

AGENDA
Regular Meeting
BOARD OF TRUSTEES
STATE CENTER COMMUNITY COLLEGE DISTRICT
1525 E. Weldon
Fresno, California 93704
4:30 p.m., November 4, 2003

- I. Call to Order
- II. Pledge of Allegiance
- III. Introduction of Guests
- IV. Approval of Minutes, Meetings of October 7, 2003
- V. Delegations, Petitions, and Communications [see footnote, page 3]
- VI. Reports of Chancellor and Staff
 - A. PRESENTATIONS
 - 1. Interim Chancellor's Report Tom Crow
 - 2. Campus Reports Ned Doffoney, FCC
Tony Cantu, RC
Don Yeager, NC
 - 3. Academic Senate Report Michael Roberts, FCC
 - 4. Classified Senate Report Kelley Claassen, DO
 - 5. Partnership for Excellence Felix Aquino
Ralph Muñoz, CC
David Balogh, FCC
Javier Renteria, RC
 - B. CONSIDERATION OF CONSENT AGENDA [03-221] through 03-233]
 - C. PERSONNEL
 - 1. Public Hearing on Part-Time Faculty Initial Proposal for Contract Reopener Presented by State Center Federation Local 1533, CFT/AFT, CIO/AFL [03-234] Randy Rowe

D. GENERAL

- | | | |
|---|----------|---------------------------|
| 2. Presentation of Draft 2004-2007 District Strategic Plan | [03-235] | Tom Crow
Terry Kershaw |
| 3. Acknowledgement of Quarterly Financial Status Report, General Fund | [03-236] | Doug Brinkley |
| 4. Consideration of Resolution Authorizing Adoption of a Labor Compliance Program, Districtwide | [03-237] | Doug Brinkley |
| 5. Consideration to Authorize Agreement with Consultants for Program/Construction Management Services, Measure E Projects | [03-238] | Doug Brinkley |

VII. Reports of Board Members

VIII. Old Business

IX. Future Agenda Items

X. Closed Session

A. CONFERENCE WITH LABOR NEGOTIATOR [SCFT Full-Time and Part-Time Faculty Bargaining Units, and CSEA Bargaining Unit]; Randy Rowe, Pursuant to Government Code Section 54957.6

B. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE, Pursuant to Government Code Section 54957

C. PUBLIC EMPLOYMENT, Pursuant to Government Code Section 54957, Dean of Instruction, Reedley College

D. PUBLIC EMPLOYMENT, Pursuant to Government Code Section 54957, Chancellor Search Process

XI. Open Session (if any)

A. Consideration to Appoint Dean of Instruction, Reedley College [03-239]

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
November 4, 2003

PERSONNEL

1. Retirement and Leave of Absence, Certificated Personnel [03-221]
2. Re-employment, Employment, Change of Status, Transfer, Resignation, and Retirement, Classified Personnel [03-222]

GENERAL

3. Consideration to Adopt Resolution Scheduling Date and Time for Organizational Meeting of the Board of Trustees [03-223]
4. Consideration to Approve Revised Board Policy 2000 Series, Board of Trustees [03-224]
5. Consideration to Adopt 2004-2005 and 2005-06 Instructional and Holiday Calendars, Fresno City College, Reedley College, and North Centers [03-225]
6. Review of District Warrants and Checks [03-226]
7. Financial Analysis of Enterprise and Special Revenue Operations [03-227]
8. Budget Transfers and Adjustments Report [03-228]
9. Consideration to Adopt Resolution Authorizing Inter-fund Transfer [03-229]
10. Consideration to Close Training Institute Bank Account, Fresno City College [03-230]
11. Consideration to Accept Grant from the Economic Development Administration, Center for International Trade [03-231]
12. Consideration to Accept Mini-Grant from the Madera County Children and Families Commission, Madera Center [03-232]
13. Consideration of Bids, Track Repairs, Ratcliffe Stadium, Fresno City College [03-233]

MINUTES OF MEETING OF
BOARD OF TRUSTEES
STATE CENTER COMMUNITY COLLEGE DISTRICT
October 7, 2003

- Call to Order A regular meeting of the Board of Trustees of the State Center Community College District was called to order by Vice President William Smith at 4:30 p.m., October 7, 2003, at the Madera Center, 30277 Avenue 12, Madera, California.
- Mr. Smith stated that President Smith sends her regrets for not being able to attend the meeting tonight.
- Trustees Present William Smith, Vice President
 Isabel Barreras
 H. Ronald Feaver
 Phillip J. Forhan
 Leslie Thonesen
 Norma Lara, Student Trustee, RC
 Doug Crutchfield, Student Trustee, FCC
- Trustees Absent Dorothy Smith, President
 Patrick E. Patterson, Secretary
- Also present were:
- Tom Crow, Interim Chancellor, SCCC
 Ned Doffoney, President, Fresno City College
 Tony Cantu, Interim President, Reedley College
 Don Yeager, Vice Chancellor-North Centers
 Felix Aquino, Vice Chancellor-Educational Services and
 Planning
 Doug Brinkley, 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
 Joan Edwards, Executive Director – SCCC Foundation

Introduction of
Guests (continued)

Terry Kershaw, Dean of Instruction and Student Services, NC
Kasey Oliver, Classified Senate President and Staff, RC
Michael Roberts, Academic Senate President and Staff, FCC
Ron Nishinaka, Academic Senate President and Staff, RC
Zwi Reznik, AFT President and Staff, FCC
Gene Blackwelder, College Business Manager, RC
Michael Guerra, College Business Manager, FCC
Cris Monahan Bremer, Director of Marketing and
Communications, FCC
Joaquin Jimenez, District Associate Dean of Students-Financial
Aid, International Students and Veterans Affairs, FCC
Carolyn Drake, Associate Dean of Instruction-Health Sciences,
FCC
Evelyn Fiorani, Duplications Supervisor, FCC
Deborah Ikeda, Interim Dean of Instruction, FCC
Chris Cortes, Director of Financial Aid, RC
Candy Cannon, Campus Financial Aid Manager, NC
Richard Hoffman, Coordinator/Instructor, Oakhurst Center
Janell Mendoza, Coordinator, Madera Center
Cristina Masterson, Associate Dean of Students, NC
Jeff Jossierand, Director of Classified Personnel, Personnel
Commission
Jim Chin, Associate Dean of Instruction, NC
Reg Spittle, Instructor, Madera Center
Robert Kelley, Madera Community Hospital
Julie O'Kane, Superintendent, Madera Unified School District
Stell Manfredi, County Administrative Officer, Madera County
Herman Perez, Division Administrator, Madera County
Workforce Office
Marilyn Shepherd, Superintendent, Golden Valley Unified School
District
Sally Frazier, Superintendent, Madera County Office of
Education
John Silva, Madera County Board of Supervisors
Frank Bigelow, Madera County Board of Supervisors
Gary Svanda, Councilman, City of Madera
David Tooley, City Administrator, City of Madera
Ronn Dominici, Madera County Board of Supervisors
Gordon Skeels, Councilman, City of Madera
Rocky Hayes, Publisher/Editor, Madera Tribune
Ron Pisk, Principal, Madera High School
Ron Manfredi, Personnel Commission
Billy Reece, Student
Jose Troncoso, Student
Jaime Ceja, Student
Lorena Garcia, Student

Introduction of
Guests (continued)

Lucy Mejia, Student
Angelica Sanchez, Student
Adam Hurer, Student
Lisette Villafan, Student
Michelle Yang, Student
Carla Maciel, Student
John Davies, Student
Eva Mendoza, Student
Gloria Velasquez, Student
Gilbert Rivera, Student
Joshua Arthurs, Student
Samantha DaSilva, Student
Carolina Viramontes, Student
Sheila McClurg, Student
Bob Garcia, Jr., Student
Bryan Guthrie, Student
Claudia Camarena, Student
Tracy Laney, Student
Eric Kristofferson, Student

Swearing in of Board
Member

Dr. Crow administered the oath of office to incoming Board member H. Ronald Feaver.

Approval of Minutes

The minutes of the Board meeting of September 2, 2003, were presented for approval. A motion was made by Ms. Barreras and seconded by Mr. Thonesen to approve the minutes of the September 2, 2003, meeting as presented. The motion carried by the following vote:

Ayes - 5
Noes - 0
Absent - 2

Presentation of AFT
Part-Time Faculty
Initial Proposal for
Contract Reopener

Mr. Zwi Reznik, AFT President, presented the part-time faculty initial proposal for contract reopener.

Delegations,
Petitions, and
Communications

Mr. Ronn Dominici, Madera County Board of Supervisors; Mr. Gordon Skeels, Councilman, City of Madera; and Mr. Stell Manfredi, Madera County Administrative Officer, welcomed the Board of Trustees and expressed their support for the Center. Mr. Manfredi also provided a brief update on the sphere of influence and annexation procedures.

Interim Chancellor's
Report

Dr. Crow thanked the Madera Center staff for hosting the Board meeting. He also thanked Mr. Stell Manfredi for his update on the sphere of influence and emphasized the importance of the District's lead role in making the annexation of the planned area a reality.

Last Wednesday, the District hosted Senator Chuck Poochigian and columnist Dan Walters in the first of a continuing series of economic development forums on education and the economy.

The discussion was well received by the business and education leaders in attendance.

The Measure E Oversight Committee will hold its second meeting Thursday evening, October 9, at 5:30 p.m. in the District Office Board Room.

Dr. Crow provided a financial aid summary for 2001-2002 and 2002-2003, and enrollment comparison data for fall 2002-03 and fall 2003-04, as requested by Trustee Forhan.

Campus Report,
North Centers

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

- A joint effort by the Madera Unified School District, the Association of Mexican American Educators, and the Madera Center has resulted in development of the Educational Lecture Series designed to encourage students to pursue a career in teaching and then return to teach in Madera County.
- The Center's Sigma Gamma Chapter of Alpha Gamma Sigma Honor Society will host the Northern California AGS Regional Conference on October 25.
- The Phase 1B Academic Village is scheduled for completion in November.

LVN Program,
Madera Center

Ms. Dee Chamberlain, Madera Center LVN Program Coordinator, provided background information on the development of the LVN program at the Madera Center.

Ms. Mary Farrell, with Madera Community Hospital, spoke to the importance of the LVN program and the large number of vacancies in the nursing field not only in Fresno and Madera counties, but in the State of California.

Madera Center
College Advantage
Program

Mr. Phil Gonzales, Madera Center counselor, gave a brief history of the Madera College Advantage Program. Ms. Matilda Torres, counselor at Madera High School, and student Brandi Cruz, shared how students have benefited from the many opportunities provided by the program.

Campus Report,
Fresno City College

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

- The college will host the Lakin Institute on October 12-18, 2003. The event is sponsored by the President's Roundtable of the National Council on Black American Affairs.
- Six FCC students were chosen to participate in the Hispanic Association of Colleges and Universities National Internship Program during the summer.
- The Faculty and Staff Book Club will meet on October 31 to discuss The Haunting of Hill House.
- *Glynn's Crossing*, a new play by FCC faculty member Charles Erven, opens the theatre season on October 9.

Campus Report,
Reedley College

From Reedley College, Mr. Cantu reported the following:

- Forty Hmong and Lao farmers traveled to the Ferry Plaza Farmers' Market in San Francisco on September 13. The tour was sponsored by the college and the University of California Cooperative Extension.
- English instructor Shana Bartram was recently appointed co-director for Area IV of the English Council of California Two-Year Colleges.
- ESL instructor Nancy Frampton has been elected coordinator of the Saroyan Chapter of California Association of Teachers of English to Speakers of Other Languages.
- ESL instructors Felisa Heller, Jean Carroll, and Nancy Frampton will be presenting a paper at the spring international conference of Teachers of English to Speakers of Other Languages.
- Financial Aid Assistant Lisa Maciel has been elected Secretary to the Executive Board of the California Community College Financial Aid Administrators Association.
- The Fall Speakers Series will continue on October 23 with Jonestown survivor Deborah Layton as the featured guest.

Academic Senate
Report

Ms. Sheryl Young-Manning, President of the North Centers Faculty Association, discussed the following:

- How the North Centers Faculty Association was established
- Progress made on last year's goals and plans for the 2003-2004 academic year
- This year's officers also include Chris Glaves, President-Elect; Nancy Vagim, Secretary; Ray Tjahjadi, Treasurer; and Harold Seymour as Past President.

Classified Senate
Report

Mr. Kasey Oliver, Reedley College Classified Senate President,
reported on:

- Plans for the November 11 Flex Day
- Brown bag lunches during the fall semester
- Shopping trip to the Gilroy outlets on November 1
- Technology training sessions

Consent Agenda
Action

It was moved by Ms. Barreras and seconded by Mr. Forhan 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, Leave
of Absence, and
Change in Duty
Days, Certificated
Personnel
[03-200]
Action

approve certificated personnel recommendations, Items A
through C, as presented. (Lists A through C are herewith made a
part of these minutes as Appendix I, 03-200).

Employment,
Promotion, Change
of Status, Transfer,
Resignation, and
Retirement,
Classified Personnel
[03-201]
Action

approve classified personnel recommendations, Items A through
L, as amended. (Lists A through L are herewith made a part of
these minutes as Appendix II, 03-201).

Employment of Part-
Time Faculty on
Adjunct Faculty
Salary Schedule, Fall
2003, Fresno City
College, Reedley
College, and North
Centers
[03-202]
Action

approve employment of part-time faculty on the Adjunct Faculty
Salary Schedule for Fresno City College, Reedley College, and
North Centers for Fall 2003, as amended.

Consideration to
Approve New Duties
and Responsibilities,
Instructional
Technician – Art
Computer Lab,
Reedley College
[03-203]
Action

fix and prescribe the duties for Instructional Technician – Art
Computer Lab.

Consideration to
Approve Limited
Term Classified
Positions, Fresno
City College,
Reedley College, and
North Centers
[03-204]
Action

approve the following limited term positions and dates:

12 Reg-to-Go Assistants	11/2/03 – 1/14/04
12 Reg-to-Go Assistants	2/15/04 – 5/30/04
4 Registration Assistants	11/29/03 – 1/30/04
6 Registration Assistants	1/5/04 – 1/30/04
6 Registration Assistants	3/17/04 – 5/28/04
42 Bookstore Cashiers	1/7/04 – 1/30/04
46 Bookstore Seasonal Assistants	1/7/04 – 1/30/04

Consideration to
Approve Study
Abroad Program, the
English Legal
System, Summer
2004
[03-205]
Action

approve the offering of the English Legal System study abroad
program for Summer 2004 in London, England, whereby students
can earn five units of credit; and approve Bill Bertolani as
instructor for the program.

Consideration to
Approve Out-of-
State Travel,
Training Institute
Students
[03-206]
Action

approve out-of-state travel for up to 20 Training Institute students
to attend the Packaging Machinery Manufacturers Institute
Conference and Trade Show in Las Vegas, Nevada,
October 12-14, 2003, with the understanding that the trip will be
financed without requiring expenditures of District funds.

Consideration to
Approve Out-of-
State Travel, Phi
Theta Kappa
Students, Fresno City
College
[03-207]
Action

approve out-of-state travel for Fresno City College Phi Theta
Kappa students to travel to Reno, Nevada to participate in the
Nevada-California Phi Theta Kappa Leadership Conference, to be
held October 24-26, 2003, with the understanding that the trip
will be financed without requiring expenditures of District funds.

Consideration to
Approve Out-of-
State Travel, Model
United Nations Club
Students, Fresno City
College
[03-208]
Action

approve out-of-state travel for the Fresno City College Model United Nations Club to travel to Las Vegas, Nevada to participate in the Pan-American Model United Nations Conference to be held November 22-25, 2003, with the understanding that the trip will be financed without requiring expenditures of District funds.

Review of District
Warrants and Checks
[03-209]
Action

review and sign the warrants register for the period August 26, 2003, to September 30, 2003, in the amount of \$10,540,229.40; and

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 19, 2003, to September 24, 2003, in the amount of \$2,066,266.49.

Consideration to
Authorize Signatory
Addition, Co-
Curricular Account,
Reedley College
[03-210]
Action

add Ruben M. Fernandez as a signatory on the Reedley College Co-Curricular Account.

Consideration to
Authorize Agreement
with the California
Department of
Education for the
2003-04 Child and
Adult Care Food
Program, Fresno City
College and Reedley
College
[03-211]
Action

- a) authorize entering into an agreement with the California Department of Education for providing meals to the Child Development Center/Lab at Fresno City College/Reedley College for the period October 1, 2003, through September 30, 2004;
- b) authorize future and annual renewal of the agreement with similar terms and conditions; and
- c) authorize the Interim Chancellor or Vice Chancellor-Finance and Administration to sign the agreement on behalf of the District.

Consideration to
Authorize Agreement
with the California
Community Colleges
Chancellor's Office
for VTEA Statewide
Advisory Committee
for Agriculture and
Natural Resources,
Reedley College
[03-212]
Action

- a) authorize an agreement with the California Community Colleges Chancellor's Office to coordinate and participate in a VTEA funded Agriculture and Natural Resources Advisory Committee with funding in the amount of \$38,000.00 for the period July 1, 2003, through August 31, 2004; and
- b) authorize the Interim Chancellor or Vice Chancellor-Finance and Administration to sign the agreement on behalf of the District.

Consideration to
Authorize Agreement
with San Francisco
Community College
District for the
California Early
Childhood Mentor
Program, Reedley
College
[03-213]
Action

- a) authorize entering into an agreement with the San Francisco Community College District in the amount of \$4,093.00 to operate an Early Childhood Mentor Program for the period September 1, 2003, through June 30, 2004;
- b) authorize renewal of the agreement with similar terms and conditions; and
- c) authorize the Interim Chancellor or his designee to sign the agreement on behalf of the District.

Consideration to
Accept Upward
Bound Grant,
Reedley College
[03-214]
Action

authorize acceptance of the grant with the United States Department of Education in the amount of \$1,150,812.00 (\$287,703.00 per year) to fund the Reedley College Upward Bound Program for the period September 1, 2003, through August 31, 2007.

Consideration of
Bids, Custodial
Supplies and
Equipment Purchase,
Fresno City College
[03-215]
Action

- a) award Bid #0304-07 to the lowest responsible bidders meeting bid specifications for the purchase of custodial equipment and supplies as follows:

EnviroClean Sanitation Supply	\$33,050.00
UniSource	27,686.00
Central Janitorial	14,024.50
ZEP	3,463.00
Focus Packaging and Supply	792.55
San Joaquin Supply	502.30
Grainger Industrial Supply	150.00

- b) authorize purchase orders to be issued against this bid.

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

Consideration of
Bids, Science
Equipment Purchase,
Madera Center
[03-216]
Action

A motion was made by Mr. Thonesen and seconded by Mr. Forhan that the Board of Trustees:

- a) award Bid #0304-09 to the lowest responsible bidders meeting bid specifications for the purchase of Science Equipment as follows:

VWR Scientific International	\$102,700.00
Carolina Biological Supply	46,900.00
Denoyer-Geppert Inc.	5,859.00

- b) authorize purchase orders to be issued against this bid.

The motion carried by the following vote:

Ayes - 5
Noes - 0
Absent - 2

Consideration of
2003-04 Expenditure
Plan for Board
Financial Assistant
Program – Student
Financial Aid
Administration
[03-217]
Action

Dr. Crow stated that a last minute change in this year's budget essentially took funding away from Partnership for Excellence and increased the funds for the administration of financial aid. The state allocated an additional \$38 million to increase financial aid staffing, services, and capacity; and to develop a statewide public awareness and access campaign.

The District is scheduled to receive \$993,982.00 for this budget year. The funds are not included in the base funding and are considered categorical.

In anticipation of the possibility of a mid-year reduction to the budget, the legislation calls for a 20% hold back of the allocation until February.

The legislation holds the colleges accountable through required annual performance reporting. The proposed expenditure plan for Fresno City College, Reedley College, and the North Centers reflects the interest of the legislation that calls for additional staffing, technology, training, and outreach materials.

Trustees Forhan and Barreras questioned the interface between the current program and the additional funding, and coordinated outreach activities by the college relations staff and the financial aid staff.

A motion was made by Mr. Forhan and seconded by Ms. Barreras that the Board of Trustees approve the 2003-04 funding augmentation for the Board Financial Assistance Program –

Consideration of
2003-04 Expenditure
Plan for Board
Financial Assistant
Program – Student
Financial Aid
Administration
[03-217]
Action
(continued)

Student Financial Aid Administration Expenditure Plan in the amount of \$993,982.00 for Fresno City College, Reedley College, and the North Centers, as presented.

The motion carried by the following vote:

Ayes -	5
Noes -	0
Absent -	2

Consideration to
Authorize Agreement
with Civil Engineer
for Design of
Underpass Access,
Fresno City College
[03-218]
Action

A motion was made by Ms. Barreras and seconded by Ms. Lara that the Board of Trustees authorize an agreement with Blair, Church & Flynn Consulting Engineers for civil engineering services for the design of Underpass Access at Fresno City College and authorize the Interim Chancellor or Vice Chancellor-Finance and Administration to sign an agreement on behalf of the District.

The motion carried by the following vote:

Ayes -	5
Noes -	0
Absent -	2

Consideration to
Authorize Agreement
with Fresno
Community Hospital
and Medical Center
to Provide Funding
for a Nursing Faculty
Member, Fresno City
College
[03-219]
Action

Dr. Doffoney explained the proposed agreement with Fresno Community Hospital and Medical Center to provide funding for a nursing faculty member at Fresno City College.

Board members questioned how much the additional funding will shorten the admission time into the program, articulation from the Madera Center LVN program to the RN program at Fresno City College, and if preference will be given to those that have completed the Madera Center LVN program.

A motion was made by Mr. Feaver and seconded by Ms. Lara that the Board of Trustees:

- a) authorize entering into an agreement with the Fresno Community Hospital and Medical Center, dba Community Medical Center-Fresno, Community Medical Center-Clovis, and University Medical Center, and its affiliates (“Hospital”), whereby the Hospital will grant or donate to the State Center Community College Foundation \$100,000.00 on December 1, 2003, with similar amounts to follow on December 1 for the next four years, to fund an additional full-time nursing faculty member at Fresno City College, as well as a negotiated

Consideration to
Authorize Agreement
with Fresno
Community Hospital
and Medical Center
to Provide Funding
for a Nursing Faculty
Member, Fresno City
College
[03-219]
Action
(continued)

- amount for supplies and materials, for the training of as many as 20 nursing students sponsored by the Hospital; and
- b) authorize the Interim Chancellor or Vice Chancellor-Finance and Administration to sign the agreement on behalf of the District.

The motion carried by the following vote:

Ayes - 5
Noes - 0
Absent - 2

Board Reports

Norma Lara, Reedley College Student Trustee, reported on the following activities:

- Octoberfest begins October 3
- Breast cancer awareness month activities will be held on October 6-7
- Reedley Fiesta is scheduled for October 10-11
- Homecoming Week is October 13-18
- National Alcohol Awareness Week begins October 20
- Halloween contests will be held on October 31

Doug Crutchfield, Fresno City College Student Trustee, reported:

- 124 students, faculty, and staff participated in the President's Cleanup on Saturday, September 27
- Blood drive will be held on October 8 in the Student Lounge; depression screening will be held on October 9 in the Student Lounge
- Vendor Faire is scheduled for October 14-16 in the campus mall area
- RamBurger Roundup will be held on October 29
- Homecoming Week begins October 28 with the Rams playing Modesto on November 1
- ASG voter registration effort
- Article in The Rampage on ASG
- Health insurance programs available to students

Ms. Barreras stated that she recently attended the forum with Dan Walters and Senator Poochigan, and the Career Day at the Madera Center.

Mr. Feaver noted that he is happy to be back and looks forward to working with the Board, staff, and students.

Old Business

There was no old business.

- Future Board Items Mr. Forhan stated that he would like a report on the District's vocational training programs, especially in the construction area. There is a huge demand for skilled workers in the construction area and he would like to hear the District's plan to help with this demand.
- Closed Session Mr. Smith stated that the Board, in closed session, will be discussing:
- CONFERENCE WITH LABOR NEGOTIATOR [SCFT Full-Time and Part-Time Faculty Bargaining Units, and CSEA Bargaining Unit]; Randy Rowe, Pursuant to Government Code Section 54957.6
- PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/ RELEASE, Pursuant to Government Code Section 54957
- PUBLIC EMPLOYMENT, Pursuant to Government Code Section 54957, Chancellor Search Process
- Mr. Smith declared a recess at 6:03 p.m.
- Open Session The Board moved into open session at 7:10 p.m.
- Report of Closed Session Mr. Smith reported that the Board, in closed session gave direction to its chief labor negotiator regarding full-time faculty negotiations and CSEA negotiations, and gave direction regarding the Chancellor search process.
- Adjournment The meeting was adjourned at 7:11 p.m. by the unanimous consent of the Board.

Patrick E. Patterson
Secretary, Board of Trustees
State Center Community College District

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

PRESENTED TO BOARD OF TRUSTEES

DATE: November 4, 2003

SUBJECT: Retirement and Leave of Absence,
Certificated Personnel

ITEM NO. 03-221

EXHIBIT: Certificated Personnel Recommendations

Recommendation:

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

CERTIFICATED PERSONNEL RECOMMENDATIONS

- A. Recommendation to accept resignation for the purpose of retirement from the following person:

<u>Name</u>	<u>Campus</u>	<u>Effective Date</u>	<u>Position</u>
Johnson, Lindsay "Cal"	RC	December 31, 2003	Director of EOP&S

- B. Recommendation to approve Personal and Parental Leave (Article XIV-B, Section 5) for the following person:

<u>Name</u>	<u>Campus</u>	<u>From</u>	<u>To</u>	<u>Position</u>
Martinez, Anna M.	RC	December 12, 2003	May 21, 2004	Speech Instructor

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

PRESENTED TO BOARD OF TRUSTEES

DATE: November 4, 2003

SUBJECT: Re-Employment, Employment, Promotion,
Change of Status, Transfer, Resignation, and
Retirement, Classified Personnel

ITEM NO. 03-222

EXHIBIT: Classified Personnel Recommendations

Recommendation:

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

CLASSIFIED PERSONNEL RECOMMENDATIONS

A. Recommendation to re-employ the following persons as regular:

Name	Location	Classification	Range/Step/Salary	Date
Arizaga, Eloisa	FCC	Elig./Assessment Asst. Position No. 2336	48-E \$3148.67	9/8/03

Note: Re-employed due to increased funding; employee was laid off due to lack of grant funding

B. Recommendation to employ the following persons as probationary:

Name	Location	Classification	Range/Step/Salary	Date
Duran Andrade, Mayra	DO	Accounting Clerk I Position No. 1134	38-A \$2025.67	10/1/03
Kelly, Carol	FCC	Bookstore Sales Clerk I Position No. 2085	37-A \$1978.25	10/8/03
Graham, Christie (Permanent Part-Time Position)	RC	Instructional Aide Position No. 3077	32-A \$10.08/hr.	10/20/03
Helmer, Beverly (Permanent Part-Time Position)	DO	Office Assistant I Position No. 1017	38-A \$11.67/hr	10/20/03

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

Name	Location	Classification	Hourly Rate	Date
Sortwell, Sabrina	FCC	Sign Language Inter. IV	\$16.47/hr.	8/15/03
Wolff, Sheila	FCC	Sign Language Inter. I	\$12.27/hr.	8/18/03
Ruiz, Cynthia	FCC	Sign Language Inter. III	\$14.57/hr.	8/22/03
Peralta, Renne	RC	Instr. Tech/Machine Shop Position No. 3094	\$15.68/hr.	10/20/03 thru 6/30/04

D. Recommendation to employ the following persons as exempt (Ed Code 88076):

Name	Location	Classification	Hourly Rate	Date
Parker, Edward	FCC	Art Model	\$8.64/hr.	10/14/03

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

Name	Location	Classification	Range/Step	Date
Romero-Blancas, RC Lisa		Office Assistant I Position No. 3052 to Office Assistant II Position No. 3052	38-C \$2235.00 to 41-C \$2405.83	9/1/02
(Retroactive pay for 9/1/02 to present for alternate series promotion)				
Barkley, Kelly	FCC	Office Assistant I Position No. 2427 to Office Assistant II Position No. 2427	38-B \$2130.42 to 41-B \$2290.17	12/1/02
(Retroactive pay for 12/1/02 to present for alternate series promotion)				
Sharpton, Verna	FCC	Office Assistant I Position No. 2014 to Office Assistant II Position No. 2014	38-B \$2130.42 to 41-B \$2290.17	7/1/03
(alternate series promotion)				
Gonzalez-Martinez, DO Mario		Groundskeeper I Position No. 1078 to Groundskeeper II Position No. 1078	43-B \$2405.83 to 46-B \$2592.17	9/1/03
(alternate series promotion)				
Rankin, Rown	DO	Groundskeeper I Position No. 1079 to Groundskeeper II Position No. 1079	43-B \$2405.83 to 46-B \$2592.17	9/1/03
(alternate series promotion)				
Garcia, Guillermina	RC FCC	Department Secretary Position No. 3121 to Office Assistant III Position No. 2118	44-E \$2854.42 to 48-D \$2998.75	10/6/03
(alternate series promotion)				

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

Name	Location	Classification	Range/Step	Date
Baize, Carrie	FCC	Department Secretary	44-C	6/20/03
		Position No. 2056 to Department Secretary Position No. 2056	\$2592.17 to 44-C + 5% \$2721.78	thru 10/3/03
(Additional compensation for "working out of class")				
Vogt, Randall	DO	Director of Purchasing	M50-8+5%	10/8/03
		Position No. 1038 to Director of Purchasing Position No. 1038	\$7599.25 to M50-8 \$7237.42	
(Returned to regular assignment)				
Willshaw, Bertha	FCC	Office Assistant III	48-C / L2.5%	10/9/03
		Position No. 2233 to Office Assistant II Position No. 2017	\$2975.78 to 41-E / L2.5% \$2768.22	
(Returned to regular assignment)				
McKibben, Shannon	RC	Administrative Assistant	55-E	10/27/03
		Position No. 3012 to Curriculum Assistant Position No. 3042	\$3833.00 to 57-E \$4019.33	
(Extension of additional compensation for "working out of class")				
Taylor, Gail	RC	Administrative Aide	53-E	10/27/03
		Position No. 3106 to Curriculum Assistant Position No. 3042	\$3554.25 to 57-D \$3732.75	
(Extension of additional compensation for "working out of class")				

G. Recommendation to approve the transfer of the following regular employee:

Name	Location	Classification	Range/Step	Date
Dahill, Teresa	FCC	Office Assistant III	48-D	10/6/03
		Position No. 2006 to Office Assistant III Position No. 2290	\$2998.75 to 48-D \$2998.75	
(Lateral Transfer from Financial Aid Dept. to College Activities Dept.)				
Greathouse, Alvin	RC	Custodian	41-B+7.5%	10/22/03
	FCC	Position No. 3038 to Custodian Position No. 2152	\$2462.00 to 41-B+10% \$2519.16	

H. Recommendation to approve the resignation of the following provisional employee:

<u>Name</u>	<u>Location</u>	<u>Classification</u>	<u>Range/Step</u>	<u>Date</u>
Denis-Arrue, Nuria	MC	Instructional Tech/Science Position No. 4018	15.68/hr.	10/2/03

I. Recommendation to approve the retirement of the following regular employees:

<u>Name</u>	<u>Location</u>	<u>Classification</u>	<u>Range/Step</u>	<u>Date</u>
Williams, Charlotte	DO	Buyer Position No. 1014	61-E \$4908.00	10/31/03
Pavlovich, Frances	RC	Administrative Asst. Position No. 3043	55-E \$3732.75	12/25/03

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

PRESENTED TO BOARD OF TRUSTEES

DATE: November 4, 2003

SUBJECT: Resolution Scheduling Date and Time for
Organizational Meeting of the Board

ITEM NO. 03-223

EXHIBIT: Proposed Resolution

Background:

Section 72000 (c) (2) (A) of the California Education Code requires governing boards of community colleges to select a public meeting date for the annual organizational meeting of the District. The date selected must fall within a fifteen-day period commencing on the day new member terms begin, and in non-election years during the same fifteen-day period on the calendar. Board member terms begin on the first Friday in December in accordance with Section 72027 (b) of the Education Code. Therefore, the annual organizational meeting date for the 2003-2004 school year must fall sometime during the period of December 5, 2003, and December 19, 2003. The Board's regular meeting this year will be held on December 9, 2003, which falls within the prescribed fifteen-day period.

Recommendation:

It is recommended that the Board of Trustees adopt, as presented, the proposed Resolution selecting December 9, 2003, at 4:30 p.m., as the date and time for its annual organizational meeting, and direct the Interim Chancellor to notify, by copy of the completed Resolution, all members of the Board and the County Superintendent of Schools of the time and date selected.

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BEFORE THE GOVERNING BOARD OF THE
STATE CENTER COMMUNITY COLLEGE DISTRICT

OF FRESNO, KINGS, MADERA, AND TULARE COUNTIES, CALIFORNIA

In the Matter of the)
Annual Organizational) RESOLUTION
Meeting of the Board)
_____)

WHEREAS, pursuant to Section 72000(c)(2)(A) of the Education Code of the State of California, the governing board of each community college district shall hold an annual organizational meeting within a 15-day period which commences on the first Friday of December. Unless otherwise provided by rule of the governing board, the day and time of the annual meeting shall be selected by the board at its regular meeting held immediately prior to the first day of such 15-day period.

NOW, THEREFORE, BE IT RESOLVED, that the 9th day of December 2003, at 4:30 p.m., is the day and time ordered for the annual organizational meeting for the above-named community college district.

BE IT FURTHER RESOLVED, that the secretary of the board hereof is ordered and directed to notify the County Superintendent of Schools by sending a copy of this RESOLUTION upon execution to the Fresno County Office of Education, and,

The secretary shall within 15 days prior to the date of the annual meeting notify all members and members-elect, if any, of the date and time selected for the annual meeting of this governing board, in writing, by causing a copy of this RESOLUTION to be sent to each of them.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: November 4, 2003

SUBJECT: Consideration to Approve Revised Board
Policy 2000 Series, Board of Trustees

ITEM NO. 03-224

EXHIBIT: Board Policies

Background:

Many sections of our Board Policies have become outdated and no longer align closely with the Education Code. As we informed the Board in March 2003, we have undertaken to review and revise all Board Policies and Administrative Regulations. We are using a format recommended by the Community College League of California, which includes suggested wording to comply with all requirements of the law, as well as "best practices" as suggested by the League. We recommend adopting the numbering system in the League model, which will bring our policies into alignment with those at most other Districts statewide. As the Board Policies and Administrative Regulations are finalized, we plan to make them available on the District's web site.

The 2000 series is attached for your review and adoption. These revised Board Policies have been reviewed by the Chancellor's Cabinet and by Communications Council, including the Academic senates. The Presidents have reviewed them on the campuses.

We have also attached a table indicating the conversion from old policy numbers to new.

Recommendation:

It is recommended that the Board of Trustees approve Board Policy 2000 Series.

Chapter 2

NEW SECTION	OLD SECTION
BP 2010 Board Membership	9110
BP 2012 Role of the Board (Powers, Purposes, Duties)	9000
BP 2015 Student Members	5423
BP 2100 Board Elections	9100, 9500
BP 2105 Election of Student Members	5423 and part NEW
BP 2110 Vacancies on the Board	9220
BP 2130 Term Limits	not included
BP 2210 Officers	9120, 9121
BP 2220 Committees of the Board	9130
BP 2260 Board Representatives	9140
BP 2270 Board Member Authority	9200
BP 2305 Annual Organizational Meeting	9120
BP 2310 Regular Meetings of the Board	9320
BP 2315 Closed Sessions	NEW
BP 2320 Special and Emergency Meetings	9320
BP 2330 Quorum and Votes	9325
BP 2340 Agendas	9321, 9323, 9330
BP 2345 Public Participation at Board Meetings	9320.1
BP 2350 Speakers	9320.1
BP 2355 Decorum	NEW
BP 2360 Minutes	9326
BP 2365 Recording	NEW
BP 2410 Policy and Administrative Procedures	9310, 9311, 9313
BP 2430 Delegation of Authority to Chancellor	NEW
BP 2431 Chancellor Selection	NEW

BP 2432 Chancellor Succession	NEW
BP 2435 Evaluation of Chancellor	NEW
BP 2510 Participation in Local Decision-making	9311.1 (part to be in an AR)
BP 2610 Presentation of Initial Collective Bargaining Proposals	NEW
BP 2710 Conflict of Interest	9240
BP 2715 Code of Ethics/Standards of Practice	9019
BP 2716 Political Activity	NEW
BP 2717 Personal Use of Public Resources	NEW
BP 2720 Communications among Board Members	NEW
BP 2725 Board Member Compensation	9230
BP 2730 Board Member Health Benefits	9231
BP 2735 Board Member Travel	9230
BP 2740 Board Education	NEW
BP 2745 Board Self-Evaluation	NEW
BP 2750 Building/Facility Naming Opportunities	9701
— (not a good idea in my opinion)	9314 Suspension of Policies, etc
— (belongs in an AR)	9325.1 Order of Business
— (driven by statute, not necess in BP)	9501 Governing Bd Candidates, Statement of Quals

Chapter 2 Board of Trustees

Policies:	
BP 2010	Board Membership
BP 2012	Role of the Board (Powers, Purposes, Duties)
BP 2015	Student Members
BP 2100	Board Elections
BP 2105	Election of Student Members
BP 2110	Vacancies on the Board
BP 2130	Term Limits
BP 2210	Officers
BP 2220	Committees of the Board
BP 2260	Board Representatives
BP 2270	Board Member Authority
BP 2305	Annual Organizational Meeting
BP 2310	Regular Meetings of the Board
BP 2315	Closed Sessions
BP 2320	Special and Emergency Meetings
BP 2330	Quorum and Votes
BP 2340	Agendas
BP 2345	Public Participation at Board Meetings
BP 2350	Speakers
BP 2355	Decorum
BP 2360	Minutes
BP 2365	Recording
BP 2410	Policy and Administrative regulations
BP 2430	Delegation of Authority to Chancellor
BP 2431	Chancellor Selection
BP 2432	Chancellor Succession
BP 2435	Evaluation of Chancellor
BP 2510	Participation in Local Decision-making
BP 2610	Presentation of Initial Collective Bargaining Proposals
BP 2710	Conflict of Interest
BP 2715	Code of Ethics/Standards of Practice
BP 2716	Political Activity
BP 2717	Personal Use of Public Resources
BP 2720	Communications among Board Members
BP 2725	Board Member Compensation
BP 2730	Board Member Health Benefits
BP 2735	Board Member Travel
BP 2740	Board Education
BP 2745	Board Self-Evaluation
BP 2750	Building/Facility Naming Opportunities

BP 2010 Board Membership

The Board shall consist of seven members elected by the qualified voters of the District. Members shall be elected at large.

Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board.

An employee of the district may not be sworn into office as an elected or appointed member of the governing board unless he or she resigns as an employee.

No member of the governing board shall, during the term for which he or she is elected, hold an incompatible office.

Reference: Education Code sections 72023, 72103; 72104

Adopted by the governing board: _____

2012 Role of the Board (Powers, Purposes, Duties)

In addition to the powers and duties as prescribed by law, the governing board shall discharge the following duties and responsibilities:

1. select and appoint the Chancellor of the district;
2. fix and approve the annual budget;
3. through the adoption of annual budgets, approve the expenditure of all funds;
4. appoint or dismiss employees of the district upon the recommendation of the Chancellor;
5. fix the rate of compensation for all employees and review all salary schedules annually;
6. act upon recommendations of the administration on physical plant development and other capital outlay expenditures;
7. pass upon recommendations of the administration on matters of repair and maintenance of buildings, grounds, and equipment;
8. request and consider reports from the Chancellor regarding the educational program, financial position, and other matters pertaining to the welfare of the district;
9. consider and act upon the curricular offerings of the colleges upon the recommendation of the Chancellor;
10. consider and adopt a District annual calendar;
11. provide for the establishment of necessary procedures to assure proper accounting of all District funds, student organization funds, cafeteria funds, bookstore funds, and any other funds that fall under the supervision of the District;
12. provide for the annual audit of all funds;
13. consider communications and requests from citizens or organizations on matters of policy and administration; and
14. serve as a board of appeal for students, employees, and citizens of the District.

Reference: Education Code sections 5304, 72120-72122, 72230-72300, 72530-72538, 81600-81606

Adopted by the governing board: _____

BP 2015 Student Members

The Board shall include two non-voting student members. The term of office shall be one year commencing June 1.

The student member shall be a resident of California at the time of nomination and during the term of service, and shall be enrolled in and maintain a minimum of five (5) semester units in the District at the time of nomination and throughout the term of service. The student shall maintain a grade point average of 2.0.

The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). The student member shall be entitled to any mileage allowance necessary to attend board meetings to the same extent as publicly elected trustees.

On or before May 15 of each year, the Board shall consider whether to afford the student member the privilege to make and second motions.

Reference: Education Code section 72023.5

Adopted by the governing board: _____

BP 2100 Board Elections

The term of office of each trustee shall be four years, commencing at the first board meeting in December following the general election in November. Elections shall be held every two years, in even numbered years. Terms of trustees are staggered so that, as nearly as practical, one half of the trustees shall be elected at each trustee election.

Effective December 11, 2001, the trustee areas are:

- Area I (1 trustee) All that territory consisting of the Madera Unified School District, Sierra Joint Union High School District and Yosemite Joint Union High School District.
- Area II (1 trustee) All that territory consisting of the Central Unified School District, Kerman Unified School District, Caruthers Union High School District, Washington Union High School District and that portion of the Fresno Unified School District which lies West of a line drawn from a point beginning at the San Joaquin River and running southerly along Charles Avenue to Alluvial, then westerly along Alluvial to Valentine Avenue, thence south along Valentine Avenue to Bullard Avenue, thence west along Bullard Avenue to North Gates Avenue thence southwesterly along North Gates Avenue to Shaw Avenue, and that portion of Fresno Unified School District which lies south of Shaw Avenue and west of Marks Avenue, and that portion of Fresno Unified School District which lies south and west of a line drawn from a point beginning at Marks and Freeway 99 and running south on Highway 99 to Church Avenue.
- Area III (1 trustee) All that territory consisting of the Fowler Unified School District, Kingsburg Joint Union High School District, Laton Unified School District, Selma Unified School District, and that portion of the territory of the Fresno Unified School District that lies south of Ventura Avenue (Kings Canyon Road) and east of a line drawn from a point beginning at Ventura Avenue and Freeway 99 and running south along Freeway 99 to Church Avenue.
- Area IV (1 trustee) All that territory consisting of Dinuba Joint Union High School District, Kings Canyon Unified School District, Parlier Unified School District, and the Sanger Unified School District.

Board Policy 2100 Board Elections (con'd)

Area V (2 trustees) All that territory consisting of the Fresno Unified School District except that portion which lies west of line beginning at the San Joaquin River and running south along Charles Avenue to Alluvial Avenue thence west along Alluvial Avenue to Valentine Avenue, thence south along Valentine Avenue to Bullard Avenue, thence west along Bullard Avenue to North Gates Avenue, thence south westerly along North Gates to Shaw Avenue, and excepting that portion of Fresno Unified School District which lies south of Shaw and east of Marks Avenue, and excepting that portion of the Fresno Unified School District which lies south and west of a line drawn from a beginning point at Marks Avenue and Freeway 99 and running south along Freeway 99 to Church Avenue and excepting that portion of Fresno Unified School District which lies south of Ventura Avenue (Kings Canyon Road).

Area VI (1 trustee) All that territory consisting of the Clovis Unified School District.

The election of a board member residing in and registered to vote in the trustee areas he or she seeks to represent shall be by the registered voters of the entire community college district. The Chancellor shall submit recommendations to the Board regarding adjustments to be made to the boundaries of each trustee area, if any adjustment is necessary, after each decennial federal census. The Chancellor shall submit the recommendation in time for the Board to act as required by law.

Reference: Education Code sections 5000 et seq.

Adopted by the governing board: _____

BP 2105 Election of Student Members

The student members shall be chosen by the students enrolled in the district as follows:

One student member shall be elected by the students enrolled at Fresno City College and one student member shall be elected by the students enrolled at Reedley College in a general election held at each college for that purpose. Students at the Clovis Center, the Oakhurst Center and the Madera Center will be eligible to participate in the Reedley College election. Students at the Career and Technology Center will be eligible to participate in the Fresno City College elections. Normally the elections will be held in the Spring semester so that the office is filled by June 1. Special elections shall be held if the office becomes vacant by reason of the resignation or disqualification of an elected student member, or by any other reason. Special elections shall be held within thirty (30) days after notice of the vacancy comes to the attention of the Chancellor. Candidates for the position may nominate themselves or be nominated by others by the filing of an application at their campus of residence, certifying that the candidate is eligible for service under the criteria set forth in California law and these policies.

The election at each college will be conducted in accordance with the administrative regulations adopted by the District for student elections, except that all members of the student body shall be permitted to vote for the student member. Each candidate who has qualified shall be listed on the ballot at his or her respective college. The successful candidates must receive a plurality of all votes cast at his or her campus.

See Administrative Regulation _____.

Reference: Education Code section 72023.5.

Adopted by the governing board: _____

BP 2110 Vacancies on the Board

Vacancies on the Board may be caused by any of the events specified in Government Code section 1770, or any applicable provision in the Elections Code, or by a failure to elect. Resignations from the Board shall be governed by Education Code section 5090.

Within 60 days of the vacancy or filing of a deferred resignation, the Board shall either order an election or make a provisional appointment to fill the vacancy.

If an election is ordered, it shall be held on the next regular election date not less than 130 days after the occurrence of the vacancy.

If a provisional appointment is made, it shall be subject to the conditions in Education Code section 5091. The person appointed to the position shall hold office only until the next regularly scheduled election for district governing board members, when the election shall be held to fill the vacancy for the remainder of the unexpired term.

The provisional appointment will be made by a majority public vote of the board members at a public meeting.

The Chancellor shall establish administrative regulations to solicit applications that assure ample publicity to and information for prospective candidates. The Board will determine the schedule and appointment process, which may include interviews at a public meeting.

See Administrative Regulation _____.

Reference: Education Code sections 5090, et seq., Government Code section 1770.

Adopted by the governing board: _____

BP 2210 Officers

At the annual organizational meeting, the Board shall elect from among its members a President of the Board, a Vice President and a Secretary.

The terms of officers shall be for one year.

The duties of the President of the Board are:

1. preside over all meetings of the Board;
2. call emergency and special meetings of the Board as required by law;
3. consult with the Chancellor on board meeting agendas;
4. communicate with individual board members about their responsibilities;
5. participate in the orientation process for new board members;
6. assure Board compliance with policies on board education, self-evaluation and the Chancellor's evaluation; and
7. represent the Board at official events or ensure board representation.

The duties of the Vice President of the Board are:

1. To act as President in the President's absence.

The duties of the Secretary of the Board are:

1. notify members of the Board of regular, special, emergency and adjourned meetings;
2. prepare and post board meeting agendas;
3. have prepared for adoption minutes of board meetings;
4. attend all board meetings and closed sessions, unless excused, and in such cases to assign a designee;
5. conduct the official correspondence of the Board;
6. certify all board actions as legally required; and
7. sign, when authorized by law or by board action, any documents that would otherwise require the signature of the Secretary or the Clerk of the Board.

Reference: Education Code section 72000

Adopted by the governing board: _____

BP 2220 Committees of the Board

The Board may by action establish committees that it determines are necessary to assist the Board in its responsibilities. Any committee established by board action shall comply with the requirements of the California Public Meetings Act and with these policies regarding open meetings.

Board committees that are composed solely of less than a quorum of members of the Board and do not have authority that may lawfully be exercised by the Board itself, are not required to comply with the California Public Meetings Act, or with these policies regarding open meetings.

Board committees have no authority or power to act on behalf of the Board. Findings or recommendations shall be reported to the Board for consideration.

Reference: Government Code section 54952

Adopted by the governing board: _____

2260 Board Representatives

A member of the governing board is elected as representative of the board at the annual meeting called by the County Superintendent of Schools to elect members to the Fresno County Committee on School District Organization.

The representative shall also serve as the voting representative of the board at meetings of the Fresno County School Trustees Association, Inc.

Reference: None

Adopted by the governing board: _____

BP 2270 Board Member Authority

Members of the governing board have authority only when acting as a Board of Trustees legally in session. The district will not be bound in any way by any statement or action on the part of any individual board member or employee, except when such statement or action is in pursuance of specific instructions by the governing board.

Reference: Cal. Const., art. IV, section 14 (former Education Code sections 72202, 72203)

Adopted by the governing board: _____

BP 2305 Annual Organizational Meeting

The annual organizational meeting of the Board will be held at the regular meeting held in December. The purpose of the annual organizational meeting is to elect a president, vice-president and secretary, and conduct any other business as required by law or determined by the Board.

Reference: Education Code section 72000(c)(2)(A)

Adopted by the governing board: _____

BP 2310 Regular Meetings of the Board

Regular meetings of the Board shall be held on the first Tuesday of each month. Regular meetings of the Board shall normally be held at 1525 East Weldon Avenue, Fresno, California. The Board endeavors to hold one meeting each year at each District site.

A notice identifying the location, date, and time of each regular meeting of the Board shall normally be posted at least ten (10) days prior to the meeting and shall remain posted until the day and time of the meeting. All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.

All regular and special meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.

Reference: Education Code section 72000(d); Government Code sections 54952.2, 54953 et seq.; 54961

Adopted by the governing board: _____

Closed sessions of the Board shall only be held as permitted by applicable legal provisions including but not limited to, the Brown Act, California Government Code and California Education Code. Matters discussed in closed session may include:

- the appointment, employment, evaluation of performance, discipline or dismissal of a public employee;
- charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least twenty-four (24) hours written notice of the closed session.
- advice of counsel on pending litigation, as defined by law;
- consideration of tort liability claims as part of the district's membership in any joint powers agency formed for purposes of insurance pooling;
- real property transactions;
- threats to public security;
- review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator;
- discussion of student disciplinary action, with final action taken in public;
- conferring of honorary degrees; and
- consideration of gifts from a donor who wishes to remain anonymous.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote of every member present.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.

If any person requests an opportunity to present complaints to the Board about a specific employee, such complaints shall first be presented to the Chancellor. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board. The employee shall be given at least twenty-four (24) hours written notice of the closed session, and shall be given the opportunity to request that the complaints be heard in an open meeting of the Board.

Reference: Government Code sections 54956.8, 54956.9, 54957, 54957.6; Education Code section 72122

Adopted by the governing board: _____

BP 2320 Special and Emergency Meetings

Special meetings may from time to time be called by the President of the Board or by a majority of the members of the Board. Notice of such meetings shall be posted at least 24 hours before the time of the meeting, and shall be noticed in accordance with the Brown Act. No business other than that included in the notice may be transacted or discussed.

Emergency meetings may be called by the President of the Board when prompt action is needed because of actual or threatened disruption of public facilities under such circumstances as are permitted by the Brown Act, including work stoppage, crippling disasters, and other activity that severely impairs public health or safety.

No closed session shall be conducted during an emergency meeting, except as provided for in the Brown Act to discuss a dire emergency.

The Chancellor shall be responsible to ensure that notice of such meetings is provided to the local news media as required by law.

See Administrative Regulation _____.

Reference: Government Code sections 54956, 54956.5, 54957; Education Code section 72129

Adopted by the governing board: _____

BP 2330 Quorum and Voting

A quorum of the Board shall consist of four members.

The Board shall act by majority vote of all of the membership of the Board, except as noted below.

No action shall be taken by secret ballot.

The following actions require a two-thirds majority of all members of the Board:

- resolution of intention to sell or lease real property (except where a unanimous vote is required);
- resolution of intention to dedicate or convey an easement;
- resolution authorizing and directing the execution and delivery of a deed;
- action to declare the District exempt from the approval requirements of a planning commission or other local land use body;
- appropriation of funds from an undistributed reserve; and
- resolution to condemn real property.

The following actions require a unanimous vote of all members of the Board:

- Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district;
- Resolution authorizing lease of District property under a lease for the production of gas.

Reference: Education Code sections 72000(d)(3); 81310 et seq., 81365, 81511, 81432;
Government Code section 53094; Code of Civil Procedure section 1245.240

Adopted by the governing board: _____

An agenda shall be posted adjacent to the place of meeting at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- a majority decides there is an “emergency situation” as defined for emergency meetings;
- two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board subsequent to the agenda being posted;
- an item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

The order of business may be changed by consent of the Board.

The Chancellor shall establish administrative regulations that provide for public access to agenda information and reasonable annual fees for the service.

Members of the public may place matters directly related to the business of the District on an agenda for a board meeting by submitting a written summary of the item to the Chancellor. The written summary must be signed by the initiator. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

Agendas shall be developed by the Chancellor in consultation with the Board President.

Agenda items submitted by members of the public must be received by the office of the Chancellor two weeks prior to the regularly scheduled board meeting.

Agenda items initiated by members of the public shall be placed on the Board’s agenda following the items of business initiated by the Board and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90 day period following the initial submission.

See Administrative Regulation _____.

Reference: Government Code sections 54954 et seq., 6250 et seq.; Education Code sections 72121, 72121.5

Adopted by the governing board: _____

BP 2345 Public Participation at Board Meetings

The Board shall provide opportunities for members of the general public to participate in the business of the Board.

Members of the public may bring matters directly related to the business of the District to the attention of the Board in one of two ways:

1. There will be a time at each regularly scheduled board meeting for the general public to discuss items not on the agenda.

Members of the public wishing to present such items shall submit a written request to the administration at the beginning of the meeting that summarizes the item and provides his or her name and organizational affiliation, if any. No action may be taken by the Board on such items.

2. Members of the public may place items on the prepared agenda in accordance with Board Policy 2340.

A written summary of the item must be submitted to the Chancellor at least two weeks prior to the board meeting. The summary must be signed by the initiator, contain his or her residence or business address, and organizational affiliation, if any.

Members of the public also may submit written communications to the Board on items on the agenda and/or speak to agenda items at the board meeting. Written communication regarding items on the Board's agenda should reach the office of the Chancellor not later than five working days prior to the meeting at which the matter concerned is to be before the Board. All such written communications shall be dated and signed by the author, and shall contain the residence or business address of the author and the author's organizational affiliation, if any. If requested, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

Claims for damages are not considered communications to the Board under this rule, but shall be submitted to the District.

See Administrative Regulation _____.

Reference: Government Code sections 54954.3, 54957.5; Education Code section 72121.5

Adopted by the governing board: _____

BP 2350 Speakers

Persons may speak to the Board either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board.

Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called on the item.

Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment.

Those wishing to speak to the Board are subject to the following:

- the President of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive;
- non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request;
- employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code section 3547 and the policies of this Board implementing that section;
- they shall complete a written request to address the Board at the beginning of the meeting at which they wish to speak; and
- the request shall include the person's name and name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.

No member of the public may speak without being recognized by the President of the Board.

Each speaker will be allowed a maximum of three minutes per topic. Thirty minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one board meeting. At the discretion of a majority of the Board, these time limits may be extended.

Each speaker coming before the Board is limited to one presentation per specific agenda item before the Board, and to one presentation per meeting on non-agenda matters.

Reference: Government Code section 54950, et seq.; Education Code section 72121.5

Adopted by the governing board: _____

The following will be ruled out of order by the presiding officer:

- remarks or discussion in public meetings on charges or complaints which the Board has scheduled to consider in closed session;
- profanity, obscenity and other offensive language; and
- physical violence and/or threats of physical violence directed towards any person or property;

In the event that any meeting is willfully interrupted by the actions of one or more persons so as to render the orderly conduct of the meeting unfeasible, the person(s) may be removed from the meeting room.

Speakers who engage in such conduct may be removed from the podium and denied the opportunity to speak to the Board for the duration of the meeting.

Before removal, a warning and a request that the person(s) curtail the disruptive activity will be made by the President of the Board. If the behavior continues, the person(s) may be removed by a vote of the Board, based on a finding that the person is violating this policy, and that such activity is intentional and has substantially impaired the conduct of the meeting.

If order cannot be restored by the removal in accordance with these rules of individuals who are willfully interrupting the meeting, the Board may order the meeting room cleared and may continue in session. The Board shall only consider matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this rule.

Reference: Education Code section 72121.5; Government Code section 54954.3 (b)

Adopted by the governing board: _____

BP 2360 Minutes

The Chancellor shall cause minutes to be taken of all meetings of the Board. The minutes shall record all actions taken by the Board. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

The minutes shall also record the names of those present, all motions, names of those making and seconding motions, votes, major discussion points, etc.

Reference: Education Code section 72121(a)

Adopted by the governing board: _____

BP 2365 Recording

If the Board causes any tape or video recording of a meeting, the recording shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code sections 6250, et seq. The Chancellor is directed to enact administrative regulations to ensure that any such recordings are maintained for at least thirty days following the taping or recording.

Persons attending an open and public meeting of the Board may, at their own expense, record the proceedings with an audio or video tape recording or a still or motion picture camera or may broadcast the proceedings. However, if the Board finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person shall be directed by the President of the Board to stop.

See Administrative Regulation _____.

Reference: Government Code sections 54953.5, 54953.6; Education Code section 72121(a);

Adopted by the governing board: _____

BP 2410 Policy and Administrative Procedure

The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to district activities. All district employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to or amended at any regular board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended.

Administrative regulations are to be issued by the Chancellor as statements of method to be used in implementing Board Policy. Such administrative regulations shall be consistent with the intent of Board Policy. Administrative regulations may be revised as deemed necessary by the Chancellor. The Board does not adopt administrative regulations unless specially requested to do so by the Chancellor, however, it reserves the right to review them.

The Chancellor shall, biennially, provide each member of the Board with copies of the administrative regulations or any revisions since the last time they were provided. The Board reserves the right to direct revisions of the administrative regulations should they, in the Board's judgment, be inconsistent with the Board's own policies.

Copies of all policies and administrative regulations shall be readily available to District employees through the Chancellor.

See Administrative Procedure [#].

Reference: Education Code section 70902; Accreditation Standard IV.B.1.b & e

Adopted by the governing board: _____

BP 2430 Delegation of Authority to Chancellor

The Board delegates to the Chancellor the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action.

The Chancellor may delegate any powers and duties entrusted to him or her by the Board including the administration of colleges and centers, but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The Chancellor is empowered to reasonably interpret board policy. In situations where there is no board policy direction, the Chancellor shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Chancellor to inform the Board of such action and to recommend written board policy if one is required.

The Chancellor is expected to perform the duties contained in the Chancellor's job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the Board in consultation with the Chancellor.

The Chancellor shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

The Chancellor shall make available any information or give any report requested by the Board as a whole. Individual trustee requests for information shall be met if, in the opinion of the Chancellor, they are not unduly burdensome or disruptive to District operations. Information provided to any trustee shall be available to all trustees.

The Chancellor shall act as the professional advisor to the Board in policy formation.

Reference: Education Code sections 70902(d), 72400; Accreditation Standard IV.B.1.j, IV.B.2

Adopted by the governing board: _____

BP 2431 Chancellor Selection

In the case of a Chancellor vacancy, the Board shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.

Reference: Accreditation Standard IV.B.1, IV.B.1.j.; Title 5, section 53000 et seq.

Adopted by the governing board: _____

BP 2432 Chancellor Succession

The Board delegates authority to the Chancellor to appoint an acting Chancellor to serve in his or her absence for short periods of time, not to exceed fourteen calendar days at a time.

In the absence of the Chancellor and when an acting Chancellor has not been named, administrative responsibility shall reside with (in order):

- Vice Chancellor, Finance and Administration
- Vice Chancellor, Educational Services and Planning
- Associate Vice Chancellor, Human Resources

The Board shall appoint an acting Chancellor for periods exceeding fourteen calendar days.

Reference: Education Code sections 70902(d), 72400; Title 5, section 53021(b)

Adopted by the governing board: _____

BP 2435 Evaluation of Chancellor

The Board shall conduct an evaluation of the Chancellor at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the Chancellor as well as this policy.

The Board shall evaluate the Chancellor using an evaluation process developed and jointly agreed to by the Board and the Chancellor.

The criteria for evaluation shall be based on board policy, the Chancellor job description, and performance goals and objectives developed in accordance with Board Policy 2430.

See Administrative Procedure [#].

Reference: Accreditation Standard IV.B.1

Adopted by the governing board: _____

BP 2510 Participation in Local Decision Making

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for board action and administrative regulations for Chancellor action under which the District is governed and administered.

Each of the following shall participate as required by law in the decision-making processes of the district:

- Academic Senate(s) (Title 5, sections 53200-53206.)
The Board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.
- Staff (Title 5, section 51023.5.)
Staff shall be provided with opportunities to participate in the formulation and development of district policies and procedures that have a significant effect on staff. The opinions and recommendations of the Classified Senate will be given every reasonable consideration.
- Students (Title 5, section 51023.7.)
The Associated Students shall be given an opportunity to participate effectively in the formulation and development of district policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on district committees or task forces shall be made after consultation with the Associated Students.

Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code section 3540, et seq.

See Administrative Procedure [#].

Reference: Education Code section 70902(b)(7); Title 5, sections 53200 et seq., (Academic Senate), 51023.5 (staff), 51023.7 (students); Accreditation Standard IV.A

Adopted by the governing board: _____

BP 2610 Presentation of Initial Collective Bargaining Proposals

The Chancellor is directed to enact administrative regulations that assure compliance with the requirements of Government Code section 3547 regarding the presentation to the Board of initial proposals for collective bargaining.

Collective bargaining begins when either an exclusive representative or the District itself presents an initial proposal for consideration in accordance with the time lines set forth in the collective bargaining agreements.

See Administrative Procedure [#].

Reference: Government Code section 3547

Adopted by the governing board: _____

BP 2710 Conflict of Interest

Board members shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as board members

A board member shall not be considered to be financially interested in a contract if his or her interest is limited to those interests defined as remote under Government Code section 1091 or is limited to interests defined by Government Code section 1091.5.

A board member who has a remote interest in any contract considered by the Board shall disclose his or her interest during a board meeting and have the disclosure noted in the official board minutes. The board member shall not vote or debate on the matter or attempt to influence any other board member to enter into the contract.

A board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his or her duties as an officer of the district. In compliance with law and regulation, the Chancellor shall establish administrative regulations to provide for disclosure of assets of income of board members who may be affected by their official actions, and prevent members from making or participating in the making of board decisions which may foreseeably have a material effect on their financial interest.

Board members shall file statements of economic interest with the filing officer identified by the administrative regulations.

Board members are encouraged to seek counsel from the District's General Counsel or outside counsel, as appropriate, in every case where any question arises.

See Administrative Regulation _____.

Reference: Government Code sections 1090, et seq., 1126, 87200, et seq.; Title 2, section 18730 et seq.

Adopted by the governing board: _____

The Board maintains high standards of ethical conduct for its members. As members of the State Center Community College District Board of Trustees, working as a collective unit in conjunction with administration, staff, students, and the communities we serve, will execute to the best of our abilities the duties and responsibilities vested in us by the California Education Code and entrusted to us by our constituency.

We recognize that as elected public servants our actions, behaviors, and verbal statements will be under the watchful eye of the citizenry at all times. Therefore, the decisions we make as a Board must reflect our dedication to promote higher education along with opportunities for professional, vocational, and technical growth and enhancement. As officials of public education, we must be a positive reflection of those for whom we speak.

1. Board members will devote time, thought and study to the duties and responsibilities of a community college trustee in order to be effective.
2. We recognize the fact that the strength and effectiveness of the board is as a total board, not as a group of individuals.
3. We agree to work with fellow board members in a spirit of cooperation and compromise despite differences of opinion that may arise during debates on issues.
4. We agree to respect the office that we hold. Remembering that as an individual we have no legal authority outside the meetings of the State Center Community College District. Board members should never misuse the power inherent in their office.
5. We pledge to avoid any situation that constitutes a conflict of interest. When a matter arises that could be a question of conflict of interest, we will remember to notify the Chancellor and/or Board President before any official action is taken.
6. We will resist influencing votes or actions of other board members or of any employee, through threat, promise of award, deception, exchange of vote, or by any other means than legitimate open discussion.
7. All official business by the board will be conducted in open public hearings except for those issues which are by law more appropriately dealt with in closed session.
8. We recognize that all discussion in closed session should not be released or discussed by individual board members outside the confines of the closed session. We agree that any information disclosed from closed session will only be released with the approval of the board by majority vote.

9. The board's function is to establish the policies of the district. The board shall hold the Chancellor and his/her staff accountable for the administration of the educational program and the conduct of college business. Any complaints, criticisms, and comments received by individual board members regarding the district should be directed through appropriate channels as previously agreed upon by the chancellor and board.

Reference: Accreditation Standard IV.B.1.a, e, & h

Adopted by the governing board: _____

BP 2716 Political Activity

Members of the Board shall not use District funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the governing board.

Reference: Education Code sections 7054, 7056; Government Code section 8314

Adopted by the governing board: _____

BP 2717 Personal Use of Public Resources

No trustee shall use or permit others to use public resources, except that which is incidental and minimal, for personal purposes or any other purpose not authorized by law.

Reference: Government Code section 8314; Penal Code section 424

Adopted by the governing board: _____

BP 2720 Communications among Board Members

Members of the Board shall not communicate among themselves by the use of any form of communication (e.g., personal intermediaries, e-mail, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board.

Reference: Government Code section 54952.2

Adopted by the governing board: _____

BP 2725 Board Member Compensation

Members of the Board who attend all board meetings shall receive \$400.00 per month. A member of the Board who does not attend all meetings held by the Board in any month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.

A member of the Board may be paid for a meeting when absent if the Board, by resolution, finds that at the time of the meeting the member is performing services outside the meeting for the community college district, is ill, on jury duty, or the absence is due to a hardship deemed acceptable by the Board.

Reference: Education Code sections 1090, 72425

Adopted by the governing board: _____

BP 2730 Health Benefits

Members of the Board shall be permitted to participate in the District's health benefit programs at the same level as provided full-time regular classified employees, with District contributions toward premiums not to exceed the contributions of regular full-time classified employees.

Former members of the Board may continue to participate in the District's health benefits programs upon leaving the Board if the following criteria are met: the member must have begun service on the Board after January 1, 1981; the member must have been first elected to the Board before January 1, 1995; and the member must have served at least 12 years. All other former Board members may continue to participate in the District's health benefits programs on a self-pay basis.

Reference: Government Code section 53201

Adopted by the governing board: _____

BP 2735 Board Member Travel

Members of the Board shall have travel expenses paid whenever they travel as representatives of and perform services directed by the Board.

See Administrative Procedure [#].

Reference: Education Code section 72423

Adopted by the governing board: _____

BP 2740 Board Education

The Board is committed to its ongoing development as a board and to a trustee education program that includes new trustee orientation.

To that end, the Board will engage in study sessions, provide access to reading materials, and support conference attendance and other activities that foster trustee education.

Reference: Accreditation Standard IV.B.1.f

Adopted by the governing board: _____

BP 2745 Board Self-Evaluation

The Board is committed to assessing its own performance as a board in order to identify its strengths and areas in which it may improve its functioning.

To that end, the Board has established the following processes:

1. A committee of the Board shall be appointed in June to determine the instrument or process to be used in board self-evaluation. Any evaluation instrument shall incorporate criteria contained in these board policies regarding board operations, as well as criteria defining board effectiveness promulgated by recognized practitioners in the field.
2. The process for evaluation shall be recommended to and approved by the Board.
3. If an instrument is used, all board members will be asked to complete the evaluation instrument and submit them to the Executive Secretary to the Chancellor.

A summary of the evaluations will be presented and discussed at a board session scheduled for that purpose. The results will be used to identify accomplishments in the past year and goals for the following year.

Reference: Accreditation Standard IV.B.1.e & g

Adopted by the governing board: _____

Every building and learning space on a college campus or center has a personality and purpose of its own. For that reason, decisions to name a structure or space after an individual, family or organizations need to be considered on a case-by-case basis by the Board. The proposal to name the architectural creation can come either from the person, family or organization themselves, or from another entity to honor the organization or person/family, or to memorialize them.

With that in mind, those individuals who are supporting community colleges with their volunteer time and resources need to have some general guidelines to assist them in soliciting support for the various institutions and centers, and offering naming opportunities. Therefore, the following guidelines can direct the discussions of groups planning to construct new facilities or use existing facilities as naming opportunities. Final approval must then be sought from the Board.

1. For privately funded buildings, the Board will consider naming the building after a donor who donates at least 50% of construction or renovations cost, providing that person is an upstanding citizen.
2. For existing buildings or large gathering spaces that are unnamed, the Board will consider naming the structure or space for a donor who contributes at least \$1 million, as above.
3. For high visibility areas, such as a learning lab, gymnasium area, lecture hall, etc., the SCCCD Foundation will request that the Board make a determination in a timely fashion as to the size of donation necessary for each, based on public exposure, size and attractiveness. These are expected to range from \$250,000 to \$500,000 and the named space will be designated by a name on a plaque rather than above-the-door signage or other more prominent display.
4. For smaller areas such as classrooms, seminar rooms, laboratories, etc., the Board will consider naming the areas for a donor of at least \$100,000 with the level also being determined by the factors, and in the manner, as delineated in paragraph 3 above.
5. The Board will recognize donors of lesser amounts with appreciation plaques of various kinds, by listing them in the annual report and honoring them at events.

Before an organized fundraising campaign begins, volunteers will be provided with the specifics about potential naming opportunities. Once they have identified the potential naming opportunities, the Board will render a decision.

Reference: Accreditation Standard IV.B.1.e & g

Adopted by the governing board: _____

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

PRESENTED TO BOARD OF TRUSTEES

DATE: November 4, 2003

SUBJECT: Consideration to Adopt 2004-2005 and
2005-2006 Instructional and Holiday Calendars,
Fresno City College, Reedley College, and North
Centers

ITEM NO. 03-225

EXHIBIT: Proposed 2004-2005 and 2005-2006 Instructional and Holiday Calendars

Background:

The proposed 2004-2005 and 2005-2006 instructional and holiday calendars have been developed with identical schedules for both colleges for the fall, spring and summer semesters, as has been done for the past few years.

In accordance with current District/Federation contracts, the calendars provide for one flex day per semester.

Recommendation:

It is recommended that the Board of Trustees adopt the 2004-2005 and 2005-2006 instructional and holiday calendars for Fresno City College, Reedley College and the North Centers, as presented.



FINAL DRAFT Instructional Calendar 2004-2005

FRESNO CITY COLLEGE • REEDLEY COLLEGE • NORTH CENTERS

Fall 2004 Semester

August 12	(Th)	Faculty duty day [no classes held]
August 13	(F)	Flex Day
August 16	(M)	Instruction begins
September 6	(M)	Labor Day
November 11	(Th)	Veterans Day
November 25 & 26	(Th, F)	Thanksgiving holidays
December 17	(F)	End of fall semester

Break: December 20 – January 5

Spring 2005 Semester

January 6	(Th)	Faculty duty day [no classes held]
January 7	(F)	Flex Day
January 10	(M)	Instruction begins
January 17	(M)	Martin Luther King, Jr. Day
February 18	(F)	Lincoln Day (observed)
February 21	(M)	Washington Day
March 21-25	(M-F)	Spring recess [classes reconvene March 28]
May 20	(F)	End of spring semester
		Commencement



FINAL DRAFT Instructional Calendar Summer Session 2005

FRESNO CITY COLLEGE • REEDLEY COLLEGE • NORTH CENTERS

May 30	(M)	Memorial Day observed
May 31	(T)	Start of 4-week and 10-week sessions
June 13	(M)	Start of 8-week session
June 24	(F)	End of 4-week session
June 27	(M)	Start of 6-week session
July 4	(M)	Independence Day
August 5	(F)	End of 6, 8, and 10-week sessions



Classified and Management*

Holiday Calendar

2004-2005

July 5, 2004	(M)	Independence Day (observance)
September 6, 2004	(M)	Labor Day
November 25, 2004	(Th)	Thanksgiving Day
November 26, 2004*	(F)	In lieu holiday
December 24, 2004	(F)	Christmas (observance)
December 27,28,29, 2004**	(M,T,W)	Negotiated holidays
December 30, 2004*	(Th)	In lieu holiday
December 31, 2004	(F)	New Year's Day (observance)
January 17, 2005	(M)	Martin Luther King, Jr. Day
February 18, 2005	(F)	Lincoln Day
February 21, 2005	(M)	Washington Day
March 25, 2005**	(F)	Spring holiday
May 30, 2005	(M)	Memorial Day

Total: 15 holidays

* in lieu holidays per California Education Code Sections 88205, 88205.5 (Veterans Day and Admission Day)

** new probationary employees who are part of the classified bargaining unit are not entitled to negotiated holidays per contract (with the exception of police officers who are eligible beginning with the seventh month of employment)



FINAL DRAFT Instructional Calendar 2005-2006

FRESNO CITY COLLEGE • REEDLEY COLLEGE • NORTH CENTERS

Fall 2005 Semester

August 11	(Th)	Faculty duty day [no classes held]
August 12	(F)	Flex Day
August 15	(M)	Instruction begins
September 5	(M)	Labor Day
November 11	(F)	Veterans Day
November 24 & 25	(Th, F)	Thanksgiving holidays
December 16	(F)	End of fall semester
Break: December 19 – January 4		

Spring 2006 Semester

January 5	(Th)	Faculty duty day [no classes held]
January 6	(F)	Flex Day
January 9	(M)	Instruction begins
January 16	(M)	Martin Luther King, Jr. Day
February 17	(F)	Lincoln Day (observed)
February 20	(M)	Washington Day
April 10-14	(M-F)	Spring recess [classes reconvene April 17]
May 19	(F)	End of spring semester
		Commencement



State Center Community
College District

FINAL DRAFT Instructional Calendar Summer Session 2006

FRESNO CITY COLLEGE • REEDLEY COLLEGE • NORTH CENTERS

May 29	(M)	Memorial Day observed
May 30	(T)	Start of 4-week and 10-week sessions
June 12	(M)	Start of 8-week session
June 23	(F)	End of 4-week session
June 26	(M)	Start of 6-week session
July 4	(T)	Independence Day
August 4	(F)	End of 6-, 8-, and 10-week sessions



Classified and Management*

Holiday Calendar

2005-2006

July 4, 2005	(M)	Independence Day
September 5, 2005	(M)	Labor Day
November 24, 2005	(Th)	Thanksgiving Day
November 25, 2005*	(F)	In lieu holiday
December 26, 2005	(M)	Christmas (observance)
December 27,28,29, 2005**	(T,W,Th)	Negotiated holidays
December 30, 2005*	(F)	In lieu holiday
January 2, 2006	(M)	New Year's Day (observance)
January 16, 2006	(M)	Martin Luther King, Jr. Day
February 17, 2006	(F)	Lincoln Day
February 20, 2006	(M)	Washington Day
April 14, 2006**	(F)	Spring holiday
May 29, 2006	(M)	Memorial Day

Total: 15 holidays

* in lieu holidays per California Education Code Sections 88205, 88205.5 (Veterans Day and Admission Day)

** new probationary employees who are part of the classified bargaining unit are not entitled to negotiated holidays per contract (with the exception of police officers who are eligible beginning with the seventh month of employment)

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

PRESENTED TO BOARD OF TRUSTEES

DATE: November 4, 2003

SUBJECT: Review of District Warrants and Checks

ITEM NO. 03-226

EXHIBIT: None

Recommendation:

It is recommended that the Board of Trustees review and sign the warrants register for the period September 25, 2003, to October 31, 2003, in the amount of \$8,782,084.45.

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 September 10, 2003, to October 22, 2003, in the amount of \$642,312.06.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: November 4, 2003

SUBJECT: Financial Analyses of Enterprise
and Special Revenue Operations

ITEM NO. 03-227

EXHIBIT: Financial Analyses

Background:

The financial reports for the Enterprise and Special Revenue operations for the quarter ended September 30, 2003 are enclosed. The reports consist of a combined balance sheet and combined statement of revenues and expenditures for the Enterprise operations, which consist of the Bookstores at Fresno City College and Reedley College, and the Special Revenue operations, which consist of the Reedley College Cafeteria and Residence Hall. All operations reflect a positive financial picture with revenues exceeding expenditures.

The enclosed statements are provided for Board information. No action is required.

STATE CENTER COMMUNITY COLLEGE DISTRICT
ENTERPRISE & SPECIAL REVENUE OPERATIONS
STATEMENT OF REVENUE & EXPENDITURES
Period Ending SEPTEMBER 30, 2003

	ENTERPRISE		SPECIAL REVENUE		
	FCC BOOKSTORE*	RC BOOKSTORE*	RC CAFETERIA*	RC DORMITORY*	TOTAL
TOTAL SALES	\$ 2,994,532	\$ 1,653,369	\$ 291,088	\$ 203,418	\$ 494,506
LESS COST OF GOODS SOLD					
Beginning Inventory	\$ 1,191,387	\$ 676,964	\$ 28,003	\$	\$ 28,003
Purchases	2,347,834	1,259,588	116,187		116,187
Sub-Total	3,539,221	1,936,552	144,190		144,190
Ending Inventory	1,308,295	704,792	37,662		37,662
Cost of Sales	2,230,926	1,231,760	106,528		106,528
GROSS PROFIT ON SALES	\$ 763,606	\$ 421,609	\$ 184,560	\$ 203,418	\$ 387,978
OPERATING EXPENDITURES					
Salaries	\$ 194,345	\$ 91,956	\$ 77,199	\$ 43,827	\$ 121,026
Benefits	46,510	26,568	28,924	14,848	43,772
Depreciation	39,944	6,600			0
Supplies	7,168	1,827	1,538	4,984	6,522
Utilities & Housekeeping	7,493	5,772		17,211	17,211
Rents, Leases & Repairs	7,587	2,811	8,287	446	8,733
Other Operating	37,857	22,949	2,768	917	3,685
TOTAL OPERATING EXPENDITURES	\$ 340,904	\$ 158,483	\$ 118,716	\$ 82,233	\$ 200,949
NET OPERATING REVENUE (LOSS)	\$ 422,702	\$ 263,126	\$ 65,844	\$ 121,185	\$ 187,029
OTHER REVENUE					
Vending			\$ 3,215	\$ 621	\$ 3,836
Interest		\$ 136	12	9	21
Other	7,833	2,156	369	67	436
OTHER EXPENSES					
Transfer to Co-Curricular		30,000			0
Transfer to Bond Redemp. Fund		0		30,975	30,975
New Equipment		0	4,398		4,398
Other		0			0
NET REVENUE (LOSS)	\$ 430,535	\$ 235,418	\$ 65,042	\$ 90,907	\$ 155,949

* Does Not Include All Indirect Charges

UNAUDITED

**STATE CENTER COMMUNITY COLLEGE DISTRICT
ENTERPRISE & SPECIAL REVENUE OPERATIONS
BALANCE SHEET
As of SEPTEMBER 30, 2003**

	ENTERPRISE			SPECIAL REVENUE		
	FCC BOOKSTORE*	RC BOOKSTORE*	TOTAL	RC CAFETERIA*	RC DORMITORY*	TOTAL
ASSETS						
Cash in County Treasury						
Cash in Bank	\$ 2,261,423	\$ 883,306	\$ 3,144,729	\$ 50,340	\$ 96,364	\$ 146,704
Revolving Cash Fund	10,200	20,000	30,200	123,160	54,490	177,650
Accounts Receivable	494,569	33,082	527,651	10,500	0	10,500
Due from Other Funds				81,837	85,134	166,971
Prepaid Expenses	6,737	2,130	8,867	848	112	960
Inventory	1,308,295	704,792	2,013,087			
Total Current Assets	\$ 4,081,224	\$ 1,643,310	\$ 5,724,534	\$ 37,662	\$ 236,100	\$ 37,662
Fixed Assets (Net)	1,158,564	158,521	1,317,085			
TOTAL ASSETS	\$ 5,239,788	\$ 1,801,831	\$ 7,041,619	\$ 304,347	\$ 236,100	\$ 540,447
LIABILITIES & FUND BALANCE						
Accounts Payable	\$ 189,151	\$ 142,714	\$ 331,865			
Due to Other Funds	78,355	41,885	120,240	\$ 154,338	\$ 58,414	\$ 212,752
Warrants Payable				19,738	1,812	21,550
Total Current Liabilities	\$ 267,506	\$ 184,599	\$ 452,105	\$ 174,076	\$ 60,226	\$ 234,302
Unreserved Fund Balance	3,663,987	912,440	4,576,427			
Reserved Fund Balance	1,308,295	704,792	2,013,087	92,609	175,874	268,483
Total Fund Balance	\$ 4,972,282	\$ 1,617,232	\$ 6,589,514	\$ 37,662	\$ 175,874	\$ 37,662
TOTAL LIABILITIES & FUND BALANCE	\$ 5,239,788	\$ 1,801,831	\$ 7,041,619	\$ 304,347	\$ 236,100	\$ 540,447

* Does Not Include All Indirect Charges

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

PRESENTED TO BOARD OF TRUSTEES

DATE: November 4, 2003

SUBJECT: Budget Transfers and Adjustments Report

ITEM NO. 03-228

EXHIBIT: Report

Background:

The enclosed Budget Transfers and Adjustments Report reflects budget adjustments through the period ending September 30, 2003. The adjustments represent changes to meet the ongoing needs of the District, including categorically funded programs, educational needs of the campuses, and new grants and agreements.

This report is strictly an informational report to the Board representing the changes in the budget and expenditure categories during the past quarter. Since it is for informational purposes only, there is no formal action required by the Board.

**STATE CENTER COMMUNITY COLLEGE DISTRICT
GENERAL FUND - ALL FUNDING
Expenditure Budget Adjustments/Transfers
As of 09/30/03**

	<u>Adopted Budget</u>	<u>Budget Adj/Transfers</u>	<u>Current Budget</u>
91000	ACADEMIC SALARIES		
91100	\$ 27,296,913	\$ (111,318)	\$ 27,185,595
91200	12,283,112	362,341	12,645,453
91300	11,350,482	(365,111)	10,985,371
91400	1,922,635	(34,360)	1,888,275
Total	<u>52,853,142</u>	<u>(148,448)</u>	<u>52,704,694</u>
92000	CLASSIFIED SALARIES		
92100	20,761,444	171,956	20,933,400
92200	908,536	(38,920)	869,616
92300	3,372,951	206,324	3,579,275
92400	387,504	125,627	513,131
Total	<u>25,430,435</u>	<u>464,987</u>	<u>25,895,422</u>
93000	BENEFITS		
93100	4,187,049	57,361	4,244,410
93200	2,267,321	3,665	2,270,986
93300	2,394,639	52,439	2,447,078
93400	9,441,949	111,121	9,553,070
93500	196,751	5,096	201,847
93600	1,085,639	14,289	1,099,928
93700	76,736	11,787	88,523
93900	176,405	(3,351)	173,054
Total	<u>19,826,489</u>	<u>252,407</u>	<u>20,078,896</u>
94000	SUPPLIES & MATERIALS		
94200	105,848	45,864	151,712
94300	853,886	349,151	1,203,037
94400	2,044,101	25,814	2,069,915
94500	54,948	9,969	64,917
Total	<u>3,058,783</u>	<u>430,798</u>	<u>3,489,581</u>

**STATE CENTER COMMUNITY COLLEGE DISTRICT
GENERAL FUND - ALL FUNDING
Expenditure Budget Adjustments/Transfers
As of 09/30/03**

	<u>Adopted Budget</u>	<u>Budget Adj/Transfers</u>	<u>Current Budget</u>	
95000	OTHER OPER EXPENSES			
95100	Utilities	3,717,678	69,113	3,786,791
95200	Rents, Leases and Repairs	1,960,197	178,413	2,138,610
95300	Mileage & Allowances	1,019,751	328,351	1,348,102
95400	Dues & Memberships	184,915	13,044	197,959
95500	Pers. & Cons. Services	2,130,463	720,782	2,851,245
95600	Insurance	1,000,850	(10,968)	989,882
95700	Advertising & Printing	1,096,488	174,649	1,271,137
95900	Other	721,146	218,171	939,317
	Total	<u>11,831,488</u>	<u>1,691,555</u>	<u>13,523,043</u>
96000	CAPITAL OUTLAY			
96100	Sites	-	-	-
96200	Site Improvement	45,439	1,000	46,439
96300	Buildings	-	-	-
96400	Bldg Renov & Improvements	348,032	9,270	357,302
96500	New Equipment	1,618,384	317,323	1,935,707
96600	Replacement Equipment	12,410	(12,410)	-
96800	Library Books	81,810	57,791	139,601
	Total	<u>2,106,075</u>	<u>372,974</u>	<u>2,479,049</u>
	Total General Fund Expenditures	<u>\$ 115,106,412</u>	<u>\$ 3,064,273</u>	<u>\$ 118,170,685</u>
97000	OTHER OUTGO			
97100	Debt Service	-	-	-
97200	Intrafund Transfers	132,500	-	132,500
97300	Interfund Transfers	600,000	-	600,000
97500	Student Financial Aid	-	-	-
97600	Other Payments/Students	91,053	334,565	425,618
97900	Contingencies	161,291	9,120	170,411
	Total Other Outgo	<u>\$ 984,844</u>	<u>\$ 343,685</u>	<u>\$ 1,328,529</u>
	Total District Expenditures	<u>\$ 116,091,256</u>	<u>\$ 3,407,958</u>	<u>\$ 119,499,214</u>

**STATE CENTER COMMUNITY COLLEGE DISTRICT
GENERAL FUND - ALL FUNDING
Revenue Budget Adjustments/Transfers
As of 09/30/03**

	Adopted Budget	Budget Adj/Transfers	Current Budget
81000	FEDERAL REVENUES		
81200	\$ 3,659,489	\$ 596,158	\$ 4,255,647
81300	370,386	(191,042)	179,344
81400	366,027	403,999	770,026
81500	180,000	(79,718)	100,282
81600	1,500	5,179	6,679
81700	2,088,985	262,888	2,351,873
81990	1,634,503	177,112	1,811,615
Total	<u>8,300,890</u>	<u>1,174,576</u>	<u>9,475,466</u>
86000	STATE REVENUES		
86100	57,890,429	-	57,890,429
86200	6,434,979	1,221,284	7,656,263
86500	973,634	764,103	1,737,737
86700	450,000	-	450,000
86800	3,200,000	-	3,200,000
86900	15,000	-	15,000
Total	<u>68,964,042</u>	<u>1,985,387</u>	<u>70,949,429</u>
88000	LOCAL REVENUES		
88100	31,233,507	-	31,233,507
88200	-	-	-
88300	152,257	110,445	262,702
88400	60,800	3,887	64,687
88500	40,000	-	40,000
88600	286,400	-	286,400
88700	3,400,446	-	3,400,446
88800	1,954,250	-	1,954,250
88900	1,346,164	71,369	1,417,533
Total	<u>38,473,824</u>	<u>185,701</u>	<u>38,659,525</u>
Total General Fund Revenues	<u>\$ 115,738,756</u>	<u>\$ 3,345,664</u>	<u>\$ 119,084,420</u>

**STATE CENTER COMMUNITY COLLEGE DISTRICT
GENERAL FUND - ALL FUNDING
Revenue Budget Adjustments/Transfers
As of 09/30/03**

	<u>Adopted Budget</u>	<u>Budget Adj/Transfers</u>	<u>Current Budget</u>
89000 OTHER FIN SOURCES			
89100 Proceeds/Fixed Assets	-	-	-
89400 Proceeds/Long-Term Debt	-	-	-
89800 Incoming Transfers	352,500	62,294	414,794
Total Other Financing Sources	\$ 352,500	62,294	\$ 414,794
Total District Revenues	<u>\$ 116,091,256</u>	<u>\$ 3,407,958</u>	<u>\$ 119,499,214</u>

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

PRESENTED TO BOARD OF TRUSTEES

DATE: November 4, 2003

SUBJECT: Consideration to Adopt Resolution
Authorizing Inter-fund Transfer

ITEM NO. 03-229

EXHIBIT: Resolution

Background:

The approved 2003-04 budget includes an allocation for budget transfers from the General Fund to the Capital Projects Fund. In order to properly account for the inter-fund transfer of monies between funds, the California Education Code requires a Resolution authorizing said transfer. The Resolution provides direction for the Fresno County Office of Education to complete an inter-fund transfer, as follows:

<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Purpose</u>
General Fund	Capital Projects	\$350,000	Sched. Maint. & Repair Match
General Fund	Capital Projects	<u>\$250,000</u>	Parking Lot Rehab.
Total		<u>\$600,000</u>	

Recommendation:

It is recommended that the Board of Trustees:

- a) approve Resolution No. 03-229 authorizing an inter-fund transfer in the amount of \$600,000 from the General Fund to the Capital Projects Fund; and
- b) authorize filing said Resolution with the Fresno County Office of Education.

RESOLUTION NO. 03-229

AUTHORIZING INTER-FUND TRANSFER

WHEREAS, the Board of Trustees has authorized establishment of the General Fund, Capital Projects Fund, Decision Package Fund, Bookstore Fund, and Co-Curricular Fund for the purpose of properly accounting for revenues and expenditures; and

WHEREAS, in order to maintain consistent accounting practices, it will be necessary to transfer \$600,000 from the General Fund to the Capital Projects Fund;

NOW, THEREFORE, BE IT RESOLVED that Resolution No. 03-229 be approved transferring \$600,000 from the General Fund to the Capital Projects.

* * * * *

The foregoing Resolution was adopted upon motion of Trustee _____, and seconded by Trustee _____, at a regular meeting of the Board of Trustees of the State Center Community College District on this 4th day of November, 2003, by the following vote, to wit:

AYES:

NOES:

ABSENT:

Patrick E. Patterson, Secretary, Board of Trustees
State Center Community College District

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

PRESENTED TO BOARD OF TRUSTEES

DATE: November 4, 2003

SUBJECT: Consideration to Close Training Institute
 Bank Account, Fresno City College

ITEM NO. 03-230

EXHIBIT: None

Background:

Monies received for Training Institute Programs are now deposited by the Fresno City College Business Office; therefore, the administration has determined that it is appropriate to close SCCCD/FCC Training Institute Account #14822-50179.

Recommendation:

It is recommended that the Board of Trustees authorize closure of SCCCD/FCC Training Institute Account #14822-50179.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: November 4, 2003

SUBJECT: Consideration to Accept Grant from the
Economic Development Administration,
Center for International Trade

ITEM NO. 03-231

EXHIBIT: None

Background:

The Center for International Trade has received a grant in the amount of \$110,000 from the Economic Development Administration to provide leadership and to facilitate training/workshops through the San Joaquin Valley International Trade Association in Fresno, Modesto, and Bakersfield, focusing on rural areas and utilizing global e-commerce training programs and technologies. The award is for the period July 1, 2003, through June 30, 2004.

Recommendation:

It is recommended that the Board of Trustees:

- a) authorize the acceptance of a grant in the amount of \$110,000 from the Economic Development Administration for the period July 1, 2003, through June 30, 2004;
- b) authorize renewal of the grant with similar terms and conditions; and
- c) authorize the Interim Chancellor or Vice Chancellor, Finance and Administration, to sign the Financial Assistance Award on behalf of the District.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: November 4, 2003

SUBJECT: Consideration to Accept Mini-Grant from
the Madera County Children and Families
Commission, Madera Center

ITEM NO. 03-232

EXHIBIT: None

Background:

The Madera Center has recently been notified of receipt of a mini-grant in the amount of \$2,580 from the Madera County Children and Families Commission to fund a Backpack Literacy Project. The goal of the project is to ready children for school and a lifetime of successful literacy experiences.

Recommendation:

It is recommended that the Board of Trustees:

- a) authorize entering into an Agreement with the Madera County Children and Families Commission in the amount of \$2,580 to fund a Backpack Literacy Project;
- b) authorize renewal of the Agreement with similar terms and conditions; and
- c) authorize the Interim 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: November 4, 2003

SUBJECT: Consideration of Bids,
Track Repairs, Ratcliffe Stadium,
Fresno City College

ITEM NO. 03-233

EXHIBIT: None

Background:

Bid #0304-11 is for the work necessary to repair the existing all-weather track surface at Ratcliffe Stadium. The work of this project includes the removal of the damaged track surface, patching of pavement, placement of new all-weather surfacing, new striping of the effected areas, and the installation of a storm drain pipeline and trench drain. This project was necessitated by the deteriorating condition of the track surface edges between the track and runways.

Funding for this project will be provided by the Capital Projects Fund. The engineer's estimate for this project is \$25,000.00. Bids were received from one (1) contractor as follows:

<u>Bidder</u>	<u>Award Amount</u>
California Track & Engineering, Inc.	\$ 21,500.00

Fiscal Impact:

\$ 21,500.00 – Capital Projects Fund

Recommendation:

It is recommended that the Board of Trustees award Bid #0304-11 in the amount of \$21,500.00 to California Track & Engineering, Inc., the lowest responsible bidder for Track Repairs at Ratcliffe Stadium, Fresno City College, and authorize the Interim Chancellor or Vice Chancellor, Finance and Administration, to sign an Agreement on behalf of the District.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: November 4, 2003

SUBJECT: Public Hearing on Part-Time Faculty Initial Proposal for Contract Reopener Presented by State Center Federation Local 1533, CFT/AFT, CIO/AFL

ITEM NO. 03-234

EXHIBIT: None

Background:

Government Code Section 3547 sets forth the "sunshine" provisions of the Rodda Act. The Board is required to hold public hearings on the proposals of the employee group and those of the Board. The State Center Federation of Teachers on behalf of the Part-Time Faculty presented its initial proposals for contract reopener to the Board on October 7, 2003. The SCFT Part-Time Faculty items are as follows:

Article XI – Hours, Workload, Class Size

- Section 3 – Office Hours
District shall provide paid office hours for part-time faculty.

Article XV – Compensation

- District will provide a salary increase to make the part-time faculty salary schedule comparable to similar districts.
- District shall put the \$50 million part-time faculty equity funding for 2003-2004 on the part-time faculty salary schedule.
- District shall provide paid health insurance benefits to part-time faculty.

Fiscal Impact:

To be determined.

Recommendation:

A public hearing for the purpose of presenting the Initial Part-Time Faculty Bargaining Proposal for contract reopener has been established at 4:15 p.m. on November 4, 2003, and should be conducted accordingly. Following the open comment period, no Board action is necessary.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: November 4, 2003

SUBJECT: Presentation of Draft 2004-2007 District
Strategic Plan

ITEM NO. 03-235

EXHIBIT: 2004-2007 Strategic Plan

Background:

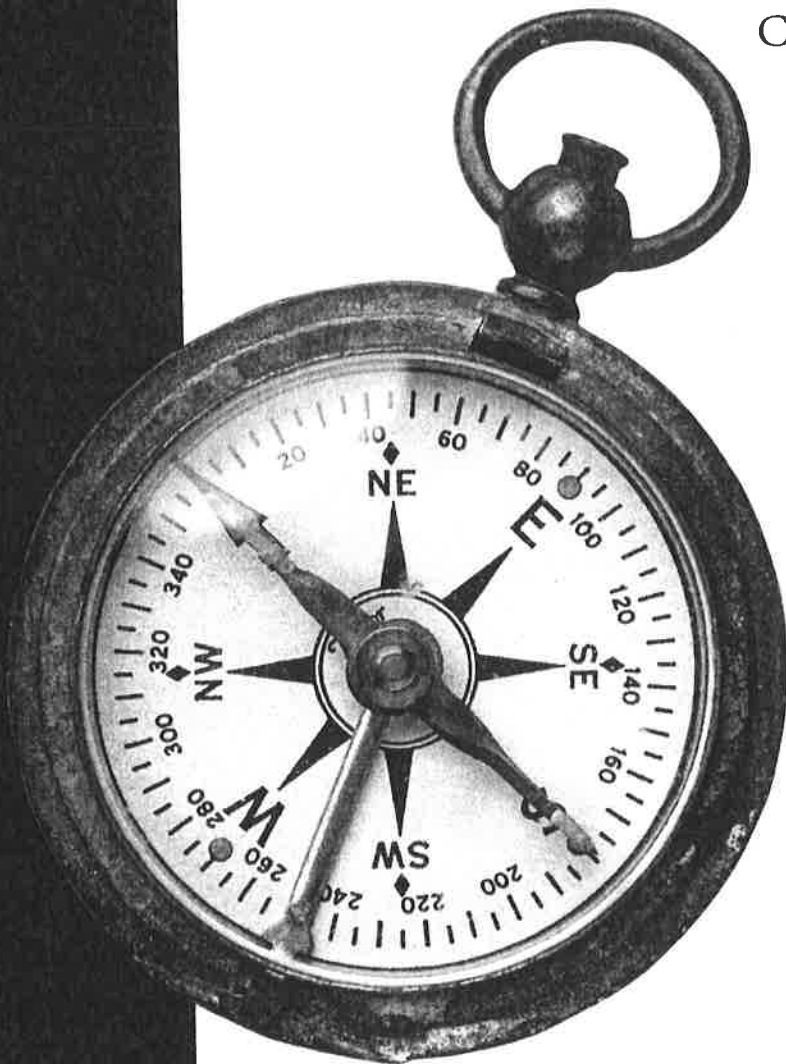
The District is submitting a draft of the 2004-2007 Strategic Plan for the Board of Trustees' review. The document is the result of a district-wide planning effort spanning the last two years. Ten strategic areas have been addressed through the work of committee members representing all stakeholder groups throughout the District. In addition, on September 24, 2003, the District hosted a Charrette involving faculty, staff, administration and community leaders representing business, education and non-profit sectors. The purpose of the Charrette was to provide additional insight and commentary to the initial draft. After review by the Board of Trustees, the District will submit a final plan for approval at the December 9, 2003, Board meeting.

DRAFT

ITEM NO. 03-235

STRATEGIC DIRECTIONS:

CHARTING A COURSE FOR SUCCESS



STATE CENTER COMMUNITY COLLEGE DISTRICT
STRATEGIC PLAN ~ 2004-2007



PRESENTED TO THE BOARD OF TRUSTEES ON NOVEMBER 4, 2003

MESSAGE FROM THE INTERIM CHANCELLOR



Creating a vision for the future requires two important elements: The ability to look forward and perhaps even more importantly, the ability to look at your past. At State Center Community College District, we have developed a strategic plan based not only on where we *want* to be, but also on where we have *been*. Over the last 39 years, we have built a District based on educational excellence. To plan for the future without considering the foundation on which we built would be unwise. However, the strategic plan which follows addresses the critical issues we will face in the future.

We must respond to our changing demographics, our challenging economic environment, and, of course rapidly changing technological advances. Therefore, our plan is an aggressive step towards meeting the multitude of complex issues facing our district. In developing this plan, we have involved numerous individuals from our internal community as well as community members from business, education and industry. What we hope you find is a complete, yet dynamic, blueprint for our future.

We are proud of State Center Community College District's strong tradition of academic excellence and service to its students and community. We have developed this plan with the full intent of carrying the tradition forward. I encourage you to read the plan and respond to us with your questions, comments and suggestions.

Sincerely,



Thomas A. Crow
Interim Chancellor

HISTORY OF STATE CENTER COMMUNITY COLLEGE DISTRICT

State Center Community College District (SCCCD) was formed in 1964 when it assumed control of Fresno City College and Reedley College. SCCCDC serves approximately one million people and 18 unified and high school districts in more than 5,500 square miles of urban and rural territory, including most of Fresno and Madera Counties and portions of Kings and Tulare Counties. SCCCDC is governed by a seven member Board of Trustees who are elected at-large and represent six trustee areas. Total district enrollment for the Fall Semester 2003 is approximately 34,000 students. SCCCDC is a merit system district with over 2,300 faculty and classified staff represented by the California School Employees Association (CSEA) and the American Federation of Teachers (AFT). The total operating budget for SCCCDC in 2003-04 is \$115.5 million.

Fresno City College, established in 1910, enrolls in excess of 21,000 students and offers more than 100 associate of arts and science degree programs and 60 certificate of achievement programs in vocational/occupational areas. Reedley College, established in 1926, is located in Reedley (approximately 25 miles southeast of Fresno) and enrolls approximately 5,000 students in a variety of courses and degree programs in occupational education and the arts and sciences. SCCCDC operates three educational centers with a combined enrollment of approximately 6,000 students. The North Centers, as they are commonly called, offer programs in general education for transfer and two-year degrees and are located in Clovis, Madera, and Oakhurst. In addition, the District offers occupational and technical training at its Career and Technology Center as well as the Training Institute.

THE STRATEGIC PLANNING PROCESS

The State Center Community College District Strategic Plan for 2004-2007 is the result of work by many individuals over the past one and one-half years. The initial planning process began in the spring of 2002 with the formation of a comprehensive, district-wide committee charged with looking at the "big picture" in terms of major changes and issues the district will be facing in the years to come. The team also reviewed the current status of the district relative to the goals of the 1998-2003 Master Plan, along with the overall mission and vision of the district. They also looked at a variety of strategic plans and reviewed best practices conducted by community colleges throughout the state and nation. As a result of its study, the team decided that the next step in the planning process was to conduct further research on future trends and establish ten broad areas of study that would set the stage for the development of the 2004-2007 strategic plan.

In January 2003, a trends committee was established and began to conduct research into the local, state, and national trends that will affect the district's educational efforts over the next four years. Major areas of research performed by the committee included demographics, government, education, technology, environment, economics, and partnerships. Throughout the planning process, the data generated from the Trends Committee was shared with the planning groups as they identified initial goals and objectives for the 2004-2007 period. A brief synopsis of the trends study is found in Section I of this document.

In terms of the district's mission, vision, and values statements, a district-wide committee was also formed to review the existing statements and suggest changes for the new strategic plan. As a result of the committee's initial recommendations, along with review and modification by a variety of individuals, the mission, vision, and values statements were developed as shown in Section II.

The ten areas of study used as the foundation for the planning process define the overall focus of the district's efforts for the 2004-2007 period. Section III of this document provides a brief description of the planning areas. Beginning in February 2003, 12 task force committees were formed, based upon the ten areas of study. Committee leaders were identified and employees from throughout the district volunteered to serve on a task force area of their interest. As a result, over 100 district employees worked as members of the task force committees during the spring 2003 semester. The first charge of the task force committees was to focus on the present status and future direction for the district as a whole by performing a "gap analysis." The gap analysis identified the issues and needs that must be addressed in an effort to move from our present status in 2003 to our future state in 2007. The committees next developed broad goal statements that described the desired results at the end of the planning period in 2007. The third major task of the committees resulted in the identification of specific objectives that addressed the gap analysis issues and will be used in leading the district towards the respective goals over the next three years. An

emphasis was placed on the fact that the objectives needed to be realistic and attainable, in light of the fiscal challenges facing the district over the next few years, as well as action-driven and measurable.

During the summer of 2003, a district writing team took all of the task force recommendations and condensed them into a draft strategic planning document. This draft plan was next reviewed by the 12 task force committees to ensure that the plan reflected their initial work and recommendations. On September 24, 2003, a community "Charrette" forum was held to solicit input on the draft plan from external community members, students, and employees from throughout the district. Participation was very active and resulted in the initial goals and objectives being modified in all ten areas of study, as well as the mission, vision, and values statements. Section IV of this plan lists the goals and objectives for the 2004-2007 period. A revised draft of the 2004-2007 strategic plan was submitted to the State Center Community College District Board of Trustees for their review on November 4, 2003. The plan was accepted on _____.

A key factor in the development of an exemplary strategic plan is the process of acquiring broad-based input and contributions from a variety of internal and external stakeholders. We want to thank the individuals listed on the following page, who were active participants in the initial planning committee, task force committees, participants in the community Charrette, and those who provided assistance in the preparation of the planning activities.

This strategic plan is a living document that will drive the major activities and efforts of State Center Community College District during the next three years. A key factor to the success of this plan will be the implementation of the objectives in a systematic and thorough manner. Section V of this document describes the process that will be used in moving the district from the planning stage into the action mode beginning in January 2004. A glossary of terms is listed at the end of the plan in an effort to provide all individuals an opportunity to comprehend the language of the plan (Appendix One). Finally, a description of the ten core values developed by private and public organizations from throughout the area involved in the Fresno Regional Jobs Initiative is located in Appendix Two.

ACKNOWLEDGEMENTS

State Center Community College District would like to thank the following individuals who have contributed to the development of the 2004-2007 strategic plan:

Pat Aeikens	Rob Cannell	Ruben Fernandez
R. Michael Alexander	Candy Cannon	John Fitzer
Mary Allison	Tony Cantu	Al Foletta
Natalie Alquizon	Elizabeth Carlisle	Mark Ford
Letty Alvarez	Paula Castagna	Glen Foth
Lydia Anderson	Jeanine Castle	Anita Foust
Felix Aquino	Donna Chandler	Jay Fowler
Robert Auernheimer	Jim Chin	Robert Fox
Doug Avery	Rick Christl	Nancy Frampton
Roberta Baber	Kelly Claassen	Jim Gilmore
Lynn Badertscher	David Clark	Pam Gilmore
Donna Baker	Diane Clerou	Chris Graves
Leonard Bancroft	Wayne Cole	Mario Gonzales
Diana Banuelos	Chris Cortes	Phillip Gonzales
Patty Barendse	Andy Crider	Kelly Graef
Lacy Barnes-Mileham	Tom Crow	Doris Griffin
Kent Baucher	Monica Cuevas	Michael Guerra
Ginna Beardon	Hester Cumming	Rosemarie Guglielmino
James Belk	John Cummings	Bryan Guthrie
Gail Beyer	Elizabeth Davitian	Dominic Guzman
Gene Blackwelder	Jennifer DeAlba	Jack Hacker
Ken Blackwood	Linda DeKruif	Karen Hammer
Bart Bohn	Paula Demanett	Susan Hansen
Kathy Bonilla	Sid Didulo	Candy Hansen-Gage
Lori Bonilla	Ned Doffoney	Taylor Harris
Christian Borneman	Cindy Dolph	Robyn Hart
Juan Bravo	Thomas Downing	Felisa Heller
Debi Bray	Daniel Doyle	Sean Henderson
Kathy Bray	Tom Driscoll	Richard Hoffman
Melinda Brewer	Cynthia Dunn	Lavell Hopkins
Doug Brinkley	Karen Durham	Phil Howard
Bob Brown	Ron Dustin	Keith Hughes
Gennean Brown	Amy Easterly	Dexter Ibara
Fred Brusuelas	Sherian Eckenrod	Deborah Ikeda
James Burgess	Joan Edwards	Jannett Jackson
David Burnes	Cynthia Elliott	Patricia Jackson
Brian Calhoun	Janice Emerzian	Joaquin Jimenez
John Canaday	Ed Eng	Keith Johnson

Marc Johnson
Susan Johnson
Steve Jones
Jeff Josserand
Matt Kalasian
Norma Kaser
Bill Kastanes
Chuck Keller
C. Helena Kennedy
Terry Kershaw
Kirtley King
George Kutnerian
Norma Lara
Deborah Lencioni
Carolyn Lewellen
Lee Liddle
Cecil Lindsey
Richard Lindstrom
Frances Lippman
David Lopes
Don Lopez
Adefla Lorenzano
Michael MacChesney
Ken Machoian
Lisa Maciel
Terri Main
Lynn Mancini
Stell Manfredi
Pearl Mangum
B J Marquez
Barbara Martin
Anna Martinez
Frank Mascola
Tina Masterson
Don McCain
Brian McCully
Sugar Mc Nerney
Holly McSwain
Linda Mendez
Janell Mendoza
Linda Mendoza
Tom Mester
Marilyn Meyer
Brad Millar

Donna Miller
Richard Molinar
Cris Monahan-Bremer
Anthony Monreal
Cindy Montgomery
Lisa Myers
Brent Nabors
Deborah Nankivell
David Navarro
Jerry Neff
Nellie Neri
Kenley Neufeld
Gary Nichols
Linda Nies
Ron Nishinaka
Lauren Novatne
Barbara Nurmi
Ken Olson
Lois Parento
Teresa Patterson
Margarita Perez
Kim Perry
Steve Petersen
Robert Peterson
Tanya Pryor
Olga Quercia
Kim Quesada
Mike Quinn
Frank Quintana
Forouz Radnejad
Birt Reid
Alicia Rios
Michael Roberts
Diana Rodriguez
Greg Rogers
Tony Romero
Randy Rowe
Jim Saddler
Paul Saito
Wil Schofield
Shreya Shah
Debbi Shapazian
Gurdeep Sihota
Carl Simms

Cyndie Sine
Becky Slaten
Derricka Smith
Ernie Smith
David Spaur
Brian Speece
Reg Spittle
Cindy Spring
Wendell Stephenson
Carol Stone
Tina Stovall
Bob Takacs
Maggie Taylor
Ron Taylor
Loretta Teng
Pam Thomas
Les Thonesen
Jerry Thurston
Otilia Torres
Robin Torres
Bill Turini
Francine Underwood
Sherry Upton
Nancy Vagim
Aaron Valencia
Richard Valencia
John Vidinoff
Valerie Vuicich
Vance Walberg
John Wallace
Ann Walzberg
Barry Warmerdan
Jan Waterman
Rob Weil
David Welk
Barbara Wells
Bud West
Mike Westley
Julie Whiting
Victor Yang
Susan Yates
Don Yeager
Sheryl Young-Manning

SECTION I – TRENDS

A major component of the development of a comprehensive strategic plan is the analysis of information relative to the internal and external factors that will affect the organization. The process used by State Center Community College District in addressing this area was the establishment of a trends committee that identified the key areas for analysis, and collected trends data that was used by the planning teams when developing goals and objectives for the planning period. This section provides the reader with a “snapshot” of our present status, along with future projections that were considered in the development of the 2004-2007 strategic plan.

The next three years promise to be both exciting and challenging for State Center Community College District. The economy of California will probably continue to be troubled during this time period, which will negatively impact available operating funds. The resulting challenge will be to continue offering the same quality education to an increasing number of students but with less money. At the same time, however, thanks to the passage of a local bond (Measure E), things will be exciting. The district will be renovating the Fresno City College’s Historic Old Administration Building and constructing and renovating facilities at all of the campuses in the district.

While the economy of California is troubled, the economy of the central San Joaquin Valley is one of the worst in the state. High regional unemployment rates have motivated area leaders to create the Fresno Regional Jobs Initiative concentrating on eight areas. The district should play an integral role in this jobs initiative. Part of the problem is that the population of the region does not possess the same level of education as the rest of the state.

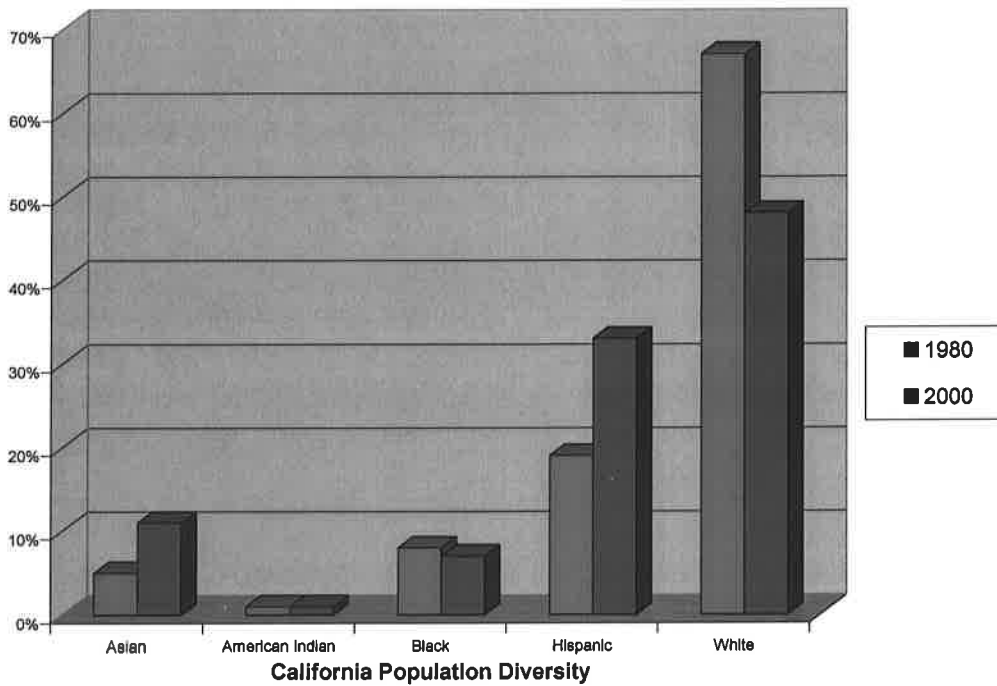
Educational Attainment Level (Percentage of people 25 years and over)

	California	Fresno County
Less than high school diploma	22	32
High school diploma or equivalency	21	20
Some college, no degree	23	22
Associate degree	7	7
Bachelor’s degree	18	13
Graduate or professional degree	10	6

Source: Milken Institute, 2003.

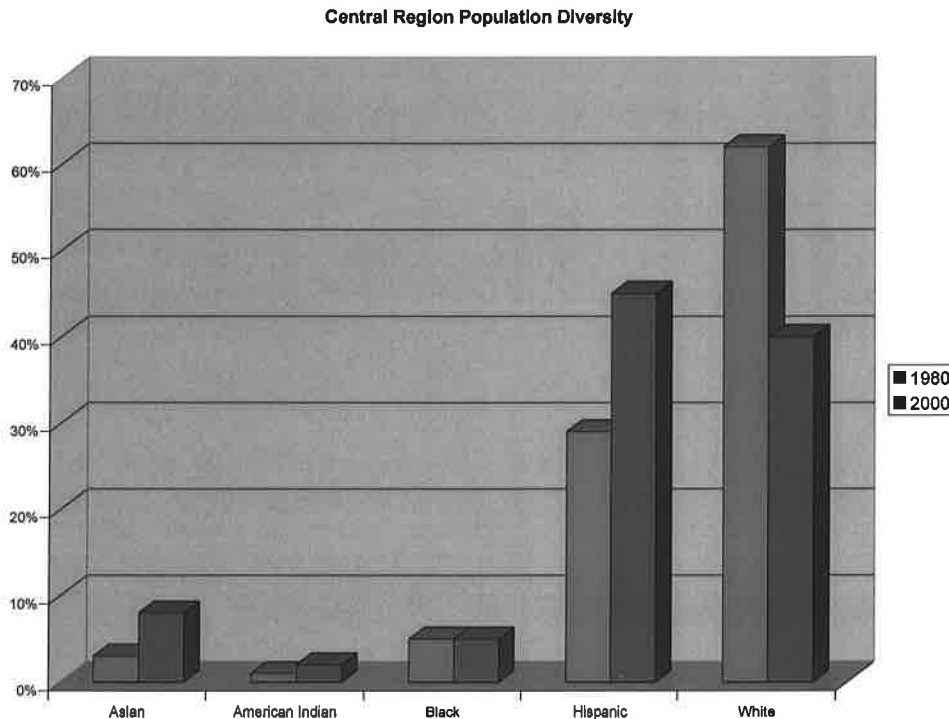
Additionally, SCCCDC faces the challenge that a large percentage of our population is non-native English speakers. More than 25 percent of Californians were born outside the United States. Immigrants will account for 20 percent of new workers in the state in the next decade.

The following charts, taken from the Fresno 20/20 Blueprint released by the Milken Institute in February 2003, show the change in population demographics between 1980 and 2000. The first chart shows California.



Source: Milken Institute, 2003.

The following chart shows the Central Valley. As you can see, the proportion of minorities is increasing more rapidly in the Central Valley than in the state of California as a whole.



Source: Milken Institute, 2003.

Placement tests show that the majority of students are at the basic skills level for English. Preliminary results of the 2002 California High School Exit Exam showed that only 39% of Fresno County students passed the English language arts component of the exam (California Department of Education web site sde.cc.gov). Results were almost identical for the math component of the exam. SCCCD already has difficulty offering enough basic skills courses to meet student needs.

The population is also aging. The over 65 age group currently accounts for 12.5% of the population, which will increase to 20% by 2030 (Fresno Blueprint 20/20, Milken Institute, 2003). This age group has more to invest and spend than any other. There will be a strong demand for travel, recreation, and enrichment classes from retirees. There will be more goods, services, and housing geared toward seniors. Over time, the need for medical services will increase as well.

New accreditation standards call for districts and colleges to develop assessment plans that include delineation of proposed student learning outcomes. They also require the development of methodologies to document these outcomes. In other words, we need to determine what students should learn in each class and then develop a way to show how successfully they have learned the material. This represents a paradigm shift from showcasing college-wide results to reflecting on the learning process on a class-by-class and student-by-student basis. Goals must be designed with the intention of

evaluating progress toward completion and impact on student learning. Developing and implementing a plan to address the requirements of the new standards will be a challenge.

There are also new technologies to consider. Technology continues to advance rapidly, and education must both embrace and teach the newest advancements. The number of courses offered online will continue to increase, and an increasing proportion of traditional face-to-face classes will integrate the Internet to create a hybrid environment. Infrastructure will also need to grow and adapt; wireless networks will proliferate and require new security techniques.

In March, 2002, the community demonstrated support of the district by passing a local bond, Measure E. In return, the district must keep the community well informed about the plans and facilities being created in order to demonstrate that their faith is well founded. The district also needs to create more partnerships in the community with businesses, high schools, and four-year institutions in order to share resources and participate in innovative projects.

In summary, over the next three years SCCCD will need to adjust to the budgetary restrictions imposed upon it by diminishing federal and state funding while adjusting curriculum to better serve a more diverse and aging population. The district will need to develop and implement a response to the new accreditation requirements, continue to provide pre-collegiate skills classes, create more community partnerships, and strive to keep up with technology. Not a small undertaking, but one that can be accomplished with sufficient planning.

SECTION II – TEN STRATEGIC AREAS IN BRIEF

As a result of the initial planning efforts for the 2004-2007 Strategic Plan, ten broad areas of study were identified for further research and analysis. The strategic areas described below formed the basis for the establishment of 12 task forces that developed the initial goals and objectives for the strategic plan.

1. **Excellence in Teaching and Learning** – Striving for continual improvement in the educational programs and services that support student success.
2. **Student Access, Involvement, and Support for Success** – Implementing strategies that attract, enroll, and retain to completion students who can benefit from college programs and services.
3. **Diversity** – Promoting an understanding and appreciation of the differences within the human family and creation of an environment that recognizes and nurtures differences within the employee community as a strategic asset.
4. **International Awareness** – Creating a district-driven catalyst for international education, training, and global citizenship.
5. **Resource Optimization—Human, Physical, and Fiscal Resources** – Continually improving the stewardship of human resources, physical resources, and fiscal resources.
6. **Technology Integration** – Becoming a leader in terms of integrating technology that improves instruction and other college systems.
7. **Institutional Awareness and Communication** – Creating a climate in which there is collaboration and open communication, both internally and externally.
8. **Organizational Excellence** – Using a systems approach to improve the quality of the programs and services, which places an emphasis on interrelationships among units and by enabling individuals to take responsibility for the purposes of the whole organization.
9. **Community Building** – Strengthening the leadership capacity of the college district and the communities served.
10. **Economic Development** – Adding value to the community through training, partnerships, and services.

SECTION III – MISSION, VISION, AND VALUES

At the core of an organization's planning and implementation efforts are the mission statement, vision statement, and basic values. These vital components of a strategic plan provide the internal and external community stakeholders with a clear understanding of the district's purpose and provide the foundation upon which to build the future goals and objectives of the institution.

Mission

State Center Community College District provides quality, innovative, and accessible educational programs and services that enhance student learning and global citizenship.

Vision

State Center Community College District will achieve and sustain recognized excellence in education, service, and leadership within a changing world.

Core Values

State Center Community College District values:

- Inclusiveness
- Excellence
- Accountability
- Integrity
- Continuous Improvement

Note: Appendix Two contains the Community Values of the Fresno Region. The ten value statements were formed as a result of a collaborative process involving the Fresno Business Council and a number of educational, governmental, private and community-based organizations and businesses involved in the newly formed Regional Jobs Initiative project.

SECTION IV – GOALS AND OBJECTIVES

1. Excellence in Teaching and Learning

Clearly one of the strongest features of the community college system is its emphasis on teaching and learning. Programs throughout the district are clearly designed to be student centered and are taught by faculty with a passion for teaching. With that said, there is always a need to employ a process of continual improvement. In order to assess institutional effectiveness, we will need to consider assessment aimed at understanding and improving student learning. Processes and systems need to be developed and implemented to assure that we are delivering the most effective, innovative instruction and training possible. The new accreditation standards are now focused on student learning outcomes and assessment as a process for measuring our effectiveness.

Goal: The district will coordinate the development of a system to assess outcomes of our educational programs and services for continued improvement at the respective colleges and centers.

Strategic Objectives

- 1.1 Provide staff development and training workshops that assist faculty, administrators, and staff in the development and implementation of a student learning outcomes assessment plan for the colleges/centers.
- 1.2 Initiate the development of professional enrichment activities that support innovative teaching methodologies that address outcome-based teaching and learning.

2. Student Access, Involvement, and Support for Success

Student access to programs and services throughout the district is clearly articulated and aligned with the district's mission statement, the California Master Plan, accreditation standards, matriculation guidelines, student equity, and the Americans with Disabilities Act (ADA). The colleges and centers of the district offer many opportunities for students to engage with instructors outside of the classroom, including student government, clubs, inter-collegiate athletics, and various co-curricular activities. Examples of existing support services that enhance student success include counseling and advising, tutorial assistance, financial aid assistance, scholarships, and more. The challenge for the district over the next three years is to not only maintain these important projects, but strive to increase activities and opportunities that result in increased access and success for all students.

Goal: The district will strive to provide quality services and programs that increase student access into the colleges, along with opportunities and support services which lead to appropriate preparation and increased success for all students.

Strategic Objectives

- 2.1 Increase the curriculum offerings, programs, and services for all students throughout the district.
- 2.2 Develop a framework for the colleges/centers to improve student matriculation processes which address the needs of a diverse student population.
- 2.3 Improve and expand student support services throughout the district, including outreach and recruitment; retention; career-occupational advising; counseling; and academic, co-curricular, social, and cultural activities.

3. Diversity

Creating an environment that values the differences within the human race drives the district's desire to continually evaluate and achieve a truly diverse population. The result of having a diverse faculty, classified professionals staff, administration and, of course, students is the creation of an environment that allows the district to accurately reflect our culturally diverse state and world.

Goal: The district is committed to the creation of an environment that embraces diversity and reflects the demographics of the service area.

Strategic Objectives

- 3.1 Develop and implement an action plan which preserves and enhances the diversity and equity of students, faculty, and staff at the colleges and centers.
- 3.2 Continue to support and expand educational opportunities in outlying service areas to increase access for rural students.

4. International Awareness

State Center Community College District is proud of its comprehensive international education programs and continues to work on expanding and improving services offered to our students. Our programs and activities are designed to increase awareness in the broader community and support the process by which students prepare for a successful transition into a multicultural and global society. The international education program is comprised of five major components: (1) international students, (2) study abroad, (3) faculty/staff exchange and development, (4) the Center for International Trade Development, and (5) curriculum with a global perspective.

Goal: SCCCD will foster the development of understanding, knowledge, values, and skills that enable students to succeed in an interconnected global and international environment.

Strategic Objectives

- 4.1 Increase the number of international education students attending the colleges/centers.
- 4.2 Increase the involvement of local students and faculty in study abroad and international development programs.
- 4.3 Increase awareness and improve understanding of global issues throughout the district and in the broader community through curriculum and programmatic offerings.

5A. Resource Optimization – Human Resources

Recognizing people as the district's most valuable resource, much attention should be given to the area of human resources. In this context, human resources is defined as the all-encompassing duty of the district as a whole, including campuses and centers, to assure a high quality, well-trained, and diverse workforce.

Goal: SCCCD will create an environment that will encourage the recruitment, training, and retention of a qualified, diverse workforce.

Strategic Objectives

- 5A.1 Initiate policies and practices to improve and expedite the hiring process for employees.
- 5A.2 Increase the awareness of the importance of recruiting and retaining a diverse workforce.
- 5A.3 Increase the scope of employee training programs designed to meet the needs of a dynamic environment.
- 5A.4 Improve the administration of employee performance evaluations.

5B. Resource Optimization – Physical Resources

An important, yet often overlooked, area in strategic planning is providing an environment that promotes not only learning, but a sense of pride and ownership in the process. Facilities and campus development are critical components of creating such an environment. In addition to facilities, such as classrooms and administrative spaces, landscaping and maintenance play an important role in creating a positive environment. Issues dealing with security, safety, modernization, conservation, and accessibility need to be addressed through the establishment of new, state-of-the art facilities, along with the proper maintenance, repair, renovation, and expansion of older buildings. A 161 million dollar bond (Measure E) was recently passed to address our growth needs, but decreased state revenues translate into less staffing and maintenance funds. The challenge during the next few years will be to maintain our current facilities to the highest degree possible while, at the same time, implementation begins on our bond-funded projects.

Goal: SCCCD will provide a safe, well-maintained educational environment that meets the current and future needs of our students, staff, and communities.

Strategic Objectives

- 5B.1 Develop procedures for the implementation of the initial design and construction phases of the bond projects program.
- 5B.2 Develop and implement a plan that addresses the staffing, facility maintenance, security, parking needs, environmental concerns, and space for educational programs and services.

5C. Resource Optimization – Fiscal Resources

The unprecedented budget deficit situation in California resulted in major mid-term budget reductions for the 2002-2003 year, along with further reductions in 2003-2004. Furthermore, it has been projected that the state will continue to have significant fiscal problems for the next two to five years. Compounding the challenge is the fact that the number of students wishing to attend our community colleges and centers is steadily increasing each year, thus creating a serious double bind for the district. This fundamental gap between the ability of the SCCCD colleges and centers to provide additional services for our students and the reality of a decreased level of fiscal resources will present significant challenges in the years to come.

Goal: The district shall be the steward of financial resources by maximizing existing resources and optimizing the acquisition, investment, and utilization of these resources towards the district's service priorities.

Strategic Objectives

- 5C.1 Continue to be fiscally solvent.
- 5C.2 Increase the level of current and planned gifts within the State Center Community College Foundation.
- 5C.3 Provide support services in the development and fiscal oversight of funded grants.
- 5C.4 Expand student support service operations (e.g. foodservices, bookstore, residence hall) to increase revenues.

6. Technology Integration

Technological changes occur virtually on a daily basis. Equipment purchased today can literally be obsolete, in some cases, in less than a year. The challenge is keeping up with technology changes and improvements in both the classrooms and offices. As noted throughout this report, fiscal restraints continue to challenge our ability to keep up to date. However, we must continue to provide our students and employees with the most state-of-the art computer equipment and software possible so that we can prepare our students for the technological advances they face in the workplace. Also, advances in communication technology and the World Wide Web over the past five years have led to increased distance education offerings—two-way, interactive, and online courses. We are also in the early stages of making student services, such as orientation, registration, advising, and communications with instructors available online. Key to the continued growth of student services, distance education courses, and web-based instruction over the next three years is not only the maintenance and improvement of the technology to support the classes, but also technological support and professional development opportunities for our instructors and staff.

Goal: To explore, update, implement, and support the integration of technology into all areas of the learning experience, thus providing a more effective use of resources to continuously enhance the educational process and operation of SCCCD.

Strategic Objectives

- 6.1 Increase the online capacity to expand distance learning instructional opportunities, web-based communications, student support services, and student access to computers.
- 6.2 Support and maintain technology and security systems throughout the district.
- 6.3 Coordinate staff development and training opportunities for certificated employees and classified professionals to ensure that they become competent and current with the emerging computer-based technologies.

7. Institutional Awareness and Communication

Effective communication is the foundation of every organization. In a multi-campus district, the need for clear and consistent communication is vital. Open communication is a critical element that affects both our internal and external audiences and helps us to fulfill our mission. To that end, the following goal and objectives reflect our commitment to emphasize the "community" in State Center Community College District.

Goal: Create a collaborative culture characterized by open communication which is timely, accurate, and consistent by utilizing appropriate channels of communication.

Strategic Objectives

- 7.1 Improve upon our existing communication efforts both internally and externally through an increase in person-to-person, electronic, and other alternative communication vehicles.

8. Organizational Excellence

State Center Community College District is a complex, multi-site organization located in the Central Valley. One of the greatest challenges we face is the ability to view the district as a total system while balancing the necessary autonomy of our colleges and centers. All employees are encouraged to view their decision making, resources, goals, processes, and consequences in light of the whole environment. This approach is commonly thought of as “systems thinking.” Systems thinking focuses on how the issue being studied interacts with the other constituents of the system—a set of elements that interact to produce behavior—of which it is a part. This means that instead of isolating smaller and smaller parts of the system, systems thinking works by expanding its view to take into account larger and larger numbers of interactions (Aronson, 1996). The ideal end result is an emphasis on improving the performance of the entire organization rather than single components.

Goal: Facilitate the learning and integration of the key elements of systems thinking of all district constituents in order to achieve a common, forward vision and unified effort.

Strategic Objectives

- 8.1 Increase the knowledge level and application of systems thinking throughout the district.
- 8.2 Explore alternative organizational models to expand upon the foundational workings of systems thinking in order to achieve and measure organizational excellence.

9. Community Building

Key to the mission of SCCCD is the integration of the colleges and centers with the communities they serve. Our colleges and centers are community resources that should benefit our community members. Students benefit from opportunities that connect their college studies with the real world around them through community-based learning activities. Our "open door" admissions policy reflects our commitment as a local resource for lifelong learning opportunities for all residents within our communities. As a result, we need to continually expand our capacity to serve our communities.

Goal: SCCCD will continue to develop partnerships that reflect community needs.

Strategic Objectives

- 9.1 Evaluate the needs of the various communities served and develop additional meaningful, appropriate partnerships.
- 9.2 Increase the participation of SCCCD employees and students in a variety of community partnerships.

10. Economic Development

Historically, community colleges have played an important role in meeting the needs of employers by providing a skilled workforce. SCCCD plays an important role in a multi-faceted approach to creating a strong, vibrant economy in the Valley by working with employers from all sectors.

Goal: SCCCD will continue to expand and improve upon the occupational training and economic development programs and partnerships throughout our region.

Strategic Objectives

- 10.1 Improve the current coordination, communication, and marketing efforts for the occupational and economic development programs at the various colleges and centers.
- 10.2 Increase the collection and analysis of appropriate regional and state data in order to improve existing programs and develop new occupational training programs.
- 10.3 Develop and expand partnerships which benefit all stakeholder groups including both employee and student constituencies.

SECTION V – NEXT STEPS

Strategic Plans are transformed into living documents the moment they are implemented. Without the development and initiation of action steps that address each planning objective, the goals of the plan will not be reached. Implementation of the objectives listed in Section IV will begin in early 2004 with the establishment of action teams that are charged with carrying out the respective objectives over the next three years. The team members will be responsible to identify specific actions that address each objective, develop timelines for implementation, and craft key performance indicators that reflect the degree to which the objectives are being met. Periodic meetings will be held in which the action team leaders will report on the progress being made for the respective goals. If needed, the action plans will be modified to better reflect the steps needed to accomplish the objective.

Toward the goal of providing all interested persons the opportunity to see the strategic plan and the monitoring of its progress, this strategic plan will be posted on the district's website at www.scccd.com. Individuals can also receive information on the progress of the plan by calling the Office of Educational Services and Planning at (559) 244-5906.

APPENDIX 1

GLOSSARY OF TERMS

Assessment – Methods that an institution employs to gather evidence and evaluate quality. (Accrediting Commission for Community and Junior Colleges, 2002)

Charrette - (shär-ret') is from the French noun meaning cart. Used in architecture, en charrette (by cart), for an intensive critique and planning session. At the Ecole des Beaux-Arts in Paris student architects collected their project materials for final jurying by the faculty, seated themselves on a charrette and were pulled by other would-be architects to their examination. Along the way in a kind of intensive planning process, the group would join their talents and background to critique and redesign the preliminary architectural plan or solution, despite the short time available. Thus the charrette process came to be an assembly of professional architects and students who would jointly analyze a major design problem, would develop a number of solutions to the problem, critique these, and select the best. The charrette brought a number of architectural talents, interests, biases, and resources to bear at one time on an important problem.

Strategic Planning – A disciplined effort to produce fundamental decisions and actions that shape and guide what an organization (or other entity) is, what it does, and why it does it. At its best, strategic planning requires broad scale information gathering, an exploration of alternatives, and an emphasis on the future implications of present decisions. It can facilitate communication and participation, accommodate divergent interests and values, and foster orderly decision making and successful implementation. (Olson and Eadie, 1982).

Student – Learning Outcomes – Knowledge, skills, and attitudes that a student has attained at the end (or as a result) of his or her engagement in a particular set of collegiate experiences. (Accrediting Commission for Community and Junior Colleges, 2002)

Systems Thinking – A way of helping a person to view the world, including its organizations, from a broad perspective that includes structures, patterns and events, rather than the events themselves. This broad view helps one to identify the real causes of issues and know where to work to address them. (Senge, Peter M. 1990. The Fifth Discipline – The Art and Practice of The Learning Organization)

APPENDIX 2

COMMUNITY VALUES OF THE FRESNO REGION

- **Stewardship-** We will lead and follow as stewards of our region, caring responsibly for our community assets. We will work together to achieve the greatest, long-term benefit for the community as a whole.
- **Boundary Crossing and Collaboration-** We are willing to cross political, social, ethnic, and economic boundaries and partner with others to achieve community outcomes. We will lead “beyond the walls” to create an inclusive, cohesive community through partnership and collaboration.
- **Commitment to Outcomes-** We are willing to take responsibility for tasks and achieving specified outcomes. We are committed to staying involved until the tasks are completed.
- **“Art of the Possible” Thinking-** We believe that anything is possible in the Fresno Region. We will envision “success without limitations” and then backward map a specific, attainable strategy for achieving that vision.
- **Fact-Based Decision Making-** To the greatest extent possible, we will base decisions and action plans on objective data, thereby avoiding distortion of issues by personal feelings or agendas.
- **Truth Telling-** We value the empowerment of everyone involved, along with all community stakeholders, to honestly and forthrightly share all knowledge, experiences, and insights relative to the work at hand. We take responsibility for ensuring our “truth” is current, not historical. We all share the responsibility for maintaining the truth telling standard.
- **Power Parity-** We respect all persons and recognize that there are diverse viewpoints. Positional power will not determine a strategy or preferred outcome, merit will. Viewpoints from diverse constituencies will be proactively sought to ensure the best possible outcomes for the community.
- **Commitment to Resolving Conflict-** Conflict is inevitable and is sometimes required in order to achieve the best outcomes possible. Healthy conflict involves valuing every individual regardless of his or her stance on a specific issue, and an unwavering commitment to working through the conflict in a positive manner despite its severity.
- **Asset-Based Approach-** We are focused on using a strengths-based, asset-oriented approach to people and issues. We believe that positive change occurs when we appreciate, value, and invest in what is best in our people and community.

- ***Conflict of Interest-*** We agree to disclose any personal or professional conflict of interest that may affect our objectivity before engaging in work that will impact the community. We seek to avoid even the appearance of impropriety.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: November 4, 2003

SUBJECT: Acknowledgment of Quarterly Financial
Status Report – General Fund

ITEM NO. 03-236

EXHIBIT: Report

Background:

Enclosed is the September 30, 2003, Quarterly Financial Status Report (CCFS-311Q) for the District General Fund, as required for community college districts (ECS 84043). In accordance with State instructions, a copy of the report is forwarded electronically to the State Chancellor's Office.

Since this is the first quarterly report for the 2003-04 fiscal year, few changes have occurred since the budget adoption. Additional revenue and expenditure adjustments will occur as the year progresses. Projections of revenue, expenditures, etc., are based on the adopted budget, as amended for additional grants, new programs, etc. The revenue and expenditures, when compared to budget, are normal for the first quarter at approximately 19% and 22%, respectively. Revenue received from property taxes and certain federal monies is not received until later in the year. The budgeted and funded growth in FTES for 2003-04 is estimated at 1.06%

Recommendation:

It is recommended that the Board of Trustees acknowledge the Quarterly Financial Status Report (CCFS-311Q), as presented.

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Fiscal Year 2003-2004
District:(570)STATE CENTER Quarter Ended: (Q1) September 30, 2003
Certified Date:24-Oct-03 12:27 PM

I. Historical and Current Perspectives of General Fund (Unrestricted and Restricted):

Annual	As of June 30 for fiscal year (FY) specified.			
	FY00-01	FY01-02	FY02-03	FY03-04
General Fund Revenues (Objects 8100, 8600, and 8800)	112,216,676	121,182,635	120,327,428	119,084,420
Other Financing Sources (Objects 8900)	246,336	1,848,880	324,786	414,794
General Fund Expenditures (Objects 1000-6000)	105,364,522	115,074,883	117,421,077	118,170,685
Other Outgo (Objects 7100, 7300, 7400, 7500, and 7600)	5,921,499	4,512,391	2,164,917	1,328,529
Reserve for contingency	Unrestricted 0	0	0	0
Reserve for contingency	Total 0	0	0	0
General Fund Ending Balance	Unrestricted 6,882,549	16,881,272	17,997,006	17,997,006
General Fund Ending Balance	Total 13,522,762	16,967,003	18,033,223	18,033,223
Prior-Year Adjustments	-82,481	0	0	0
Attendance FTES	22,709	23,742	25,184	25,451
Quarter	For the same quarter to each fiscal year (FY) specified			
	FY00-01	FY01-02	FY02-03	FY03-04
General Fund Cash Balance (Excluding investments)	11,000,744	12,275,241	15,020,556	11,430,169

II. General Fund (Unrestricted and Restricted) Year-To-Date Revenues and Expenditures:

	Total Budget (Annual)	Actual (Year-to-Date)	Percentage %
General Fund Revenues (Objects 8100, 8600, and 8000)	119,084,420	22,528,119	18.92
Other Financing Source (Objects 8900)	414,794	191,301	46.12
General Fund Expenditures (Objects 1000-6000)	118,170,685	25,760,798	21.80
Other Outgo (Objects 7100, 7300, 7400, 7500, and 7600)	1,328,529	133,601	10.06

III. Has the district settled any employee contracts during this quarter? Yes No If yes, complete the following: (If multi-year settlement, provide information for all years covered)

Salaries

Contract Period Settled (Specify)	Management		Academic(Certificated)		Classified	
	Total Salary	Cost-Increase %*	Total Salary	Cost-Increase %*	Total Salary	Cost-Increase %*
Year 1	0		0		0	
Year 2	0		0		0	
Year 3	0		0		0	

* As specified in collective bargaining agreement.

Benefits

Contract Period Settled	Management Total	Academic Total	Classified Total
Year 1	0	0	0
Year 2	0	0	0
Year 3	0	0	0

Include a statement regarding the source of revenues to pay salary and benefit increases, e.g., from the district's reserves, from cost-of-living, etc.

IV. Did the district have significant events for the quarter(include incurrence of long-term debt, settlement of audit citations or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.) Yes No
 If yes, list events and their financial ramifications.(Include additional pages of explanation if needed.)

V. Does the district have significant fiscal problems that must be addressed this year? Yes No
Next year? Yes No If yes, what are the problems and what actions will be taken?
 (Include additional pages of explanation if needed.)

State Center Community College District is heavily reliant on funding from the State of California. For the past several years, the State of California has passed a State Budget that has either deferred revenues or borrowed short term to temporarily solve the structural imbalance (expenditures exceed revenues) in the State Budget. Additionally, the State has recently imposed significant increases in enrollment fees to the Community College students while reducing operational funding to Community Colleges in relation to prior years. Furthermore, property tax revenue (which are not backfilled by the State) appear to be overly optimistic. Operational funding for Community Colleges is based primarily on state apportionment, student enrollment fees, and property taxes. Any adverse modifications to any of these revenue streams for the District will impact our ability to serve our students.

CERTIFICATION

To the best of my knowledge, the data contained in this report are correct.



District Chief Business Officer

Date 10/27/03

To the best of my knowledge, the data contained in this report are correct. I further certify that this report was/will be presented at the governing board meeting specified below, afforded the opportunity to be discussed and entered into the minutes of meeting.



District Superintendent

Date 10/27/03

Quarter Ended: (Q1) September 30, 2003

Governing Board Meeting Date

11 / 4 / 03

Send to Printer

Back

3L Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available % Avail
MAJ.OBJ: 91 - ACADEMIC SALARIES	0.00	153,548.84	399,992.27	2,293,910.00	1,893,917.73
MAJ.OBJ: 92 - CLASSIFIED SALARIES	0.00	504,601.97	1,509,321.12	6,258,443.00	4,749,121.88
MAJ.OBJ: 93 - EMPLOYEE BENEFITS	0.00	248,439.42	820,415.56	3,227,750.00	2,407,334.44
MAJ.OBJ: 94 - SUPPLIES & MATERIALS	240,843.07	31,466.94	72,883.30	734,372.00	420,645.63
MAJ.OBJ: 95 - OTHER OPER EXP & SERVICE	454,777.43	464,707.99	1,585,080.24	6,789,495.00	4,749,637.33
MAJ.OBJ: 96 - CAPITAL OUTLAY	2,744.67	38.00	259,232.32	484,761.00	222,784.01
MAJ.OBJ: 97 - OTHER OUTGO	0.00	0.00	0.00	725,384.00	725,384.00

=====
 LOC.GRP: 1 - DISTRICT OFFICE
 698,365.17 1,402,803.16 4,646,924.81 20,514,115.00 15,168,825.02 73.94
 =====

LOC.GRP: 2 - FRESNO CITY COLLEGE

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available % Avail
MAJ.OBJ: 91 - ACADEMIC SALARIES	0.00	3,196,179.05	7,522,766.10	32,374,994.00	24,852,227.90
MAJ.OBJ: 92 - CLASSIFIED SALARIES	0.00	1,050,174.76	2,987,144.47	13,562,163.00	10,575,018.53
MAJ.OBJ: 93 - EMPLOYEE BENEFITS	0.00	918,378.63	2,672,806.01	11,345,143.00	8,672,336.99
MAJ.OBJ: 94 - SUPPLIES & MATERIALS	307,151.39	108,282.27	186,469.89	1,812,229.00	1,318,607.72
MAJ.OBJ: 95 - OTHER OPER EXP & SERVICE	1,036,995.61	191,033.24	542,200.68	4,747,085.00	3,167,888.71
MAJ.OBJ: 96 - CAPITAL OUTLAY	71,449.87	55,990.68	91,862.85	1,250,302.00	1,086,989.28
MAJ.OBJ: 97 - OTHER OUTGO	31,412.52	45,528.17	76,195.01	466,218.00	358,610.47
=====					
LOC.GRP: 2 - FRESNO CITY COLLEGE	1,447,009.39	5,565,566.80	14,079,445.01	65,558,134.00	50,031,679.60
=====					

LOC.GRP: 3 - REEDLEY COLLEGE

Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available % Avail
MAJ.OBJ: 91 - ACADEMIC SALARIES	0.00	1,123,594.40	2,576,625.54	12,115,126.00	9,538,500.46 78.73
MAJ.OBJ: 92 - CLASSIFIED SALARIES	0.00	385,534.80	1,132,498.77	4,794,718.00	3,662,219.23 76.38
MAJ.OBJ: 93 - EMPLOYEE BENEFITS	0.00	333,852.34	957,295.70	3,845,827.00	2,888,531.30 75.11
MAJ.OBJ: 94 - SUPPLIES & MATERIALS	159,298.88	42,870.32	104,009.93	773,792.00	510,483.19 65.97
MAJ.OBJ: 95 - OTHER OPER EXP & SERVICE	319,300.72	97,481.18	247,289.61	1,650,640.00	1,084,049.67 65.67
MAJ.OBJ: 96 - CAPITAL OUTLAY	164,913.74	5,142.35	65,776.77	550,243.00	319,552.49 58.07
MAJ.OBJ: 97 - OTHER OUTGO	10,027.99	24,276.22	57,406.16	136,927.00	69,492.85 50.75

=====
 LOC.GRP: 3 - REEDLEY COLLEGE
 653,541.33 2,012,751.61 5,140,902.48 23,867,273.00 18,072,829.19 75.72
 =====

LOC.GRP: 4 - NORTH CENTERS

L Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available & Avail
MAJ.OBJ: 91 - ACADEMIC SALARIES	0.00	587,487.56	1,226,114.92	5,920,664.00	4,694,549.08
MAJ.OBJ: 92 - CLASSIFIED SALARIES	0.00	101,660.02	298,625.78	1,280,098.00	981,472.22
MAJ.OBJ: 93 - EMPLOYEE BENEFITS	0.00	143,542.97	375,684.27	1,660,176.00	1,284,491.73
MAJ.OBJ: 94 - SUPPLIES & MATERIALS	35,684.22	20,274.66	36,055.31	169,538.00	97,798.47
MAJ.OBJ: 95 - OTHER OPER EXP & SERVICE	96,378.84	11,489.45	34,965.54	335,473.00	204,128.62
MAJ.OBJ: 96 - CAPITAL OUTLAY	13,629.09	33,924.41	55,681.18	193,743.00	124,432.73

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 LOC.GRP: 4 - NORTH CENTERS
 145,692.15 898,379.07 2,027,127.00 9,559,692.00 7,386,872.85 77.27
 =====

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

PRESENTED TO BOARD OF TRUSTEES

DATE: November 4, 2003

SUBJECT: Consideration of Resolution Authorizing
Adoption of a Labor Compliance Program,
Districtwide

ITEM NO. 03-237

EXHIBIT: Resolution

Background:

Included with the voter approval of Proposition 47 are the additional requirements of Assembly Bill 1506 (AB1506). AB1506 requires that Community College and K-12 Districts receiving funds from Proposition 47 must initiate, develop, and enforce a Labor Compliance Program. AB1506 adds Section 1771.7 to the California Labor Code which reads: (a) an awarding body that chooses to use funds derived from either the Kindergarten-University Public Education Facilities Bond Act of 2002 or the Kindergarten-University Public Education Facilities Bond Act of 2004 for a public works project, shall initiate and enforce, or contract with a third party to initiate and enforce, a labor compliance program, as described in subdivision (b) of Section 1771.5, with respect to that public works project. The bill requires that the labor compliance law apply to public works projects funded in full or in part from Proposition 47 or the potential statewide bond of 2004 that commence on or after April 1, 2003.

Prior to this legislation, all public works projects have been required to comply with the California Labor Code in regards to prevailing wages and the employment of apprentices; however, the responsibility for monitoring these items was with the State of California Department of Industrial Relations. With the passage of AB1506, the responsibility for enforcement of these provisions for projects funded through Proposition 47 or the statewide bond of 2004 rests with local districts through their Labor Compliance Program.

A Labor Compliance Program needs to be approved by the Department of Industrial Relations and must contain the labor compliance standards required by State and federal laws, regulations and directives, as well as community college policies and contract provisions which include, but are not limited to:

1. Contractors' payment of applicable general prevailing wage rates;
2. Contractors' employment of properly registered apprentices;
3. Contractors' provision of certified payroll records;
4. Monitoring of construction sites for verification of proper payment of prevailing wage and work classification;
5. Pre-job conferences with contractors and subcontractors to legally inform them of compliance issues;
6. Withholding contract payments and imposing penalties for noncompliance;
7. Preparation and submittal of annual reports.

To meet these new requirements in a cost-effective, quality-assured manner, both the Foundation for California Community Colleges and the Coalition for Adequate School Housing have submitted model LCP's for approval and use by school districts undertaking construction projects using funds from the Kindergarten-University Public Education Facilities Bond Acts of 2002 and 2004. Staff reviewed and determined the Coalition for Adequate School Housing Labor Compliance Program best meets the District's needs and provides for compliance. In order to comply with these new legal requirements, it is appropriate for the Board of Trustees to approve by Resolution, participation in the State Center Community College District's Labor Compliance Program.

Fiscal Impact:

To be determined - Estimates range from .5% to 2% of construction project costs depending upon the size of the project. Costs to enforce the LCP may be paid from applicable bond funds. The first project funded with Proposition 47 funds will be the Reedley Library Addition scheduled for bidding in February 2004.

Recommendation:

It is recommended that the Board of Trustees:

- a) approve a Resolution authorizing the adoption of a Labor Compliance Program for construction projects utilizing funds from the Kindergarten-University Public Education Facilities Bond Acts of 2002 and 2004; and
- b) authorize the Interim Chancellor or Vice Chancellor, Finance and Administration, to sign an Agreement on behalf of the District.

STATE CENTER COMMUNITY COLLEGE DISTRICT

RESOLUTION 03-237

**PROP. 47 and AB 1506, (WESSON)
THE ADOPTION OF A LABOR COMPLIANCE PROGRAM**

WHEREAS, Upon voter approval of Proposition 47, Assembly Bill 1506 (AB1506) (Wesson), requires Community College Districts choosing to use funds from Proposition 47 to initiate, develop, and enforce a Labor Compliance Program. Labor Code section 1771.7, reads (a) An awarding body that chooses to use funds derived from either the Kindergarten-University Public Education Facilities Bond Act of 2002 or the Kindergarten-University Public Education Facilities Bond Act of 2004 for a public works project, shall initiate and enforce, or contract with a third party to initiate and enforce, a Labor Compliance Program, as described in subdivision (b) of Section 1771.5, with respect to that public works project. The bill would provide that the labor compliance law applies to a public works project that commences, as provided, on or after April 1, 2003.

WHEREAS, On November 5th, 2002 Proposition 47, the Kindergarten-University Public Education Facilities Bond Act of 2002, was approved by California voters; and

NOW THEREFORE, in consideration of such facts, the Governing Board hereby finds that:

1. it is necessary to adopt a Labor Compliance Program (LCP); and
2. the LCP shall be submitted and approved by the Department of Industrial Relations; and
3. the LCP shall be developed and implemented by in-house staff, or contracted to a third-party consultant, or a combination of both.

* * * * *

The foregoing Resolution was adopted upon motion of Trustee _____, and seconded by Trustee _____, at a regular meeting of the Board of Trustees of the State Center Community College District on this 4th day of November, 2003, by the following vote, to wit:

AYES:

NOES:

ABSENT:

Dorothy Smith, President, Board of Trustees
State Center Community College District

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

PRESENTED TO BOARD OF TRUSTEES

DATE: November 4, 2003

SUBJECT: Consideration to Authorize Agreement with Consultants for Program/Construction Management Services, Measure E Projects
ITEM NO. 03-238

EXHIBIT: None

Background:

The passage of Measure E in November 2002 provided \$161 million dollars for capital projects Districtwide. In addition, the District has continued to apply for and receive State funding for capital projects. The State funding is received as projects are approved and as the State Chancellor's Office receives the funds from State bonds. The current status of these projects is as follows:

- Madera Center, Phase 1B (Revenue Bonds)
 - Construction and Equipment - \$15.04 million
- Reedley College Learning Resources Center Addition (Prop. 47)
 - Working Drawings - \$195,000
 - Construction and Equipment - \$5.5 million
- Fresno City College Applied Technology Modernization
 - Preliminary Plans and Working Drawings - \$962,000 (Prop. 47)
 - Construction and Equipment - \$11.4 million (Prop. 53 - 3/04)
- Fresno City College Railroad Underpass (Prop. 47)
 - Preliminary Plans, Working Drawings, Construction - \$1.2 million
- Fresno City College Student Services Building Remodel (Prop. 53)
 - Preliminary Plans and Working Drawings - \$226,000
- Willow International, Phase 1 (Prop. 53)
 - Construction - \$33.6 million
- Additional FPP's and IPP's currently submitted
 - \$36.8 million
- **TOTAL (Including Measure E)**
 - **\$265.9 million**

The Measure E and State-funded projects contain funding for program and construction management services. The intent of these funds is that they be used to contract with a consulting firm that can provide services that will assist with labor compliance and facilitate project and construction management on District projects as needed.

In July of this year proposals were solicited for program management services for the District's capital projects. The solicitation also requested that the proposals include construction management services for future consideration on selected projects.

The District received seven proposals. The proposals were initially evaluated based on the thoroughness of their submission, the relevant experience of the firm in management of community college projects and working with State agencies, and on the firm's ability to successfully manage multiple projects. Reference checks were also conducted. Based on the proposals and reference checks, five firms were selected for interviews.

The five firms interviewed included:

Harris and Associates
URS Corporation
Don Todd Associates, Inc.
Swinerton Management and Consulting
Kitchell

The interview committee included District staff, the College Business Managers, and Kurt Schindler from ELS Architects. The committee is recommending Kitchell to provide program/construction management services and labor compliance oversight for the District's Capital Projects Program.

Fiscal Impact:

Kitchell will provide the services of a full-time program manager, a part-time project director, and program support as needed in creating and updating master budgets, schedules and other tasks. Kitchell will also provide and equip an on-site office to accommodate their personnel and to provide room for meetings and plan storage. The District will be able to increase or decrease services as project demand requires. Each individual project will bear the costs of the services provided.

The estimated cost for the first two years of program/construction management services is \$875,000 - \$1,000,000.

The estimated cost for labor compliance administration services will range from 1.5% of the construction cost for small projects down to .5% for projects of \$10 million or greater.

Recommendation:

It is recommended that the Board of Trustees:

- a) authorize entering into an Agreement with Kitchell to provide program/construction management services and labor compliance administration for the District's Capital Projects Program; and
- b) authorize the Interim 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: November 4, 2003

SUBJECT: Consideration to Appoint Dean of Instruction,
Reedley College

ITEM NO. 03-239

EXHIBIT: None

Background:

The District conducted a national search to fill the position of Dean of Instruction at Reedley College. There were fifty applicants for this position. Final interviews were conducted on October 22, 2003. The Interim Chancellor is recommending that Kimberly Ann Perry be appointed as Dean of Instruction at Reedley College. Ms. Perry received her Bachelor's Degree in agricultural education from the University of California, Davis and her Master's Degree from the University of California, Davis. She also holds a life science and agriculture single subject credential and an agriculture specialist credential. Ms. Perry began her career as a Vocational Agriculture Instructor for the ROP program in the Fremont-Newark District. She served as the Interim Dean, Vocational Education & Applied Science at Mira Costa College. She has served as Vocational Education Specialist for the Chancellor's Office, California Community Colleges. She was the Director of Ed>Net Biological Technologies at Ventura College. She has also served as Administrator, Vocational Education Services at the Chancellor's Office, California Community Colleges. Most recently she has served as Associate Dean, Agriculture/Natural Resources, Business and Industrial Technology Division at Reedley College. During the past four months Ms. Perry has served as Interim Dean of Instruction at Reedley College. Kimberly Perry brings over 24 years of successful administrative experience to the Dean of Instruction position at Reedley College.

Recommendation:

It is recommended that the Board of Trustees appoint Kimberly Ann Perry as Dean of Instruction at Reedley College with placement on the management salary schedule at Range 66, Step 6 (\$9,353/month), effective November 5, 2003.