library also provided a workshop on electronic resources for the faculty during flex day activities and will provide more workshops in the future.

The librarians at Reedley solicit book, video, DVD and periodical recommendations from faculty several times per year by e-mail. At the beginning of the Fall 2002 semester a new faculty recommendation form was created and distributed to the faculty. It is the goal of the library to create a web-based version of this form for faculty use. In September 2002, the librarians spoke at a department chairs meeting about faculty involvement giving department chairs information about library resources and introducing the faculty recommendation form.

Preliminary plans for the learning resources center expansion were submitted to the state during the 2001-2002 school year. Librarians at Reedley College were able to take an active part in the planning process. The Madera Center library will undergo a major renovation and expansion as part of the phase 1B building project. As a result, the library space will be expanded to include additional computer stations, book stacks, reading rooms, and larger checkout area. This project is expected to be completed in the summer of 2004. Once completed, the renovated library at the Madera Center will be state-of-the-art. The Clovis Center library, however, will continue to face challenges relative to space for the next four years. The first phase of development at the Willow-International site includes an open computer lab and library.

In the summer of 2002, the Reedley College library replaced all of its student use computers including eight reference computers in the circulation area and six computers in the periodical room. All of these computers are equipped with DVD drives. The four OPAC stations located in the circulation area were also replaced. All of the computers in the Reedley College library have now been converted to Windows 2000. The two TV/VCR units available in the library still need to be

replaced. The computers in the Madera Center are relatively new and working well. The Clovis Center computers are older and need to be replaced as funding permits. The computers have been converted to Windows 2000.

The Reedley College library currently subscribes to twelve databases and also a collection of e-books made possible through TTIP funds. When the Reedley College library catalog is made available on the Internet, it will be available to the North Centers and will foster more resource sharing. The library service assistants at Clovis and Madera were able to participate in part of the Horizon training that the Reedley library staff had in January 2001. The North Centers libraries currently share twelve databases via the Internet and additional e-books. As a result, students are able to access these important resources at the Madera and Clovis Centers. The conversion to the newer version of Horizon and Windows 2000 will allow this service to continue.

The Clovis and Madera Center libraries continue to increase the books, periodicals, CD ROMs and videos available for student usage. An 82% increase in holdings at the Clovis Center and an 88% increase at the Madera Center occurred during the 2001-2002 period. As funding permits, additional books will be purchased for both sites.

Currently there are two thirteen-inch TV/VCR units in the Reedley College library. Library computers are equipped with DVD drives and once software is installed students should be able to view DVD's from computer terminals with earphones. The RC library needs one to two TV/DVD/VCR units that can be placed in a conference room for individual or group use. This would be especially beneficial to students who need to view reserve materials.

DVD service is not available to students at this time and, due to the popularity of the on-line databases, DVD and CD systems are not anticipated to be in great demand in the future. The Madera Center library renovation will probably include limited numbers of DVD systems.

Clovis and Madera Centers are each currently staffed forty hours per week by library service assistants. Student assistants staff all remaining hours. Two permanent part-time (nineteen hour) instructional aide positions for the Madera Center and Clovis Center have been approved and will hopefully be filled this year. Student workers are employed during evenings and Saturdays at the Clovis Center. The Clovis Center library has also recruited student volunteers to assist the library services assistants. The long-term plan for the North Centers includes a full-time librarian position. If funding is available, the individual will be hired when the Madera Center library renovation is completed in eighteen months. The position will be split between the Madera and Clovis Centers.

Recommendation Nine

The team recommends that the college recognize and address the need for an institutional commitment focused on students with disabilities. The commitment should permeate all aspects of the campus, including web site delivery of programs and services (Standards 5.6 and 8.3).

Response:

The college has increased the institutional commitment to students with disabilities by providing more leadership opportunities in student government (dean's student advisory council; students with disabilities club; and many college-wide committees such as the health and safety committee and the ADA committee). The health and safety committee is instrumental in identifying campus needs for the disabled. The ADA committee is developing an academic accommodations policy for adoption districtwide.

New support programs have been added such as student supports services (SSS grant), and the RAVE program. The Student Support Services (SSS) Trio grant provides enrichment services to 112 students with disabilities. The Reedley College's Access to Vocational Education (RAVE) is a Workability III program designed to assist students with disabilities in developing employability skills. Eleven developmental services classes have been added to the college curriculum. With college and outside funds more staff has been added in many areas including the North Centers (SSS counselor, learning disabilities specialist, alternate media specialist, and job developer).

Utilizing matching funds from the state's architectural barrier removal grant program, Reedley College has increased its commitment in all aspects of the campus including a new elevator adjoined to the student services building, a wheel chair accessible bus (district), adaptive computers, and a new tram for transporting students around campus. More restrooms and parking stalls have been made handicapped accessible. Accessibility to the college web site is still being reviewed.

Additionally, the Reedley College strategic plan includes commitments to making the campus accessible to persons with disabilities in all future construction, to making computing accessible to students with disabilities, and to recognizing the characteristics of its students and responding to their special needs.

The college has made financial commitments for adaptive equipment and furniture with funding through lottery and partnership for excellence, and has been awarded a workability grant and student support services grant providing additional opportunities to make equipment and classrooms accessible for the disabled student population. The DSPS program has been awarded a grant from the State Chancellor's Office to be the host screeners for Region V to do high speed scanning. The architectural barrier removal plan continues to be used in completing the identified list of capital outlay proposals.

Recommendation Ten

The team recommends that the college take immediate action to ensure that evaluations for part-time faculty are implemented on a regular and systematic basis (Standard 7B.1).

Response:

The evaluation of part-time faculty is an area in need of continued attention. While the North Centers have done an outstanding job of tackling the problem of systematic evaluation, the main campus is in the final stages of the development of a process to ensure that all adjunct faculty are evaluated as required.

The bargaining agreement between the State Center Community College District and the Part-Time Faculty Bargaining Unit State Center Federation of Teachers provides for the regular and systematic evaluation of adjunct faculty. Article XII, Section E states:

- E. Unit members will be evaluated (at least) as follows:
 1. Their performance during their first semester of teaching or service.
 2. Their performance during their second and/or third semesters of teaching or service.
 3. Their performance over every six (6) semesters of teaching or service thereafter.

The administration in the North Centers has devised spreadsheets to monitor this process, and with the assistance of full-time discipline faculty, have managed to evaluate most of their adjunct faculty in a timely manner. This tracking mechanism has helped the North Centers evaluate 93% of their current part-time faculty within contract parameters. Of those current part-time faculty members not yet evaluated, the tracking mechanism further identifies, or “flags,” them for immediate evaluation; following this process then, “flagged” faculty members will be notified and scheduled for an evaluation as soon as possible.

The main Reedley College campus is currently developing a similar tracking mechanism to that of the North Centers. The spreadsheets to track discipline part-time faculty evaluations will be located in the office of the appropriate associate dean.

Continued use of this newly created systematic monitoring system will allow for immediate action to achieve our evaluation requirements. As with the North Centers’ process, full-time discipline faculty will join appropriate supervisors in efforts to complete these part-time faculty evaluations as soon as possible.

Accreditation Self Study

Planning Agendas and Areas of Review

Updates

November 1, 2002

Standard One: Institutional Mission

1. Review mission statement annually with the strategic planning committee and leadership team.

Response:

The mission statement is discussed annually at the college's leadership retreat in May. The topic was discussed this past year in the strategic planning process in the preparation of the *Reedley College Strategic Plan 2002-2005*.

With the adoption of the new accreditation standards, the mission statement will be reviewed to determine compliance with the new standard in the areas of student learning, data-based decision making, and communicating the mission externally.

Standard Two: Institutional Integrity

2. Review distribution policies of college catalog.

Response:

The Reedley College catalog is now given to all Reedley College students free of charge either at Registration-To-Go or at their first meeting with a counselor. Subsequent copies, if necessary, may be purchased for \$2.00 in the bookstore. The catalog is also on the Reedley College website.

3. Annually review all handbooks for completeness and accuracy.

Response:

All Reedley College handbooks from various departments, i.e., Upward Bound, Title V programs, student handbook, etc., are reviewed by the public information office for completeness and accuracy. The North Centers' handbooks are reviewed by the appropriate department and/or dean.

4. Update financial aid written policy manual.

Response:

This has been started but not finished. Five of thirty chapters have been revised. The most important chapters deal with the Datatel software system. Work is ongoing and is planned to be completed by the end of the 2002-2003 academic year.

5. Develop admissions and records policy manual.

Response:

The policy of the admissions and records department is derived from SCCC Board Policy, Title V, and the California State Educational Code. In the past faculty and staff have been frustrated with the lack of written guidance readily available for them concerning these policies.

Progress has been made in making the policies of the admissions and records department more accessible. Material concerning these policies has been added to the student and faculty handbooks as well as the Reedley College catalog. The admissions and records department has also recently developed and distributed a progress monitoring calendar to all faculty members. This document clarifies the timeline and content of the various progress reports administered by the admissions and records department.

6. Develop an annual review process of articulated courses.

Response:

Reedley College recently had a change of articulation officers. The new articulation officer has been sending any new articulation agreements/information to the responsible dean and department chair. Furthermore, the articulation officer is currently in the process of building a spreadsheet that summarizes the complete status of all Reedley College articulation agreements. This spreadsheet, when finished, will be available to department chairs and all interested faculty.

7. Disseminate information on academic freedom and responsibility to faculty and students.

Response:

Statements on academic freedom and responsibility have been included in the Reedley College catalog and in the schedule of courses, two documents that reach every faculty member and student. The statement is also available on the Reedley College website under the category, RC Catalogs.

8. Update faculty handbook at the North Centers to include required policies and information.

Response:

The 2001-2002 North Centers faculty handbook has added information that clears up all deficiencies noted in the accreditation self-study. This handbook is revised and re-published every academic year. It has become a much improved and more useful document.

9. Conduct annual discussion with faculty on academic honesty policies.

Response:

Academic honesty and plagiarism have been frequent topics of discussion at Reedley College Academic Senate meetings over the past two years. The topics have also been discussed during the fall semester duty day general meeting at the North Centers for the past two fall semesters. A new statement on cheating and plagiarism was developed by faculty and is included in the 2002-2004 catalog.

10. Include diversity and equity statements in all college brochures and handbooks.

Response:

The college catalog, schedule of courses, and all brochures going out to the public include a non-discrimination statement. It is now standard practice for all department brochures, flyers, handbooks, etc. to be reviewed by the public information office staff to ensure inclusion of the non-discrimination statement and to maintain a balance of photos that show a diverse student population and non-traditional students in vocational programs.

Also mentioned in the accreditation self study were plans to revise and update the student orientation handbook and to revise the matriculation plan. A much-improved student handbook has been developed and was available to students as of Spring 2002. The new matriculation plan was completed Fall 2001, and the college will be going through a site visit concerning matriculation in Fall 2002.

Standard Three: Institutional Effectiveness

11. The college will explore and validate the benefits of having full on-site research capability.

Response:

In 2000, the college hired an institutional research coordinator whose duties include reporting on institutional outcomes under the direction of the college president. To date the focus of the position has been to provide quantitative data for program reviews, prepare required Partnership for Excellence data reports to the California Community College Chancellor's Office and to prepare the federal IPEDS report. The State Center Community College District created an institutional research web site in 2000-2001

12. Continue to fine-tune the program review process.

Response:

The program review process was codified in September 2001, with the publication of the *Reedley College Program Review Handbook*. The handbook is currently being revised based upon an evaluation of the effectiveness during the 2001-2002 year.

13. Provide information to all groups regarding the decision-making process in educational planning, financial planning, physical planning, and human resource planning.

Response:

The *Reedley College Strategic Plan 2002-2005* identifies seven strategic directions as follows: public and private partnerships; college climate and integrating with the community; teaching and learning; student services; planning and assessment; information technology; and infrastructure. The process by which the plan was developed included college-wide action teams and a community-wide charrette. Specific objectives are included in the plan, and as of September 2002, staff members are engaged in a process of identifying measurable performance indicators by which progress on these objectives can be assessed annually by a strategic planning council. Action steps and key performance indicators will be updated on the college website. A summary of progress on these objectives will be published in the college president's annual report to the community, the first issue of which was published in August 2002.

14. Communicate with the public on how well we prepare students for transfer and jobs.

Response:

Teaching and learning is one of the seven directions of the *Reedley College Strategic Plan 2002-2005*. One of the strategic objectives in this direction is to develop and

implement a procedure for tracking the success of students after graduation, transfer or program completion.

15. Through the newly established marketing committee, implement a campus-wide marketing plan with specific goals and timelines.

Response:

The marketing committee has been absorbed into the enrollment management committee. The committee includes members from admissions and records, assessment, counseling, public information, outreach, instruction, business services and financial aid. The enrollment management committee is developing a comprehensive marketing plan with input from members of the college staff, faculty, and students. The plan includes long-range goals, timelines, and action plans.

16. Formalize the process by which departments assess their progress on their goals.

Response:

The program review process was codified in September 2001 with the publication of the *Reedley College Program Review Handbook*. The handbook includes the college mission, the purposes of program review and details the review process and implementation. One of the key aspects to the review is the self-study, which contains both qualitative, and quantitative analysis. This self-study requires both short and long-term goal development to include trends in the discipline, instructional methodology, and instructional technology, as well as the professional development needs of both existing and future faculty.

17. Annually review the manner in which we measure progress and outcomes.

Response:

The *Reedley College Strategic Plan 2002-2005* identifies seven strategic directions and specific objectives. As of August 2002, staff members are engaged in a process of identifying measurable performance indicators by which progress on these objectives can be assessed annually by a strategic planning council. Action steps and key performance indicators will be updated on the college website. A summary of progress on these objectives will be published in the college president's annual report to the community, the first issue of which was published in August 2002.

Standard Four: Educational Programs

18. Review the dependability of distance learning equipment and make recommendations.

Response:

Since Fall 2000 associate deans have made annual reports to the curriculum committee concerning the interactive distance learning methodology. In 2000-2001 the district hired a technician to support the interactive video-teleconference equipment, and college support staff were trained in use and maintenance. Dependability remains in some doubt, but has been sufficient to allow expansion at the North Centers. New recommendations will be generated as the strategic plan is implemented.

19. The college will provide access and comparable instructional services and support at each of the locations where courses are offered. Technological resources will be made available where need is appropriate.

Response:

Computers are now available for computer-assisted courses at Selma High School, Sanger High School, and the Selma Regional Center. It is appropriate to keep attention on this area of concern, as the college continues to expand offerings off campus. This should be addressed in the specific action steps of the strategic plan.

20. Continue to improve communications among faculty and staff at the Reedley campus and the North Centers on instructional and student services matters.

Response:

Communication among Reedley and North Centers faculty has been fostered by program review activities and tenure evaluations, which are coordinated for all sites, and by occasional staff development activities held in common. Administration and staff contacts have increased steadily since the hiring of a dean of instruction and student services for the North Centers in Fall 2000, allowing the two administrations to confer more regularly.

21. The college will develop a process for monitoring and recording the placement and progress of students who have completed degree and certificate programs after they leave the college.

Response:

For occupational certificates, the college has funded a project to follow up with graduates, producing reports for 1999, 2000 and 2001. For associate degree recipients, no regular program of follow-up has been adopted; an appropriate objective has been included in the strategic plan.

22. Continue to accumulate data for monitoring the progress of basic skills students through the program and beyond.

Response:

Under the Title V grant and the strategic plan, and in response to the state's Partnership for Excellence requirements, the college continues to accumulate data on retention, persistence and success in basic skills.

23. The college will work with Fresno City College to finalize and implement a course number classification system.

Response:

A common course number classification system has been incorporated into the Fall 2002 class schedule and the 2002-2004 college catalog.

24. Standardize training and processes for all electronic delivery systems.

Response:

The strategic plan includes a delineation of the kinds of technology training the college will support. Standards for all electronic equipment (Dell PCs, Cisco switches, etc.) and software (MS Office Suite, etc.) have been in place since Fall 2000.

Standard Five: Student Support and Development

25. Review the strengths and weaknesses of a one-year catalog and a biennial catalog.

Response:

Currently, Reedley College and Fresno City College publish a biennial catalog. A districtwide committee met to discuss the strengths and weaknesses of publishing a catalog every year. The committee noted that a one-year catalog was not cost effective and would require additional staffing at Reedley College to publish it every year. Also, a one-year catalog would need addenda to provide changes in curricula and college programs similar to a biennial catalog. With on-line capabilities, corrections or additions to the official catalogs allows for more up-to-date information to be used by students and staff. No changes were made by either college in regards to publishing a biennial catalog.

26. Increase the number of student activities for students at the North Centers.

Response:

The North Centers have increased their student activities significantly since the last accreditation visit. Over 75 activities are planned for Madera, Clovis, and Oakhurst Centers for the 2002-2003 year.

27. Review the student access codes to the MIS system to ensure required confidentiality of student records.

Response:

During the Fall 1998 semester, the State Center Community College District implemented a new student mainframe system. The student software system, "Colleague", is a fully integrated mainframe system wherein access to virtually all records that a student has on the system is accessible by any user authorized to access such records.

During the initial conversion, the concern existed that privacy or personal contact information contained in the student mainframe system would be accessible by individuals not authorized to access such data.

Due to the complexity of the mainframe system, the information systems department, with the recommendation of the (Colleague) Datatel implementation team, decided that the privacy codes available with the system would be "turned off" on the user login end. As the system support team becomes better acquainted with the interconnectedness of the system's files, the issue will be readdressed.

As of this date, Fall 2002, the district is preparing to migrate to Colleague's Release 17, the latest version to the student system software. According to the district's system administrator, the new release has not addressed the access issue. Confidentiality of student records continues to be maintained at the discretion of the user.

Possible solutions include training all users on the privacy codes and delineating by department the levels of access to student data (e.g. inquire only or modify/inquire).

Standard Six: Information and Learning Resources

28. The databases of the Reedley College library will be accessible from the centers in Clovis, Easton, Kerman, Madera, Oakhurst, Selma, and Sanger when appropriate computers and communication lines are in place.

Response:

In order to inform the community campus students and faculty, the librarians at Reedley are creating a handout about library resources available off campus. This will be distributed to students and faculty at the South Center sites. This handout will also invite them to come and use the Reedley College collection since many of the campus sites are within driving distance of the college. The communication lines (Internet access) are in place in Selma and Sanger High Schools, but appropriate locations with computers/software which are accessible to Reedley College community campus students have not been established. Because of licensing agreements these centers cannot access all of the online databases subscribed to by Reedley College. With user names and passwords they will be able to access remotely five databases including Congressional Quarterly, Gale Groups, Newsbank, Proquest and Reference Suite @FACTS.com. When the library catalog is available online, it will be made available through the web to the community campuses.

Until the technology at all sites is compatible, this goal cannot be completed at the North Centers. Progress has been made in upgrading the systems at Reedley College and the North Centers to the Windows 2000 operation system. The Horizon database at the Reedley College library is also being updated to the 8.0 version (anticipated completion within 2002-2003). Once this occurs the Reedley College library catalog will be accessible via the Internet and, therefore, will become available to the North Centers libraries. Research into the compatibility of the Kerman site computers will need to occur once the system is completed at the Reedley College library. Students at the Oakhurst site can request materials from the Reedley College library, and they will be shipped to them and returned via district mail.

29. The college will determine and clarify actual library/learning resource needs of classes, wherever held under its auspices.

Response:

A librarian is a member of the curriculum committee for the Reedley College and the North Centers. Participation on this committee allows librarians to keep informed of the learning resource needs for new and continuing classes. Once a new course or program is introduced at the curriculum committee, the librarians contact the faculty in charge for information on any resource needs.

Part of the process of ordering additional books for the Clovis and Madera libraries is surveying the full-time instructors to identify appropriate collection items. This same

process is true for the CD ROM, periodicals, videos, on-line services and newspapers purchased by the library services assistants. As a result, library resources are tied to the needs of the classes and students.

30. Form a committee to review library/learning resources services to meet the needs for allocations where classes are offered.

Response:

Librarians at Reedley College are researching how other community colleges have formed library and learning resource committees. They hope to form a committee of librarians, faculty and administrators with membership from both the college and the centers.

To date there has not been a need to formalize a committee for the Clovis or Madera sites. Due to the relatively small number of full-time faculty and counselors at the North Centers (50), communication has been effective through less formal channels. The newly formed North Centers faculty association may wish to form a learning resources committee in the near future, as the library renovation at the Madera Center will be completed, along with the new library area at the proposed Willow-International site building.

Standard Seven: Faculty and Staff

31. Establish written criteria for identifying instructional areas targeted for additional staffing.

Response:

A new format, the Faculty and Staffing Request, has been completed and is used by the department chairs and administration to prioritize continued and additional staffing. The process established in this document requires that the department chairs provide general information regarding the rationale for the requested position. This rationale must indicate the relationship of the position to the SCCCD master plan, the Reedley College strategic plan, the accreditation self study and the college's annual goals as reported to the Board of Trustees. Further demonstration of need as expressed through departmental program review reports, reports on enrollment trends, advisory committee recommendations, accreditation and licensure requirements, full-time and part-time instructor ratios is compulsory in the process. Evidence in each applicable area must be presented to validate a replacement position or new program. A written report is presented to the department chairs for a recommendation to be forwarded to the dean of instruction and then on to the college president for the final decision.

32. The college will study ways to alleviate concerns regarding adjunct faculty hiring practices.

Response:

In November 2001, the district completed a document entitled, *Procedures for Recruitment and Employment of First-time Faculty*. The document has sections outlining the process in the following areas: philosophy, affirmative action, position identification/approval, job description, equivalencies, the selection process, notification of applicants and location of assignment. Department chairs are asked to provide a list of names of discipline faculty, both full and part-time, who are available during the summer months to assist in hiring processes for prospective instructional candidates.

33. Develop a classified staff handbook and a new employee orientation program.

Response:

The classified senate is working on a staff handbook. The draft is presently in the hands of a third author/editor. The completion of this document is expected at the end of the Fall 2002 semester.

Newly hired instructional faculty and counselors are invited to participate in a new faculty orientation that is held annually before the beginning of each fall semester. Participants are given information on services, duties and responsibilities and a campus

tour. The format leaves plenty of time for questions. As part of the orientation, a reception to recognize new faculty and staff is arranged to provide an opportunity to meet and greet other faculty and staff on campus. Evaluations of the orientation help to improve this activity for each coming year.

Standard Eight: Physical Resources

34. Develop a comprehensive facilities plan to deal with growth, especially at the North Centers.

Response:

On February 6, 2001, The Board of Trustees established the Capital Facilities Advisory Committee in order to deal specifically with the development of a comprehensive facilities plan to address growth districtwide. The committee was composed of representatives from the community, faculty, classified staff, and administration from throughout the district. The recent passage of Proposition 39, which reduces the local bond approval requirement to 55%, prompted the committee to make the recommendation to the Board that a bond measure would be the best source of significant funding for extensive current and near-future needs for modernization and expansion of facilities. In August 2002, the SCCC Board of Trustees approved the placement of the SCCC bond measure on the November 2002 ballot.

SCCC continues to request capital projects through the state-funded capital facilities program. The Reedley College library expansion and remodel project is in the state-funded projects list for this year if the state bond passes. The library expansion would provide a 70-station open computer lab and relocation of the tutorial center.

Projects in the local bond measure for Reedley College are as follows: new classrooms; renovation and repair of existing classrooms; renovation of the student center; replacement of the bookstore and residence hall; and renovation of the existing bookstore and residence hall to offices and meeting areas.

At the North Centers the bond measure includes Madera Center vocational training labs; renovation of the Madera Center student center to expand the bookstore and food services; upgrading of Madera Center physical education classrooms; addition of new classrooms for general education and occupational training at the Oakhurst Center; and construction of the first two phases of the new Clovis Center at the new site which is currently being acquired.

During Summer 2002, the Fresno City College Training Institute and the State Center Consortium, housed at the Clovis campus, were relocated. This adds the use of a permanent building for use as classrooms and offices for the Clovis Center. The District is in the process of expanding parking at the site as well. Clovis Unified School District continues to lease space to the State Center Community College District for the Clovis Center classes.

At Madera the groundbreaking for Phase 1B will start during the Fall 2002 semester. Phase 1B, entirely funded by the state, will include the addition of approximately 50,000 square feet of classroom, laboratory and office space, including biology, physical science, chemistry, computer studies, business, art and a licensed vocational

nursing program. The project also provides for retrofitting existing space for library and media spaces to support the instructional programs. Occupancy is anticipated for January 2004.

The district has developed a master plan for expansion of current facilities at Oakhurst which will allow for additional parking, as well as doubling the current square footage in future years. A portable building has recently been added to the site.

Scheduled maintenance and repair proposals are submitted to the state annually, for which the district provides a 1:1 match. Although state funds for these projects were reduced, the district has continued to provide the matching funds. Scheduled maintenance for Reedley College will include HVAC retrofits, and reroofing of classroom buildings. Local funding has been used for rehabilitation of parking lots at Reedley. Scheduled maintenance projects have included refurbishment of existing stairway surfaces, guardrails, and handrails, and replacement of uplifted sidewalks.

35. Update and distribute the college emergency plan.

Response:

The emergency preparedness plan has been updated as of November 2001 and has been distributed to faculty and staff. Training workshops are taking place in Fall 2002 and Spring 2003. Emergency phones have been installed throughout the campus.

36. Continue to identify and remove architectural barriers to allow accessibility for students and staff.

Response:

Two significant projects assisting disabled students have been completed utilizing matching funds from the state's architectural barrier removal grant program. The installation of an elevator for access to the second floor of the student services building has been completed. For transportation access for the disabled to student activities and class field trips, the district is acquiring a bus that is accessible for disabled students. Additionally, the strategic plan includes in the objectives a commitment to making the campus accessible to persons with disabilities in all future construction. The college has been awarded a workability grant and student support services grant providing additional opportunities to make equipment and classrooms accessible for the disabled student population. The architectural barrier removal plan that was developed in 1995 continues to be used in completing the identified list of capital outlay proposals.

Standard Nine: Financial Resources

37. Implement the budget development module of the newly acquired financial management system.

Response:

The budget module was implemented in 2001.

Standard Ten: Governance and Administration

38. Districtwide periodic review and evaluation of the effects of centralization on the educational process should be made.

Response:

In an effort to reduce duplication of services and increase efficiencies within the State Center Community College District, several service areas, once exclusive domains of Reedley College, have been centralized and are now administered at the district level. These areas include the office of admissions and records, grounds/maintenance, food services, bookstore, college police, and disabled student programs and services.

The college recognizes the need for periodic review and evaluation of the effects of centralization of the educational process.

Reedley College currently evaluates all programs of the college with the exception of centralized district programs through a formalized program review process. Integrating district programs affecting the college into the program review process will ensure the periodic review and evaluation of all programs and provide continuity and equity in the evaluation process.

39. A schedule for timely updating of the *SCCCD Policies and Regulations Manual* should be implemented.

Response:

Since the last accreditation visitation, several major categories of the *SCCCD Policies and Regulations Manual* have been updated. The responsibility for reviewing and revising board policies and administrative regulations has been assigned to the legal counsel at the district office.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: October 1, 2002

SUBJECT: Consideration to Approve Agreement with
University of California for Lease of Property,
Center for International Trade Development

ITEM NO. 02-221

EXHIBIT: None

Background:

The Center for International Trade Development, formerly known as the Export Center, has been housed on an interim basis with the Tech Prep Program at the UC Center, located at 550 East Shaw Avenue. Both programs continue to grow in the number of grants they have written and received approval for, which results in the need for additional space to accommodate this growth.

Since moving from the Clovis Center/Training Institute to the UC Center in April 2002, the Center for International Trade Development has noticed that business and industry contacts have increased. This is attributed to the ample parking; the visibility of the location; and the on-site accessibility of meeting rooms, computer training labs and state-of-the-art satellite accessibility for national and international conferencing.

The proposed space has been recently renovated. The location is on the first floor of the building, which will make access very convenient for the clients. Next to the space being recommended are the offices of the UC Davis/CSU Fresno Joint Doctorate Program. Research partnerships have been discussed which would enhance both programs.

The lease agreement cost includes all utilities, security officer, alarm system, janitorial services and common area maintenance. The lease cost will be paid by current and future grants that support all costs of the Center for International Trade Development. If for any reason we need to discontinue this lease, an early termination buyout provision is written into the agreement. Funds will be placed in an account that will be utilized, if necessary, for discontinuing the lease. Therefore, there is no exposure for the District's general fund.

STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704

PRESENTED TO BOARD OF TRUSTEES

DATE: October 1, 2002

SUBJECT: Categorical Program Compliance Review Update ITEM NO. 02-222

EXHIBIT: None

Background:

The District has experienced a significant increase in categorical programs during the past five years. These programs have made it possible to expand offerings and services to our students and communities. As a result of this growth, the District identified a need to evaluate the programs for compliance with the issuing agencies' guidelines. The District contracted with the firm of Borchardt, Corona & Faeth, independent consultants, to accomplish a compliance review of the programs. The consultants were directed by the District to focus on the fiscal year ending June 30, 2001.

At the October 1 Board meeting the Administration will present a status report on the compliance review and the timeline of activities to ensure that District categorical programs are in full compliance with the guidelines of the issuing agencies.