

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

- I. Call to Order
- II. Pledge of Allegiance
- III. Introduction of Guests
- IV. Approval of Minutes, Meetings of January 7, 2003, and January 21, 2003
- V. Delegations, Petitions, and Communications [see footnote, page 3]
 - A. Recognition of Reedley College Football Team Dorothy Smith
- VI. Reports of Chancellor and Staff
 - A. PRESENTATIONS
 - 1. Chancellor's Report Judith Redwine
 - 2. Campus Reports Ned Doffoney, FCC
Tom Crow, RC
Don Yeager, NC
 - 3. Academic Senate Report Olga Quercia, FCC
 - 4. Classified Senate Report Linda Nies, RC
 - 5. Learning Resource Center Addition,
Reedley College Tom Crow
Brian Speece
 - 6. Medical Interpreter Program,
Reedley College Ron Taylor
Trish Johnson
 - B. CONSIDERATION OF CONSENT AGENDA [03-24 through 03-38]

C. PERSONNEL

1. Public Hearing on Initial Full-Time Bargaining [03-39] Randy Rowe
Proposals Presented by State Center Federation
Local 1533, CFT/AFT, CIO/AFL

D. GENERAL

2. Consideration of Agenda Items for Board [03-40] Dorothy Smith
Retreat, March 14-15, 2003
3. Acknowledgement of Quarterly Financial [03-41] Doug Brinkley
4. Consideration to Amend Energy Services [03-42] Doug Brinkley
Agreement with CMS Viron Energy Services
5. Citizens' Bond Oversight Committee Review [03-43] Doug Brinkley
Process
6. Timelines and Activities for Issuing 2003 [03-44] Doug Brinkley
Measure E Bonds
7. Consideration to Adopt 2003-04 Budget [03-45] Doug Brinkley
Development Calendar
8. 2002-03 Mid-Year Budget Reduction Update [03-46] Doug Brinkley
9. Governor's 2003-04 Proposed Budget [03-47] Doug Brinkley

VII. Reports of Board Members

VIII. Old Business

IX. Future Agenda Items

X. Closed Session

- A. CONFERENCE WITH LABOR NEGOTIATOR [SCFT Part-Time Bargaining Unit];
Randy Rowe, Pursuant to Government Code Section 54957.6
- B. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION,
Pursuant to Government Code Section 54956.9(b); Significant Exposure to Litigation:
One Potential Case

X. Closed Session (continued)

C. PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT, Pursuant to Government Code Section 54957; Title: District Associate Dean – Human Resources

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

E. PUBLIC EMPLOYEE PERFORMANCE EVALUATION; Title: Legal Counsel; Pursuant to Government Code Section 54957

XI. Open Session (if any)

A. Consideration to Appoint District Associate [03-48] Randy Rowe
Dean – Human Resources

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-Personnel, Mr. Randy Rowe, at the beginning of the meeting.

CONSENT AGENDA
BOARD OF TRUSTEES MEETING
February 4, 2003

PERSONNEL

1. Extension of Contract and Resignation, Certificated Personnel [03-24]
2. Employment, Promotion, Change of Status, Transfer, Leave of Absence, and Resignation, Classified Personnel [03-25]
3. Consideration to Adopt Resolution of Elimination of Classified Position in the District Office [03-26]
4. Consideration to Approve New Duties and Responsibilities, Instructional Technician – Health Care Interpreting Language Coach [03-27]
5. Consideration of Applications for 2003-2004 Sabbatical Leaves, Fresno City College [03-28]

GENERAL

6. Consideration to Approve 2001-2002 Partnership for Excellence Expenditures Report [03-29]
7. Review of District Warrants and Checks [03-30]
8. Consideration to Accept Construction Project, HVAC Rehabilitation, Science Labs, Fresno City College [03-31]
9. Financial Analysis of Enterprise and Special Revenue Operations [03-32]
10. Budget Transfers and Adjustments Report [03-33]
11. Consideration to Adopt Resolution Authorizing Interfund Transfers [03-34]
12. Consideration to Approve Agreements for State Work Study Program, Fresno City College and Reedley College [03-35]
13. Consideration to Approve Agreement with California Department of Food and Agriculture for Buy California Initiative, The Training Institute [03-36]
14. Consideration to Approve Agreement with West Hills Community College District for Radiologic Technologist Program, Fresno City College [03-37]
15. Consideration to Extend Agreement with Vavrinek, Trine, Day & Co. for 2002-03 and 2003-04 Annual Audits [03-38]

MINUTES OF MEETING OF
BOARD OF TRUSTEES
STATE CENTER COMMUNITY COLLEGE DISTRICT
January 21, 2003

Call to Order A special workshop of the Board of Trustees of the State Center Community College District was called to order by President Dorothy Smith at 4:00 p.m., January 21, 2003, at the District Office Boardroom, 1525 E. Weldon Avenue, Fresno, California.

Trustees Present Dorothy Smith, President
Pat Patterson, Secretary (arrived at 4:15 p.m.)
Isabel Barreras
Adolfo Corona
Phillip J. Forhan
Leslie Thonesen
George Kutnerian, Student Trustee, FCC

Trustees Absent William Smith, Vice President
Natalie Alquinzon, Student Trustee, RC

Also present were:

Judith A. Redwine, Chancellor, SCCCCD
Ned Doffoney, President, Fresno City College
Tom Crow, President, Reedley College
Don Yeager, Vice Chancellor-North Centers
Terry Kershaw, Interim Vice Chancellor-Educational Services and Planning, SCCCCD
Doug Brinkley, Vice Chancellor-Finance and Administration, SCCCCD
Randy Rowe, Associate Vice Chancellor-Human Resources, SCCCCD
Cindy Spring, Executive Secretary to the Chancellor, SCCCCD
Teresa Patterson, Executive Director-Public and Legislative Relations, SCCCCD
Eileen O'Hare, General Counsel, SCCCCD
Brian Speece, Associate Vice Chancellor-Business and Operations, SCCCCD
Joan Edwards, Executive Director – SCCC Foundation
Olga Quercia, Academic Senate President and Staff, FCC
Larry Dickson, Classified Senate President and Staff, FCC
Zwi Reznik, AFT President and Staff, FCC
Francis Sullivan, CSEA President and Staff, FCC
Tom Driscoll, Construction Services Manager, SCCCCD
Bruce Morris, Citizen

Delegations,
Petitions, and
Communications

There were no delegations, petitions, and communications.

Update on Willow/
International Phase I
and II Construction

Dr. Yeager and Mr. Brinkley provided an overview of the construction plans for Phase I and II of the Willow/International site. Board members expressed their concern regarding the following areas of the site design:

- Placement of labs on the second floor
- Parking – distance from buildings and security
- Public transportation and traffic flow
- Entry point identified for Center services
- Scale model

Capital Facilities
Program Planning
Process

Mr. Brinkley's presentation identified the time schedule, activities, and process for soliciting input into the development of a draft Capital Facilities Plan Project Time Schedule.

Mr. Forhan questioned if the \$16 million for the initial bond funding was too low, and also the criteria for ranking the projects.

Adjournment

The meeting was adjourned at 5:59 p.m. by the unanimous consent of the Board.

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

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MINUTES OF MEETING OF
BOARD OF TRUSTEES
STATE CENTER COMMUNITY COLLEGE DISTRICT
January 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 President Dorothy Smith at 4:30 p.m., January 7, 2003, at the District Office Boardroom, 1525 E. Weldon Avenue, Fresno, California.

Trustees Present Dorothy Smith, President
William Smith, Vice President
Pat Patterson, Secretary
Isabel Barreras
Adolfo Corona
Phillip J. Forhan
Leslie Thonesen
Natalie Alquinzon, Student Trustee, RC
George Kutnerian, Student Trustee, FCC

Also present were:

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

Introduction of Mr. Rowe introduced Francis Sullivan, new CSEA President.
Guests

Among the others present, the following signed the guest list:

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
Olga Quercia, Academic Senate President and Staff, FCC
Larry Dickson, Classified Senate President and Staff, FCC
Linda Nies, Classified Senate President and Staff, RC
Ron Nishinaka, Academic Senate President and Staff, RC

Introduction of
Guests (continued)

Zwi Reznik, AFT President and Staff, FCC
Francis Sullivan, CSEA President and Staff, FCC
Gene Blackwelder, College Business Manager, RC
Ed Eng, Director of Finance, SCCC
Randy Vogt, Director of Purchasing, SCCC
Tony Cantu, Dean of Instruction, FCC
Ron Taylor, Dean of Instruction, RC
Michael Guerra, College Business Manager, FCC
Richard Christl, Associate Dean of Instruction-Applied
Technology Division, FCC
Christina Masterson, Interim Dean of Instruction and Student
Services, NC
Cris Monahan Bremer, Director of Marketing and
Communications, FCC
Elizabeth Carlisle, Executive Director-The Training Institute,
FCC
Marilyn Meyer, Associate Dean of Instruction-Business Division,
FCC
Jeff Josserand, Director of Classified Personnel, Personnel
Commission
M. E. Mericle, Associate Dean of Instruction, Social Sciences
Division, FCC
Jannett Jackson, Associate Dean of Instruction, Learning
Resources Center, FCC
Ernie Smith, Associate Dean of Students, CalWORKs Program,
FCC
Robert Fox, Dean of Students, FCC
John Cummings, District Dean of Admissions and Records,
SCCC
Diane Clerou, Interim Director-Human Resources, SCCC
Bruce Morris, Citizen

Approval of Minutes

The minutes of the Board meeting of December 10, 2002, were presented for approval. A motion was made by Mr. Corona and seconded by Mr. Smith to approve the minutes of the December 10, 2002, meeting as presented. The motion carried unanimously.

Presentation of AFT
Full-Time Initial
Bargaining
Proposals

Mr. Zwi Reznik, AFT President, presented the full-time faculty initial bargaining proposals.

Delegations,
Petitions, and
Communications

Mr. Bruce Morris asked if consent Items 03-11 and 03-12 were related to agenda Item 03-22 and questioned if it was appropriate to approve contracts before approving the movement of funds. It was noted that Trustee Forhan had requested that consent items 03-11 and 03-12 be pulled from the consent agenda for discussion.

Chancellor's Report

Dr. Redwine wished everyone a productive 2003. She noted that it will be a belt-tightening year for the District due to the state's budget cuts.

Campus Report,
Fresno City College

Dr. Doffoney reported on the following:

- Spring Orientation meeting on January 9.
- Faculty Flex Day on January 10.
- Deborah Ikeda and Monica Cuevas have been selected to participate in the 13th Annual Kaleidoscope, a leadership development program for women of color in community college administration.
- Jannett Jackson has been selected for promotion to Colonel in the Army National Guard.
- Men's basketball team is now 20-0, the best start ever.
- The Community College Times featured an article by Kathleen Bonilla on two of FCC's programs for students with special needs.
- Employer Recognition Luncheon held in December.
- Distinguished Alumnus Jon A. Gallinetti, has been promoted to the rank of Major General in the U.S. Marine Corps.

Campus Report,
Reedley College

From Reedley College, Dr. Crow reported the following:

- New Student Welcome on January 8.
- Reedley College, including the North Centers, was recently named the 15th fastest-growing community college for colleges over 10,000 headcount.
- The Community Campus office will be holding special registration events in Parlier, Selma, Sanger, and Sunnyside.
- The Lady Tiger Basketball Team won the San Mateo Tournament on December 22. Forward Sarah Montgomery was named the tournament MVP.
- Author Aimee Bender will kick-off the Spring Speakers' Series on February 20 in the Forum Hall.
- Head Football Coach Michael White has been named the 2002 National Coach of the Year by the American Community College Football Coaches Association.

Campus Report,
North Centers

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

- Alpha Gamma Sigma's food and coat drives.
- The State Center Consortium has awarded the North Centers a \$10,000 mini-grant to be used in the development of a Career Center for the Madera Center and expansion of the Career Center at the Clovis Center.

Campus Report,
North Centers
(continued)

- Orientation sessions for the Madera Center College Advantage Program.
- New Student Orientation sessions.
- Bruce Thornton, author of Plagues of the Mind, will kick-off the Spring Speakers Series on February 4.

Academic Senate
Report

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

- Election of 2003 Academic Senate Officers.
- Lacy Barnes-Mileham has been selected as the Senate's nominee for the Hayward Award.
- Approval of the North Centers' Faculty Association Constitution and Bylaws.
- Joint meeting regarding Equivalency/Minimum Qualifications for faculty.
- Continuance of Shared Governance meetings
- Awareness of budget situations.

Classified Senate
Report

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

- Classified staff's awareness of budget cuts.
- Mr. Brinkley is scheduled to meet with the Senate on January 22 to discuss the bond process.
- New employee orientation and mini-sessions are being scheduled for the near future.

Foundation Update

Dr. Edwards provided an update on the Foundation's activities and finances for the past year.

Ms. Smith questioned how many people are on the Foundation Board and the criteria used when selecting board members, as the Foundation should represent the people the District serves. She noted that a person does not have to have money to be a good worker. Mr. Corona added that Dr. Edwards has been very effective and assertive in her position. He believes she has been trying to establish the infrastructure to allow the Foundation to prosper, as well as add diversity to the Board membership.

Consent Agenda
Action

Mr. Forhan requested that consent Items 03-11 and 03-12 be pulled for further discussion.

It was moved by Mr. Thonesen and seconded by Mr. Patterson that the Board of Trustees approve the consent agenda as amended and with the exception of Items 03-11 and 03-12. The motion carried unanimously.

Employment,
Certificated
Personnel
[03-01]
Action

approve certificated personnel recommendations, Item A, as presented. (List A is herewith made a part of these minutes as Appendix I, 03-01).

Employment,
Promotion, Change
of Status, Leave of
Absence, and
Retirement,
Classified Personnel
[03-02]
Action

approve classified personnel recommendations, Items A through H, as presented. (Lists A through H are herewith made a part of these minutes as Appendix II, 03-02).

Consideration of
Applications for
2003-04 Sabbatical
Leaves, Reedley
College
[03-03]
Action

pursuant to Article XIV-A, Section 7, of the current agreement between the District and the State Center Federation of Teachers, grant the following sabbatical leaves to Reedley College/North Centers staff members during the 2003-2004 academic year, subject to receipt by the District of a written statement from each leave recipient of their agreement to serve the District for at least two years following completion of the leave (as required by Education Code Section 87770):

Maria Kelly, Reedley College – Spring 2004
Project Title: Research – Development of Online Mathematics Course(s)

Jan Reyes, Reedley College – Fall 2003
Project Title: Research – Development of Online Curriculum Resource for SCCCD Reading Instructors

David Welk, North Centers – Fall 2003 and Spring 2004
Project Title: Research and Travel – Creation of Instructional Materials for Geography Courses

Ewa Hryniewicz-Yarbrough, North Centers – Fall 2003
Project Title: Research – Development of International Intercultural Curriculum

Consideration to
Approve Agreement
for Search
Consultant for Vice
Chancellor-
Educational Services
and Planning
Position
[03-04]
Action

award RFP #0203-09 in the amount of \$17,000.00 to Community College Search Services, the lowest responsible bidder for the recruitment of the Vice Chancellor-Educational Services and Planning position, and authorize the Chancellor to sign an agreement on behalf of the District.

Consideration to
Approve Out-of-
State Travel,
Kennedy Center
American College
Theatre Festival,
Fresno City College
[03-05]
Action

approve out-of-state travel for twelve Fresno City College theatre students to attend the Kennedy Center American College Theatre Festival to be held at Utah State University in Logan, Utah on February 10-16, 2003, with no expenses to be incurred by the District.

Consideration to
Approve Out-of-
State Travel, Oregon
Shakespeare
Festival, Fresno City
College
[03-06]
Action

approve out-of-state travel for up to fifteen Fresno City College theatre students to attend the Oregon Shakespeare Festival in Ashland, Oregon on June 16-22, 2003, with no expenses to be incurred by the District.

Review of District
Warrants and Checks
[03-07]
Action

review and sign the warrants register for the period December 3, 2002, to December 24, 2002, in the amount of \$10,329,390.72; 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 November 19, 2002, to December 18, 2002, in the amount of \$483,808.74.

Consideration to
Approve 2003-04
Tuition Rate, Out-of-
State and
Nonresident Students
[03-08]
Action

- a) establish the 2003-04 out-of-state tuition rate at \$149 for each unit enrolled;
- b) establish the 2003-04 nonresident tuition rate at \$165 (including \$16 for capital outlay) for each unit enrolled; and
- c) continue Board policy which provides that total nonresident and out-of-state tuition be paid at the time of registration.

Consideration to
Approve 2003-04
Residence Hall Rate,
Reedley College
[03-09]
Action

establish the Residence Hall annual rate for 2003-04 at \$2,000,
plus a nonrefundable contract fee of \$125.

Consideration to
Approve
Amendment with
Yoshino's Pacific
Café, Fresno City
College
[03-10]
Action

approve an amendment to the agreement whereby Mr. Tom
Hagihara will make monthly payments to the District in the
amount of \$3,333.33 (\$40,000.00 annually), for the remaining
term of the existing agreement for the operation of Yoshino's
Pacific Café at Fresno City College.

Consideration to
Approve Agreement
with Edwin S.
Darden Associates,
Inc. for Architectural
and Engineering
Services for
Willow/International,
Phase I
[03-11]
No Action

This item was pulled from the Consent Agenda for further
discussion.

Consideration to
Approve Agreement
with Edwin S.
Darden Associates,
Inc., for Initial
Project Proposal and
Final Project
Proposal, Willow/
International, Phase
II
[03-12]
No Action

This item was pulled from the Consent Agenda for further
discussion.

Consideration to
Approve Agreement
with California
Community Colleges
Chancellor's Office
for Tech Prep
Education Program,
State Center
Consortium
[03-13]
Action

- a) approve the Amendment to the 2002-03 Tech Prep Education Program Grant Agreement for the State Center Consortium in the amount of \$74,790; and
- b) authorize the Vice Chancellor-Finance and Administration, to sign the Amendment on behalf of the District.

Consideration to
Approve Agreement
with Fresno County
Workforce
Investment Board for
Occupational Skills
Training for Youth,
Fresno City College
[03-14]
Action

- a) authorize entering into an Agreement with the Fresno County Workforce Investment Board in the amount of \$288,933.00 for the providing of occupational skills training for youth for the period December 2002 through June 30, 2003; and
- b) authorize the Vice Chancellor-Finance and Administration, to sign the Agreement on behalf of the District.

Consideration to
Approve Agreement
with Proteus, Inc.,
for Youth Learning
Partnership, Fresno
City College
[03-15]
Action

- a) authorize entering into an Agreement with Proteus, Inc., in the amount of \$50,000 to provide Workforce Investment Act services to local communities for the term July 1, 2002, through June 30, 2003;
- b) authorize future and annual renewal of the Agreement with similar terms and conditions; and
- c) authorize the Chancellor or Vice Chancellor-Finance and Administration, to sign the Agreement on behalf of the District.

Consideration of
Bids, Fire Alarm
Upgrades, Reedley
College
[03-16]
Action

award Bid #0203-10 in the amount of \$57,370.00 to Pacific Control Company, the lowest responsible bidder for Fire Alarm Upgrades at Reedley College, and authorize the Chancellor or Vice Chancellor-Finance and Administration, to sign an agreement on behalf of the District.

Consideration to
Accept Grants from
the California
Articulation Number
System Office,
Fresno City College
and Reedley College
[03-17]
Action

- a) authorize the acceptance of two grants from the California Articulation Number System Office in the amount of \$5,000.00 each for Fresno City College and Reedley College; and
- b) authorize future and annual renewal of the grants with similar terms and conditions.

Consideration to
Approve
Memorandums of
Understanding with
West Hills
Community College
District for Regional
Collaborative
Nursing Workforce
Initiative Grants,
Fresno City College
and Madera Center
[03-18]
Action

- a) authorize entering into Memorandums of Understanding with West Hills Community College District for the term December 1, 2002, through June 30, 2005, in the amounts of \$304,047.00 for Fresno City College and \$95,953.00 for the Madera Center, for the purpose of recruiting and training health care givers; and
- b) authorize the Vice Chancellor-Finance and Administration, to sign the Memorandums of Understanding on behalf of the District.

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

Consideration to
Approve Agreement
with Edwin S.
Darden Associates,
Inc. for Architectural
and Engineering
Services for
Willow/International,
Phase I
[03-11]; and

Mr. Forhan stated that Items 03-11 and 03-12 total \$2.5 million and should have been placed on the regular agenda, and should not be approved until Item 03-22 is approved. He questioned if Darden and Associates was the sole source for these services. Mr. Brinkley explained that Darden and Associates had done the IPP's and FPP's for the project, so the District would continue with the same architect. Mr. Forhan referred to Darden's design and placement of the building at the Madera Center, and the problems with the afternoon sun. He further stated that some time ago it was the desire of the Board to go out with RFQ's, and to ensure that minority architects/contractors were included in the process. Mr. Patterson noted that the Board should accept some of the responsibility for the Madera building as they approved the plans and the building.

Consideration to
Approve Agreement
with Edwin S.
Darden Associates,
Inc., for Initial
Project Proposal and
Final Project
Proposal, Willow/
International, Phase
II
[03-12]

Mr. Forhan questioned \$482,000.00 for oversight of the project. Mr. Speece explained this expense is for oversight by architects, engineers, etc. for the entire project. It is formula based as per capital project guidelines and the State Chancellor's office. He also reminded the Board that Mr. Sharpe had previously asked for Board approval of \$2.4 million in local funds for this project in order to keep it going at the state and to keep it competitive.

Consideration to
Approve Agreement
with Edwin S.
Darden Associates,
Inc., for Initial
Project Proposal and
Final Project
Proposal, Willow/
International, Phase
II
[03-12]
(continued)
Action

Now, the District will use the bond money, but at the time, it was approved as local money. Mr. Forhan requested that in the future, reference to previous actions be made in the report.

Mr. Smith asked that given the criticism and dissatisfaction expressed so far, where does this leave the project if the Board does not approve it tonight. Mr. Brinkley stated that the project would be delayed for another one to two years.

A motion was made by Mr. Forhan and seconded by Mr. Smith that action on Items 03-11 and 03-12 be tabled until after Item 03-22 has been heard. The motion carried unanimously.

Consideration to
Appoint District
Associate Dean-
Human Resources
[03-19]
No Action

Mr. Forhan asked that this item be moved into closed session.

Consideration to
Accept 2001-02
Audit Report
[03-20]

Mr. Brinkley stated that Title V requires that community college districts conduct an annual independent audit of the District's financial records and compliance issues. He introduced Mr. Ray Cowles with the audit firm of Vavrinek, Trine, Day & Co., LLP, who reviewed the audit report.

Board members questioned changes related to the new GASB requirement to include depreciation issues and the term "profit". There was a general consensus of the Board that a workshop be presented by the audit firm in an effort to answer questions regarding the GASB requirements.

Mr. Reznik asked that the unions be invited to the workshop. Ms. Barreras concurred.

Action

A motion was made by Mr. Corona and seconded by Ms. Alquinzon that that Board of Trustees accept the 2001-02 audit report as submitted by the firm of Vavrinek, Trine, Day & Co., LLP. The motion carried by the following vote:

Ayes -	6
Noes -	0
Absent -	1 (Ms. Smith left at 6:17 p.m. and returned at 6:20 p.m.)

Consideration to
Adopt Resolution
No. 03-21 Certifying
to the Boards of
Supervisors of
Fresno County,
Madera County,
Tulare County, and
Kings County, All
Proceedings in the
November 5, 2002,
General Obligation
Bond Elections
[03-21]
Action

A motion was made by Mr. Forhan and seconded by Mr. Corona that the Board of Trustees adopt Resolution No. 03-21, Certifying to the Boards of Supervisors of Fresno County, Madera County, Tulare County, and Kings County, All Proceedings in the November 5, 2002, General Obligation Bond Election. The motion carried by the following vote:

Ayes -	6
Noes -	0
Absent -	1 (Mr. Smith left at 6:20 p.m. and returned at 6:23 p.m.)

Consideration to
Adopt Resolution
No. 03-22 Regarding
State Center
Community College
District's Intention to
Issue Tax-Exempt
Obligations
[03-22]
Action

A motion was made by Mr. Thonesen and seconded by Mr. Corona that the Board of Trustees adopt Resolution No. 03-22 Regarding Its Intention to Issue Tax-Exempt Obligations. The motion carried unanimously.

Consideration to
Approve Agreement
with Edwin S.
Darden Associates,
Inc., for
Architectural and
Engineering Services
for
Willow/International,
Phase I
[03-11] Action; and

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

- a) authorize entering into an Agreement with Edwin S. Darden Associates, Inc., for architectural and engineering services for the development of preliminary plans, construction documents, and project construction oversight for Willow/International, Phase I; and
- b) authorize the Chancellor or Vice Chancellor-Finance and Administration, to sign the Agreement on behalf of the District; and

Consideration to
Approve Agreement
with Edwin S.
Darden Associates,
Inc., for Initial
Project Proposal and
Final Project
Proposal, Willow/
International, Phase
II [03-12] Action

- a) authorize entering into Agreements with Edwin S. Darden Associates, Inc., for development of an Initial Project Proposal and Final Project Proposal for Willow/International, Phase II; and
- b) authorize the Chancellor or Vice Chancellor-Finance and Administration, to sign the Agreements on behalf of the District.

The motion carried by the unanimous consent of the Board.

Consideration to
Approve Citizens'
Bond Oversight
Committee Bylaws
[03-23]

Mr. Brinkley explained that the Citizens' Bond Oversight Committee is formed for financial oversight reasons only and determines if the District is spending the funds appropriately as defined in the bond measure. The Bylaws have been modified in order to personalize them to our district.

Ms. Smith questioned if the committee would receive the appropriate training as well as a list of duties.

Mr. Smith asked about participation by the constituent groups. Mr. Brinkley explained that the District is prohibited from having employees serve on the committee; however, they can nominate individuals, etc.

Mr. Corona noted that the bylaws should be amended to show that the Committee is not part of the site selection process. He added that there is a lot of confusion regarding the bond process and suggested that a Board workshop be scheduled.

Ms. Barreras questioned if the unions were invited to participate in the bond campaign, and if not, it is important that they be included in the future.

Mr. Forhan asked if there would be a special committee for the Historic Old Administration Building. Mr. Brinkley responded yes and they were scheduled to meet this week.

Mr. Francis Sullivan stated that when Proposition 39 passed, it was a way for the taxpayer to know how funds will be spent. He sees some things in the bylaws that go against Proposition 39 and asked about the checks and balances of the committee.

Mr. Patterson stated that Proposition 39 was designed to take care of a district that was going out for additional bonds and had spent the funds in ways other than those stated on the ballot.

Mr. Smith stated that regarding Ms. Barreras' earlier question regarding the unions' involvement in the bond campaign, he has some concerns as he has received conflicting information.

Ms. Barreras asked what changes had been made to the bylaws. Mr. Brinkley noted that Sections 3.4 and 3.5 were added to indicate the Board and Chancellor's part in the process.

Mr. Sullivan noted that Section 5, Membership, speaks to the minimum number of seven committee members and that the District can add more as it sees fit.

Consideration to
Approve Citizens'
Bond Oversight
Committee Bylaws
[03-23]
(continued)
Action

A motion was made by Mr. Corona and seconded by Mr. Forhan that the Board of Trustees approve the Citizens' Bond Oversight Committee Bylaws, as prescribed by Proposition 39, with the following amendment: Under Section 3.4, Duties of the Board/Chancellor, add (viii) Selection of site; and under Section 3.5, Voter-Approved Projects Only, add item (j) referencing Section 3.4, (i) through (viii). The motion carried by the following vote:

Ayes -	6
Noes -	1 (Ms. Smith)
Absent -	0

Board Reports

Ms. Alquinzon, Reedley College Student Trustee, reported the following:

- The ASB Executive Board will meet on Thursday to discuss spring semester events.
- Black History Month will include speakers, movies, and displays.
- Congratulations to Coach Michael White on the football team's victory over College of the Canyons.

Mr. Kutnerian, Fresno City College Student Trustee, reported the following:

- ASG distribution of holiday baskets to needy families.
- Following the last day of finals, the ASG visited the Fresno Rescue Mission and served dinner.
- Preparations are underway for Welcome Week and Club Rush
- February 5 performance by the Dallas Black Dance Theatre in connection with Black History Month.

Mr. Forhan complimented Fresno City College and Reedley College regarding the legacy of the campuses athletically. He referred to a recent article in The Fresno Bee.

Ms. Barreras reported that she was out of the country during the holidays and apologized for not being able to attend the campus holiday functions.

Mr. Corona wished everyone a Happy New Year and stated that he looks forward to working with the District during the next year.

Mr. Patterson stated that he also enjoyed the article in The Fresno Bee, and that Dr. Stewart's remarks were very appropriate.

Board Reports
(continued)

Ms. Smith reported that during December she attended the Nursing Pinning Ceremony, Professor Ross' retirement dinner, and the Reedley College Christmas Luncheon. She also participated in the second Classified Professionals graduation ceremony. The District has the most educated classified staff in the nation and it is amazing how many are working on their degrees or advanced degrees.

Old Business

There was no old business.

Future Board Items

Dr. Redwine confirmed that Ms. Spring would poll the Board for workshop dates.

Ms. Smith requested that the Board receive information regarding Black History Month in February and Women's History Month in March. She also noted that she recently read articles regarding alumni associations for community colleges, and partnerships with prisons/parole boards and would like to know the District's thoughts on these issues.

Closed Session

Ms. Smith stated that the Board, in closed session, will be discussing: CONFERENCE WITH LABOR NEGOTIATOR [SCFT Part-Time Bargaining Unit;], Randy Rowe, Pursuant to Government Code Section 54957.6; CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION; Name of Case: State Center Community College District v. Dhillon, et al. Fresno County Superior Court Case No. 02-CE CG 01049, Pursuant to Government Code Section 54956.9 (a); CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION, Pursuant to Government Code Section 54956.9(b); Significant Exposure to Litigation: One Potential Case; PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE, Pursuant to Government Code Section 54957; PUBLIC EMPLOYEE PERFORMANCE EVALUATION; Title: President-Fresno City College; Pursuant to Government Code Section 54957; and PUBLIC EMPLOYEE PERFORMANCE EVALUATION; Title: Legal Counsel; Pursuant to Government Code Section 54957.

Ms. Smith declared a recess at 6:58 p.m.

Open Session

The Board moved into open session at 9:35 p.m. Ms. Smith reported that the Board, in closed session, gave direction regarding existing litigation and to its chief labor negotiator regarding part-time faculty negotiations. The Board also tabled action on hiring of the District Associate Dean-Human Resources.

Action

Ms. Smith asked for a motion regarding closed session, Item E. A motion was made by Mr. Corona and seconded by Mr. Forhan that the Board of Trustees approve a salary increase in the amount

Open Session
(continued)

of \$5,000.00 for Dr. Ned Doffoney, President of Fresno City College, effective January 1, 2003. The motion carried unanimously.

Adjournment

The meeting was adjourned at 9:38 p.m. by the unanimous consent of the Board.

cs

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: February 4, 2003

SUBJECT: Extension of Contract and Resignation,
Certificated Personnel

ITEM NO. 03-24

EXHIBIT: Certificated Personnel Recommendations

Recommendation:

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

CERTIFICATED PERSONNEL RECOMMENDATIONS

A. Recommendation to extend contract for the following person:

<u>Name</u>	<u>Campus</u>	<u>Range & Step</u>	<u>Salary</u>	<u>Position</u>
Jauregui, Enrique	FCC	II, 1	\$60,180	Interim College Relations Specialist

B. 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>
Skogsberg, Clark	RC	May 24, 2003	Music Instructor

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

PRESENTED TO BOARD OF TRUSTEES

DATE: February 4, 2003

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

ITEM NO. 03-25

EXHIBIT: Classified Personnel Recommendations

Recommendation:

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

CLASSIFIED PERSONNEL RECOMMENDATIONS

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

Name	Location	Classification	Range/Step/Salary	Date
Granado, Fernando	FCC	Financial Aid Asst I Position No. 2483	57-B \$3386.75	12/20/02
Krikorian, David	RC	Financial Aid Asst I Position No. 3111	57-B \$3386.75	12/20/02
Larsen, Dale	FCC	Financial Aid Asst I Position No. 2106	57-B \$3386.75	12/20/02
Fox, Robin	FCC	Office Assistant I Position No. 2018	38-A \$2025.67	1/2/03
Guzman, Carolina	FCC	Instructional Aide Position No. 2204	32-A \$1748.00	1/2/03
Guzman, Fanny	FCC	Instructional Aide Position No. 2416	32-A \$10.08	1/2/03
Her, Suzanne	FCC	Job Developer (Hmong) Position No. 2195	62-A \$3641.33	1/2/03
Jennings, David	RC	Custodian Position No. 3108	41-A \$2176.58	1/2/03
Lopez, Cynthia	FCC	Office Assistant I Position No. 2425	38-A \$2025.67	1/2/03
Lowrey, Angela	FCC	Cashier Position No. 2341	44-A \$2346.33	1/2/03
Mancillas-Llanos, Josephine	FCC	Department Secretary Position No. 2422	44-A \$2346.33	1/2/03
McLemore, Regina	FCC	Instructional Aide Position No. 2409	32-A \$1748.00	1/2/03
Peek, Cynthia	FCC	Instructional Aide Position No. 2415	32-A \$1748.00	1/2/03

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

Name	Location	Classification	Range/Step/Salary	Date
Rivera, Daniel	MC	Educational Advisor Position No. 4020	57-A \$18.60	1/2/03
Robinson, Paula	FCC	Inst Aide – Theatre Arts Position No. 2486	32-A \$10.08	1/2/03
Torosian, Jason	RC	Inst Tech – PC Lab Position No. 3091	50-B \$2854.42	1/2/03
Vang, Choua	FCC	Office Asst I (Hmong) Position No. 2371	38-A \$11.67	1/2/03
Vang, Nhia	FCC	Job Coach (Hmong) Position No. 2375	41-A \$12.57	1/2/03
Withrow, Nancy	FCC	Office Assistant I Position No. 2020	38-A \$2025.67	1/2/03
Yang, Pao	FCC	Office Asst I (Hmong) Position No. 2131	38-A \$11.67	1/2/03
Crum, Sheryl	RC	Custodian Position No. 3104	41-A \$2176.58	1/7/03
Giannopoulos, John	FCC	Mobility Driver Position No. 2407	32-A \$10.08	1/10/03
Martinez, Dennis	FCC	Mobility Driver Position No. 2408	32-A \$10.08	1/10/03
Akina, Jennifer	FCC	Instructional Aide Position No. 2410	32-A \$10.08	1/13/03
Anderson, Jacob	MC	Inst Tech – Science Position No. 4018	50-A \$15.68	1/13/03
Cawley, Robert	FCC	Lib/Lrn Res Asst III Position No. 2487	48-A \$14.94	1/13/03
Figuroa, Rebeca	RC	Food Service Worker I Position No. 3041	33-A \$10.30	1/13/03
Weddle, Charla	OC	Instructional Aide Position No. 6003	32-A \$10.08	1/13/03

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

<u>Name</u>	<u>Location</u>	<u>Classification</u>	<u>Range/Step/Salary</u>	<u>Date</u>
Schilling, Michael	CC	Inst Tech – Science Position No. 5009	50-A \$15.68	1/14/03

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

<u>Name</u>	<u>Location</u>	<u>Classification</u>	<u>Hourly Rate</u>	<u>Date</u>
Murphy, Lance	FCC	LGI Assistant	\$ 10.28	10/4/02
Kinabrew, Bruce	FCC	Educational Advisor	18.60	12/23/02 thru 3/1/03
Uphoff, Richard	FCC	TI Trainer I	27.94	12/12/02
Vanderplatts, William	DO	TI Trainer III	39.11	11/1/02 thru 2/1/03

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

<u>Name</u>	<u>Location</u>	<u>Classification</u>	<u>Hourly Rate</u>	<u>Date</u>
Adkins, Tamika	FCC	Book Sales Clerk I	\$ 11.40	12/24/02 thru 1/31/03
Ashjian, Daniel	FCC	Book Sales Clerk I	11.40	12/24/02 thru 1/31/03
Babcock, Erika	FCC	Book Sales Clerk I	11.40	12/24/02 thru 1/31/03
Bell, Amy	FCC	Book Sales Clerk I	11.40	1/7/03 thru 1/31/03

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

<u>Name</u>	<u>Location</u>	<u>Classification</u>	<u>Hourly Rate</u>	<u>Date</u>
Bird, Christy	FCC	Book Sales Clerk I	11.40	12/24/02 thru 1/31/03
Blackmon, Latisha	FCC	Book Sales Clerk I	11.40	12/24/02 thru 1/31/03
Cisneros, Jose	FCC	Book Sales Clerk I	11.40	12/24/02 thru 1/31/03
Cruz, Richard	FCC	Book Sales Clerk I	11.40	1/7/03 thru 1/31/03
Galvan, Monica	FCC	Book Sales Clerk I	11.40	12/24/02 thru 1/31/03
Gamiz, Lupe	FCC	Book Sales Clerk I	11.40	12/24/02 thru 1/31/03
Gilio, Julie	FCC	Book Sales Clerk I	11.40	12/24/02 thru 1/31/03
Gonzalez, Benito	FCC	Book Sales Clerk I	11.40	1/7/03 thru 1/31/03
Haynes, Marc	FCC	Book Sales Clerk I	11.40	1/7/03 thru 1/31/03
Hosino, Joel	FCC	Book Sales Clerk I	11.40	12/24/02 thru 1/31/03
Koep, Robert	FCC	Book Sales Clerk I	11.40	1/7/03 thru 1/31/03

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

<u>Name</u>	<u>Location</u>	<u>Classification</u>	<u>Hourly Rate</u>	<u>Date</u>
Moralez, Dominique	FCC	Book Sales Clerk I	11.40	12/24/02 thru 1/31/03
Milligan, Diana	FCC	Book Sales Clerk I	11.40	12/24/02 thru 1/31/03
Murphy, Michael	FCC	Book Sales Clerk I	11.40	12/24/02 thru 1/31/03
Parks, Ambrosia	FCC	Book Sales Clerk I	11.40	12/24/02 thru 1/31/03
Rivera, Jason	FCC	Book Sales Clerk I	11.40	1/7/03 thru 1/31/03
Rodriguez, Maria	FCC	Book Sales Clerk I	11.40	12/24/02 thru 1/31/03
Scovill, Brandon	FCC	Book Sales Clerk I	11.40	12/24/02 thru 1/31/03
Serian, Evelyn	FCC	Book Sales Clerk I	11.40	12/24/02 thru 1/31/03
Shaw, Sharon	FCC	Book Sales Clerk I	11.40	12/24/02 thru 1/31/03
Thomas, Anita	FCC	Book Sales Clerk I	11.40	12/24/02 thru 1/31/03
Walker, Daverene	FCC	Book Sales Clerk I	11.40	1/7/03 thru 1/31/03

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

Name	Location	Classification	Hourly Rate	Date
White, Carolyn	FCC	Book Sales Clerk I	11.40	12/24/02 thru 1/31/03
Wilkinson, Angela	FCC	Book Sales Clerk I	11.40	12/24/02 thru 1/31/03
Woods, Valda	FCC	Book Sales Clerk I	11.40	12/24/02 thru 1/31/03
Woody, Elmicia	FCC	Book Sales Clerk I	11.40	1/7/03 thru 1/31/03
Yang, Cindy	FCC	Book Sales Clerk I	11.40	1/7/03 thru 1/31/03
Wiggins, Connie	FCC	Department Secretary	13.51	12/18/02
Gamboa, Graciela	FCC	Office Assistant III	14.94	12/19/02

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

Name	Location	Classification	Range/Step	Date
Kohl, Mona	FCC	Department Secretary Position No. 2143 to Administrative Aide Position No. 2048	44-B \$2467.58 53-A \$2922.75	1/2/03
Wynn, Mary	FCC	Job Developer Position No. 2316 to Job Placement Spec Position No. 2482	62-D \$4214.42 63-E \$4532.92	1/2/03

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

Name	Location	Classification	Range/Step	Date
Kilgore, Richard	FCC	Custodian	41-E	1/13/03
		Position No. 2176 to	\$2818.00	
		Inst Tech - Art	50-B	
		Position No. 2479	\$3025.78	

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

Name	Location	Classification	Range/Step	Date
Miller, Donna	FCC	Business Facilities Asst	48-E	10/1/02
		Position No. 2027 to	\$3384.82	thru
		Business Facilities Asst	48-E + 10%	12/31/02
		Position No. 2027	\$3723.30	

(Article 34, Section 8 CSEA Agreement)

Fries, Lisa	FCC	Accounting Clerk I	38-B	11/1/02
		Position No. 2413	\$12.27	thru 6/30/03

(Continuation of employment)

Custodio, Naomi	FCC	Office Assistant III	48-A	1/1/03
		Position No. 2006 to	\$2592.17	
		Office Assistant II	41-D	
		Position No. 2024	\$2521.58	

(Return to regular assignment)

Dahill, Teresa	FCC	Financial Aid Asst I	57-A	1/1/03
		Position No. 2106 to	\$3224.75	
		Office Assistant III	48-D	
		Position No. 2006	\$2998.75	

(Return to regular assignment)

Ahrens, Shanna	FCC	Accounting Tech II	61-B	1/1/03
		Position No. 1067 to	\$3732.75	thru
		Accountant/Auditor	66-A	3/31/03
		Position No. 2489	\$4017.17	

(Article 34, Section 8 CSEA Agreement)

Mendoza, Janell	MC	Madera Center Coor	69-E	1/1/03
		Position No. 4001 to	\$6,185.00	thru
		Madera Center Coor	69-E + 15%	3/31/03
		Position No. 4001	\$6335.83	

(Article 34, Section 8 CSEA Agreement)

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

Name	Location	Classification	Range/Step	Date
Miller, Donna	FCC	Business Facilities Asst	48-E	1/1/03
		Position No. 2027 to	\$3384.82	thru
		Business Facilities Asst Position No. 2027	48-E + 10% \$3723.30	3/31/03
(Article 34, Section 8 CSEA Agreement)				
Padua, Alemario	FCC	Accounting Tech I	57-D	1/1/03
		Position No. 2339 to	\$3732.75	thru
		Accounting Tech II Position No. 2358	61-D \$4109.75	3/31/03
(Article 34, Section 8 CSEA Agreement)				
Willshaw, Bertha	FCC	Office Assistant II	41-E	1/1/03
		Position No. 2017 to	\$2768.22	thru
		Office Assistant III Position No. 2002	48-C \$2975.78	3/31/03
(Article 34, Section 8 CSEA Agreement)				
Bacon, Alicia	FCC	Administrative Aide	53-C	1/2/03
		Position No. 2048 to	\$3224.75	
		Office Assistant III Position No. 2201	48-D \$2998.75	
(Return to regular assignment)				
Day, Charlezsette	FCC	Job Placement Spec	63-E	1/2/03
		Position No. 2482 to	\$4646.24	
		Job Developer Position No. 2264	62-E 4535.54	
(Return to regular assignment)				
Sanchez, Sylvia	FCC	Office Assistant III	48-E	1/2/03
		Position No. 2224	\$3642.25	
(Return from Leave of Absence for Study)				
Carr, William	RC	Job Developer	62-D	1/14/03
		Position No. 3110 to	\$4214.42	thru
	FCC	Campus Business Asst. Position No. 2123	57-E \$3919.33	4/14/03
(Transfer to FCC in lieu of layoff)				

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

<u>Name</u>	<u>Location</u>	<u>Classification</u>	<u>Range/Step</u>	<u>Date</u>
Diaz, Joel	FCC	Job Developer	62-D	1/2/03
		Position No. 2264 to	\$4214.42	
		Job Developer	62-D	
		Position No. 2316	\$4214.42	
Tafoya, Cynthia	FCC	Office Assistant II	41-E	1/2/03
		Position No. 2022 to	\$2651.92	
		Office Assistant II	41-E	
		Position No. 2426	\$2651.92	
Dunn, Royce	FCC	Job Developer	62-D	1/14/03
	RC	Position No. 2247 to	\$4214.42	
		Job Developer	62-D	
		Position No. 3110	\$4214.42	
Oki, Gayle	FCC	Office Assistant III	48-E	1/21/03
		Position No. 2019 to	\$3227.38	
		Office Assistant III	48-E	
		Position No. 2474	\$3227.38	

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

<u>Name</u>	<u>Location</u>	<u>Classification</u>	<u>Date</u>
Parker, Lynn	FCC	Accounting Technician II	1/1/03
		Position No. 2358	thru 4/1/03

H. Recommendation to accept the resignation of the following employees (regular):

<u>Name</u>	<u>Location</u>	<u>Classification</u>	<u>Date</u>
Wellfare, Jonathan	RC	Accounting Clerk I Position No. 3109	1/10/03

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

PRESENTED TO BOARD OF TRUSTEES

DATE: February 4, 2003

SUBJECT: Consideration to Adopt Resolution of
Elimination of Classified Position in the
District Office

ITEM NO. 03-26

EXHIBIT: Resolution

Background:

As you are aware, the Governor is proposing major mid-year budget reductions for all community colleges. The District is asking the different departments to make budget reductions for the current fiscal year. After close examination of the Human Resources budget, the administration is recommending the elimination of the Office Assistant III position in the department. The position was allocated to Human Resources as a part of the "transition plan." We have used provisional people to fill this position for the past year while waiting for the eligibility list to be provided. The position is vacant as there is no full-time regular employee in the position.

Fiscal Impact:

The fiscal impact is an approximate savings of \$18,807.00 to the General Fund budget. This amount represents salary and benefits for the remainder of the fiscal year.

Recommendation:

It is recommended that the Board of Trustees adopt the Resolution In the Matter of Elimination of One Office Assistant III position in the Human Resources Department.

STATE CENTER COMMUNITY COLLEGE DISTRICT

Meeting of the Board of Trustees
February 4, 2003

BOARD RESOLUTION No.: 03-26

WHEREAS, the Governor is proposing major budget reductions for mid-year 2002-03, and

WHEREAS, the District is experiencing a need to reduce budgets, and

WHEREAS, due to lack of funds, and

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

<u>District Office</u>	<u>Percentage</u>
1. Office Assistant III (vacant)	100%

NOW, BE IT RESOLVED that as of the date listed above, the position listed above shall be discontinued to the extent set forth above.

The foregoing Resolution was passed and adopted at a regular meeting of the Governing Board on February 4, 2003, by the following vote:

AYES:
NAYES:
ABSENT:

Date: _____

Board of Trustees of the State
Center Community College District

Secretary to the Board of Trustees

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

PRESENTED TO BOARD OF TRUSTEES

DATE: February 4, 2003

SUBJECT: Consideration to Approve New Duties and
Responsibilities, Instructional Technician –
Health Care Interpreting Language Coach

ITEM NO. 03-27

EXHIBIT: None

Background:

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

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

Instructional Technician – Health Care Interpreting Language Coach:

Reviews student work in classes and in the Language Lab, administers, observes and provides constructive feedback on role-plays or actual encounters using the theories taught in class, assists the instructor in developing additional scenarios for role-plays as necessary, provides students opportunities to evaluate the effectiveness of each coaching session, documents students' progress during each Language Lab session and provides immediate constructive feedback, provides a report to the instructor concerning different aspects of the Language Lab design, and provides suggestions for both self improvement, as well as programmatic improvements. May perform other related duties as needed.

Recommendation:

It is recommended that the Board of Trustees fix and prescribe the duties for Instructional Technician – Health Care Interpreting Language Coach.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: February 4, 2003

SUBJECT: Consideration of Applications for 2003-04
Sabbatical Leaves, Fresno City College

ITEM NO. 03-28

EXHIBIT: List of Recommended Sabbatical Leaves

Background:

Provision is made in Article XIV-A, Section 7, Paragraph B(2), of the current District/Federation Agreement for the granting of a maximum of 12 sabbatical leaves to eligible unit members in 2003-2004. The apportionment of these leaves provides that eight are available to Fresno City College and four to Reedley College/North Centers applicants during the 2003-2004 academic year. The Spring 2002 Sabbatical Leave Reports will be mailed to the Board of Trustees in February.

The Sabbatical Leave Committee for Fresno City College has processed applications for leaves and has forwarded the committee's recommendations, which have been approved by the college president for Board consideration.

The Reedley College 2003-2004 Sabbatical Leaves were approved at the January 7, 2003, Board meeting.

Recommendation:

It is recommended that the Board of Trustees, pursuant to Article XIV-A, Section 7, of the current agreement between the District and the State Center Federation of Teachers, grant the attached list of sabbatical leaves to Fresno City College staff members during the 2003-2004 academic year, subject to receipt by the District of a written statement from each leave recipient of their agreement to serve the District for at least two years following completion of the leave (as required by Education Code Section 87770).

SUMMARY OF RECOMMENDED SABBATICAL LEAVE PROPOSALS

Robbey Culp—Chemistry Organized Study Fall 2003

Mr. Culp's proposal calls for the establishment of the parameters for an Introductory Chemistry 3A text, completion of the text, and development of an associated problem set in draft form. The result will be fully integrated lecture and laboratory components of the course with assigned readings, homework, and laboratory exercises that focus on a unified approach to problem solving, vocabulary, and calculation methodology used in chemistry.

Ron Dustin—Accounting Organized Study and Research Fall 2003

Mr. Dustin plans to develop an instructor's manual for MAS 90 accounting software package. MAS 90 is used extensively within the accounting departments of many medium-to-large-sized companies in the Central Valley. Since there are presently no textbooks available on MAS 90, Mr. Dustin will visit business that use MAS 90 to identify real-world examples of industry use and application. He will then develop problem sets and case studies to include in the instructor's manual. The manual will facilitate the integration of MAS 90 into financial accounting, intermediate accounting, and computerized accounting courses.

Joseph Gennity—Biology Research Spring 2004

Dr. Gennity plans to conduct research at the private biotechnology company, InterLink Biotechnologies, to learn the theory, methodology, and practical application of proteomics research and to learn the methods used to collect, store, culture, and identify soil microorganisms producing useful metabolites, which have potential uses in the pharmaceutical and biotechnology industries. The techniques of microbial isolation will be used to develop new laboratory experiments for biology, microbiology, and biotechnology courses offered at Fresno City College.

Jean Kulbeth—Dental Hygiene Research and Travel Fall 2003

Ms. Kulbeth plans to travel to Chicago in order to read the 2002 National Board Dental Hygiene Examination and evaluate instruction in the Fresno City College Dental Program as to how well it covers board subject areas and prepares students for this national exam.

She has already received permission from the American Dental Association Commission on Dental Accreditation to organize materials to address the new accreditation standards and will be doing so during her sabbatical. Additionally, Ms. Kulbeth plans to establish a Dental Hygiene Curriculum Management Committee for ongoing curriculum review and revision.

Olga Quercia—Music**Research and Travel****Spring 2004**

Ms. Quercia plans to pursue independent study of the music of J.S. Bach with Laurette Goldberg, Bach scholar and author in Berkeley. Her proposal also includes travel to London, where she plans to present 6-7 lectures in music appreciation to students enrolled in the London Semester prior to their attending performances. While in London, she plans to seek performance opportunities at Kingston University and engage in some chamber music activity. Additionally, she is preparing a music component for Ram Camp during the summer of 2003 in order to provide music education to students for whom private music lessons are not affordable.

Judy Ryan—English**Organized Study, Research,
and Travel****Fall 2003**

Ms. Ryan's proposal calls for strengthening the philosophy and history components, broadening the musical selections, and digitalizing the slides, overheads, and pictures for Humanities 10 and Humanities 11 courses. She plans to consult with David Berry, past president and National Humanities Council, and Diane Eisenberg, grant writer for the NHC in Washington D.C., regarding exemplary humanities programs for advice and ideas on the most appropriate and worthwhile material for each period. She also plans to develop an original series of CDs containing photos, artwork, music, and film clips representing specific historical periods and themes.

**Bonnie Smith—Information
Systems****Organized Study
and Research****Fall 2003- Spring 2004**

Ms. Smith plans to research various scripting programs to determine the appropriate one to offer as a class. Her proposal also includes learning html and a scripting language so that she will be able to develop and teach the class upon her return from sabbatical. She also plans to use the scripting language to develop an interactive website for use in teaching the course.

Rosemary Waters—Biology**Research****Fall 2003-Spring 2004**

Ms. Waters plans to pursue a program of independent study and research in St. Agnes Medical Center's clinical laboratory. She plans to volunteer in the microbiology section of the laboratory during the Fall 2003 semester in order to become updated on current microbiological procedures used in clinical practice.

During the Spring 2004 semester, Ms. Waters will analyze the information gathered from her volunteer work in the microbiology section of the laboratory and, in consultation with her colleagues who teach microbiology, determine which procedures used in current

clinical practice should be incorporated into the laboratory component of Biology 31.
This will result in a revision of the laboratory manual currently used in Biology 31.

SUMMARY OF RECOMMENDED SABBATICAL LEAVE PROPOSALS

Robbey Culp—Chemistry

Organized Study

Mr. Culp's proposal calls for the establishment of the parameters for an Introductory Chemistry 3A text, completion of the text, and development of an associated problem set in draft form. The result will be fully integrated lecture and laboratory components of the course with assigned readings, homework, and laboratory exercises that focus on a unified approach to problem solving, vocabulary, and calculation methodology used in chemistry.

Ron Dustin—Accounting

Organized Study and Research

Mr. Dustin plans to develop an instructor's manual for MAS 90 accounting software package. MAS 90 is used extensively within the accounting departments of many medium-to-large-sized companies in the Central Valley. Since there are presently no textbooks available on MAS 90, Mr. Dustin will visit business that use MAS 90 to identify real-world examples of industry use and application. He will then develop problem sets and case studies to include in the instructor's manual. The manual will facilitate the integration of MAS 90 into financial accounting, intermediate accounting, and computerized accounting courses.

Joseph Gennity—Biology

Research

Dr. Gennity plans to conduct research at the private biotechnology company, InterLink Biotechnologies, to learn the theory, methodology, and practical application of proteomics research and to learn the methods used to collect, store, culture, and identify soil microorganisms producing useful metabolites, which have potential uses in the pharmaceutical and biotechnology industries. The techniques of microbial isolation will be used to develop new laboratory experiments for biology, microbiology, and biotechnology courses offered at Fresno City College.

Jean Kulbeth—Dental Hygiene

Research and Travel

Ms. Kulbeth plans to travel to Chicago in order to read the 2002 National Board Dental Hygiene Examination and evaluate instruction in the Fresno City College Dental Program as to how well it covers board subject areas and prepares students for this national exam.

She has already received permission from the American Dental Association Commission on Dental Accreditation to organize materials to address the new accreditation standards and will be doing so during her sabbatical. Additionally, Ms. Kulbeth plans to establish a Dental Hygiene Curriculum Management Committee for ongoing curriculum review and revision.

Olga Quercia—Music**Research and Travel**

Ms. Quercia plans to pursue independent study of the music of J.S. Bach with Laurette Goldberg, Bach scholar and author in Berkeley. Her proposal also includes travel to London, where she plans to present 6-7 lectures in music appreciation to students enrolled in the London Semester prior to their attending performances. While in London, she plans to seek performance opportunities at Kingston University and engage in some chamber music activity. Additionally, she is preparing a music component for Ram Camp during the summer of 2003 in order to provide music education to students for whom private music lessons are not affordable.

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Bonnie Smith—Information Systems**Organized Study and Research**

Ms. Smith plans to research various scripting programs to determine the appropriate one to offer as a class. Her proposal also includes learning html and a scripting language so that she will be able to develop and teach the class upon her return from sabbatical. She also plans to use the scripting language to develop an interactive website for use in teaching the course.

Rosemary Waters—Biology**Research**

Ms. Waters plans to pursue a program of independent study and research in St. Agnes Medical Center's clinical laboratory. She plans to volunteer in the microbiology section of the laboratory during the Fall 2003 semester in order to become updated on current microbiological procedures used in clinical practice.

During the Spring 2004 semester, Ms. Waters will analyze the information gathered from her volunteer work in the microbiology section of the laboratory and, in consultation with her colleagues who teach microbiology, determine which procedures used in current clinical practice should be incorporated into the laboratory component of Biology 31. This will result in a revision of the laboratory manual currently used in Biology 31.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: February 4, 2003

SUBJECT: Consideration to Approve 2001-2002
Partnership for Excellence Expenditures
Report

ITEM NO. 03-29

EXHIBIT: Expenditures Report

Background:

A requirement of Partnership for Excellence funding is that the Board of Trustees for each district must verify the expenditures of the PFE funds. The attached report contains the SCCCDC 2001-2002 Partnership for Excellence project expenditures. All expenditures meet the guidelines for PFE.

Recommendation:

It is recommended that the Board of Trustees approve the 2001-2002 Partnership for Excellence Expenditures Report as presented.

**State Center Community College District
2001-2002 Partnership for Excellence Expenditures**

College/Location	Item Description	Amount
FRESNO CITY COLLEGE	FCC 1: Academic Senate Student Success Projects	\$150,000
FRESNO CITY COLLEGE	FCC 2: International Scholars	\$8,950
FRESNO CITY COLLEGE	FCC 3: Student Athletic Services	\$23,866
FRESNO CITY COLLEGE	FCC 4: Native American Students Program	\$8,955
FRESNO CITY COLLEGE	FCC 5: WAVE Program: Student Aides	\$17,900
FRESNO CITY COLLEGE	FCC 6: Re-Entry Program	\$23,867
FRESNO CITY COLLEGE	FCC 7: USEAA Program	\$23,866
FRESNO CITY COLLEGE	FCC 8: Certified Staff (21)	\$1,576,018
FRESNO CITY COLLEGE	FCC 9: Classified Staff (11)	\$567,268
FRESNO CITY COLLEGE	FCC 10: Schedule "C" Staff	\$497,595
FRESNO CITY COLLEGE	FCC 11: Instructional Equipment	\$250,000
FRESNO CITY COLLEGE	FCC 12: Software Licensing	\$150,000
FRESNO CITY COLLEGE	FCC 13: Rents/Maintenance	\$141,715
FRESNO CITY COLLEGE	FCC 14: Faculty Development	\$50,000
	TOTAL	\$3,490,000.00
NORTH CENTERS	NC 1: Counselors: continue two full-time and hourly counselors	\$201,136
NORTH CENTERS	NC 2: Developmental English Instructor: continue one full-time instructor	\$65,841
NORTH CENTERS	NC 3: Psychological Services Intern: one hourly part-time.	\$8,339
NORTH CENTERS	NC 4: Schedule A Faculty	\$278,701
NORTH CENTERS	NC 5: Administrative Assistant at Clovis Center for support in program development and student services.	\$53,208
NORTH CENTERS	NC 6: Department Secretary at Clovis Center to manage admissions and records process.	\$44,404
NORTH CENTERS	NC 7: Hourly Coordinators evenings and Saturdays at Clovis, Kerman and Madera Centers.	\$49,238
NORTH CENTERS	NC 8: School Relations Specialist: continue one position.	\$74,542
NORTH CENTERS	NC 9: College Center Assistant to establish a comprehensive student government and coordinate student organization activities.	\$43,515
NORTH CENTERS	NC 10: Tutors and Instructional Aides in the areas of library, biology labs, computer labs, and distance learning classes.	\$34,756
NORTH CENTERS	NC 11: Hourly Adjunct Instructors to instruct classes dependent upon need.	\$285,562
NORTH CENTERS	NC 12: Institutional Researcher to provide data and analysis for short and long-term planning efforts. (1/2-time)	\$32,091
NORTH CENTERS	NC 13: Micro-Computer Resource Technician for maintenance and installation of new technology, assist faculty in use of technology.	\$48,214
NORTH CENTERS	NC 14: Child Lab Technicians to assist in lab activities.	\$98,134
	TOTAL	\$1,317,681.00

**State Center Community College District
2001-2002 Partnership for Excellence Expenditures**

REEDLEY COLLEGE	RC 1: Community Campus Expansion; maintain and continue expansion of existing South Centers and new course offerings.	\$100,000
REEDLEY COLLEGE	RC 2: Additional Classified Staff: support for instructional computer labs.	\$50,442
REEDLEY COLLEGE	RC 3: Additional classes and substitutes; expand number, scheduled times, and sites of classes offered.	\$100,000
REEDLEY COLLEGE	RC 4/14/16: Additional faculty; assignments in ESL, AG mechanics, math, English, reading; counseling and assessment assignments.	\$682,827
REEDLEY COLLEGE	RC 5: Institutional Researcher to provide data and analysis for short and long-term planning efforts.(1/2-time)	\$31,857
REEDLEY COLLEGE	RC 6: Student Technicians; support for instructional computer labs.	\$20,000
REEDLEY COLLEGE	RC 7: Assessment Services; support for testing, scoring and appointments.	\$5,000
REEDLEY COLLEGE	RC 8: College Ambassadors; high school outreach, application workshops, registration-to-go, phone banks.	\$25,200
REEDLEY COLLEGE	RC 9: Recruitment and retention; counselor to assist and coordinate application workshops.	\$20,000
REEDLEY COLLEGE	RC 10: Workforce Development; clerical support for recruitment and student monitoring.	\$40,000
REEDLEY COLLEGE	RC 11: Tutorial services; faculty and student tutors to provide individual, group and drop-in tutoring.	\$73,000
REEDLEY COLLEGE	RC 12: Student Athlete Retention Program; orientation for student athletes, mandated study hall, Community of Learners instruction and counseling.	\$70,000
REEDLEY COLLEGE	RC 13: Early Alert /Retention: continue funding schedule C bilingual counselor and part-time classified for phone room.	\$35,000
REEDLEY COLLEGE	RC 15: Assessment Center; technical/computer support for testing, data collection.	\$53,809
REEDLEY COLLEGE	RC 17: OA III Tutorial; support for program, tracking of student progress, expanded hours of operation, supervision of lab.	\$49,377
REEDLEY COLLEGE	RC 18: Business Office Customer Services; maintain increase in service hours.	\$63,700
REEDLEY COLLEGE	RC 19: Recruitment/Enrollment; continued development of enrollment strategies, target of specific audiences, promote student success and participation.	\$47,000
REEDLEY COLLEGE	RC 20: IT Recruitment / outreach	\$12,000
REEDLEY COLLEGE	RC 21: Writing Center support	\$10,788
	TOTAL	<u>\$1,490,000.00</u>
STATE CENTER DISTRICT	SCCCD 1: Webmaster and supplies	<u>\$87,500</u>
	TOTAL	<u>\$87,500.00</u>

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

PRESENTED TO BOARD OF TRUSTEES

DATE: February 4, 2003

SUBJECT: Review of District Warrants and Checks

ITEM NO. 03-30

EXHIBIT: None

Recommendation:

It is recommended that the Board of Trustees review and sign the warrants register for the period January 2, 2003, to January 31, 2003, in the amount of \$9,148,090.32.

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 Bookstore Account for the period December 17, 2002, to January 24, 2003, in the amount of \$1,056,413.92.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: February 4, 2003

SUBJECT: Consideration to Accept Construction Project,
HVAC Rehabilitation, Science Labs, Fresno
City College

ITEM NO. 03-31

EXHIBIT: None

Background:

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

Recommendation :

It is recommended that the Board of Trustees:

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

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

PRESENTED TO BOARD OF TRUSTEES

DATE: February 4, 2003

SUBJECT: Financial Analyses of Enterprise
and Special Revenue Operations

ITEM NO. 03-32

EXHIBIT: Financial Analyses

Background:

The financial reports for the Enterprise and Special Revenue operations for the quarter ended December 31, 2002, 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
BALANCE SHEET
As of DECEMBER 31, 2002**

	ENTERPRISE (a)		SPECIAL REVENUE			
	FCC BOOKSTORE*	RC BOOKSTORE*	TOTAL	RC CAFETERIA*	RC DORMITORY*	TOTAL
ASSETS						
Cash in County Treasury						
Cash in Bank	\$ 1,723,091	\$ 432,777	\$ 2,155,868	\$ 49,263	\$ 92,268	\$ 141,531
ATM Change Fund				31,488	8,201	39,689
Revolving Cash Fund	10,200	19,850	30,050	8,000		8,000
Accounts Receivable	238,970	18,472	257,442	2,500		2,500
Due from Other Funds				39,785	7,395	47,180
Prepaid Expenses	3,976	381	4,357			0
Inventory	1,503,351	911,407	2,414,758	25,857		25,857
Total Current Assets	\$ 3,479,588	\$ 1,382,887	\$ 4,862,475	\$ 156,893	\$ 107,864	\$ 264,757
Fixed Assets (Net)	1,276,422	180,871	1,457,293			
TOTAL ASSETS	\$ 4,756,010	\$ 1,563,758	\$ 6,319,768	\$ 156,893	\$ 107,864	\$ 264,757
LIABILITIES & FUND BALANCE						
Accounts Payable	\$ 88,217	\$ 137,423	\$ 225,640			
Due to Other Funds	50,732	35,948	86,680	\$ 67,806	\$ 19,201	\$ 87,007
Warrants Payable				889	4,312	5,201
Total Current Liabilities	\$ 138,949	\$ 173,371	\$ 312,320	\$ 68,695	\$ 23,513	\$ 92,208
Unreserved Fund Balance	3,113,710	478,980	3,592,690	62,341	84,351	146,692
Reserved Fund Balance	1,503,351	911,407	2,414,758	25,857	0	25,857
Total Fund Balance	\$ 4,617,061	\$ 1,390,387	\$ 6,007,448	\$ 88,198	\$ 84,351	\$ 172,549
TOTAL LIABILITIES & FUND BALANCE	\$ 4,756,010	\$ 1,563,758	\$ 6,319,768	\$ 156,893	\$ 107,864	\$ 264,757

- * Does Not Include Indirect Charges
a) Bookstore information is thru November 30, 2002.

**STATE CENTER COMMUNITY COLLEGE DISTRICT
ENTERPRISE & SPECIAL REVENUE OPERATIONS
STATEMENT OF REVENUE & EXPENDITURES**
Period Ending DECEMBER 31, 2002

	ENTERPRISE (a)			SPECIAL REVENUE		
	FCC BOOKSTORE*	RC BOOKSTORE*	TOTAL	RC CAFETERIA*	RC DORMITORY*	TOTAL
TOTAL SALES	\$ 3,039,467	\$ 1,696,321	\$ 4,735,788	\$ 455,603	\$ 216,582	\$ 672,185
LESS COST OF GOODS SOLD						
Beginning Inventory	\$ 1,323,655	\$ 715,651	\$ 2,039,306	\$ 24,872	\$	\$ 24,872
Purchases	2,444,099	1,459,446	3,903,545	187,532		187,532
Sub-Total	3,767,754	2,175,097	5,942,851	212,404		212,404
Ending Inventory	1,503,351	911,407	2,414,758	25,857		25,857
Cost of Sales	2,264,403	1,263,690	3,528,093	186,547		186,547
GROSS PROFIT ON SALES	\$ 775,064	\$ 432,631	\$ 1,207,695	\$ 269,056	\$ 216,582	\$ 485,638
OPERATING EXPENDITURES						
Salaries	\$ 301,257	\$ 168,237	\$ 469,494	\$ 171,313	\$ 88,848	\$ 260,161
Benefits	59,060	40,302	99,362	50,534	21,747	72,281
Depreciation	65,708	10,661	76,369			0
Supplies	12,128	8,928	21,056	2,046	11,539	13,585
Utilities & Housekeeping	6,744	5,858	12,602		31,050	31,050
Rents, Leases & Repairs	11,663	5,489	17,152	767	4,018	4,785
Other Operating	50,762	35,141	85,903	5,937	4,334	10,271
TOTAL OPERATING EXPENDITURES	\$ 507,322	\$ 274,616	\$ 781,938	\$ 230,597	\$ 161,536	\$ 392,133
NET OPERATING REVENUE (LOSS)	\$ 267,742	\$ 158,015	\$ 425,757	\$ 38,459	\$ 55,046	\$ 93,505
OTHER REVENUE						
Vending				\$ 6,799	\$ 3,146	\$ 9,945
Interest		\$ 262	\$ 262	392	721	1,113
Other	6,146	3,581	9,727	1,580	846	2,426
OTHER EXPENSES						
Transfer to Co-Curricular	\$ 68,750	\$ 60,000	\$ 128,750			
Transfer to Bond Redemp. Fund					31,425	31,425
New Equipment						0
Other	200,000					
NET REVENUE (LOSS)	\$ 5,138	\$ 101,858	\$ 306,996	\$ 47,230	\$ 28,334	\$ 75,564

UNAUDITED

* Does Not Include Indirect Charges
a) Bookstore information is thru November 30, 2002

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

PRESENTED TO BOARD OF TRUSTEES

DATE: February 4, 2003

SUBJECT: Budget Transfers and Adjustments Report

ITEM NO. 03-33

EXHIBIT: Report

Background:

The enclosed Budget Transfers and Adjustments Report reflects budget adjustments through the period ended December 31, 2002. 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
Revenue Budget Adjustments/Transfers
As of 12/31/02**

	<u>Adopted Budget</u>	<u>Budget Adj/Transfers</u>	<u>Current Budget</u>
81000	FEDERAL REVENUES		
81200	\$ 3,195,264	\$ 1,426,450	\$ 4,621,714
81300	308,813	223,314	532,127
81400	202,221	353,280	555,501
81500	296,152	(115,417)	180,735
81600	5,545	2,799	8,344
81700	2,212,868	544,841	2,757,709
81990	2,280,224	307,618	2,587,842
Total	<u>8,501,087</u>	<u>2,742,885</u>	<u>11,243,972</u>
86000	STATE REVENUES		
86100	60,904,899	-	60,904,899
86200	5,845,058	1,788,999	7,634,057
86500	1,821,022	1,292,855	3,113,877
86700	485,000	-	485,000
86800	2,900,000	-	2,900,000
86900	620,000	-	620,000
Total	<u>72,575,979</u>	<u>3,081,854</u>	<u>75,657,833</u>
88000	LOCAL REVENUES		
88100	32,030,000	-	32,030,000
88200	-	200,000	200,000
88300	168,417	183,142	351,559
88400	143,750	1,132	144,882
88500	68,000	-	68,000
88600	600,000	-	600,000
88700	3,515,000	17,408	3,532,408
88800	2,028,000	-	2,028,000
88900	1,358,732	(6,750)	1,351,982
Total	<u>39,911,899</u>	<u>394,932</u>	<u>40,306,831</u>
Total General Fund Revenues	<u>\$ 120,988,965</u>	<u>\$ 6,219,671</u>	<u>\$ 127,208,636</u>

**STATE CENTER COMMUNITY COLLEGE DISTRICT
GENERAL FUND - ALL FUNDING
Revenue Budget Adjustments/Transfers
As of 12/31/02**

	<u>Adopted Budget</u>	<u>Budget Adj/Transfers</u>	<u>Current Budget</u>
89000 OTHER FIN SOURCES			
89100 Proceeds/Fixed Assets	20,000	-	20,000
89400 Proceeds/Long-Term Debt		40,741	40,741
89800 Incoming Transfers		-	
Total Other Financing Sources	\$ 20,000	40,741	\$ 60,741
Total District Revenues	<u>\$ 121,008,965</u>	<u>\$ 6,260,412</u>	<u>\$ 127,269,377</u>

**STATE CENTER COMMUNITY COLLEGE DISTRICT
GENERAL FUND - ALL FUNDING
Expenditure Budget Adjustments/Transfers
As of 12/31/02**

	<u>Adopted Budget</u>	<u>Budget Adj/Transfers</u>	<u>Current Budget</u>
91000	ACADEMIC SALARIES		
91100	\$ 27,578,347	\$ 236,430	\$ 27,814,777
91200	12,237,610	753,906	12,991,516
91300	11,052,644	(57,121)	10,995,523
91400	1,789,240	892,021	2,681,261
Total	<u>52,657,841</u>	<u>1,825,236</u>	<u>54,483,077</u>
92000	CLASSIFIED SALARIES		
92100	20,982,008	(374,976)	20,607,032
92200	871,300	122,290	993,590
92300	4,181,923	471,371	4,653,294
92400	798,867	6,872	805,739
Total	<u>26,834,098</u>	<u>225,557</u>	<u>27,059,655</u>
93000	BENEFITS		
93100	3,681,913	144,325	3,826,238
93200	591,386	(2,639)	588,747
93300	2,435,945	(7,214)	2,428,731
93400	9,422,141	55,787	9,477,928
93500	95,399	2,299	97,698
93600	1,017,241	2,095	1,019,336
93700	327,348	14,450	341,798
93900	35,000	-	35,000
Total	<u>17,606,373</u>	<u>209,103</u>	<u>17,815,476</u>
94000	SUPPLIES & MATERIALS		
94200	145,275	43,615	188,890
94300	1,394,389	307,392	1,701,781
94400	2,303,609	602,987	2,906,596
94500	69,758	29,810	99,568
Total	<u>3,913,031</u>	<u>983,804</u>	<u>4,896,835</u>

**STATE CENTER COMMUNITY COLLEGE DISTRICT
GENERAL FUND - ALL FUNDING
Expenditure Budget Adjustments/Transfers
As of 12/31/02**

	<u>Adopted Budget</u>	<u>Budget Adj/Transfers</u>	<u>Current Budget</u>
95000	OTHER OPER EXPENSES		
95100	4,173,815	79,161	4,252,976
95200	2,373,023	255,109	2,628,132
95300	1,241,372	606,529	1,847,901
95400	166,805	14,416	181,221
95500	2,369,589	1,646,220	4,015,809
95600	628,080	2,658	630,738
95700	1,551,520	248,788	1,800,308
95900	1,057,364	661,421	1,718,785
	Total	3,514,302	17,075,870
96000	CAPITAL OUTLAY		
96100	-	-	-
96200	230,421	200,566	430,987
96300	15,000	30,945	45,945
96400	344,518	1,002,645	1,347,163
96500	2,889,687	647,104	3,536,791
96600	225,505	199,366	424,871
96800	228,479	117,479	345,958
	Total	2,198,105	6,131,715
	Total General Fund Expenditures	\$ 8,956,107	\$ 127,462,628
97000	OTHER OUTGO		
97100	-	88,735	88,735
97200	163,500	-	163,500
97300	1,850,000	-	1,850,000
97500	-	4,000	4,000
97600	107,378	297,340	404,718
97900	355,867	1,885,356	2,241,223
	Total Other Outgo	\$ 2,275,431	\$ 4,752,176
	Total District Expenditures	\$ 11,231,538	\$ 132,214,804

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

PRESENTED TO BOARD OF TRUSTEES

DATE: February 4, 2003

SUBJECT: Consideration to Adopt Resolution
Authorizing Inter-fund Transfers

ITEM NO. 03-34

EXHIBIT: Resolution

Background:

In order to properly account for the inter-fund transfer of monies between funds, the California Education Code requires a Resolution authorizing said transfers. The Resolution provides direction for the Fresno County Office of Education to complete inter-fund transfers, as follows:

<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Purpose</u>
General Fund	Capital Projects	\$200,000	Interest Income to Fund Capital Projects
General Fund	Capital Projects	<u>55,350</u>	Training Institute
		\$255,350	Remodel/Relocation

Recommendation:

It is recommended that the Board of Trustees:

- a) approve Resolution No. 03-34 authorizing the following inter-fund transfers:

<u>From</u>	<u>To</u>	<u>Amount</u>	<u>Purpose</u>
General Fund	Capital Projects	\$200,000	Interest Income to Fund Capital Projects
General Fund	Capital Projects	<u>55,350</u>	Training Institute
		\$255,350	Remodel/Relocation

- b) authorize filing said Resolution with the Fresno County Office of Education.

RESOLUTION NO. 03-34

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 \$255,350 from the General Fund to the Capital Projects Fund;

NOW, THEREFORE, BE IT RESOLVED that Resolution No. 03-34 be approved transferring \$255,350 from the General Fund to the Capital Projects Fund.

* * * * *

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 February, 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: February 4, 2003

SUBJECT: Consideration to Approve Agreements for
State Work Study Program, Fresno City
College and Reedley College

ITEM NO. 03-35

EXHIBIT: None

Background:

The District was recently notified that Fresno City College and Reedley College have been selected to participate in the California State Work Study Program for fiscal year 2003.

This program provides limited employment opportunities for needy students while benefiting employers in the community. The primary objective is to place students in educationally beneficial positions relating to the students' course of study, career objective, or the exploration of career objectives. The program emphasizes placement of students with off-campus, private, profit-making employers and public school districts. The District is reimbursed for all costs of administration as well as 50% of the students' wages, which is then reimbursed to the employer. The Fresno City College allocation is \$7,849 and the Reedley College allocation is \$62,886.

Recommendation:

It is recommended that the Board of Trustees:

- a) authorize Fresno City College and Reedley College to enter into off-campus State Work Study Agreements with Various organizations and employers for fiscal year 2003;
- b) authorize future and annual renewal of Agreements with similar terms and conditions; and
- c) authorize the Chancellor and/or designees, including the College Presidents and District Financial Aid Officer, to sign the Agreements on behalf of the District.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: February 4, 2003

SUBJECT: Consideration to Approve Agreement with
California Department of Food and Agriculture
for Buy California Initiative, The Training
Institute

ITEM NO. 03-36

EXHIBIT: None

Background:

The District has been notified that The Training Institute has received a grant for the "Buy California Initiative" through the California Department of Food and Agriculture. The purpose of this grant is to offer education and training seminars on rules, laws, and regulations in the agricultural industry, focusing on specialty crops procedures. The term of this grant is from January 1, 2003, through June 30, 2004, with total funding in the amount of \$150,000.

Recommendation:

It is recommended that the Board of Trustees:

- a) authorize entering into a Grant Agreement with the California Department of Food and Agriculture for the "Buy California Initiative" for the term January 1, 2003, through June 30, 2004, with total funding in the amount of \$150,000;
- b) authorize future and annual renewal of the Agreement with similar terms and conditions;
and
- c) authorize the Chancellor or Vice Chancellor, Finance and Administration, to sign the Agreement on behalf of the District.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: February 4, 2003

SUBJECT: Consideration to Approve Agreement with
West Hills Community College District for
Radiologic Technologist Program, Fresno
City College

ITEM NO. 03-37

EXHIBIT: None

Background:

State Center Community College District (SCCCD), through Fresno City College, has an established and accredited Radiologic Technologist training program. This program has been serving students from the West Hills Community College District (WHCCD). SCCCDD has developed a Distance Learning curricula for the courses in the program. WHCCD has a great need in its service area for Radiologic Technologists beyond the demand currently being served by the existing program. WHCCD and SCCCDD have agreed to expand the existing program to accept an additional ten students. WHCCD has agreed to provide the necessary facilities, counseling services, on-site equipment and supplies, a technician, qualified faculty member, and clerical support and to secure a location to allow the students to complete the laboratory segment of the program. SCCCDD will provide course curricula, maintain accreditation, and provide staff to oversee the technological aspects of the Distance Learning presentation. There is no additional excess program cost associated with this expansion that is not covered by WHCCD.

Fiscal Impact:

None

Recommendation:

It is recommended that the Board of Trustees:

ITEM NO. 03-37 – Continued
Page 2

- a) authorize an Agreement with West Hills Community College District (WHCCD) for expansion through Distance Learning of the Radiologic Technologist training program at Fresno City College; and
- b) authorize the Chancellor or Vice Chancellor, Finance and Administration, to sign the Agreement on behalf of the District.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: February 4, 2003

SUBJECT: Consideration to Extend Agreement with
Vavrinek, Trine, Day & Co. for 2002-03
And 2003-04 Annual Audits

ITEM NO. 03-38

EXHIBIT: None

Background:

The District entered into an Agreement with Vavrinek, Trine, Day & Co. (VTD) to perform the District's annual financial audit for three years beginning with fiscal year 1999-00. The Agreement further provides the District with the option of extending the contract for an additional two years at the discretion of the Board. The initial three-year audit period was completed with the 2001-02 audit report. The administration believes it is in the best interests of the District to extend the contract with VTD for an additional two years, as provided for in the Agreement.

Following is a breakdown of the costs for the annual audit from 1999-00 to 2003-04:

<u>1999-00</u>	<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>	<u>2003-04</u>
\$51,000	\$52,500	\$53,900	\$55,400	\$57,000

This recommendation is in consideration of the fact that the 2001-02 financial audit was the first audit completed under the GASB 34-35 guidelines. By utilizing VTD for the next two years, the District will have a consistent audit review by auditors who are familiar with the District's systems and financial statements, thus being able to better serve the Board and staff in the transition to the new audit-reporting guidelines.

Recommendation:

It is recommended that the Board of Trustees:

ITEM NO. 03-38 - Continued
Page 2

- a) authorize extension of the Agreement with Vavrinek, Trine, Day & Co. for the completion of the 2002-03 and 2003-04 annual audit at a cost of \$55,400 and \$57,000, respectively; and
- b) authorize the Chancellor or Vice Chancellor, Finance and Administration, to sign the Agreement on behalf of the District.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: February 4, 2003

SUBJECT: Public Hearing on Initial Full-Time Bargaining
Proposals Presented by State Center Federation
Local 1533, CFT/AFT, CIO/AFL

ITEM NO. 03-39

EXHIBIT: None

Background:

Government Code Section 3547 sets forth the "sunshine" provisions of the Rodda Act. The Board is required to hold a public hearing on the initial proposal of the employee group. The State Center Federation of Teachers, on behalf of the Full-Time Faculty, presented its initial proposals for a successor contract to the Board on January 7, 2003. The AFT Full-Time Faculty proposals are as follows:

1. Length of contract: three year agreement, 2003-2006
2. Salary: A salary formula applied annually, based on the District's ability to pay, including in-coming and on-going revenues, which will maintain/improve the faculty's state salary schedule standing.
3. Benefits: Fully paid health, dental, and vision benefits, including one or more additional plan options for health insurance.
4. Retiree Benefits: Improved retiree benefits, including 100% District paid until age 65 and increase in lifetime annual contribution.
5. Calendar: 16-week compressed semester schedule with winter intercession option.
6. Lab factor: Improvement in lab factor to .9.
7. On-campus requirement: Eliminate daily on-campus requirement.

Item No. 03-39 (continued)
February 4, 2003

8. Load banking: Faculty may bank overload hours for future leave time rather than receiving pay for them.
9. Stipends: New coaching positions not included in current contract shall include stipends commensurate with coaching positions in contract.
10. Distance education: Clarifying language on office hour and on-campus requirements for faculty teaching on-line courses.
11. Load reduction: Clarifying language on length of work year for extended contract faculty on 50% load reduction.
12. Class assignments: Language specifying manner in which classes are assigned per semester to faculty.
13. Flex days: Flex days shall be "flexible" in that faculty may select the day(s) and activities for their participation.
14. Senate released time: Each academic senate shall receive 2 LHE's per year released time to conduct senate business.
15. Evaluation of contract faculty: Language specifying if and when an evaluation committee member may be removed from a committee, and the replacement process.
16. Other proposals: The Federation reserves the right to add proposals on issues that may come up between January and the commencement of negotiations.

Recommendation:

It is recommended that the Board of Trustees convene a public hearing for the purpose of receiving public comment. 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: February 4, 2003

SUBJECT: Consideration of Agenda Items for Board
Retreat, March 14-15, 2003

ITEM NO. 03-40

EXHIBIT: None

Background:

This item is designated for Board members to propose discussion items for the upcoming Board Retreat on March 14-15, 2003.

No action will be taken at the Retreat.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: February 4, 2003

SUBJECT: Acknowledgment of Quarterly Financial
Status Report – General Fund

ITEM NO. 03-41

EXHIBIT: Report

Background:

Enclosed is the December 31, 2002, Quarterly Financial Status Report (CCFS-311Q) for the District General Fund, as required for California community college districts (ECS 84043). In accordance with State instructions, a copy of the report will be forwarded to the State Chancellor's Office.

The quarterly financial report reflects projected revenues and expenditures in line with the annual budget, as amended for additional grants, programs, etc. Actual revenues and expenditures are consistent with expectations at mid-year, allowing for the fact that most of the revenue from property taxes and certain federal monies, i.e., VATEA, is not received until later in the fiscal year. The report indicates budgeted expenditures exceed budgeted revenues by \$4,945,427. This difference is expected since the various Colleges and Centers have augmented their initial budgets with carryover funds reserved in the General Fund ending balance on June 30, 2002.

The projected 25,056 FTES indicates a 5.5% increase from 2001-02, which is based upon actual first-semester growth projected for the full year. The previous quarter (September 30, 2002) projected a 5.9% increase for FTES.

Recommendation:

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



**California Community Colleges
Quarterly Financial Report, CCFS-311Q**

Fiscal Year 2002-2003

District:(570)STATE CENTER

Quarter Ended: (Q2) December 31, 2002

Certified Date:2003-01-29 13:45:56

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

Annual

As of June 30 for fiscal year (FY) specified.

	FY99-00	FY00-01	FY01-02	FY02-03
General Fund Revenues (Objects 8100, 8600, and 8800)	100,681,764	112,216,676	121,214,212	127,208,636
Other Financing Sources (Objects 8900)	202,888	246,336	1,477,482	60,741
General Fund Expenditures (Objects 1000-6000)	97,621,709	105,364,522	114,396,310	127,462,628
Other Outgo (Objects 7100, 7300, 7400, 7500, and 7600)	2,736,088	5,921,499	4,430,391	4,752,176
Reserve for contingency Unrestricted	0	0	0	0
Reserve for contingency Total	0	0	0	0
General Fund Ending Balance Unrestricted	9,617,642	6,882,549	17,302,024	6,762,352
General Fund Ending Balance Total	12,428,252	13,522,762	17,387,755	12,442,328
Prior-Year Adjustments	-311,259	-82,481	0	0
Attendance FTES	21,587	22,709	23,742	25,056

Quarter

For the same quarter to each fiscal year (FY) specified

	FY99-00	FY00-01	FY01-02	FY02-03
General Fund Cash Balance (Excluding investments)	7,912,923	9,075,599	10,407,987	9,172,068

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)	127,208,636	51,376,439	40.39
Other Financing Source (Objects 8900)	60,741	40,918	67.36
General Fund Expenditures (Objects 1000-6000)	127,462,628	58,023,071	45.52
Other Outgo (Objects 7100, 7300, 7400, 7500, and 7600)	4,752,176	1,132,635	23.83

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.)

The State of California has estimated a budget shortfall of \$34.8 billion for the balance of FY2002-03 and for FY2003-04. The Governor of California proposes a mid year cut to the Community College System of \$288.8 million and estimates a property tax shortfall of \$33 million. For FY2003-04, the Community College System is looking at a reduction of \$530.5 million. Both adjustments are relative to the Budget Act of 2002-03. The District anticipates reductions for FY2002-03 of approximately \$4 - \$6.3 million depending upon the proposals under consideration by the Governor, Assembly and Senate. When the Governor and Legislature agree on a Mid Year Reduction Plan the District will implement reduction plans to match the final approved plan. These reductions will significantly impact services provided to students and our community.

districtname Certified Date: January 29, 2003 01:45:56

CERTIFICATION

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

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.



1/29/03

District Chief Business Officer Date

District Superintendent

Date

Quarter Ended: (Q2) December 31, 2002

Governing Board Meeting Date: 2 / 4 / 03

[Print View](#)

[Back](#)

Account	MTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available & Avail
MAJ.OBJ: 91 - ACADEMIC SALARIES	0.00	108,701.75	653,913.77	2,497,576.00	1,843,662.23
MAJ.OBJ: 92 - CLASSIFIED SALARIES	0.00	510,994.88	3,170,297.02	6,559,533.00	3,389,235.98
MAJ.OBJ: 93 - EMPLOYEE BENEFITS	11,241.96	166,433.24	1,314,964.18	2,664,017.00	1,337,810.86
MAJ.OBJ: 94 - SUPPLIES & MATERIALS	257,846.06	29,354.28	333,062.42	833,062.00	242,153.52
MAJ.OBJ: 95 - OTHER OPER EXP & SERVICE	488,878.81	913,971.66	3,583,516.42	8,338,122.00	4,265,726.77
MAJ.OBJ: 96 - CAPITAL OUTLAY	397,145.69	1,162.99	590,885.11	1,529,502.00	541,471.20
MAJ.OBJ: 97 - OTHER OUTGO	0.00	88,730.39	938,730.39	2,005,548.00	1,066,817.61
LOC.GRP: 1 - DISTRICT OFFICE	1,155,112.52	1,819,349.19	10,585,369.31	24,427,360.00	12,686,878.17

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LOC.GRP: 1 - DISTRICT OFFICE
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1,155,112.52 1,819,349.19 10,585,369.31 24,427,360.00 12,686,878.17 51.94
=====

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	3,075,748.93	17,580,942.45	33,869,846.00	16,288,903.55
MAJ.OBJ: 92 - CLASSIFIED SALARIES	0.00	1,157,318.64	7,008,663.49	14,234,169.00	7,225,505.51
MAJ.OBJ: 93 - EMPLOYEE BENEFITS	0.00	863,418.92	4,938,540.12	10,299,572.00	5,361,031.88
MAJ.OBJ: 94 - SUPPLIES & MATERIALS	368,592.90	67,037.00	587,126.56	2,568,373.00	1,612,653.54
MAJ.OBJ: 95 - OTHER OPER EXP & SERVICE	1,134,281.14	216,625.98	1,290,697.34	5,815,100.00	3,390,121.52
MAJ.OBJ: 96 - CAPITAL OUTLAY	263,814.14	21,798.75	419,631.41	2,055,412.00	1,371,966.45
MAJ.OBJ: 97 - OTHER OUTGO	11,400.84	52,243.55	134,844.96	1,135,738.00	989,492.20

LOC.GRP: 2 - FRESNO CITY COLLEGE	1,778,089.02	5,454,191.77	31,960,446.33	69,978,210.00	36,239,674.65
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GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available & Avail
MAJ.OBJ: 91 - ACADEMIC SALARIES	0.00	1,108,053.38	6,261,473.80	12,199,919.00	5,938,445.20
MAJ.OBJ: 92 - CLASSIFIED SALARIES	0.00	391,072.09	2,472,283.42	4,996,375.00	2,524,091.58
MAJ.OBJ: 93 - EMPLOYEE BENEFITS	0.00	299,609.96	1,736,223.07	3,412,567.00	1,676,343.93
MAJ.OBJ: 94 - SUPPLIES & MATERIALS	203,547.00	44,565.79	298,924.73	1,177,416.00	674,944.27
MAJ.OBJ: 95 - OTHER OPER EXP & SERVICE	260,349.00	84,439.49	542,273.24	2,460,257.00	1,657,634.76
MAJ.OBJ: 96 - CAPITAL OUTLAY	142,439.05	45,191.79	463,738.36	2,203,093.00	1,596,915.59
MAJ.OBJ: 97 - OTHER OUTGO	55,562.76	2,167.19	59,059.37	1,331,469.00	1,216,846.87

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 LOC.GRP: 3 - REEDLEY COLLEGE 661,897.81 1,975,099.69 11,833,975.99 27,781,096.00 15,285,222.20 55.02
 =====

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available & Avail
MAJ.OBJ: 92 - ACADEMIC SALARIES	0.00	225,927.83	1,264,348.94	2,500,502.00	1,236,153.06
MAJ.OBJ: 92 - CLASSIFIED SALARIES	0.00	55,940.98	300,434.77	631,289.00	330,854.23
MAJ.OBJ: 93 - EMPLOYEE BENEFITS	0.00	57,316.99	334,028.16	659,049.00	325,020.84
MAJ.OBJ: 94 - SUPPLIES & MATERIALS	13,546.40	6,065.72	106,411.23	220,211.00	100,253.37
MAJ.OBJ: 95 - OTHER OPER EXP & SERVICE	52,972.72	7,236.76	75,938.00	277,896.00	148,985.28
MAJ.OBJ: 96 - CAPITAL OUTLAY	7,467.52	1,092.84	53,970.11	215,218.00	153,780.37
MAJ.OBJ: 97 - OTHER OUTGO	0.00	0.00	0.00	279,421.00	279,421.00
LOC.GRP: 4 - MADERA CENTER	73,986.64	353,581.12	2,135,131.21	4,783,586.00	2,574,468.15

LOC.GRP: 5 - CLOVIS CENTER

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available & Avail
MAJ.OBJ: 91 - ACADEMIC SALARIES	0.00	261,381.13	1,530,041.14	3,038,459.00	1,508,417.86
MAJ.OBJ: 92 - CLASSIFIED SALARIES	0.00	45,452.20	265,251.94	584,097.00	318,845.06
MAJ.OBJ: 93 - EMPLOYEE BENEFITS	0.00	60,520.93	356,738.53	723,882.00	367,143.47
MAJ.OBJ: 94 - SUPPLIES & MATERIALS	18,242.46	2,758.88	49,745.47	84,519.00	16,531.07
MAJ.OBJ: 95 - OTHER OPER EXP & SERVICE	28,113.41	5,177.88	50,467.20	131,295.00	52,714.39
MAJ.OBJ: 96 - CAPITAL OUTLAY	4,430.41	259.61	62,013.13	84,490.00	18,046.46

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 LOC.GRP: 5 - CLOVIS CENTER
 50,786.28 375,550.63 2,314,257.41 4,646,742.00 2,281,698.31 49.10
 =====

LOC.GRP: 6 - OAKHURST CENTER

GL Account	YTD Encumbrances	MTD Actual	YTD Actual	Annual Budget	Available & Avail
MAJ.OBJ: 91 - ACADEMIC SALARIES	0.00	32,496.40	205,358.41	376,775.00	171,416.59
MAJ.OBJ: 92 - CLASSIFIED SALARIES	0.00	4,628.21	28,546.90	54,192.00	25,645.10
MAJ.OBJ: 93 - EMPLOYEE BENEFITS	0.00	4,480.43	27,799.17	56,389.00	28,589.83
MAJ.OBJ: 94 - SUPPLIES & MATERIALS	1,072.56	697.16	6,170.68	13,254.00	6,010.76
MAJ.OBJ: 95 - OTHER OPER EXP & SERVICE	15,795.88	3,719.53	15,100.68	53,200.00	22,303.44
MAJ.OBJ: 96 - CAPITAL OUTLAY	0.00	11,554.99	43,549.93	44,000.00	450.07
LOC.GRP: 6 - OAKHURST CENTER	16,868.44	57,576.72	326,525.77	597,810.00	254,415.79

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

PRESENTED TO BOARD OF TRUSTEES

DATE: February 4, 2003

SUBJECT: Consideration to Amend
Energy Services Agreement with
CMS Viron Energy Services

ITEM NO. 03-42

EXHIBIT: None

Background:

In November 2002 the Board of Trustees authorized the administration to enter into an Energy Services Agreement with CMS Viron Corporation and a Facility Financing Contract with the California Consumer Power and Conservation Financing Authority. This authorization was based upon the findings of a Comprehensive Energy Analysis performed by CMS Viron. This extensive analysis identified numerous projects to improve the energy efficiency of mechanical and electrical systems throughout the District.

The total cost for these projects was estimated and awarded at \$3,890,674, which included all costs for engineering and design, contract and construction management, and installation. To fund these projects, the District had identified \$39,165 in PG&E rebates, \$208,250 in grant funds, and \$868,000 in Scheduled Maintenance funds. The balance of the funding would be financed through a contract with the California Consumer Power and Conservation Financing Authority with repayment of these funds provided by the energy savings.

In the last several months, circumstances have changed in relation to the availability of funds to pursue completing this project in its entirety. The administration has learned that the California Consumer Power and Conservation Authority has delayed issuing bonds as originally anticipated to finance statewide Energy Services Agreements. Additionally, with the likely elimination of matching State Scheduled Maintenance funds for 2002-03, the amount of available Scheduled Maintenance funding has been reduced. Based upon these events, the remaining funding currently available for the completion of the approved energy conservation projects is estimated at \$944,000. This available funding is a combination of State Scheduled Maintenance funds from prior years (1999-00 and 2000-01), as well as locally funded Scheduled Maintenance monies and applicable grants and rebates.

If approved, the work of this smaller project will include a chiller rebuild, new boilers, evaporative coolers and rooftop HVAC units at Reedley College, a new chiller, cooling tower and fan coils units at Fresno City College, and new pneumatic controls and other related items of work at both campuses. The administration is recommending amending the original contract award to allow the completion of this smaller energy services project with the amount of funding currently available.

In accordance with Government Code Section 4217.12 and 4217.13, the Board of Trustees has already approved the award of the larger Energy Services Agreement and a Facility Financing Contract. This recommendation is not intended to change or modify previous findings relative to potential energy savings but will only allow the award of a smaller contract, in an amount estimated to be \$944,000, to be funded with funds currently available. The balance of the comprehensive Energy Services Agreement would not be pursued and completed without Board notification and only at such a time when the current financial situation is more stable and clearly defined.

Recommendation:

It is recommended that the Board of Trustees amend the previous award of an Energy Services Agreement for Energy Retrofits, Phase II, to CMS Viron Corporation, to allow for a portion of this contract to be completed with currently available funding in an amount not to exceed \$944,000, and authorize the Chancellor or Vice Chancellor, Finance and Administration, to sign an amended Agreement on behalf of the District.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: February 4, 2003

SUBJECT: Citizens' Bond Oversight Committee
Review Process

ITEM NO. 03-43

EXHIBIT: None

Background:

The Board of Trustees, at its meeting of January 7, 2003, took action to certify the November 2002 Bond results and to adopt Bylaws for the Citizens' Bond Oversight Committee. These actions started the 60-day timeline for the appointment of a Citizens' Bond Oversight Committee. The schedule, as presented, calls for the Board to appoint members to the Committee at its March 4 meeting. The Application and/or Nomination Forms are to be submitted to the office of the Vice Chancellor, Finance and Administration, by 4:00 p.m. on February 7, 2003.

The administration is working with the Board President to set up a subcommittee to review the Application and/or Nomination Forms from prospective members, to interview the candidates, and to make membership recommendations for the Citizens' Bond Oversight Committee at the March 4, 2003, Board meeting for the Board's consideration and action.

This item is for Board information only; no action is required.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: February 4, 2003

SUBJECT: Timelines and Activities for Issuing 2003
Measure "E" Bonds

ITEM NO. 03-44

EXHIBIT: Time and Responsibility Schedule

Background:

Spring of 2003 was established for the first issuance of bonds from the November 2002 General Obligation Bond Election. The Time and Responsibility Schedule for issuing the bonds is enclosed. When reviewing the Schedule, please note the following:

District	=	State Center Community College District
BC	=	Bond Counsel (Stradling, Yocca, Carlson & Rauth)
UW	=	Underwriter (RBC Dain Rausher)

This item is provided for Board information only; no action is required.



**State Center Community College District
General Obligation Bonds
Election of 2002, Series A (2003)
Time and Responsibility Schedule
(as of January 27, 2003)**

February, 2003							March, 2003							April, 2003							May, 2003							June, 2003								
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
						1							1			1	2	3	4	5					1	2	3			1	2	3	4	5	6	7
2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14		
9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21		
16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28		
23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	29	30							
							30	31																												

<u>Date</u>	<u>Event</u>	<u>Responsible Parties</u>
12/11/02	• Kick Off Meeting with the District	District, UW
02/17/03	○ Distribute First Draft of Resolutions & Prelim. Official Statement	BC
02/24/03	○ Comments due on Resolutions & Prelim. Official Statement	District, BC, UW
03/03/03	○ Distribute second draft of Resolutions & Prelim. Official Statement.	BC
03/04/03	○ Presentation to the District Board	UW
03/07/03	○ Mail Package to Rating Agencies/Bond Insurers.	UW, BC
03/10/03	○ Notify County of Fresno of District's Intent to issue Bonds	District, BC, UW
03/14/03	○ Agenda cut-off for District Board.	District, BC
04/01/03	○ District Board Adopts Resolution	District
Week of		
04/14/03	○ Rating Agency meetings.	District, UW
04/30/03	○ Receive Rating and Insurance Commitments.	UW
05/02/03	○ Print and Distribute Preliminary Official Statement (25 Copies to District)	UW, BC
05/13/03	○ Pre-price Bonds* (depending on market conditions)	District, UW
05/14/03	○ Price Bonds* (depending on market conditions)	District, UW
05/15/03	○ Sign Purchase Agreement.	District, UW
05/19/03	○ Submit final debt service schedule to County.	District, UW
05/15/03 –		
06/16/03	○ Finalize Documentation.	District, BC, UW
05/21/03	○ Print and Distribute Final Official Statement.	UW, BC
06/16/03	○ Pre-Close.	District, BC, UW
06/17/03	○ Closing and delivery of funds.	District, BC, UW

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

PRESENTED TO BOARD OF TRUSTEES

DATE: February 4, 2003

SUBJECT: Consideration to Adopt 2003-04 Budget
Development Calendar

ITEM NO. 03-45

EXHIBIT: Calendar

Background:

Annually, the Board of Trustees adopts the Budget Development Calendar, which outlines a sequence of events necessary for the timely adoption of the District's budget. The 2003-04 Budget Development Calendar is consistent with the 2002-03 Calendar with minor changes.

Fiscal Year 2003-04 will be the third year that the Partnership for Excellence Program has been included in the regular Budget Calendar process. The District has not included the District's decision packages as part of the budget development process at this time. When the 2003-04 District budget is more developed and additional information is made available regarding the 2003-04 State Budget, the administration will make a recommendation on the use of decision package funding.

The process will conclude with a recommendation for Board approval at its regular meeting on September 2, 2003.

Fiscal Impact:

None

Recommendation:

It is recommended that the Board of Trustees approve the 2003-04 Budget Development Calendar as presented.

**STATE CENTER COMMUNITY COLLEGE DISTRICT
BUDGET DEVELOPMENT CALENDAR
2003-04**

On or Before _Due Date_	Responsibility	Ref. No.	Action Needed
1/27/03	Chancellor's Cabinet	1	Consider Budget Calendar
2/4/03*	Board of Trustees	2	Review and approve Budget Calendar
3/7/03	District Office	3	Distribute tentative staffing information to Colleges/Centers for review and update
3/14-15/03**	Board of Trustees	4	Board Retreat - Preliminary Budget discussions
3/24/03	District Office	5	Distribute campus/site budget allocations
4/7/03	Colleges/Centers	6	Submit final staffing requests and data entry of regular salaries and benefits
4/14/03	Colleges/Centers	7	Submit hourly salaries to District Business Office
4/21/03	Colleges/Centers	8	Entry of non-salary budget requests
5/5/03	Colleges/Centers	9	Submit actual, projected and proposed expenditures schedule
5/12/03	Chancellor's Cabinet	10	Review of Tentative Budget

*Regular Board Meeting

**Special Board Meeting/Workshop (at discretion of Board)

<u>On or Before Due Date</u>	<u>Responsibility</u>	<u>Ref. No.</u>	<u>Action Needed</u>
TBD**	Board of Trustees	11	Budget Workshop
5/16/03	Colleges/Centers	12	Campus review of Tentative Budget
6/9/03	Colleges/Centers Chancellor's Cabinet District Office	13	Revision of Tentative Budget
6/24/03	Board of Trustees	14	Approval of Tentative Budget and Public Hearing Date (9/2/03)
6/27/03	District Office	15	Tentative Budget submitted to County Superintendent of Schools
7/21/03	District Office	16	Revisions to Tentative Budget following adoption of State Budget
8/22/03	District Office	17	Final Budget available for public inspection
9/2/03*	Board of Trustees	18	Public Hearing and Final Budget adoption for 2003-04

*Regular Board Meeting

**Special Board Meeting/Workshop (at Discretion of Board)
2/4/03

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

PRESENTED TO BOARD OF TRUSTEES

DATE: February 4, 2003

SUBJECT: 2002-03 Mid-Year Budget Reduction Update

ITEM NO. 03-46

EXHIBIT: None

Background:

The 2002-03 budget year is developing into one of the most challenging in recent history. The chronology of events affecting the 2002-03 mid-year budget cuts and the affect on the State Center Community College District are detailed below.

September 2002 - Governor signs State Budget for 2002-03.

- Allocated to community colleges:
 - 2% Cost of Living Adjustment
 - 3% FTES Growth

Post-November 5, 2002, Election Budget Concerns - The talk of post-election budget cuts was a continuing topic of discussion during the State Budget process. Following the election, it was still widely believed any mid-year budget cuts would be minimal and in all probability deferred until 2003-04 for education.

November 11, 2002 - District begins to plan for 2003-04 budget.

For 2003-04 budget planning purposes, all District operations were to begin preparing for an 8% budget reduction.

December 6, 2002 - Governor announces State Budget shortfall.

- State shortfall - \$21+ billion

- Community college reduction - \$216 million:
 - 3.66% across-the-board reduction = \$98 million
 - 1.0% shortfall in anticipated statewide property tax = \$38 million
 - Concurrent enrollment of K-12 students = \$80 million

December 9, 2002 - Governor announces additional cuts will be required in the 2003-04 State Budget. He is scheduled to present 2003-04 State Budget Proposal on January 10, 2003.

December 18, 2002 - Governor announces an increase in the State Budget shortfall from \$21+ billion to \$34.8 billion.

- State shortfall - \$34.8 billion:
 - \$17.7 billion in revenue shortfalls (2001-02 through 2003-04)
 - \$ 4.5 billion increase in authorized expenditures for State mandates
 - \$12.6 billion in one-time funds from 2002-03 budget years into 2003-04 budget years

January 10, 2003 - Governor presented 2003-04 Proposed State Budget to the Legislature. He included in the budget additional reductions in 2002-03.

The Assembly and Senate each have proposed 2002-03 mid-year budget reductions. The Assembly and Senate proposals are based on a proposal put forth by the California Community Colleges Board of Governors.

The summary of the effects of each proposal upon SCCCDC is developed below:

<u>Proposal</u>	<u>Amount</u>
Governor/January 10, 2003	\$4,399,896
Board of Governors/January 13, 2003	\$2,942,047
Assembly Subcommittee/January 17, 2003	\$4,095,727
Senate Subcommittee/January 22, 2003	\$4,018,178

The above estimates do not include any estimate for concurrent K-12 enrollment. The Governor has budgeted \$80 million for this reduction. The Governor most specifically is targeting students enrolled in P.E. classes held on high school campuses. In review of concurrently enrolled K-12 in P.E. programs for 2002-03, the District has no K-12 students in violation by being in P.E. classes at a high school.

The Assembly and Senate have not addressed this issue in their proposed budget cuts. The State Chancellor's Office and Department of Finance (DOF) have developed no strategy for retrieving the \$80 million from districts. The District's exposure ranges from:

- a) \$0 if audited by DOF for violations;
- b) \$65,740 if P.E. FTES statewide are disallowed (16.1 FTES/2001-02);
- c) \$1.68 million if the \$80 million is collected as a proration of total FTES statewide.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: February 4, 2003

SUBJECT: Governor's 2003-04 Proposed Budget

ITEM NO. 03-47

EXHIBIT: Governor's Proposal for Community Colleges

Background:

The Governor's 2003-04 Proposed Budget reduced the State's contribution to the California Community College System more than 13.76% from the September 2002-03 adopted budget. The enclosure, provided by the State Chancellor's Office, is a comparison of the adopted 2002-03 State Budget for California Community Colleges and the Governor's 2003-04 Proposed Budget to date. The focus of the entire state has been upon the tremendous mid-year cuts necessary to begin balancing the State's 2002-03 budget. Very little productive discussion has been occurring in regard to the Governor's 2003-04 budget proposal. Further, any changes implemented by the Legislature and Governor in regard to mid-year budget cuts could have significant effects on a 2003-04 State Budget. Although a 2003-04 State budget is required to be adopted by June 30, 2003, this seems virtually impossible given the enormity of the budget shortfall and complexity of the issues faced by the State.

The administration does not expect additional information on the 2003-04 budget until later in February or March after the Assembly and Senate have hearings and begin to formulate their respective 2003-04 budget strategies and proposals.

This item is for Board information only; no action is required.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: February 4, 2003

SUBJECT: Consideration to Appoint District Associate
Dean – Human Resources

ITEM NO. 03-48

EXHIBIT: None

Background:

In October the Board of Trustees approved the new position of District Associate Dean of Human Resources (academic) position with the understanding that Director of Human Resources (classified) position would remain vacant. The District advertised statewide to fill the position. The screening committee consisting of administrators, faculty representatives, and classified representatives invited four people for interviews. Two of those individuals were invited for a second interview.

After extensive reference checking which included AFT and CSEA representatives, the administration is pleased to recommend Diane Clerou for the position. Mrs. Clerou has 18 years of successful human resource management experience. She is currently serving as the Interim District Associate Dean – Human Resources at State Center. She served as Interim Director of Human Resources for Victor Valley Community College District from February 2002 through July 2002, prior to that position she was the Assistant Chancellor, Human Resources at Kern Community College District for five years. In this position she was the liaison between the district office and three college campuses on personnel matters, as well as the liaison on personnel matters with federal, state and local agencies, law firms and the Board of Trustees. She administered all elements of employee recruitment, selection, evaluation, transfer, promotion, reclassification and records management for both classified and academic. She was the lead negotiator on the classified union contracts and served as a team member for faculty contracts. She administered all employee benefits and coordinated the Kern Community College District staff diversity program. Mrs. Clerou has been working in our District Human Resources office for the past several months and has done an outstanding job. Mrs. Clerou has demonstrated an excellent background and knowledge with California Community College Human Resources policies, practices and procedures. She has proven herself to be extremely

Item No. 03-48 (continued)
February 4, 2003

proficient, task oriented, and enjoyable to work with. Mrs. Clerou received her Master's Degree and Bachelor's Degree in Public Administration from California State University, Bakersfield. Mrs. Clerou also possesses California Community College life credentials in Business & Industrial Management and Public Services & Administration.

Fiscal Impact:

This position has been accounted for in the Human Resources budget.

Recommendation:

It is recommended that the Board of Trustees appoint Mrs. Diane Clerou to the position of District Associate Dean – Human Resources with an effective date of February 13, 2003, with placement on the Management Salary Schedule at Range 60, Step 7 (\$102,786).