

AGENDA
Regular Meeting
BOARD OF TRUSTEES
STATE CENTER COMMUNITY COLLEGE DISTRICT
Oakhurst Center
40241 Highway 41, Room 11
Oakhurst, CA 93644
4:30 p.m., April 2, 2013

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. INTRODUCTION OF GUESTS
- IV. APPROVAL OF MINUTES, Meetings of February 26, 2013, and March 5, 2013
- V. DELEGATIONS, PETITIONS AND COMMUNICATIONS [see footnote]
- VI. REPORTS AND PRESENTATIONS
 - A. Presidents' Reports Michael White, RC
Deborah Ikeda, WI
Tony Cantu, FCC
 - B. Chancellor's Report Deborah G. Blue
 - C. Academic Senate Report Jay Leech, MC
 - D. Classified Senate Report Nate Saari, RC
 - E. Oakhurst Update Vikki Piper
 - F. Willow International Community College Center
Accreditation Update Deborah Ikeda
- VII. CONSIDERATION OF CONSENT AGENDA [13-16HR through 13-19HR]
[13-21G through 13-27G]
- VIII. HUMAN RESOURCES

Board Agenda
April 2, 2013 (continued)

IX. GENERAL

- A. Consideration to Adopt Resolution Honoring Dr. John D. Welty [13-11] Isabel Barreras
- B. California Community College Trustees 2013 Ballot for Board of Directors [13-12] Isabel Barreras
- C. Consideration of Bids, Paving Rehabilitation, Reedley College [13-13] Brian Speece
- D. Consideration of Bids, OAB Parking and Landscape Improvements, Fresno City College [13-14] Brian Speece
- E. Consideration to Approve Proposed 2013-14 Lottery Decision Packages and Accept 2012-13 Lottery Expenditures Report [13-15] Ed Eng
- F. Introduction of Proposed Revisions to Board Policy 6200 – Budget Preparation [13-16] Ed Eng

X. REPORTS OF BOARD MEMBERS

XI. FUTURE AGENDA ITEMS

XII. DELEGATIONS, PETITIONS AND COMMUNICATIONS [see footnote]

XIII. CLOSED SESSION

- A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE; Pursuant to Government Code Section 54957
- B. CONFERENCE WITH LABOR NEGOTIATOR [SCFT Full-time Bargaining Unit, SCFT Part-time Bargaining Unit, California School Employees Association Bargaining Unit, and SCCC Peace Officers Association]; Diane Clerou, Pursuant to Government Code Section 54957.6

XIV. OPEN SESSION

XV. ADJOURNMENT

Board Agenda
April 2, 2013 (continued)

All supporting documents/materials pertaining to the open session agenda of a regular meeting are available for public inspection by contacting the office of the chancellor during the office hours of 8:00 a.m. to 5:00 p.m., Monday-Friday, at (559) 244-5902. Any person with a disability may request this agenda be made available in an appropriate alternative format. A request for a disability-related modification or accommodation may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting to Nina Acosta, executive secretary to the chancellor, 1525 E. Weldon Avenue, Fresno, CA 93704, (559) 244-5902, 8:00 a.m. to 5:00 p.m., Monday- Friday, at least 48 hours before the meeting.

The board chairperson, under Board Policy 2350, has set a limit of three minutes each for those who wish to address the Board of Trustees. 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 going into closed session. Individuals wishing to address the Board should fill out a request form and file it with interim Associate Vice Chancellor of Human Resources Diane Clerou at the beginning of the meeting.

CONSENT AGENDA
BOARD OF TRUSTEES MEETING
April 2, 2013

HUMAN RESOURCES

1. Employment, Change of Status, Retirement, Academic Personnel [13-16HR]
2. Employment, Promotion, Leave of Absence, Classified Personnel [13-17HR]
3. Consideration to Approve Extension of Limited Term Director of Human Resources for Six Month Maximum [13-18HR]
4. Consideration to Approve the Number of 2013-14 Sabbatical Leaves [13-19HR]

GENERAL

5. Review of District Warrants and Checks [13-21G]
6. Consideration to Authorize Agreement with the Fresno Regional Workforce Investment Board for Direct Training Programs, Fresno City College [13-22G]
7. Consideration to Authorize Agreement with the California Institute for Mental Health for CASRA Training Program, Madera Center [13-23G]
8. Consideration to Authorize Agreement for Purchase of Storage Area Network and Uninterruptible Power Supply Equipment, Fresno City College [13-24G]
9. Consideration to Approve Sale of Surplus Technology Equipment, Districtwide [13-25G]
10. Consideration of Bids, Manufacturing Lab 16 Electrical Rehabilitation, Reedley College [13-26G]
11. Consideration of Bids, C-arm Medical Imaging System, Health Sciences Division, Fresno City College [13-27G]

Introduction of Guests (continued)	Deborah Ikeda, NC Larry Dickson, FCC Chris Villa, FCC Rodney Zumkehr, SCCCCD
Delegations, Petitions, and Communications	None
2013-2014 Budget Study Session	<p>Mr. Eng and Dr. Railey presented the proposed priorities and guiding principles for the development of the 2013-14 budget.</p> <p>The first priority will focus on student equity, success and completion. Dr. Railey reviewed the factors to consider as the district works to achieve these goals, including the student success taskforce recommendations implementation, the new accountability reporting for the community colleges metrics, implementation of Title 5 changes to repeatability, recent changes to state and federal financial aid eligibility, and the Governor’s proposed 2013-14 budget.</p> <p>The second priority and guiding principle is to strategically manage enrollment and enhance student access. Dr. Railey said some of the factors to consider are the Governor’s proposed three budget options, restored funding for full-time equivalent students (FTES), projected local high school graduation rates, Title 5 course repetition rules effective fall 2013, and potential impacts of financial rule changes.</p> <p>Mr. Eng reviewed the enrollment management strategies and the state apportionment revenues and impacts on funded cap for fiscal years 2012-13 and 2013-14.</p> <p>The third priority and guiding principle is to align programs, services, and staffing to the California Community Colleges’ core mission (CTE, basic skills/ESL, transfer) and the district strategic plan. Dr. Railey reviewed some districtwide initiatives, including taskforces such as signature programs, enrollment management, HR staffing, district resource allocation model, and technology.</p> <p>The fourth priority and guiding principle is to ensure sound financial practices and financial stability/sustainability. Mr. Eng reviewed Board Policy 6200, Budget Preparation.</p>

2013-2014 Budget Study
Session (continued)

Mr. Caglia asked how some of the items presented will affect negotiations. Dr. Blue stated more specific information will be presented to the Board at a different time.

Mr. Nishinaka requested a more detailed explanation of budget allocation and programs, as they relates to the resource allocation model. Dr. Blue stated there will be a budget workshop during the March board retreat. She said the model will not be used for the 2013-14 budget. The taskforce is continuing to work on the model. It will be presented to the Board in the future for their input. Mr. Nishinaka stated it is good the discussion will reach beyond FTES. He is concerned about continuing programs as well as any new programs.

Mr. Patterson requested more details on the resource allocation as it relates to class offerings and class sizes to assist the Board with making a decision on priorities. He is also concerned about the consistency of classes offered throughout the district and matriculation to four year institutions. Mr. Patterson requested a definition for “student equity.”

Mr. Nishinaka asked about the progress on the technology plan. Dr. Blue advised the Board will be provided an update on technology during the board retreat.

Mr. Nishinaka asked about the diversity plan and the formation of the alumni association. Dr. Blue stated an EEO Committee has been formed and has begun its work. She said Pat Patterson and Dottie Smith are on the committee. The Board approved a decision package to support the alumni database.

Mr. Payne asked how the campus presidents plan to incentivize successful student behavior. Mr. Payne would like to see some of the projects the campuses are looking to complete. Mr. Payne is concerned about the ever-looming structural deficit and would like to see the district address this issue. Dr. Blue stated those concerns will be addressed during the budget workshop.

Mr. Leal would like more information on deferred maintenance projects and capital projects, specifically a future parking structure at FCC.

Adjournment

The meeting was adjourned at 6:05 p.m. by the unanimous consent of the Board.

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

(Unapproved) MINUTES OF MEETING OF
BOARD OF TRUSTEES
STATE CENTER COMMUNITY COLLEGE DISTRICT
March 5, 2013

- Call to Order A regular meeting of the Board of Trustees of the State Center Community College District was called to order by President Isabel Barreras at 2:00 p.m. on March 5, 2013, in the Reedley College dining hall, 995 N. Reed Avenue, Reedley, California.
- Trustees Present Isabel Barreras, President
Ron Nishinaka, Secretary
John Leal
Patrick E. Patterson
Dorothy Smith
Viviana Acevedo, RC Student Trustee
- Trustees Absent Richard Caglia, Vice President
Eric Payne
Michael Wilson, FCC Student Trustee
- Also present were:
- Deborah G. Blue, Chancellor, SCCC
Ed Eng, Vice Chancellor of Finance and Administration, SCCC
George Railey, Vice Chancellor of Ed. Services and Institutional Effectiveness, SCCC
Tony Cantu, President, Fresno City College
Michael White, Interim President, Reedley College
Deborah Ikeda, Campus President, Willow International Community College Center
Diane Clerou, Interim Assoc. Vice Chancellor of Human Resources, SCCC
- Strategic Conversations #2 – Student Success and Learning A report of the Strategic Conversations will be posted to the district webpage when complete.
- Recess A recess was called by President Barreras at 4:00 p.m.
- Reconvene Meeting The regular meeting of the Board of Trustees of the State Center Community College District was reconvened by President Isabel Barreras at 4:30 p.m. in the Reedley College Student Center, 995 N. Reed Avenue, Reedley, California.

Trustees Present

Isabel Barreras, President
Ron Nishinaka, Secretary
John Leal
Patrick E. Patterson
Eric Payne (5:15 p.m.)
Dorothy Smith
Viviana Acevedo, RC Student Trustee

Trustees Absent

Richard Caglia, Vice President
Michael Wilson, FCC Student Trustee

Introduction of
Guests

Also present were:

Deborah G. Blue, Chancellor, SCCC
Ed Eng, Vice Chancellor of Finance and Administration, SCCC
George Railey, Vice Chancellor of Ed. Services and Institutional
Effectiveness, SCCC
Tony Cantu, President, Fresno City College
Michael White, Interim President, Reedley College
Deborah Ikeda, Campus President, Willow International Community
College Center
Nina Acosta, Executive Secretary to the Chancellor

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

Teresa Patterson, SCCC
Gurdeep He'Bert, SCCC
Gregory Taylor, SCCC
Brian Speece, SCCC
Lucy Ruiz, RC
David Clark, RC
Chris Villa, FCC
Donna, Berry, RC
Cheryl Sullivan, FCC
Sandra Fuentes, RC
Tim Woods, FCC
Cris M. Bremer, FCC
Laura Tidyman-Jones, RC
Jim Chin, MC
Moises Pineda, RMCHS
Carlos Barojas, RMCHS
Jacob Romero, RMCHS
Stephanie Curry, RC

Introduction of
Guests (continued)

Mary Ann Valentino, FCC
Christy Kroell, RC
Gricelda Spear, MC/OC
Samerah Campbell, DO
Vikki Piper, OC
Donna Cooper, FCC
Christine Miktarian, DO
Tom Mester, WI
Jay Leech, MC
Lois Parento, RC
Kate Fourchy RC
Michael Van Wyhe, RC
John Fitzner, RC
Claudia Habib, RC
Andrea Segovia, RMCHS
Maggie Sanchez, RMCHS
Amber Santos, RMCHS
Adelfa Lorenzano, RMCHS
Jan Dekker, RC
Jeff Ragan, RC
Lore Dobush, RC
Juan Tirado, RC
David M. Lopes, RC
Shelly Sorensen, RC
Natalie Culver-Dockins, FCC
Tanya Sanchez, RMCHS parent
Charles Francis, FCC
Linda Nies, RC
Alicia Rios, DO
Frank Mascola, RC
Gary Sakaguchi, RC
Carmen Alessandro, DO
Bill Turini, RC
Wilifred Alire, RC
Chris Spomer, RC
Diane Schoenburg, WI

Mr. White introduced Reedley Mayor Bob Beck and Ken Zech and Robin Croft from the Reedley Centennial Committee.

Approval of Minutes

The minutes of the meeting of February 5, 2013, were presented for approval.

A motion was made by Trustee Leal seconded by Trustee Nishinaka

Approval of Minutes
(continued)

to approve the minutes of the meeting of February 5, 2013, as presented. The motion passed without dissent.

Delegations,
Petitions, and
Communications

Laurie Tidyman-Jones addressed the Board regarding sabbatical leaves. She reviewed a letter presented to the Board from Reedley College's sabbatical leave committee. The committee requested that the Board of Trustees make a commitment to fund sabbatical leaves on a yearly basis. In addition, the committee request that the Board make public by September 1, 2013, their decision to fund or not to fund sabbaticals for the following academic year. According to the academic senate of the California College 2008 report, sabbaticals are "crucial to the academic well-being of any institution." Reinstatement of sabbatical awards is one way the Board can take concrete steps to facilitate a healthy working relationship between administration and faculty.

Chris Caldwell addressed the Board regarding his appeal of his personnel complaint against former police chief, Joseph Callahan. Mr. Caldwell reviewed the details and timeline of the investigation and stated he believes he is entitled to receive a copy of the complete investigation. He said he is unable to adequately respond, without seeing the entire report. He requests that the Board hold Joseph Callahan responsible for his actions.

Presidents' Reports

Mr. White reported on topics of interest from Reedley College and the Oakhurst and Madera centers. Copies of the report were provided for the Board and interested attendees, and contained the following highlights:

- Reedley College students pressed and bottled olive oil that will be sold at farmers' markets. The trees, which are of the Arbequina variety, were donated by the Burchell Nursery five years ago. Students have been pruning and maintaining the orchard since then. The original use for the trees was as an oil source for biodiesel labs in the plant and soil science class.
- The Oakhurst Center co-sponsored two job interviewing skills seminars at the Tenaya Lodge on March 5. The center will then host a Tenaya Job Fair on March 6.
- The Madera Center is preparing for the annual Spring Extravaganza, which will be held April 4. The event will include a showcase of Madera Center programs and services, food, music, environmental education and exhibits from several community agencies.

Mr. Cantu reported on topics of interest from Fresno City College. Copies of the report were provided for the Board and interested

Presidents' Reports
(continued)

attendees, and contained the following highlights:

- FCC theatre students participated in the 45th annual Kennedy Center American College Theater Festival (KCACTF) in Los Angeles last month. Five students, Josh Hansen, Mohammad Shehata, Will Jorge, Shawn Bigger, and Christopher Coleman all made the Irene Ryan acting semi-finals. Mohammad Shehata won the O'Neill Critics Institute nomination for Region 8. He will travel all expenses paid to the KCACTF National in Washington, D.C., in April to compete with seven other students.
- The counseling department, in collaboration with Fresno High School, is conducting four workshops this month for seniors who plan on attending FCC in the fall. The workshops will be held in the Fresno High School computer lab. Students will receive information on several different topics: college preparation skills, college majors/career exploration, Student Educational Plan (SEP), college success strategies, study skills and time management, campus resources, how to be a successful college student and how to prepare for transfer.
- Dr. Harry Edwards, FCC alumnus and Centennial Star, will be the keynote speaker at the May 17 commencement ceremony this year.

Ms. Ikeda reported on topics of interest from the Willow International Community College Center (WICCC). Copies of the report were provided for the Board and interested attendees, and contained the following highlights:

- The SCCC Foundation held its board meeting at the WICCC on February 20. On February 28 WICCC hosted the Chancellor's Circle meeting. Members of the Chancellor's Circle received information and updates about the center during their lunch and then received a tour of various programs and departments.
- On February 27 a registration event was held for foster youth at WICCC. The foster youth were identified through a partnership with County Social Services, Fresno County Office of Education, and Clovis Unified. The students and their foster parent or guardian were invited to campus and given a chance to learn more about the services offered, financial aid, and opportunities specific for foster youth. Each student was able to sit with a counselor to discuss their educational goal and choose classes for the upcoming fall semester. These students will be registered on the first day of priority registration.
- WICCC is preparing for a Strategic Planning Charrette on April 11. There will be a social outside of the Willow library prior to the

Presidents' Reports
(continued)

start of the meeting. The meeting will be held in the library. The public, businesses, and school administrators are being invited to attend.

Chancellor's Report

Dr. Blue thanked Reedley College students, faculty, and staff for hosting the Strategic Conversation and board meeting.

Dr. Blue reported the following:

- The Board hosted their second annual Strategic Planning Session with internal stakeholders. These guided conversations were centered this year on the theme of student success and learning. The ideas and recommendations generated will be forwarded to all internal constituents and become part of the official minutes of the Board of Trustees. In addition, the ideas and recommendations will be used in the annual review of the district strategic plan and will be forwarded to the colleges and centers for consideration for their planning processes.
- Eric Tahada from the UC Berkeley Police Department provided comprehensive active shooter training at the districtwide confidential staff and management meeting on March 1. The training was very informative and well received. Planning is underway for additional training sessions throughout the district for faculty and staff.
- Dr. Blue introduced Brain Speece, who introduced Bruce Hartman, the new chief of police for the district.
- On February 28, the district hosted a wonderful ceremony at the African American historical and cultural museum to celebrate the induction of this year's honorees to the Wall of Honor. On March 6, the district will recognize outstanding Chicano/Latinos from the district at the Muro de Honor at Arte Americas museum. This year's honorees are Robert Arroyo, former FCC president Cynthia Azari, and Trustee Isabel Barreras.
- Dr. Blue serves on Arte America's board and encouraged the audience to visit the museum.
- The SCCC Foundation will host the annual Renaissance Feast for Scholars on March 9. It is the premier fundraiser for scholarships for students throughout the district. This year the Queen will travel to Africa. The Foundation will be matching donations for scholarships, starting at the \$5000 level.

Academic Senate
Report

Jeff Ragan, Reedley College (RC) Academic Senate President, reported the following:

- Academic Senate meets bi-monthly on the second and fourth Tuesday of each month. He introduced the Executive Committee of the Academic Senate, as follows: Bill Turini, immediate past president; Lore Dobusch, VP of business; Pam Gilmore, VP of curriculum; Stephanie Curry, state representative; Rick Garza, secretary; Jay Leech, Madera/Oakhurst Faculty Association president; Jeff Burdick, chair, WICCC Academic Senate subcommittee.
- He thanked Trustee Ron Nishinaka for visiting the February 26 meeting of the RC Academic Senate. He invited all trustees to attend a future RC Academic Senate meeting.
- RC Academic Senate hosted the Academic Senate for California Community Colleges regional leadership workshop on March 2.
- Mr. Ragan recognized English Instructor Eileen Apperson for her Student Learning Outcome work and moving RC well on its way to full compliance and Communications Instructor Anna Martinez for serving as faculty coordinator for the RC Accreditation process as RC was moved off of the ACCJC warning list
- Mr. Ragan announced that political science instructor Bill Turini has been selected to serve on an ACCJC visiting team next week
- RC Academic Senate unanimously approved and supported the Fresno City College FCC Academic Senate resolution regarding sabbatical leaves. Mr. Ragan provided copies of the resolution for the Board.

Classified Senate
Report

Juan Tirado, Reedley College (RC) Classified Senate President, reported the following:

- The Senate is preparing for the 2013-2014 election
- The Senate is updating their constitution and bylaws.
- Re-establishing a connection with the California Community College Classified Senate. RC will attend the annual Classified Leadership Institute in June. RC Senate will benefit by being actively involved with this organization. RC Senate will be able to participate in a collective effort to advocate for education, as they did at a March 4 rally in Sacramento.
- Recent fundraising events sponsored by the Senate were

Classified Senate
Report (continued)

successful. The Senate raised enough funds to support two scholarships.

- Office of admission and records, the business office, the financial aid office, and office of the dean of students are sponsoring brown bag lunches monthly.
- The next Senate meeting will take place on March 18
- The Latino Faculty and Staff Association will be recognizing Cesar Chavez' birthday with activities in March, including a poetry reading, a viewing of a PBS documentary on March 18, and a folklorio dance event on March 19.

Associated Student
Body

Viviana Acevedo, student trustee, provided a summary and presentation of student activities at Reedley College, to date.

Reedley College
Programs

Michael White recognized Adelfa Lorenzano, the Reedley Middle College High School (RMCHS) coordinator and all of the students who are participating in the program. He introduced RMCHS students Magdalena "Maggie" Sanchez and Moises Pineda. Ms. Sanchez and Mr. Pineda described their history and experiences and opportunities provided by attending RMCHS.

Mr. White recognized instructor Eric Nasalroad from the Entrepreneurship Program.

Mr. White introduced entrepreneurship students Al Kroell and Johnny Ching who described their experiences and achievements as part of the program.

Accreditation Update
Report

Mr. White reported the Accrediting Commission for Community and Junior Colleges (ACCJC) acted to remove the warning status, reaffirm accreditation and require Reedley College to submit a follow-up report by October 15, 2013, that demonstrates the college has addressed District Recommendation 1 and College Recommendation 1.

Ms. Ikeda reported the ACCJC acted to defer candidacy for a maximum of two years (until October 2014) pending receipt of all necessary State of California approvals. Willow International Community College Center has met all of the requirements of candidacy except state approval and sustainable state funding and other associated resources. To obtain approval Willow International must complete a needs study and submit it to the California Community Colleges Chancellor's Office.

Accreditation Update
Report (continued)

Mr. Cantu report the ACCJC acted to remove the warning status, reaffirm accreditation and require FCC to submit a follow-up report by October 15, 2013, that demonstrates the college has addressed District Recommendation 1.

Dr. Blue reported that in order for the colleges and district to fully meet the intent of the previous recommendation, SCCCD must engage in continuous, timely and deliberative dialogue with all district stakeholders to coordinate long term planning and examine the impact of the planned increase in the number of colleges and the future roles of the centers on the existing institutions. This includes creating, developing and aligning district and college plans and planning processes in the following areas:

- District strategic plan
- Facilities
- Technology
- Organizational reporting relationship of centers
- Location of signature programs
- Funding allocation
- Human resources
- Research capacity

Consent Agenda
Action

President Barreras asked for a motion to approve the consent agenda.

It was moved by Trustee Smith and seconded by Trustee Patterson that the Board of Trustees approve consent agenda items 13-11HR through 13-15HR and 13-13G through 13-20G, as presented. The motion carried without dissent.

Employment,
Retirement,
Academic Personnel
[13-11HR]
Action

Approve academic personnel recommendations, items A through B, as presented

Employment, Change
of Status, Transfer,
Resignation,
Retirement, Classified
Personnel
[13-12HR]
Action

Approve classified personnel recommendations, items A through H, as presented

Consideration to
Approve Academic
Personnel Teaching in
Secondary Subject
Area
[13-13HR]
Action

Authorize holders of the Community College Instructor Credential to teach courses in those secondary subject areas designated on their credential documents (if issued before January 15, 1977); and to teach courses in the subject matter area in which the credential holders have completed a minor (if issued after January 15, 1977).

Consideration to
Approve 2013-14
Contract Status of
Academic Personnel
[13-14HR]
Action

Approve the list of academic personnel for re-employment for the 2013-14 academic year, as presented; subject to assignment by the chancellor and salary placement, as adopted by the Board of Trustees

Consideration to
Approve Part-time
Limited Term
Associate College
Business Manager
Position
[13-15HR]
Action

Approve the part-time limited term Associate College Business Manager position, effective March 6, 2013

Consideration to
Adopt Amended 2014
Spring Semester
Instructional
Calendar
[13-13G]
Action

Adopt the proposed amended 2014 spring semester instructional calendar for Fresno City College, Reedley College/North Centers, and the Willow International Community College Center

Consideration to
Approve Out-of-state
Travel for Fresno City
College Jazz
Ensemble Students
[13-14G]
Action

Approve out-of-state travel for the jazz ensemble students and their directors to attend and compete in the Reno Jazz Festival, April 25-27, 2013, with the understanding that the trip will be financed without requiring expenditures of college or district funds

Review of District
Warrants and Checks
[13-15G]
Action

Review and sign the warrants register for the following accounts:

<u>Account:</u>	<u>Amount:</u>	<u>For the Period of:</u>
District	\$ 12,873,465.86	01/16/13 to 02/12/13
Fresno City College Bookstore	651,212.98	01/16/13 to 02/12/13
Reedley College Bookstore	372,285.85	01/16/13 to 02/12/13
Fresno City College Co- Curricular	126,129.15	01/15/13 to 02/12/13
Reedley College Co- Curricular	88,753.62	01/10/13 to 02/11/13
Total:	<u>\$ 14,111,847.46</u>	

Consideration of
Report of
Investments
[13-16G]
Action

Accept the Quarterly Performance Review, as provided by the
County of Fresno, for the quarter ending December 31, 2012

Consideration of Bids,
Life Science Rooms 3
and 4 Remodel,
Reedley College
[13-17G]
Action

Award Bid #1213-01 in the amount of \$127,159.00 to Davis Moreno
Construction, Inc., the lowest responsible bidder for the Life Science
rooms 3 and 4 remodel at Reedley College; and authorize the
chancellor or vice chancellor of finance and administration to sign
the agreement on behalf of the district

Consideration of Bids,
Forestry Engineering
Room 12 Remodel,
Reedley College
[13-18G]
Action

Award Bid #1213-03 in the amount of \$165,541.00 to Ardent
General, Inc., the lowest responsible bidder for the Forestry
Engineering room 12 remodel at Reedley College; and authorize the
chancellor or vice chancellor of finance and administration to sign
the agreement on behalf of the district

Consideration of Bids,
INC Building
Remodel, Phase 2,
Reedley College
[13-19G]
Action

Award Bid #1213-04 in the amount of \$230,000.00 to Davis Moreno
Construction Co., Inc., the lowest responsible bidder for the INC
Building remodel, phase 2 at Reedley College; and authorize the
chancellor or vice chancellor of finance and administration to sign
the agreement on behalf of the district

Consideration to
Approve SCCC
Foundation
Fundraising Event
[13-20G]
Action

Approve State Center Community College Foundation Board’s recommendation to host a literary arts fundraiser event, including the serving of wine and beer, at the Reedley College Library on April 6, 2013

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

Consideration to
Adopt Resolution
Recognizing the City
of Reedley’s
Centennial
[13-07]
Action

Michael White introduced Resolution 2013-03 to the Board.

A motion was made by Trustee Nishinaka and seconded by Trustee Patterson that the Board of Trustees adopt Resolution No. 2013-03 commemorating the 100th anniversary of the city of Reedley and extending the heartfelt gratitude of the entire State Center Community College District for its exemplary partnership with Reedley College and the district

Assignment of Board
Representatives for
Graduation
Ceremonies
[13-08]
Action

Board President Barreras announced that the 2013 graduation ceremonies for Fresno City College, Reedley College, and the Willow International and Madera community college centers are scheduled for May 17, 2013, at 6:30 p.m. She asked for volunteers to represent the Board.

Representatives for 2013 will be:

Fresno City College	John Leal, Eric Payne
Reedley College	Ron Nishinaka
Willow International Community College Center	Pat Patterson, Dottie Smith
Madera Community College Center (including Oakhurst Center)	Isabel Barreras, Richard Caglia

Consideration to
Adopt 2013-14
Budget Guiding
Principles
[13-09]
Action

Ed Eng presented the recommended guiding principles for the development of the 2013-2014 budget.

A motion was made by Trustee Nishinaka and seconded by Trustee Leal that the Board of Trustees adopt the attached guiding principles for development of the 2013-14 budget, as presented.

Consideration to
Adopt 2012-13
Budget Revision
(Proposition 30)
[13-10]
Action

Ed Eng presented the revised 2013-14 budget.

Trustee Payne asked when the Board will be receiving an itemized copy of the budget. He requested a summary of items that were changed.

A motion was made by Trustee Nishinaka and seconded by Trustee Leal that the Board of Trustees adopt the guiding principles for development of the 2013-14 budget, as presented.

Reports of Board
Members

Eric Payne reported the following:

- Attended the Trailblazers award dinner
- He was the keynote speaker for Reedley College ASG as part of black history month
- Attended the ACCT National Legislative Summit in Washington, D.C., which included meeting with members of the Department of Education
- Participated in new trustee orientation
- Attended a scholarship event hosted by Clovis Unified, with featured keynote speaker Steven Perry.

John Leal reported the following:

- Attended the ACCT National Legislative Summit in Washington, D.C.
- Attended the RC Charrette on February 7
- Attended the FASBO meeting with Ed Eng
- Participated in the Reedley College Presidential Search Committee orientation meeting on February 25
- Attended the Wall of Honor
- Attended the Latino faculty wine tasting fundraiser

Dottie Smith reported the following:

- Attended the ACCT National Legislative Summit in Washington D.C., where she attended a workshop on veterans
- Thanked RC faculty and staff for the hosting the strategic conversation
- Accepted an award on behalf of Dr. Blue, which was presented to the district by the Westside Church of God.
- Attended the Wall of Honor
- Is looking forward to attending the Muro de Honor ceremony on March 6

Reports of Board
Members (continued)

Pat Patterson reported the following:

- Attended the CCLC Legislative Conference in Sacramento and the ACCT Legislative Summit.

Trustee Nishinaka reported the following:

- Thanked faculty, classified and administrative staff for their hard work on the written response to the WASC Accreditation Commission's recommendations and stated it is great to have the warning status removed and our accreditation fully reaffirmed
- Welcomed Chief of Police Bruce Hartman to the district.
- Participated in the Reedley College and Madera Center Strategic Planning Charrettes on February 4 and 13, respectively
- Attended the Greater Reedley Chamber of Commerce awards dinner on February 22, which was held here at Reedley College; and noted the program highlighted the centennial celebration of the city of Reedley
- Attended the African American Historical and Cultural Museum Wall of Honor induction ceremony on February 28, and congratulated Chancellor Deborah Blue, RC graduate and faculty member Marie Byrd-Harris, and Dr. Keith Foster
- Participated in the Reedley College Presidential Search Committee orientation meeting on February 25 with Trustee John Leal
- Participated in the SCCCDC Special Budget Study Session on February 26, for the 2013-14 budget
- Attended the Madera County Office of Education ribbon cutting and open house for their new Instructional Support and Conference Center on February 11 with Isabel Barreras
- Attended Center for International Trade Development's "International Trade Symposium" at the World Ag Expo in Tulare on February 12
- Attended the Reedley College Academic Senate meeting on February 26

Isabel Barreras thanked Michael White and all of Reedley College faculty and staff for hosting the Strategic Conversation and board meetings. She reported the following:

- Attended the Madera County Office of Education ribbon cutting and open house on February 11 for their new Sally Frazier Instructional Support and Conference Center
- She thanked the Board for their attendance at the Budget Study Session

Reports of Board
Members (continued)

- She attended the Latino faculty fundraiser for scholarship
- Attended the Madera County School Board Association dinner with Trustee Payne
- She thanked Dr. Teresa Patterson for the successful Wall of Honor event

Future Agenda Items

Trustee Payne requested an update on General Counsel’s budget and goals.

Trustee Smith requested that the district submit a presentation for the upcoming ACCT Leadership Congress in October.

Trustee Nishinaka requested a tour of the Reedley farm.

Delegations,
Petitions, and
Communications

None

Closed Session

President Barreras stated that in closed session the Board would be discussing:

- A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE, Pursuant to Government Code Section 54957
- B. CONFERENCE WITH LABOR NEGOTIATOR [SCFT Full-time Bargaining Unit; SCFT Part-time Bargaining Unit, California School Employees Association Bargaining Unit, and SCCCDC Peace Officers Association]; Diane Clerou, Pursuant to Government Code Section 54957.6

President Barreras called a recess at 6:30 p.m.

Report of Closed
Session

The Board moved into open session at 8:35 p.m.

President Barreras stated the Board took no reportable action during closed session.

Adjournment

The meeting was adjourned at 8:40 p.m. by unanimous consent.

Ronald Nishinaka
Secretary, Board of Trustees
State Center Community College District

na

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 2, 2013

SUBJECT: Employment, Change of Status, Retirement,
Academic Personnel

ITEM NO. 13-16HR

EXHIBIT: Academic Personnel Recommendations

Recommendation:

It is recommended the Board of Trustees approve the academic personnel recommendations, items A through C, as presented.

ACADEMIC PERSONNEL RECOMMENDATIONS

- A. Recommendation to employ the following person:

<u>Name</u>	<u>Campus</u>	<u>Class & Step</u>	<u>Salary</u>	<u>Position</u>
Affeldt, Melissa L.	RC	III, 4	\$22,243	Workability III Counselor/ Coordinator

(Current Adjunct Faculty)

(Categorically Funded Contract – April 3, 2013 through June 30, 2013)

- B. Recommendation to accept change of status for the following person:

<u>Name</u>	<u>Campus</u>	<u>Effective Date</u>	<u>Position</u>
Ryan, Judy A.	FCC	August 8, 2013	English Instructor

(Reduction to part-time employment status prior to retirement per Article XVIII, Section 4 of the SCFT Collective Bargaining Unit Contract)

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

<u>Name</u>	<u>Campus</u>	<u>Effective Date</u>	<u>Position</u>
Zech, Kenneth D.	RC	May 18, 2013	Instructor, Tutorial Services

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 2, 2013

SUBJECT: Employment, Promotion, Leave of Absence,
Classified Personnel

ITEM NO. 13-17HR

EXHIBIT: Classified Personnel Recommendations

Recommendation:

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

CLASSIFIED PERSONNEL RECOMMENDATIONS

A. Recommendation to employ the following persons as probationary:

Name	Location	Classification	Range/Step/Salary	Date
Graham, Anne	OC	Office Assistant III – PPT Position No. 6002	48-A \$18.32/hr.	03/01/2013
Chontong, Sumanus	RC	Instructional Lab Technician – General Science – PPT Position No. 3163	53-A \$20.66/hr.	03/04/2013
Ram, Kimberley	DO	Buyer Position No. 1126	61-A \$4,354.17/mo.	03/18/2013

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

Name	Location	Classification	Hourly Rate	Date
Encinas, Desiree	FCC	Office Assistant III Position No. 2227	48-A \$18.32/hr.	02/20/2013
Abraham, Saprina	DO	Accounting Technician I – Payroll Position No. 1064	55-B (Confidential) \$26.67/hr.	02/25/2013
Ganner, Jeremiah	FCC	Tutorial Assistant Position No. 2415	50-A \$19.23/hr.	02/25/2013
Brase, Elizabeth	DO	Accounting Clerk III – Payroll Position No. 1135	46-A (Confidential) \$18.77/hr.	02/26/2013
Zenian, Vera	DO	Human Resources Assistant – Confidential Position No. 1046	57-A (Confidential) \$24.54/hr.	02/26/2013
Gonzalez, Rebecca	DO	Secretary to the Vice Chancellor – Confidential Position No. 1042	58-A (Confidential) \$25.08/hr.	03/05/2013
Hatai, Diane	WI	Accounting Technician II Position No. 5044	61-A \$25.12/hr.	03/06/2013
Quintero, Noel	MC	Upward Bound Assistant Position No. 4043	52-A \$20.17/hr.	03/06/2013

Classified Personnel Recommendation

Page 2

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

Name	Location	Classification	Hourly Rate	Date
Lim, Linda	FCC	Instructional Assistant – Nursing Position No. 2113	62-A \$25.74/hr.	03/11/2013

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

Name	Location	Classification	Hourly Rate	Date
Estrada, Richard	FCC	Art Model	\$8.64/hr.	02/19/2013

- D. Recommendation to employ the following persons as retiree/hourly (Ed Code 88034):

Name	Location	Classification	Hourly Rate	Date
Archuleta, Irene	DO	Secretary to the Vice Chancellor – Confidential Position No. 1042	\$25.08/hr.	02/25/2013 thru 02/26/2013
Archuleta, Irene	MC	Administrative Aide Position No. 4009	\$25.12/hr.	02/27/2013

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

Name	Location	Classification	Range/Step/Salary	Date
Duong, Kimberly	FCC	Accounting Clerk II Position No. 8500 to	41-E \$3,248.75/mo. to	03/06/2013
	WI	Accounting Clerk III Position No. 5047	48-C \$3,496.83/mo.	
Maddox, Tamara	FCC	Accounting Technician II Position No. 2075 to Accountant/Auditor Position No. 2489	61-E \$5,364.75/mo. to 66-D \$5,594.92/mo.	03/11/2013

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

Name	Location	Classification	Range/Step/Salary	Date
Schmidt, Susan	FCC	Administrative Secretary I Position No. 2260	48-E \$3,978.67/mo.	02/10/2013 thru 08/09/2013

(Unpaid health leave of absence per Article 14 of the CSEA contract)

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 2, 2013

SUBJECT: Consideration to Approve Extension of Limited ITEM NO. 13-18HR
 Term Director of Human Resources for
 Six Month Maximum

EXHIBIT: None

Background:

A six-month limited term Director of Human Resources position was approved at the November 2012 board meeting. Samerah Campbell has been working in this position since November 9, 2012. The current six-month position will end on May 9, 2013. Personnel Commission rules allow for a six-month extension of a limited term position, if necessary. With the retirement of Randy Rowe, Diane Clerou was appointed Interim Associate Vice Chancellor of Human Resources. It is expected that Ms. Clerou will continue in that position until at least June 30, 2013. Therefore, administration is recommending the extension of the six-month limited term Director of Human Resources. This position will continue to provide advice and assistance to administrators and employees regarding laws, policies, rules, regulations, and procedures relative to classified and academic employees. This position performs research, produces reports, and conducts investigations as well as training sessions. This position will be the district's main contact with the Personnel Commission, the Classified School Employees Association, and the Peace Officers' Association.

Recommendation:

It is recommended the Board of Trustees approve the extension of the limited term Director of Human Resources up to a maximum of six months.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 2, 2013

SUBJECT: Consideration to Approve the Number of
2013-14 Sabbatical Leaves

ITEM NO. 13-19HR

EXHIBIT: None

Background:

Provision is made in Article XIV-A, Section 7, of the full-time faculty contract for granting up to a maximum of 12 sabbatical leaves to eligible unit members per year. "Apportionment of sabbatical leaves between the district colleges shall be as follows: the number of leaves assigned to Fresno City College and Reedley College/North Centers shall be based upon the ratio of full-time faculty members at Fresno City College and at Reedley College/North Centers to the total of all faculty employed by the district."

The campus sabbatical leave committees have processed the applications for sabbatical leaves, and the presidents have approved the recommendations. The chancellor is recommending the approval of seven sabbaticals for the Board of Trustees' consideration. The names of faculty for which sabbatical leaves are recommended will be submitted at the May 2013 Board of Trustees.

Recommendation:

It is recommended the Board of Trustees grant seven sabbatical leaves to be apportioned between the colleges for the 2013-14 academic year.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 2, 2013

SUBJECT: Review of District Warrants and Checks

ITEM NO. 13-21G

EXHIBIT: None

Recommendation:

It is recommended the Board of Trustees review and approve the warrants register for the following accounts:

<u>Account:</u>	<u>Amount:</u>	<u>For the Period of:</u>
District	\$ 12,996,403.89	02/13/13 to 03/12/13
Fresno City College Bookstore	190,212.49	02/13/13 to 03/12/13
Reedley College Bookstore	133,052.43	02/13/13 to 03/12/13
Fresno City College Co-Curricular	89,526.07	02/13/13 to 03/11/13
Reedley College Co-Curricular	43,823.27	02/12/13 to 03/12/13
Total:	<u>\$ 13,453,018.15</u>	

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 2, 2013

SUBJECT: Consideration to Authorize Agreement with
the Fresno Regional Workforce Investment Board
for Direct Training Programs, Fresno City College

ITEM NO. 13-22G

EXHIBIT: None

Background:

The Fresno Regional Workforce Investment Board seeks to contract with Fresno City College to provide direct training programs to their clients. Fresno City College is being requested to provide training programs in the following areas: 1) PG&E Lineman, 2) Maintenance and Light Repair/Automotive, and 3) Hand Machining and Introductions to CNC (Computer Numerical Control). The agreement is for the period December 6, 2012, through October 4, 2013, with funding in the amount of \$348,500.

Recommendation:

It is recommended that the Board of Trustees:

- a) authorize the district, on behalf of Fresno City College, to enter into an agreement with the Fresno Regional Workforce Investment Board to provide direct training programs to their clients for the period December 6, 2012, through October 4, 2013, with funding in the amount of \$348,500;
- b) authorize renewal of the agreement with similar terms and conditions; and
- c) authorize the chancellor or vice chancellor of 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: April 2, 2013

SUBJECT: Consideration to Authorize Agreement with
the California Institute for Mental Health
for CASRA Training Program, Madera Center

ITEM NO. 13-23G

EXHIBIT: None

Background:

In April 2012, the district signed an agreement with the California Institute for Mental Health for the Madera Center to provide a California Association of Social Rehabilitation Agencies (CASRA) Mental Health Training Program. The CASRA training program includes the development and delivery of a 12.5 unit CASRA Mental Health First Aid program to current employees from multiple California counties. The training is offered through distance education (online), with the first class offered face-to-face. The county agencies identify and select the employees who participate in the training. The term of the agreement is from February 1, 2012, through August 31, 2015, with funding in the amount of \$333,500.

At the time of the original signing of the agreement, the district administered the training as a contract education arrangement, which typically is not brought to the Board for approval. Additionally, this multi-year agreement was delayed with the program not being initiated until the summer of 2012. In February 2013, and with the change in oversight responsibilities transferred to Reedley College, it was determined that this training program should be administered as a cost-reimbursement grant and brought to the Board for approval. Therefore, the district is requesting the board's approval at this time.

Recommendation:

It is recommended that the Board of Trustees:

- a) authorize the district, on behalf of Reedley College's Madera Center, to enter into an agreement with the California Institute for Mental Health to provide the CASRA mental Health Training Program for the period February 1, 2012, through August 31, 2015, with funding in the amount of \$333,500;
- b) authorize renewal of the agreement with similar terms and conditions; and

- c) authorize the chancellor or vice chancellor of 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: April 2, 2013

SUBJECT: Consideration to Authorize Agreement for
Purchase of Storage Area Network and
Uninterruptible Power Supply Equipment,
Fresno City College

ITEM NO. 13-24G

EXHIBIT: None

Background:

With ongoing strategic upgrades to our Local and Wide Area Networks across all district locations, it is necessary to procure additional data storage technology and back-up network power in support of our network infrastructure. Our technology standardization program, guided by the technology directors and I.S. support staff, has identified several technology manufacturers to support the network functions and facilities of the district. These manufacturers include Nimble Storage for data storage management and APC for uninterruptible power necessary to protect critical equipment from power surges and outages. These technologies are necessary requirements for storing and protecting data for critical data and network applications across the district.

The district currently utilizes these technologies throughout all existing locations. This technology has been purchased through a variety of procurement methods including public bidding and participation with other public agencies through existing cooperative/piggyback agreements. The board has historically approved the use of cooperative agreements to allow for a streamlined and cost effective procurement of standardized technology under competitively bid terms and conditions. In keeping with this practice, the administration is requesting approval of several additional cooperative purchasing agreements that will supplement and support existing network installations. These contracts include contract #204-4850 with the County of Fresno for the purchase of computer hardware, software, communications equipment and peripherals, and The Cooperative Purchasing Network (TCPN) contract #5011 for the purchase of data storage technology. The County of Fresno contract is made available for use as a member of the Central Valley Purchasing Group while the TCPN contract is a national cooperative purchasing alliance for public agencies that serves cities, counties, state agencies, K-12 and higher education. Both contracts were competitively bid and awarded and have the advantage of increased discounts due to the combined purchasing power of multiple participating public agencies.

While the immediate need for these technology purchases is for Fresno City College, the administration is seeking approval to utilize these contracts for other technology purchases districtwide for similar data storage and power supply needs. Funding for the purchase of these items will be from decision package funds and general fund monies.

Recommendation:

It is recommended that the Board of Trustees:

- a) approve participation in County of Fresno contract #204-4850 for storage area network and uninterruptible power supply equipment;
- b) approve participation in TCPN contract #5011 for storage area network and uninterruptible power supply equipment; and
- c) authorize purchase orders to be issued against these cooperative agreements for the purchase of approved technology items as may be needed districtwide.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 2, 2013

SUBJECT: Consideration to Approve Sale of Surplus
Technology Equipment, Districtwide

ITEM NO. 13-25G

EXHIBIT: None

Background:

With the installation and upgrade of data networks across all district locations, the district has accumulated obsolete network technology that is considered surplus and requires disposal. The identified equipment includes network switches, storage devices and other associated network peripherals. In accordance with district policy, the administration requests board authority to dispose of this surplus technology equipment. Because this surplus equipment only has a salvage value for specific applications and/or installations, specific vendors will be invited to submit bids for this property. Methods of sale may include industry-focused sales and/or electronic public auction websites. As in the past, per direction of the Board of Trustees, obsolete equipment not sold will be made available to non-profit agencies in district service areas.

Recommendation:

It is recommended that the Board of Trustees authorize disposal of district surplus technology equipment in accordance with applicable codes and policy.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 2, 2013

SUBJECT: Consideration of Bids, Manufacturing Lab 16 ITEM NO. 13-26G
 Electrical Rehabilitation, Reedley College

EXHIBIT: None

Background:

Bid #1213-05 provides for the rehabilitation of selected electrical systems in Manufacturing Lab 16 at Reedley College. This project consists of all labor and materials necessary to replace an existing 120V/208V panel and install six additional district-provided electrical panels. Existing manufacturing equipment will be reconnected to these new panels providing necessary electrical upgrades to the instructional space. This project also includes the installation of a new power gutter system, similar to a cable tray for telecommunication systems, for electrical distribution throughout the classroom space. Any critical work requiring power interruption will be done during the summer months to minimize down time to the affected areas. This project was necessitated by the need for improved electrical service in the manufacturing lab area at Reedley College.

Funding for this project will be provided by STEM Grant funds for Reedley College. Bids were received from two contractors as follows:

<u>Bidder</u>	<u>Award Amount</u>
Dynamic Electrical Contracting & Controls, Inc.	\$50,700.57
Sebastian	\$91,815.00

Fiscal Impact:

\$50,700.57 – STEM Grant Funds for Reedley College

Recommendation:

It is recommended that the Board of Trustees award Bid #1213-05 in the amount of \$50,700.57 to Dynamic Electrical Contracting & Controls, Inc., the lowest responsible bidder for the Manufacturing Lab 16 electrical rehabilitation at Reedley College, and authorize the chancellor or vice chancellor of finance and administration to sign an agreement on behalf of the district.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 2, 2013

SUBJECT: Consideration of Bids, C-arm Medical
Imaging System, Health Sciences Division,
Fresno City College

ITEM NO. 13-27G

EXHIBIT: None

Background:

Bid #1213-06 is for the purchase of a new C-arm fluoroscopy unit to replace an existing non-functioning unit in the Radiologic Technology Department (rad tech) at Fresno City College. Fluoroscopy is an imaging modality that utilizes dynamic images (real-time moving images) to visualize anatomy during certain examinations and surgical procedures. Recently the State of California Department of Public Health Radiologic Branch passed a mandate that all rad tech programs must include in their curriculum no less than 40 hours of didactic and 15 hours of lab in fluoroscopy instruction. This C-arm unit is needed to stay in compliance with the state mandate and will be used in fluoroscopy instruction to allow students the skills necessary for modern imaging.

Upgrades, maintenance and warranty of this unit require an authorized dealer in close proximity to the campus. The low bidder, Advanced Radiographic Services, has a local presence with technicians available for immediate service. Funding for this project will be provided by the Central California Community Colleges Committed to Change (C6) grant funds for Fresno City College. The C6 is a collaborative consortium of Central Valley community colleges and is funded by the Department of Labor. Bids were received from two vendors as follows:

<u>Bidder</u>	<u>Award Amount</u>
Advanced Radiographic Services	\$109,958.69
California Imaging Services	\$134,122.00

Fiscal Impact:

\$109,958.69 – C6 Grant Funds for Fresno City College

Recommendation:

It is recommended that the Board of Trustees award Bid #1213-06 in the amount of \$109,958.69 to Advanced Radiographic Services, the lowest responsible bidder for the purchase of a C-arm medical imaging system for the Health Sciences Division at Fresno City College, and authorize a purchase order to be issued against this bid.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 2, 2013

SUBJECT: Consideration to Adopt Resolution
Honoring Dr. John D. Welty

ITEM NO. 13-11

EXHIBIT: Resolution No. 2013-04

Background:

The Board of Trustees recognizes individuals for their service to the community by adopting formal resolutions to acknowledge their contributions. The Board is being asked to recognize the contributions of Dr. John D. Welty by adopting Resolution No. 2013-04.

Dr. John D. Welty will be retiring from California State University, Fresno (CSUF) after serving successfully since 1991. During Dr. Welty's tenure, CSUF greatly expanded its partnerships in the region with business, industry and other educational entities. Dr. Welty has been a leader in establishing many highly effective organizations including the Fresno Business Council, the Central Valley Business Incubator, the Regional Jobs Initiative and the Central Valley Higher Education Consortium, to name a few. Under Dr. Welty's leadership, the University has received national recognition for its outstanding educational, athletic and community service programs.

Recommendation:

It is recommended that the Board of Trustees adopt Resolution No. 2013.04 honoring Dr. John D. Welty for his many accomplishments, exemplary service and outstanding leadership and congratulate him on his retirement as president of California State University, Fresno.

Resolution No. 2013-04

**A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE STATE CENTER COMMUNITY COLLEGE
DISTRICT HONORING DR. JOHN D. WELTY**

WHEREAS, **Dr. John D. Welty** has served as president of California State University, Fresno, since 1991;

WHEREAS, during **Dr. Welty's** tenure the University has been actively involved in addressing issues in Central California and engaging itself with the entire region;

WHEREAS, **Dr. Welty** has been a leader in establishing the Fresno Business Council, the Central Valley Business Incubator, the Central Valley Higher Education Consortium, the Collaborative Regional Initiative, the Regional Jobs Initiative, the Kenneth Maddy Institute and several other partnerships;

WHEREAS, under **Dr. Welty's** leadership the University has become recognized as one of the nation's best engaged universities;

WHEREAS, **Dr. Welty** led efforts to create the University's first Honors College;

WHEREAS, since assuming the presidency in 1991, the University doubled its graduation rate and tripled the number of Hispanic students who achieve a college diploma;

THEREFORE, BE IT RESOLVED that the Board of Trustees recognizes the many accomplishments, exemplary service and outstanding leadership of **Dr. John D. Welty** and congratulates him on his retirement as President of California State University, Fresno.

ADOPTED, SIGNED AND APPROVED this 2nd day of April 2013.

President, Board of Trustees

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 2, 2013

SUBJECT: California Community College Trustees
2013 Ballot for Board of Directors

ITEM NO. 13-12

EXHIBIT: List of Candidates and Sample Ballot

Background

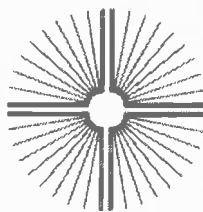
The election of members of the CCCT board will take place between March 10 and April 25, 2013. There are seven three-year vacancies on the CCCT board. The deadline for mailing the ballot is April 25, 2013.

A list of the candidates nominated to fill the vacancies is attached. Each member community college district board of the League shall have one vote for each of the seven vacancies on the CCCT board. Only one vote may be cast for any nominee or write-in candidate. The seven candidates who receive the most votes will serve three-year terms. In the event of a tie vote for the last position to be filled, the CCCT board will vote to break the tie.

Candidate bios and statements may be accessed on the League's website at www.ccleague.org.

Recommendation

It is recommended the Board of Trustees authorize the board secretary to cast a ballot for up to seven individuals, as directed, from the list of candidates for the 2013 California Community College Trustees Board of Directors election.



2013 CCCT BOARD ELECTION
CANDIDATES LISTED IN SECRETARY OF STATE'S
RANDOM DRAWING ORDER OF JANUARY 22, 2013

1. Dianne B. McKay, Ventura County CCD
2. Howard Rudd, Sierra Joint CCD
3. Adrienne Grey, West Valley-Mission CCD
4. *Cy Gulassa, Peralta CCD
5. *Louise Jaffe, Santa Monica CCD
6. *Isabel Barreras, State Center CCD
7. Sally W. Biggin, Redwoods CCD
8. Greg Bonaccorsi, Ohlone CCD
9. Susan M. Keith, Citrus CCD
10. Garrett Yee, Ohlone CCD
11. Loren Steck, Monterey Peninsula CCD
12. *Jerry D. Hart, Imperial CCD
13. Brent Hastey, Yuba CCD
14. Jeffrey Lease, San Jose-Evergreen CCD
15. Linda S. Wah, Pasadena Area CCD

* Incumbent

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 2, 2013

SUBJECT: Consideration of Bids, Paving
Rehabilitation, Reedley College

ITEM NO. 13-13

EXHIBIT: None

Background:

Bid #1213-08 provides for the complete rehabilitation of the southern half of Parking Lot D (main student parking lot along Reed Avenue) and ADA parking improvements at various locations across the Reedley College campus. Pavement rehabilitation has typically been an annual project, utilizing funds from parking lot revenues to maintain the paved surfaces throughout the district. The work of this year's project includes the complete renovation of a section of Parking Lot D while including necessary ADA improvements for increased accessibility. Included in this rehabilitation are the demolition and removal of the existing pavement, concrete, wheel stops, speed bumps, excavation, earthwork and grading, and the construction of new asphalt, concrete and other necessary improvements, including striping and landscaping. Necessary ADA improvements include new ramps, driveways, curbing, striping, signage and warning strips. All work will be scheduled for completion during the summer months to allow for minimum disruption to district activities.

Funding for this project will be provided by districtwide parking fee revenues. Bids were received from nine contractors as follows:

<u>Bidder</u>	<u>Bid Amount</u>
Avison Construction, Inc.	\$319,750.00
Seal Rite Paving & Grading	\$329,666.00
Central Valley Asphalt	\$372,835.00
American Paving Company	\$385,100.00
Marko Construction Group, Inc.	\$404,000.00

Item No. 13-13

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Yarb's Grading and Paving, Inc.	\$417,225.00
Lee's Paving, Inc.	\$461,700.00
Dawson-Mauldin Construction, Inc.	\$465,000.00

Fiscal Impact:

\$319,750.00 – Districtwide Parking Fee Revenues

Recommendation:

It is recommended the Board of Trustees award Bid #1213-08 in the amount of \$319,750.00 to Avison Construction, Inc., the lowest responsible bidder for paving rehabilitation at Reedley College, and authorize the chancellor or vice chancellor of finance and administration to sign an agreement on behalf of the district.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 2, 2013

SUBJECT: Consideration of Bids, OAB Parking and
Landscape Improvements, Fresno City College

ITEM NO. 13-14

EXHIBIT: None

Background:

Bid #1213-07 provides for parking lot improvements in lots K and L north of the Old Administration Building, (OAB), and landscape improvements to the north and west of the OAB at Fresno City College. While pavement rehabilitation has typically been an annual project, this project is also a continuation of Measure E funding and will include parking improvements to the lots behind the OAB while providing new and improved landscaping to the area that has been the contractor staging area during all phases of OAB construction. The work of this project provides for the complete renovation of parking lots and landscape areas, including removal of existing temporary fencing, trees, roots, asphalt, concrete, vegetation, signage, light posts, and construction of a new asphalt pavement structural section, mow strips, driveway, ramp, curb and gutter, sidewalks, striping, signage, irrigation, landscaping and other necessary improvements. All work will be scheduled for completion during the summer months to allow for minimum disruption to district activities. This bid was necessitated by requirements contained in the project Environmental Impact Report, the need to improve parking and landscaping around the OAB, and to bring this project to a successful conclusion.

Funding for this project will be provided by a combination of district contributions to Measure E local bond funds, capital project funds, and districtwide parking fee revenues. Bids were received from nine contractors as follows:

<u>Bidder</u>	<u>Bid Amount</u>
Marko Construction Group, Inc.	\$832,000.00
Seal Rite Paving & Grading	\$872,163.00
Avison Construction, Inc.	\$895,777.00
Yarb's Grading and Paving, Inc.	\$936,974.00

Lee's Paving, Inc.	\$ 952,920.00
Central Valley Asphalt	\$ 977,353.50
Jim Crawford Construction Co., Inc.	\$ 989,500.00
Dawson-Mauldin Construction, Inc.	\$ 992,500.00
American Paving Company	\$1,170,300.00

Fiscal Impact:

\$832,000.00 – Measure E local bond funds (district contribution), capital project funds, and districtwide parking fee revenues

Recommendation:

It is recommended the Board of Trustees award Bid #1213-07 in the amount of \$832,000.00 to Marko Construction Group, Inc., the lowest responsible bidder for OAB parking and landscape improvements at Fresno City College; and authorize the chancellor or vice chancellor of finance and administration to sign an agreement on behalf of the district.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 2, 2013

SUBJECT: Consideration to Approve Proposed 2013-14 ITEM NO. 13-15
 Lottery Decision Packages and Accept
 2012-13 Lottery Expenditures Report

EXHIBIT: 2013-14 Lottery Decision Packages and 2012-13 Lottery Decision Packages
 Expenditures Report

Background:

At the February 5, 2013, regularly scheduled meeting, the Board of Trustees approved the budget calendar for preparation of the district's 2013-14 budget. This timeline deviates from the traditional review of the draft decision packages at the board retreat. Approval of the decision packages at the April 2, 2013, board meeting, will allow the district to utilize these funds to acquire goods and services for the 2013-14 fiscal year and allow staff to start the process on time sensitive construction projects during the summer months to minimize the impact on students.

The 2013-14 decision package programs were based upon allocations to the colleges and centers totaling \$4.875 million, as follows:

Fresno City College	\$ 1,745,442
Reedley College	\$ 808,740
Willow International	\$ 429,230
Madera Center / Oakhurst	\$ 252,108
Districtwide	\$ 1,239,480
Board of Trustees	\$ 400,000

The process for establishing campus recommendations is similar to the process utilized on the campuses in recent years, which is a collaborative effort of all constituents.

Additionally, with the reduced funding from the state, the operational needs of the district have been addressed with lottery decision packages. To that end, staff has provided the Board of Trustees a progress report of expenditures for the 2012-13 lottery decision packages. This report

provides the board with a status update of what has been expended as of January 31, 2013, and what is still available to be spent for the various approved projects.

Recommendation:

It is recommended the Board of Trustees approve the 2013-14 lottery decision package recommendations, as presented and accept the 2012-13 lottery decision packages expenditures report.



STATE CENTER
COMMUNITY COLLEGE DISTRICT

DECISION PACKAGE

**2013-2014
BUDGET**

Office of the Chancellor

**Fresno City College – Reedley College – Willow International Community College Center
Clovis Center – Madera Center – Oakhurst Center**



State Center Community College District

2013-2014

DECISION PACKAGES

**April 2, 2013
Board of Trustees
Meeting**

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INTRODUCTION

2013-14 LOTTERY/DECISION PACKAGES

In November 1984 the California electorate approved a statewide initiative authorizing a state lottery program. As part of the initiative, 34% of lottery proceeds are to be distributed to all public educational entities in the state, including local school districts, community colleges, and state university systems. Additionally, in March 2000 the California electorate approved Senate Bill 20 (SB20), which required 50% of any lottery revenue increases from FY 1997-98, be spent on instructional materials.

The district has utilized the decision package process whereby funds are allocated out of the prior year's proceeds for one-time, non salary expenses in areas such as staff development, equipment, facility improvements, computer hardware and software agreements, and maintenance-related projects. By allocating resources from the prior year's revenues, the district is able to withstand variances in lottery collections without overspending its budget. Utilizing this process has allowed the district to enhance programmatic offerings to meet the needs of students and has provided a funding source for minor facility improvements and equipment purchases primarily for the expanding need for current technology and programs.

The district projects \$3.8 million of lottery revenue for FY 2012-13, which is comprised of \$3.0 million of unrestricted lottery and \$800,000 of restricted lottery (SB20). Due to the budget crisis experienced by the state and district, which started with FY 2007-08 and is expected to continue through at least FY 2014-15, the decision package proposals have been modified to include more operating expenses for supplies and materials not previously put forth in the proposals. As a result of the continuing reduction in funding from the state, and as previously stated to the board, administration recommends the following: (1) allocate additional surplus lottery reserves (\$2,808,834) over the next three years in the following manner:

	<u>Unrestricted Lottery</u>	<u>Restricted Lottery</u>	<u>Total Lottery</u>
FY 2013-14	\$ 1,000,000	\$ 75,000	\$1,075,000
FY 2014-15	\$ 1,000,000	\$ 75,000	\$1,075,000
FY 2015-16	\$ 588,102	\$ 70,732	\$ 658,834

(2) continue to use lottery funds for the board of trustee's budget (\$400,000) for the 50% law considerations; and (3) provide flexibility in the lottery packages to backfill necessary operational costs.

2013-14 Lottery Decision Package – Cont.

In establishing the FY 2013-14 decision package projects and recommendations, the chancellor called for the development of proposals from each college/center and the district office. The proposals were approved through processes at each location with input provided by various employee groups and site representatives.

The attached decision package is presented to reflect the proposed FY 2013-14 lottery allocation of \$4.875M to meet the educational needs of the district and includes the FY 2012-13 revenue projection of \$3.8M plus the use of \$1.075M of lottery reserves.

**SUMMARY
2013-2014 DECISION PACKAGES
LOTTERY FUNDING**

District

Staff Development and Training	\$61,100	
Employee Recognition Program	18,000	
Operational Supplies	5,000	
SCCCD Annual Report	13,000	
Central Valley Student Success Summit	3,500	
Additional Student Aide I	3,140	
Districtwide Safety and Hazardous Materials Program	50,000	
District Operations Supplies and Operating Expenses	294,740	
District Office Non-Instructional Equipment	16,000	
IS Datatel System Licensing	265,000	
IS Additional Datatel User Licenses	30,000	
IS Equipment Maintenance Contracts	80,000	
IS Storage Area Network Replacement	200,000	
IS Districtwide Videoconference Improvement	140,000	
IS Voice Over IP and WiFi for District Office North	60,000	
		\$1,239,480

Fresno City College

Staff Development and Training	\$75,000	
Campus Capital Projects and Enhancements	600,960	
Instructional Materials and Supplies (Prop. 20 Compliance)	394,362	
Speakers' Forum	21,000	
Equipment & Supplies	130,072	
Technology	524,048	
		\$1,745,442

Reedley College

Instructional Supplies (Prop. 20 Compliance)	\$182,700	
Other Operating Expenses	626,040	
		\$808,740

Willow International

Staff Development and Training	\$52,974	
Instructional Supplies (Prop. 20 Compliance)	187,688	
Operational Supplies and Equipment	7,460	
Instructional Equipment and Software	18,642	
Cultural Enrichment and Student Activities	60,100	
Outreach, School Relations and Transfer	28,250	
Technology	74,116	
		\$429,230

SUMMARY
2013-2014 DECISION PACKAGES
LOTTERY FUNDING

Madera Center/Oakhurst

Instructional Supplies (Prop. 20 Compliance)	\$110,250	
Other Operating Expenses	<u>141,858</u>	
		\$252,108

Board of Trustees

\$400,000

TOTAL 2013-2014 DECISION PACKAGES	<u><u>\$4,875,000</u></u>
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DISTRICT

**STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2013-14**

DECISION PACKAGE

Title: Staff Development and Training Location: District Office

Prepared By: Diane Clerou

DISTRICT/COLLEGE/CENTER GOAL(S)

District Strategic Plan No. 6

PROPOSED BUDGET DETAIL:

<u>Major Object</u>	<u>2013-14</u>
94000	\$ 3,000
95000	\$ 47,000
TOTAL	<u>\$ 50,000</u>

PROPOSED PROJECT DESCRIPTION:

The goal of this proposal is to focus on the professional development of faculty, classified, confidential, and management staff with particular emphasis on “growing our own” district leaders.

The primary focus is to implement a leadership program designed to prepare employees for future district leadership roles to ensure the health and stability of the district. Additional focus is to facilitate districtwide workshops for professional growth for district office and district operations employees.

OBJECTIVES TO BE ACHIEVED:

1. SUPPLIES \$ 3,000
Purchase books, binders, certificates and supplies participants
2. TRAVEL AND CONFERENCE IN-SERVICE TRAINING \$ 47,000
Leadership Development: Facilitate leadership development related to both specific needs of the district and general professional growth.

Decision Package – Cont.
Staff Development and Training

Classified Staff Development: Facilitate districtwide workshops, both job specific and professional growth, for district office and district operations employees.

TOTAL **\$ 50,000**

**STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2013-14**

DECISION PACKAGE

Title: Staff Development and Training Location: Districtwide

Prepared By: Dr. George Railey

DISTRICT/COLLEGE/CENTER GOAL(S)

District Strategic Plan Goal 6: Organizational Effectiveness Objectives 6.1-6.7

PROPOSED BUDGET DETAIL:

<u>Major Object</u>	<u>2013-14</u>
95000	\$ 11,100
TOTAL	<u>\$ 11,100</u>

PROPOSED PROJECT DESCRIPTION:

The goal of this proposal is to provide training in integrated planning through the Society for College and University Planning (SCUP) Planning Institute and to foster a culture of evidence-based planning, promote institutional effectiveness, ensure achievement of objectives 6.1-6.7 of the district's strategic plan as key comments of integrated planning, and strengthen a collaborative environment.

The primary focus is to ensure districtwide leaders from various constituent groups have in-depth training in integrated planning to move the district and colleges/centers towards the achievement of its goals in the area of institutional effectiveness.

OBJECTIVES TO BE ACHIEVED:

1. Participants will complete the 3 steps of institute and receive a certification in planning.
2. Promote institutional effectiveness.
3. Provide training for 40 participants in the area of integrated planning.
4. Create an alternative revenue stream by offering access to the institute to external institutions of higher learning.
5. Participants can better articulate how integrated planning addresses issues of accountability and accreditation.
6. Emphasize the value of evidence-based planning.

Decision Package – Cont.
Staff Development and Training
SCUP

1.	Step III administrative fee (includes all administrative fees and Honoraria for facilitators)	\$ 6,000
3.	Catering costs	\$ 1,600
4.	Printing costs	\$ 100
5.	Facilitator I - lodging/meals/travel expenses	\$ 1,700
6.	Facilitator II - lodging/meals/travel expenses	<u>\$ 1,700</u>
	TOTAL	<u>\$11,100</u>

STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2013-14

DECISION PACKAGE

Title: Employee Recognition Program Location: District Office

Prepared By: Diane Clerou

DISTRICT/COLLEGE/CENTER GOAL(S)

District Strategic Plan 6

PROPOSED BUDGET DETAIL:

<u>Major Object</u>	<u>2013-14</u>
94000	\$ 13,000
95000	\$ 5,000
TOTAL	<u>\$ 18,000</u>

PROPOSED PROJECT DESCRIPTION:

The goal of this proposal is to provide recognition to employees based on years of service to the district.

The primary focus is to recognize and celebrate years of service, but also to honor current year retirees. The awards given to the employees have been paid for from lottery funds in past years.

OBJECTIVES TO BE ACHIEVED:

- | | |
|--|------------------------|
| 1. PURCHASE OF AWARDS | \$13,000 |
| Provide funding to purchase five-year milestone awards as well as awards for retirees.
(Goal 6) | |
| 2. TRAVEL AND CONFERENCE | <u>\$ 5,000</u> |
| Provide appetizers at all three awards ceremonies | |
| TOTAL | <u>\$18,000</u> |

**STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2013-14**

DECISION PACKAGE

Title: Operational Supplies Location: District Office

Prepared By: Diane Clerou

DISTRICT/COLLEGE/CENTER GOAL(S)

District Strategic Plan No. 6

PROPOSED BUDGET DETAIL:

<u>Major Object</u>	<u>2013-14</u>
94000	<u>\$ 5,000</u>
TOTAL	<u>\$ 5,000</u>

PROPOSED PROJECT DESCRIPTION:

The goal of this proposal is to focus on the purchase of one-time office supplies.

The primary focus is to offset budget reductions in general fund office supplies for the human resources department. This proposal will provide lottery funds to purchase one-time office supply needs.

OBJECTIVES TO BE ACHIEVED:

1. OFFICE SUPPLIES	\$5,000
Provide one-time funding for the operational supply costs within the human resources department.	
TOTAL	<u>\$5,000</u>

STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2013-14

DECISION PACKAGE

Title: SCCCD Annual Report Location: District Office

Prepared By: Teresa Patterson

DISTRICT/COLLEGE/CENTER GOAL(S)

District Strategic Plan Goal #5

PROPOSED BUDGET DETAIL:

<u>Major Object</u>	<u>2013-14</u>
95000	<u>\$ 13,000</u>
TOTAL	<u>\$ 13,000</u>

PROPOSED PROJECT DESCRIPTION:

The goal of this proposal is to produce a districtwide annual report that will provide information on the district's campuses and centers achievements as well as a financial report to the community

The primary focus is to improve communication with our external stakeholder groups as well as create awareness of the many outstanding programs and student achievements within the district. The document will also provide a financial report in order to maintain fiscal transparency.

OBJECTIVES TO BE ACHIEVED:

- | | |
|--|------------------------|
| 1. Design and development of the annual report including layout, copywriting and photography | \$ 8,000 |
| 2. Printing and mailing the annual report to targeted audiences | <u>\$ 5,000</u> |
| TOTAL | <u>\$13,000</u> |

**STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2013-14**

DECISION PACKAGE

Title: Central Valley Student Success Summit Location: District Office

Prepared By: Teresa Patterson

DISTRICT/COLLEGE/CENTER GOAL(S)

District Strategic Plan Goals #1 and #5

PROPOSED BUDGET DETAIL:

Major Object 2013-14

94000 \$ 2,500

95000 \$ 1,000

TOTAL \$ 3,500

PROPOSED PROJECT DESCRIPTION:

The goal of this proposal is to bring together neighboring community colleges and K-12 board members to begin conversation in the areas of student equity, access, success and completion.

The primary focus is to study policy areas, develop strategies, and promote student equity and access. As a result of the summit, trustees and school board members from throughout central California will enhance their knowledge of the policies at the state and local level that can support student success strategies for the K-14 system. The summit will be planned and implemented in partnership with the Office of Educational Services and Institutional Effectiveness.

OBJECTIVES TO BE ACHIEVED:

- | | |
|---|-----------------|
| 1. Food for Summit Participants | \$ 2,500 |
| 2. Printing & Mailing of Summit materials | <u>\$ 1,000</u> |

TOTAL: \$ 3,500

**STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2013-14**

DECISION PACKAGE

Title: Additional Student Aide I Location: District Office

Prepared By: Diane Clerou

DISTRICT/COLLEGE/CENTER GOAL(S)

District Strategic Plan No. 6

PROPOSED BUDGET DETAIL:

<u>Major Object</u>	<u>2013-14</u>
92000	<u>\$ 3,140</u>
TOTAL	<u>\$ 3,140</u>

PROPOSED PROJECT DESCRIPTION:

The goal of this proposal is to focus on the daily duties of processing the mail and receptionist desk coverage.

The primary focus is to restore the staffing level in the district human resources office to two student aides I per semester. Approximately three years ago the human resources department was asked to eliminate one student aide I worker from the budget. Therefore, HR now only has one student aide I worker who is limited to 19 hours a week. We implemented changes within our department to cover mail duties as well as front desk coverage. These duties are now performed by members of our staff doing these routine duties. This means highly paid permanent employees are being asked to do duties once covered by a student. The regular human resources workload is being impacted by being taken away from regular duties.

OBJECTIVES TO BE ACHIEVED:

1. HOURLY STUDENTS	\$3,140
Provide student coverage of mail processing and receptionist desk coverage	
TOTAL	<u>\$3,140</u>

**STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2013-14**

DECISION PACKAGE

Title: Districtwide Safety and Hazardous Materials Program Location: District Operations

Prepared By: Brian Speece

DISTRICT/COLLEGE/CENTER GOAL(S):

District Strategic Plan Goal No. 6.5

PROPOSED BUDGET DETAIL:

<u>Major Object</u>	<u>2013-14</u>
94000	\$ 15,000
95000	20,000
96000	<u>15,000</u>
TOTAL	\$ <u>50,000</u>

PROPOSED PROJECT DESCRIPTION:

The goal of this proposal is for the district to provide support to the colleges and centers to ensure they are in compliance with all fire, access, hazardous materials, and safety codes and regulations. The primary focus is to use this funding to maintain existing programs, correct identified deficiencies, and implement new programs as required.

OBJECTIVES TO BE ACHIEVED:

1. Upgrade building systems identified as fire and life-safety issues in fire inspection reports \$ 5,000
2. CONTINUE TO IMPLEMENT RECOMMENDATIONS IDENTIFIED IN THE VALLEY INSURANCE PROGRAM'S SAFETY AND LOSS CONTROL SITE EVALUATIONS \$15,000
 - a. Industrial hygiene services
 - b. Medical monitoring
 - c. Safety training

Decision Package – Cont
Districtwide Safety and Hazardous Materials Program

3.	MANAGE AND DISPOSE OF HAZARDOUS SUBSTANCES GENERATED ON DISTRICT SITES.	\$15,000
	a. Aboveground Petroleum Storage Act compliance	
	b. Disposal fees	
	c. Permit fees	
	d. Storage containers	
4.	PURCHASE SAFETY EQUIPMENT	\$10,000
	a. CO ₂ gas detector	
	b. Boom lift	
	c. Fall protection	
	d. Personal protective equipment	
	e. Chemical hygiene	
	f. Safety ladders	
5.	IMPLEMENT DISTRICT-WIDE EMERGENCY RESPONSE PLAN	<u>\$ 5,000</u>
	a. Develop and provide comprehensive unified command tabletop exercise.	
	b. Active shooter training	
	TOTAL	<u>\$50,000</u>

**STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2013-14**

DECISION PACKAGE

Title: District Operations Supplies and Operating Expenses Location: Districtwide

Prepared By: Brian Speece

DISTRICT/COLLEGE/CENTER GOAL(S):

District Strategic Plan Goal No. 6.5

PROPOSED BUDGET DETAIL:

<u>Major Object</u>	<u>2013-14</u>
94000	<u>\$139,740</u>
95000	<u>155,000</u>
TOTAL	<u>\$294,740</u>

PROPOSED PROJECT DESCRIPTION:

The goal of this proposal is to provide funding to maintain districtwide facilities and to provide policing and operations support services.

OBJECTIVES TO BE ACHIEVED:

See Attachment 'A'

Decision Package – Cont.
Districtwide Operations Supplies and Operating Expenses

ATTACHMENT 'A'

1. PURCHASE SUPPLIES TO MAINTAIN FACILITIES AND PROVIDE SUPPORT SERVICES DISTRICTWIDE

• Fuel for vehicles and equipment	\$ 40,000
• Air conditioning and heating supplies	15,000
• Supplies to maintain electrical systems	10,000
• Plumbing supplies	10,000
• Paint	5,000
• Pool supplies	<u>15,000</u>

SUBTOTAL: \$ 95,000

2. REPAIR AND MAINTAIN FACILITIES AND ASSOCIATED EQUIPMENT DISTRICTWIDE

• Air conditioning and heating	\$ 20,000
• Electrical equipment and motor repairs	10,000
• Replacement of broken windows and glass	5,000
• Fire alarms, extinguishers, and security systems	<u>40,000</u>

SUBTOTAL: \$ 75,000

3. MAINTAIN LANDSCAPING DISTRICTWIDE

• Fertilizers and herbicides	\$ 30,000
• Irrigation parts	14,000
• Replacement plants	<u>740</u>

SUBTOTAL: \$ 44,740

4. Repair and maintain vehicles \$ 20,000

6. Utility expenses, SCCCDC \$ 60,000

TOTAL: \$294,740

**STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2013-14**

DECISION PACKAGE

Title: District Office Non-Instructional Equipment Location: District Office

Prepared By: Randall Vogt

DISTRICT/COLLEGE/CENTER GOAL(S)

District Strategic Plan No. 6.5

PROPOSED BUDGET DETAIL:

<u>Major Object</u>	<u>2013-14</u>
96000	<u>\$ 16,000</u>
TOTAL	<u>\$ 16,000</u>

PROPOSED PROJECT DESCRIPTION:

This proposal will replace existing board room chairs with new chairs. The current board seating is aging, deteriorating and in need of replacement. New seating is required for increased functionality, comfort and safety at board meetings and other board room events.

OBJECTIVES TO BE ACHIEVED:

1. Replacement of 16 existing board room chairs. This project will replace worn chairs which are failing. \$ 16,000

TOTAL: \$ 16,000

STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2013-14

DECISION PACKAGE

Title: IS Datatel System Licensing Location: District Office

Prepared By: John Bengtson

DISTRICT/COLLEGE/CENTER GOAL(S):

District Strategic Plan Nos. 2 and 5

PROPOSED BUDGET DETAIL:

<u>Major Object</u>	<u>2013-14</u>
95000	<u>\$ 265,000</u>
TOTAL	<u>\$ 265,000</u>

PROPOSED PROJECT DESCRIPTION:

The purpose of this project is to license the operation of the district's primary information system, Datatel (new company name "Ellucian").

OBJECTIVES TO BE ACHIEVED:

- | | |
|---|--------------------------|
| 1. Ensure continued manufacturer licensing and support for Datatel. | <u>\$ 265,000</u> |
| TOTAL | <u>\$ 265,000</u> |

**STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2013-14**

DECISION PACKAGE

Title: IS Additional Datatel User Licenses Location: District Office

Prepared By: John Bengtson

DISTRICT/COLLEGE/CENTER GOAL(S):

District Strategic Plan Nos. 2 and 5

PROPOSED BUDGET DETAIL:

<u>Major Object</u>	<u>2013-14</u>
95000	<u>\$ 30,000</u>
TOTAL	<u>\$ 30,000</u>

PROPOSED PROJECT DESCRIPTION:

The purpose of this project is to increase the number of Datatel licenses to allow more users to log on to the system at the same time.

OBJECTIVES TO BE ACHIEVED:

1. Add 30 more licenses to the district's Datatel system to eliminate "Out of licenses" errors frequently encountered by employees and students during periods of peak usage such as starts of term and starts of registration. \$ 30,000
- TOTAL** **\$ 30,000**

**STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2013-14**

DECISION PACKAGE

Title: IS Equipment Maintenance Contracts Location: District Office

Prepared By: John Bengtson

DISTRICT/COLLEGE/CENTER GOAL(S):

District Strategic Plan Nos. 2 and 5

PROPOSED BUDGET DETAIL:

<u>Major Object</u>	<u>2013-14</u>
95000	<u>\$ 80,000</u>
TOTAL	<u>\$ 80,000</u>

PROPOSED PROJECT DESCRIPTION:

The purpose of this project is to protect the district's significant investment in mission-critical equipment housed at the district office. This project will provide the maintenance contracts for the district's Datatel system (HP), storage area network (EMC, partial year), and core network equipment (Cisco and Juniper).

OBJECTIVES TO BE ACHIEVED:

1. Maintain critical equipment using service contracts. This includes servers, storage array, fiber channel switching, software licenses, and core network switches.
 2. Continue to provide a reliable enterprise-wide solution for the district's Datatel and networking need. \$ 80,000
- TOTAL** **\$ 80,000**

**STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2013-14**

DECISION PACKAGE

Title: IS Storage Area Network Replacement Location: District Office

Prepared By: John Bengtson

DISTRICT/COLLEGE/CENTER GOAL(S):

District Strategic Plan Nos. 2 and 5

PROPOSED BUDGET DETAIL:

<u>Major Object</u>	<u>2013-14</u>
96000	<u>\$ 200,000</u>
TOTAL	<u>\$ 200,000</u>

PROPOSED PROJECT DESCRIPTION:

The purpose of this project is to: (1) replace a critical component of the district's technology infrastructure—our storage area network (SAN)—which provides high-performance storage for our Datatel system and all other systems running in our virtualized environment, such as Exchange e-mail; and (2) provide a first-ever ability to achieve disaster recovery objectives in hours vs. days for our most critical systems.

OBJECTIVES TO BE ACHIEVED:

1. Replace the existing five-year-old SAN, whose annual maintenance costs are nearly \$30K, with a modern, manufacturer-supportable system.
 2. Take advantage of new technology (flash drives) to greatly improve the performance of the SAN, and with it, the performance of all supported systems, including Datatel (both UI and WebAdvisor), Exchange e-mail, and the district's SQL reporting services capabilities.
 3. Create a mirrored disaster recovery environment within Fresno City College's server room to support faster restoration of services following major equipment failure at the district office's server room. \$ 200,000
- TOTAL** **\$ 200,000**

STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2013-14

DECISION PACKAGE

Title: IS Voice Over IP and WiFi for DO-North Location: District Office North

Prepared By: John Bengtson

DISTRICT/COLLEGE/CENTER GOAL(S):

District Strategic Plan Nos. 2 and 5

PROPOSED BUDGET DETAIL:

<u>Major Object</u>	<u>2013-14</u>
96000	<u>\$ 60,000</u>
TOTAL	<u>\$ 60,000</u>

PROPOSED PROJECT DESCRIPTION:

The purpose of this project is to bring phone and network capabilities at District Office North up to current standards, by moving from Fujitsu phones to Voice over IP (VoIP), upgrading associated network infrastructure, and installing Aerohive wireless access points, for all users in currently occupied portions of buildings A and B.

OBJECTIVES TO BE ACHIEVED:

1. Move from Fujitsu phones to VoIP phones, thus providing District Office North users with fully-functional emergency notification capabilities being installed in other areas throughout the district.
 2. Provide WiFi access to all occupied areas of District Office North.
 3. Upgrade network switches and other associated infrastructure to support objectives 1 and 2. \$ 60,000
- TOTAL** **\$ 60,000**

STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2013-14

DECISION PACKAGE

Title: IS Districtwide Videoconference Improvement Location: DO and Districtwide

Prepared By: John Bengtson

DISTRICT/COLLEGE/CENTER GOAL(S):

District Strategic Plan Nos. 2 and 5

PROPOSED BUDGET DETAIL:

<u>Major Object</u>	<u>2013-14</u>
96000	<u>\$ 140,000</u>
TOTAL	<u>\$ 140,000</u>

PROPOSED PROJECT DESCRIPTION:

The purpose of this project is to improve the operation of, and increase the capabilities of, the district's videoconferencing systems by replacing outdated equipment and adding the ability to internally connect (bridge) large conferences.

Cost breakout:

PCR replacements at FCC, RC, MC	<u>\$ 60,000</u>
Multipoint conference unit	<u>\$ 80,000</u>

TOTAL \$ 140,000

OBJECTIVES TO BE ACHIEVED:

1. Ensure quality videoconference capabilities at each of the president's conference rooms (PCR) by upgrading to current standard.
2. Provide large-conference internal bridging, so the district no longer has to rely on external bridge providers, thus eliminating the risk of Internet-related impacts on videoconferences. The district is currently limited to no more than four Polycoms internally connected in a single conference; this unit will increase that limit to 16.

FRESNO CITY COLLEGE

**STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2013-14**

DECISION PACKAGE

Title: Staff Development Location: Fresno City College

Prepared By: Cheryl Sullivan

DISTRICT/COLLEGE/CENTER GOAL(S):

District Strategic Plan Goal Nos. 2.1, 5.2; Fresno City College Strategic Plan Goal Nos. 1.1, 3.2, 4.2

PROPOSED BUDGET DETAIL:

<u>Major Object</u>	<u>2013-14</u>
95310	<u>\$ 75,000</u>
TOTAL	<u>\$ 75,000</u>

PROPOSED PROJECT DESCRIPTION:

The goal of this proposal is to provide funds for professional development activities for faculty, administration, and staff. These may include conference attendance, guest speakers, technology training, leadership development, and flex activities. The primary focus of these activities is to strengthen classroom instruction, increase the use of instructional technology, not only in the delivery of instruction and student support services but also across all college units, provide opportunities for leadership career development, and assist in the implementation of the college strategic plan.

OBJECTIVES TO BE ACHIEVED:

1. TRAVEL AND CONFERENCE, IN-SERVICE TRAINING \$ 65,000

This proposal supports professional development for faculty, classified professionals, and administrators. Funds support orientation and training for adjunct and full-time faculty. They also support classroom field trips, institution-supported travel to attend workshops on accreditation, student learning outcomes, telecommunications, research and planning, matriculation, advanced technology, and faculty flex activities.

Decision Package – Cont.
Staff Development

2. CLASSIFIED IN-SERVICE TRAINING \$ 10,000

This project calls for leadership and project management training for classified staff, including managers. Funding will provide in-house leadership and teamwork training for work-unit members to promote student success.

TOTAL **\$ 75,000**

**STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2013-14**

DECISION PACKAGE

Title: Facilities Improvements Location: Fresno City College

Prepared By: Cheryl Sullivan

DISTRICT/COLLEGE/CENTER GOAL(S):

District Strategic Plan Goal No. ; Fresno City College Strategic Plan Goal No. 3.4

PROPOSED BUDGET DETAIL:

<u>Major Object</u>	<u>2013-14</u>
96000	<u>\$ 600,960</u>
TOTAL	<u>\$ 600,960</u>

PROPOSED PROJECT DESCRIPTION:

This proposal will address safety issues as well as maintain campus facilities to provide a safe environment for students, staff and the community.

OBJECTIVES TO BE ACHIEVED:

1. To provide a safe environment for educational pursuits.
2. Maintain the integrity of campus facilities.

Decision Package – Cont.
Facilities Improvement

1. RESURFACE GYM FLOOR \$ 14,900

This project will provide for resurfacing in order to maintain the floor.
2. DIRT & GRASS – SOFTBALL FIELD \$ 5,000

This project will provide for purchase and installation of dirt and grass to maintain the surface of the field.
3. RESURFACE TENNIS COURTS \$ 16,000

This will provide for resurfacing in order to maintain the playing surface.
4. SOCCER FIELD SCOREBOARD \$ 7,786

This project will provide for purchase and installation of a scoreboard for the soccer field.
5. STUDENT SERVICES –SECOND FLOOR REMODEL \$163,640

This project includes the expansion of the Financial Aid area, the creation of a student waiting area for Counseling and Financial Aid, the relocation of the Transfer Center and Career Center, and expansion of the International Students/Veterans Office.
6. STUDENT LOUNGE REMODEL \$ 79,994

This project will provide for new furniture for the Senate Chambers and Lounge, a redesigned computer lab, increased storage for event supplies, and a new student ID photo booth.
7. REDESIGN CAREER & EMPLOYMENT CENTER \$ 18,640

This redesign would restructure existing cubicle partitions within the office space, allowing staff to maximize the number of students served in a group setting.
8. HARDSCAPE/SOFTSCAPE IMPROVEMENTS \$ 185,000

This project will provide for concrete improvements, grounds preparation and additional lighting.

Decision Package – Cont.
Facilities Improvement

9. FACILITIES/MAINTENANCE IMPROVEMENTS \$ 110,000

This project will provide for painting, carpet, window coverings and signage.

TOTAL **\$ 600,960**

**STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2013-14**

DECISION PACKAGE

Title: Instructional Materials & Supplies (Prop 20 Compliance) Location: Fresno City College

Prepared By: Don Lopez

DISTRICT/COLLEGE/CENTER GOAL(S):

District Strategic Plan Goal No 2.2; Fresno City College Strategic Plan Goal Nos. 3.3, 3.4

PROPOSED BUDGET DETAIL:

<u>Major Object</u>	<u>2013-14</u>
94310	\$ 10,000
95235	270,000
96810	<u>114,362</u>
TOTAL	<u>\$394,362</u>

PROPOSED PROJECT DESCRIPTION:

This proposal is to improve and increase the currency, quality and depth of the library's materials collections as recommended by the last accreditation team. Funds will also be used for instructional supplies needed in classrooms, and tutorial and library computer labs. Software licenses for electronic database subscriptions are also part of this project.

OBJECTIVES TO BE ACHIEVED:

1. INSTRUCTIONAL SUPPLIES \$ 10,000

Purchase instructional equipment and supplies for student success tutorial computer labs, library computer labs, and classrooms. Provide supplies and reliable instructional technologies to support classroom and lab instruction.

Decision Package – Cont.
Instructional Materials & Supplies (Prop 20 Compliance)

2. LIBRARY PERIODICALS AND DATABASE SUBSCRIPTIONS \$ 270,000

Purchase subscriptions to professional and academic journals. Also purchase subscriptions to daily newspapers and other educationally appropriate periodicals. Purchase subscriptions to various academic and informational electronic databases..

3. LIBRARY BOOKS \$ 114,362

Purchase library books and materials including large-print books, video recordings and audio recordings for student and faculty use.

TOTAL **\$ 394,362**

**STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2013-14**

DECISION PACKAGE

Title: Speakers Forum Location: Fresno City College

Prepared By: Cheryl Sullivan

DISTRICT/COLLEGE/CENTER GOAL(S):

District Strategic Plan Goal Nos. 2.1, 5.2; Fresno City College Strategic Plan Goal Nos. 1.1, 3.2, 4.2

PROPOSED BUDGET DETAIL:

<u>Major Object</u>	<u>2013-14</u>
95530	<u>\$ 21,000</u>
TOTAL	<u>\$ 21,000</u>

PROPOSED PROJECT DESCRIPTION:

The Speakers Forum Series provides a unique educational experience for both our students and the community at large. The format changes with the nature of the topic, the invited speaker, and potential community interest. Some speakers are scheduled so that their topics coincide with an activity on campus, and they may spend a day on campus meeting with faculty, staff and students. Others are invited because the topic is of general interest to the community at large.

OBJECTIVES TO BE ACHIEVED:

- | | |
|---|-------------------------|
| 1. SPEAKERS FORUM | \$ 15,000 |
| Provide a speakers series that will provide a unique educational experience for students and the public, as well as the community. | |
| 2. CULTURAL STUDIES/WOMEN'S STUDIES | \$ 6,000 |
| Celebrate the diversity of the student body and the community with speakers and events for celebrations such as African-American History Month, Women's History Month, Asian-American Week, Cinco de Mayo, etc. | |
| TOTAL | <u>\$ 21,000</u> |

**STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2013-14**

DECISION PACKAGE

Title: Equipment & Supplies Location: Fresno City College

Prepared By: Cheryl Sullivan

DISTRICT/COLLEGE/CENTER GOAL(S):

District Strategic Plan Goal No. 2.2; Fresno City College Strategic Plan Goal Nos. 3.1, 3.3, 3.4

PROPOSED BUDGET DETAIL:

<u>Major Object</u>	<u>2013-14</u>
96510	\$ 72,536
96515	\$ 42,036
94310	\$ 15,500
TOTAL	<u>\$130,072</u>

PROPOSED PROJECT DESCRIPTION:

This package will provide for operational priorities in the areas of instructional and non-instructional equipment and supplies.

OBJECTIVES TO BE ACHIEVED:

- | | | |
|----|-----------------------------|-----------|
| 1. | INSTRUCTIONAL EQUIPMENT | \$ 72,536 |
| | Police Academy Vehicle | |
| | Melting Point Apparatus | |
| | Criminology Lab Camera | |
| 2. | NON-INSTRUCTIONAL EQUIPMENT | \$ 42,036 |
| | Facilities Rental Equipment | |
| | Custodial Equipment | |

Decision Package – Cont.
Equipment & Supplies

3. SUPPLIES \$ 15,500

Culinary Supplies
Extending the Classroom
Tutorial Center Resources

TOTAL **\$ 130,072**

**STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2013-14**

DECISION PACKAGE

Title: Technology Location: Fresno City College

Prepared By: Don Lopez

DISTRICT/COLLEGE/CENTER GOAL(S):

District Strategic Plan Goal No. 2.2; Fresno City College Strategic Plan Goal Nos. 3.3, 3.4

PROPOSED BUDGET DETAIL:

<u>Major Object</u>	<u>2013-14</u>
94315-94415	<u>\$ 524,048</u>
TOTAL	<u>\$ 524,048</u>

PROPOSED PROJECT DESCRIPTION:

This package will provide for operational priorities in instructional and non-instructional computer software.

OBJECTIVES TO BE ACHIEVED:

PURCHASE OF SOFTWARE

Microsoft Campus Agreement	\$ 45,000
VmWare	\$ 40,000
CurricuNET	\$ 10,000
EMC Storage Maint./Lic.	\$ 45,000
Blackboard	\$ 200,000
Adobe	\$ 45,000
Other Classroom Software	\$ 95,325
Other Software Maint./Lic.	\$ 43,723

TOTAL **\$ 524,048**

REEDLEY COLLEGE

STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2013-14

DECISION PACKAGE

Title: Instructional Supplies (Prop. 20 Compliance) Location: Reedley College

Prepared By: David Clark

DISTRICT/COLLEGE/CENTER GOAL(S):

District Strategic Plan Goal Nos. 1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 3.1 and 4.3; College Strategic Plan Goal Nos. 2.2, 2.3, 3.1, 3.2, 3.3, 3.4, 4.1, 4.2, 4.3, 5.1, 5.2, 5.3, 6.1, 6.2 and 6.3.

PROPOSED BUDGET DETAIL:

<u>Major Object:</u>	<u>2013-14</u>
95000	\$ 64,141
96000	<u>118,559</u>
TOTAL	\$ <u>182,700</u>

PROPOSED PROJECT DESCRIPTION:

At the Primary Election held on March 7, 2000, California voters approved Proposition 20. Prop. 20 requires that fifty percent of any growth in statewide lottery revenues for public education above what was allocated in the 1997-98 fiscal year be allocated to school districts and community colleges for the sole purpose of instructional materials and supplies.

OBJECTIVES TO BE ACHIEVED:

1. UPGRADE AND RENEW VARIOUS INSTRUCTIONAL SOFTWARE SITE LICENSES AND SOFTWARE

Campus wide Instructional Software and Licenses \$ 64,141

2. CONTINUE TO PROVIDE CURRENT AND UP-TO-DATE ONLINE DATABASES, BOOKS AND ELECTRONIC RESOURCES

Library Books \$ 56,500
Library Electronic Resources \$ 62,059
\$118,559

TOTAL **\$182,700**

**STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2013-14**

DECISION PACKAGE

Title: Other Operating Expense Location: Reedley College

Prepared By: Donna Berry

DISTRICT/COLLEGE/CENTER GOAL(S):

District Strategic Plan Goal No. 5.5; College Strategic Plan Goal Nos. 2.3, 3.1, 3.4, 4.1, 4.2, 5.2, 6.1, 6.2, 6.3 and 7.3

PROPOSED BUDGET DETAIL:

<u>Major Code:</u>	<u>2013-14</u>
94000	\$ 80,000
95000	291,084
96000	<u>254,956</u>
TOTAL	<u>\$626,040</u>

PROPOSED PROJECT DESCRIPTION:

This package will provide for operational priorities in the areas of campus wide supplies and equipment, campus wide hardware and software license agreements, staff development, safety, campus T-1 lines, copier rentals, and Public Information activities.

OBJECTIVES TO BE ACHIEVED:

- | | |
|---|-------------------------|
| 1. Provide campus with production supplies and custodial supplies necessary to meet the goals of the institution. | \$ 80,000 |
| 2. Continue to fund professional development, campus-wide telephone costs, dues and memberships, copier leases advertising, postage, and software licenses and fees for the campus. | \$291,084 |
| 3. To repair, install, and purchase items that are necessary to meet health and safety compliance issues and fund technology hardware to meet the campus-wide technology plan. | <u>\$254,956</u> |
| TOTAL | <u>\$626,040</u> |

WILLOW INTERNATIONAL

**STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2013-14**

DECISION PACKAGE

Title: Staff Development and Training Location: Willow International

Prepared By: Kelly Fowler

DISTRICT/COLLEGE/CENTER GOAL(S):

District/Center Strategic Plan Goal Nos. 1 and 5

PROPOSED BUDGET DETAIL:

<u>Major Object</u>	<u>2013-14</u>
95000	\$ <u>52,974</u>
TOTAL	\$ <u>52,974</u>

PROPOSED PROJECT DESCRIPTION

The Willow International Center proposes funding to provide full-time and part-time administrative, certificated and classified staff the opportunity for professional development. The focus would be on planning, student learning outcomes, exploring emerging trends and technology, Workforce Development and Basic Skills, in addition to remaining current in subject information in order to improve the instructional and student support programs.

OBJECTIVES TO BE ACHIEVED:

1. PROVIDE PROFESSIONAL DEVELOPMENT OPPORTUNITIES FOR PERMANENT AND PART-TIME ADMINISTRATIVE, CERTIFICATED AND CLASSIFIED STAFF OF WILLOW INTERNATIONAL CENTER

• Web Advisor, Blackboard and basic skills training	\$ 15,000
• Student Learning Outcomes institute	400
• Curriculum development	2,600
• Accreditation CCCCO report preparation	<u>16,174</u>
	\$ 34,174

Decision Package – Cont.
Staff Development and Training

2. PROVIDE OPPORTUNITY FOR CONTINUED IMPROVEMENT OF THE
INSTRUCTIONAL AND STUDENT SUPPORT PROGRAMS THROUGH
VARIOUS ACTIVITIES

- | | |
|---|--------------|
| • Faculty duty day for both full-time and part-time faculty | \$ 14,000 |
| • Required Academic Senate travel will be funded | <u>4,800</u> |
| | \$ 18,800 |

TOTAL **\$ 52,974**

**STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2013-14**

DECISION PACKAGE

Title: Instructional Supplies (Prop. 20 Compliance) Location: Willow International

Prepared By: Kelly Fowler

DISTRICT/COLLEGE/CENTER GOAL(S):

District/Center Strategic Plan Goal Nos. 1, 2, 3 and 4

PROPOSED BUDGET DETAIL:

<u>Major Object</u>	<u>2013-14</u>
94000	\$ 87,833
95000	35,000
96000	<u>64,855</u>
TOTAL	<u>\$187,688</u>

PROPOSED PROJECT DESCRIPTION:

Funds will be used to purchase instructional supplies for art, foreign language, music, biology, chemistry, physics, physical education, and engineering classes. In addition, funds will be used to purchase library books, DVD's and videos. Software will be funded to provide access to library resources districtwide. These funds will satisfy the requirements of Proposition 20 to provide instructional/library supplies, materials and software.

OBJECTIVES TO BE ACHIEVED:

1. Provide classroom supplies, materials and site licenses	\$122,833
2. Purchase books, software licenses and periodicals for Willow International Center Library	<u>\$ 64,855</u>
TOTAL	<u>\$187,688</u>

STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2013-14

DECISION PACKAGE

Title: Operational Supplies/Equipment Location: Willow International

Prepared By: Lorrie Hopper

DISTRICT/COLLEGE/CENTER GOAL(S):

District/Center Strategic Plan Goal Nos. 1, 3 and 4

PROPOSED BUDGET DETAIL:

<u>Major Object</u>	<u>2013-14</u>
96000	\$ <u>7,460</u>
TOTAL	\$ <u>7,460</u>

PROPOSED PROJECT DESCRIPTION:

This proposal will provide funds to purchase custodial equipment for upkeep of the Willow International facilities.

OBJECTIVES TO BE ACHIEVED:

- | | |
|---|-----------------|
| 1. PURCHASE EQUIPMENT IN ORDER TO MAINTAIN THE APPROPRIATE LEVEL OF CLEANLINESS FOR THE WILLOW INTERNATIONAL CENTER | <u>\$ 7,460</u> |
| a. Wet Vacs | |
| b. Scrubbers | |
| c. Restroom Sanitation Machine | |

TOTAL **\$ 7,460**

**STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2013-14**

DECISION PACKAGE

Title: Instructional Equipment/Software Location: Willow International

Prepared By: Kelly Fowler

DISTRICT/COLLEGE/CENTER GOAL(S):

District/Center Strategic Plan Goal Nos. 1, 2 and 3

PROPOSED BUDGET DETAIL:

<u>Major Object</u>	<u>2013-14</u>
94000	\$ 8,682
95000	<u>9,960</u>
TOTAL	<u>\$ 18,642</u>

PROPOSED PROJECT DESCRIPTION:

Funds are needed to provide classroom software and license/maintenance agreements for the instructional programs at the Willow International Center, i.e., Physics/Engineering labs, and music licensing. Equipment and supplies will be purchased for the biology and chemistry labs at the Willow International Center. Registration and student travel for the Willow International choir competitions will be funded. Maintenance and upkeep for science, engineering/physics, music, and physical education equipment will be funded. Exhibition of student artwork will be funded.

OBJECTIVES TO BE ACHIEVED:

1. Purchase engineering and music software and license agreements In order to continue state-of-the-art instruction	\$ 7,920
2. Fund maintenance agreements and new equipment for chemistry And biology labs	\$ 9,322
3. Fund student participation in instructional competitions	\$ 1,000
4. Fund exhibition of student artwork	<u>\$ 400</u>
TOTAL	<u>\$ 18,642</u>

**STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2013-14**

DECISION PACKAGE

Title: Cultural Enrichment and Student Activities Location: Willow International

Prepared By: Kelly Fowler

DISTRICT/COLLEGE/CENTER GOAL(S):

District/Center Strategic Plan Goal Nos. 1, 2, 3, 4 and 5

PROPOSED BUDGET DETAIL:

<u>Major Object</u>	<u>2013-14</u>
94000	\$24,800
95000	14,800
96000	<u>20,500</u>
TOTAL	<u>\$60,100</u>

PROPOSED PROJECT DESCRIPTION:

Monies will support the operational expenses for student programs and activities at the Willow International Center, such as Black History Month, Women's History Month, Hispanic cultural activities, and the International Holiday Festival. Commencement for the Willow International Center will be funded. The student Literary and Art Review publication for the Willow International Center will be funded.

OBJECTIVES TO BE ACHIEVED:

1. PROVIDE CULTURAL EVENTS, PROGRAMS AND ACTIVITIES TO STUDENTS OF THE COMMUNITY AND ENHANCE STUDENT LEARNING

- Integrate curriculum with co-curricular activities \$ 8,300
 - Fund a stage w/storage unite and event pop up awning 20,500
 - Commencement 13,000
 - Summer Bridge Program-Readiness/Student Educational Plan program 5,000
 - Student Success program 8,500
- \$ 55,300

Decision Package – Cont.
Cultural Enrichment and Student Activities

2. Showcase student art and literary works in literary review publication	\$ 3,000
3. Provide advisor travel to Alpha Gamma Sigma state wide conference	<u>\$ 1,800</u>
TOTAL	<u>\$ 60,100</u>

**STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2013-14**

DECISION PACKAGE

Title: Outreach, School Relations and Transfer Location: Willow International

Prepared By: Kelly Fowler/Julie Preston-Smith

DISTRICT/COLLEGE/CENTER GOAL(S):

District/Center Strategic Plan Goal Nos. 1, 2, 3 and 4

PROPOSED BUDGET DETAIL:

<u>Major Object</u>	<u>2013-14</u>
94000	\$ 1,700
95000	24,550
96000	<u>2,000</u>
TOTAL	<u>\$28,250</u>

PROPOSED PROJECT DESCRIPTION:

Materials will be purchased to support the Willow International Registration to Go, and student assessment. In addition, transfer center outreach events will be funded. Materials for Outreach will be updated and replenished. Registration fees for Outreach activities, such as Back to School night will be funded. Marketing and advertising needs, postage, materials, and promotional items will be purchased to support enrollment management/school relations efforts. Printing of class schedules, student forms, and catalogs will be funded.

OBJECTIVES TO BE ACHIEVED:

1. Replenish supply of materials for school relations efforts	\$ 20,750
2. Fund advertising and outreach projects that will support enrollment management efforts	\$ 1,000
3. Fund printing and postage for class schedules, catalogs, forms and student notifications	\$ 4,300
4. Fund technology for DSP&S testing office	<u>\$ 2,200</u>
TOTAL	<u>\$ 28,250</u>

**STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2013-14**

DECISION PACKAGE

Title: Technology Location: Willow International

Prepared By: Kelly Fowler/Gary Sakaguchi

DISTRICT/COLLEGE/CENTER GOAL(S):

District/Center Strategic Plan Goal Nos. 1, 2, 3 and 4

PROPOSED BUDGET DETAIL:

<u>Major Object</u>	<u>2013-14</u>
95000	\$ <u>74,116</u>
TOTAL	\$ <u>74,116</u>

PROPOSED PROJECT DESCRIPTION:

Technology upgrades at the Willow International Center will be funded, including software, hardware, and license agreements. These monies will allow for the necessary upgrades to enable our students and faculty to stay current with state-of-the-art instruction.

OBJECTIVES TO BE ACHIEVED:

1. Fund the software licensing for technology upgrades for the Willow International Center	\$ 74,116
TOTAL	\$ <u>74,116</u>

MADERA CENTER/OAKHURST

STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2013-14

DECISION PACKAGE

Title: Instructional Supplies (Prop. 20 Compliance) Location: Madera/Oakhurst

Prepared By: James Chin

DISTRICT/COLLEGE/CENTER GOAL(S):

District Strategic Plan Goal Nos./ College Strategic Plan Goal Nos. 1, 2, and 3.

PROPOSED BUDGET DETAIL:

<u>Major Object:</u>	<u>2013-14</u>
94000	\$ 31,699
95000	27,426
96000	<u>51,125</u>
TOTAL	\$ <u>110,250</u>

PROPOSED PROJECT DESCRIPTION:

At the Primary Election held on March 7, 2000, California voters approved Proposition 20. Prop. 20 requires that fifty percent of any growth in statewide lottery revenues for public education above what was allocated in the 1997-98 fiscal year be allocated to school districts and community colleges for the sole purpose of instructional materials and supplies.

OBJECTIVES TO BE ACHIEVED:

1. PROVIDE CLASSROOM SUPPLIES AND MATERIALS FOR COURSES AT MADERA CENTER AND OAKHURST \$ 31,699
Instructional Supplies
 2. UPGRADE AND RENEW VARIOUS INSTRUCTIONAL SOFTWARE AND SITE LICENSES \$ 27,426
Campus wide instructional software and licenses
 3. CONTINUE TO PROVIDE CURRENT AND UP-TO-DATE ONLINE DATABASES, BOOKS AND ELECTRONIC RESOURCES \$ 51,125
Library books / Electronic resources
- TOTAL** **\$ 110,250**

**STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2013-14**

DECISION PACKAGE

Title: Other Operating Expense Location: Madera/Oakhurst

Prepared By: Jim Chin/Monica Cuevas

DISTRICT/COLLEGE/CENTER GOAL(S):

District Strategic Plan Goal No. 5.5; College Strategic Plan Goal Nos. 1.4, 2.3, 3.1, 3.4, 4.1, 4.2, 5.2, 6.1, 6.2, 6.3 and 7.3

PROPOSED BUDGET DETAIL:

<u>Major Code:</u>	<u>2013-14</u>
94000	\$ 34,650
95000	98,208
96000	<u>9,000</u>
TOTAL	<u>\$ 141,858</u>

PROPOSED PROJECT DESCRIPTION:

This package will provide for operational priorities in the areas of campus wide supplies and equipment, campus wide hardware and software license agreements, staff development, safety, campus T-1 lines, copier rentals, and Public Information activities.

OBJECTIVES TO BE ACHIEVED:

1. Provide campus with supplies and equipment necessary to meet the instructional goals of the institution. \$ 34,650
 2. Continue to fund the necessary hardware and software licenses for the campus, provide for faculty and staff professional development activities, continue college public information and outreach, repair, install, and purchase items necessary to meet health and safety compliance . \$ 98,208
 3. Purchase of chemistry/biology equipment to meet the instructional goals of the institution. \$ 9,000
- TOTAL** **\$ 141,858**



STATE CENTER
COMMUNITY COLLEGE DISTRICT

DECISION PACKAGE EXPENDITURE REPORTS

2012-2013 BUDGET

Office of the Chancellor

**Fresno City College – Reedley College – Willow International Center
Clovis Center – Madera Center – Oakhurst Center**



State Center Community College District

2012-13

DECISION PACKAGE EXPENDITURE REPORTS

**April 2, 2013
Board of Trustees
Meeting**

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INTRODUCTION

2012-13 DECISION PACKAGE EXPENDITURE REPORTS

At the 2006 board retreat, the board requested additional information regarding actual expenditures of lottery funds dispersed through the decision package process. It was noted many of the decision package descriptions remained the same, or were similar from year to year and further detail on the expenditures would assist in understanding the requests.

The administration at Fresno City College, Reedley College, North Centers, and the district office prepared a summary of expenditures for each decision package approved by the board on May 1, 2012. The expenditure report does not itemize each expense, but summarizes the purchases in broad categories, listing actual lists expenditures and funds remaining for each package. The date for determining expenditures is January 31, 2013. Amounts expended by that date are listed in the expenditure category. The funds remaining column indicates the amount of funds available for the package. In some cases, this amount is \$0 if the package has been completed, or a dollar value may be listed if the project or expense is scheduled for a later date. For example, staff development travel scheduled for May and June may not have been encumbered as it may still be in process through the college/center approval procedure.

The lottery decision packages for 2012-2013 were approved by the board on May 1, 2012. The district continues to be impacted by severe reductions to the categorical programs. Additionally, the revised adopted budget for 2012-13 reflects an estimated \$3.8 million deficit. As a result of the continuing reduction in funding from the state, and as previously stated to the board, the 2012-13 lottery allocation was augmented by \$500,000 from lottery reserves. We continue to use lottery funds for the board of trustees' budget (\$400,000) for the 50% law considerations, and flexibility to use lottery funds to backfill necessary operational costs were allowed.

SUMMARY
2012-2013 DECISION PACKAGE EXPENDITURE REPORTS
LOTTERY FUNDING

District	Funds		Total
	Remaining	Expenditures	
Staff Development and Training	\$ 16,636	\$ 20,864	\$ 37,500
Employee Recognition Program	18,000	-	18,000
Operational Supplies	1,993	3,007	5,000
Workforce Development	18,025	-	18,025
Alumni Development	91,426	37,574	129,000
Districtwide Safety and Hazardous Materials Program	36,335	23,665	60,000
District Operations Non-Instructional Equipment	19,603	20,397	40,000
District Operations Supplies and Operating Expenses	70,130	244,610	314,740
IS Datatel Licensing	-	250,000	250,000
IS Equipment Maintenance Contracts	55,000	25,000	80,000
IS Internet Security	60,000	-	60,000
IS Network Core Improvement	70,000	95,000	165,000
IS Phone Conversion to VoIP	15,000	30,000	45,000
Subtotal	\$ 472,148	\$ 750,117	\$ 1,222,265
<u>Fresno City College</u>			
Instructional Materials and Supplies (Prop. 20 Compliance)	\$ 86,824	\$ 206,131	\$ 292,955
Other Operating Expenses	241,623	693,432	935,055
Campus Capital Projects and Enhancements	119,789	277,471	397,260
Subtotal	\$ 448,236	\$ 1,177,034	\$ 1,625,270
<u>Reedley College</u>			
Instructional Supplies (Prop. 20 Compliance)	\$ 52,731	\$ 82,989	\$ 135,720
Other Operating Expenses	251,040	366,305	617,345
Subtotal	\$ 303,771	\$ 449,294	\$ 753,065
<u>Willow International</u>			
Instructional Supplies (Prop. 20 Compliance)	\$ 52,713	\$ 86,722	\$ 139,435
Other Operating Expenses	107,864	130,323	238,187
Subtotal	\$ 160,577	\$ 217,045	\$ 377,622
<u>Madera Center/Oakhurst</u>			
Instructional Supplies (Prop. 20 Compliance)	\$ 47,261	\$ 34,629	\$ 81,890
Operational Supplies	17,726	122,162	139,888
Subtotal	\$ 64,987	\$ 156,791	\$ 221,778
Board of Trustees	\$ 216,710	\$ 183,290	\$ 400,000
TOTAL	\$ 1,666,429	\$ 2,933,571	\$ 4,600,000

DISTRICT

STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2012-13

DECISION PACKAGE EXPENDITURE REPORT

Title: Staff Development and Training Location: District Office

Prepared By: Diane Clerou

DISTRICT/COLLEGE/CENTER GOAL(S):

District Strategic Plan No. 6

PROPOSED BUDGET DETAIL: \$37,500

PROPOSED PROJECT DESCRIPTION:

While both colleges will continue their own staff development programs, the district staff development program will focus on classified, confidential and management staff development with particular emphasis on districtwide needs and operations.

Finish year two of cohort VII (CCLASS) designed to expose and enhance district academic leaders and potential leaders to sound, quality leadership practices.

OBJECTIVES TO BE ACHIEVED:

1. Management Staff Development: Facilitate development plan for management team with skill development related to both specific needs of district and general professional growth. Complete second year of CCLASS (Community College Leadership Academic Seminar Series) cohort VII. Provide management training regarding sexual harassment awareness to all new management employees in compliance with AB 1825. (Goal 6)
2. Classified Staff Development: Facilitate districtwide workshops both job specific and general growth; coordinate "symposium" activities for classified staff. (Goal 6)
3. Confidential Staff Development: Facilitate districtwide workshops, both job specific and general growth; coordinate staff development/training activities for confidential staff. (Goal 6)

PROGRESS TO DATE

See Attachment "A"

ATTACHMENT "A"
Expenditure Detail

<u>Decision Package Item</u>	<u>Funds Remaining</u>	<u>Expenditures</u>
1. <u>Management Staff Development:</u> Complete second year of CCLASS (Community College Leadership Academic Seminar Series) cohort VII. Each cohort costs \$13,500 a year plus the cost of materials, presenters and lunches. Cohort VII has 19 participants and will meet six times this year.	\$ 1,000	\$ 15,469
2. <u>Management, Classified and Confidential Staff Development:</u> Pesticide Applicator Workshop/Certification Asilomar Leadership Skills Seminar Central CA Women's Conference New Employee Orientation Workshops VLS Consulting Community College Facilities Conference Legislative Update Train the Trainers PARMA Conference Securities Technology Conference California Tap Fair Water License	<u>15,636</u>	<u>5,395</u>
TOTALS:	<u>\$ 16,636</u>	<u>\$ 20,864</u>

**STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2012-13**

DECISION PACKAGE EXPENDITURE REPORT

Title: Employee Recognition Program Location: District Office

Prepared By: Diane Clerou

DISTRICT/COLLEGE/CENTER GOAL(S):

District Strategic Plan No. 6

PROPOSED BUDGET DETAIL: \$18,000

PROPOSED PROJECT DESCRIPTION:

Employee recognition awards are intended to recognize and celebrate the years of service and also to honor current year retirees. The awards given to the employees have been paid for from lottery funds in past years.

OBJECTIVES TO BE ACHIEVED:

1. Provide funding to purchase five-year incremental awards as well as awards for retirees. (Goal 6)
2. Provide appetizers at all three awards ceremonies. (Goal 6)

PROGRESS TO DATE

See Attachment "A"

ATTACHMENT "A"
Expenditure Detail

<u>Decision Package Item</u>	<u>Funds Remaining</u>	<u>Expenditures</u>
1. <u>Employee Recognition Awards</u> The recognition ceremonies are scheduled to be held in April and May. Items to be ordered will include: Vases for Retirees Clocks Pen/Pencil Sets Key Rings Padfolios Watches	\$ 13,000	\$ -0-
2. Appetizers for the employee recognition awards in April and May for two colleges and the North Centers	<u>5,000</u>	<u>-0-</u>
TOTALS:	<u>\$ 18,000</u>	<u>\$ -0-</u>

STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2012-13

DECISION PACKAGE EXPENDITURE REPORT

Title: Operational Supplies Location: District Office

Prepared By: Diane Clerou

DISTRICT/COLLEGE/CENTER GOAL(S):

District Strategic Plan No. 6

PROPOSED BUDGET DETAIL: \$5,000

PROPOSED PROJECT DESCRIPTION:

Due to budget reductions for the 2012-13 fiscal year, this proposal will provide lottery funds to purchase office supplies for the human resources department. The funds will help support one time purchases of office supplies.

OBJECTIVES TO BE ACHIEVED:

1. Provide funding for the day-to-day operational supply costs within the human resources Department.

PROGRESS TO DATE

See Attachment "A"

ATTACHMENT "A"
Expenditure Detail

<u>Decision Package Item</u>	<u>Funds Remaining</u>	<u>Expenditures</u>
1. Provide funding for the day-to-day operational supplies such as: Toner cartridges, file folders, tablets, address labels, banker boxes for file storage, binders, calendars, envelopes, writing pads, etc.	<u>\$ 1,993</u>	<u>\$ 3,007</u>
TOTALS:	<u>\$ 1,993</u>	<u>\$ 3,007</u>

STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2012-13

DECISION PACKAGE EXPENDITURE REPORT

Title: Workforce Development SCUP Planning Institute Location: Districtwide

Prepared By George Railey

DISTRICT/COLLEGE/CENTER GOAL(S):

District Strategic Plan Objectives 4.1 and 4.2

PROPOSED BUDGET DETAIL: \$18,025

PROPOSED PROJECT DESCRIPTION:

Implementation of the Society for College and University Planning (SCUP) Planning Institute that focuses on integrated planning to foster a culture of evidence-based planning, promote institutional effectiveness, and strengthen a collaborative environment.

OBJECTIVES TO BE ACHIEVED:

1. Understand how integrated planning addresses issues of accountability and accreditation.
2. Promote institutional effectiveness.
3. Emphasizes the value of evidence-based planning.
4. Provide training to 40 districtwide leaders in the area of integrated planning.
5. Create an alternative revenue stream by offering access to training on integrated planning to external institutions of higher learning.

PROGRESS TO DATE

SCUP training dates were January 30th through February 1st, 2013.

- Objectives 1-5 achieved;
- SCUP Training Parts I & II completed;
- SCUP Training Part III for participant certification anticipated for Fall 2013.

ATTACHMENT "A"
EXPENDITURE DETAIL

<u>Decision Package Item</u>	<u>Funds Remaining</u>	<u>Expenditures</u>
SCUP STEP I (1 day)		
Administration Fee	\$4,000	\$ -0-
Daily Honorarium	600	-0-
Lodging	150	-0-
Meals	35	-0-
Transportation	700	-0-
SCUP STEP II (2 days)		
Administration Fee	4,000	-0-
Daily Honorarium	600	-0-
Lodging	150	-0-
Meals	35	-0-
Transportation	700	-0-
SCUP STEP III (2 days)		
Administration Fee	4,000	-0-
Daily Honorarium	600	-0-
Lodging	150	-0-
Meals	35	-0-
Transportation	<u>700</u>	<u>-0-</u>
TOTALS:	<u>\$ 18,025</u>	<u>\$0*</u>

**Please note, date of accounting report
ends on 1/31/13, prior to event.*

STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2012-13

DECISION PACKAGE EXPENDITURE REPORT

Title: Alumni Development Location: Foundation DO-North

Prepared By Gurdeep S. He'Bert

DISTRICT/COLLEGE/CENTER GOAL(S):

District Strategic Plan Goal Nos. 1.3, 2.1, 2.2, 2.3, 2.4, 3.1, 3.2, 3.3, 4.3, 5.2

PROPOSED BUDGET DETAIL: \$129,000

PROPOSED PROJECT DESCRIPTION:

Community colleges have operated for a long time under the misguided assumption that they should not waste time or resources prospecting and cultivating their alumni in hopes of generating philanthropic support.

However, recent findings suggest community college alumni are the largest untapped resource available to our institutions. In order to capitalize on this rich pool of prospective donors, community colleges must build programs to identify, support, and engage alumni, thereby turning former students into alumni donors.

Research also suggests that a successful alumni fundraising program includes six key building blocks:

1. Institutional support
2. Socialization of students to become alumni donors
3. Accurate alumni contact information
4. Ongoing communication with alumni
5. Opportunities for alumni to engage
6. Ask

The primary focus of this proposal is to develop a plan for a comprehensive alumni program and database that will lead to increased revenue streams of internal and external funding for scholarships, instructional and student services programs, athletics, capital projects, teaching innovations, and other identified district and Foundation needs, to strengthen employment connections for students and to create institutional traditions.

OBJECTIVES TO BE ACHIEVED:

- | | |
|---|-----------|
| 1. CONTRACT/CONSULTANT SERVICES | \$100,000 |
| <p>Approximately 250,000 SCCC student records from the 1950's- 1970's will be sent to Harris Connect for cleansing to get the most recent addresses, emails, phone numbers, and wealth analysis. These funds will also be used to enhance the Foundation's online giving website to support alumni development.</p> | |
| 2. ADVERTISING, PROMOTIONS, AND PRINTING | 7,000 |
| <p>Funds will support efforts to promote the alumni program, cultivate alumni, and encourage philanthropic support.</p> | |
| 3. TRAINING | 5,000 |
| <p>Funds will provide the necessary training for staff to develop and strengthen their skills on the Raiser's Edge Fundraising Software, as well as skills to develop a comprehensive plan for an alumni program.</p> | |
| 4. SUPPLIES/UPGRADE SOFTWARE | 9,000 |
| <p>Funds will allow us to upgrade our current Raiser's Edge fundraising software so we are equipped to handle the increased amount of incoming data and enhance efficiency and purchase necessary supplies to support the program.</p> | |
| 5. NON-INSTRUCTIONAL HOURLY | 8,000 |
| <p>Funds will provide student staff to support the efforts of developing an alumni program, assist with alumni research and keyboard 220,000 records that currently exist on micro-fiche/micro-film to excel.</p> | |

PROGRESS TO DATE

See attachment A

**ATTACHMENT "A"
EXPENDITURE DETAIL**

<u>Decision Package Item</u>	<u>Funds Remaining</u>	<u>Expenditures</u>
1. RPR Fundraising, LLC (Paul Lanning) has been engaged for the period of March 15 – September 15, 2013.	\$70,000	\$30,000
<p>RPR has been charged with the development of the alumni association operating plans and launch; foundation board training and development; facilitation of board retreat(s); ongoing consultation with Foundation staff and board; analysis of operations and recommendations for substantive changes, including staffing plans and development of job descriptions; development of strategic plan in conjunction with staff and board; direct assistance with fundraising strategies and activities</p>		
2. No expenditures to date.	7,000	-0-
3. The Foundation Executive Director attended the Conference for Community College Advancement in October 2012.	3,447	1,553
4. Blackbaud Annual Maintenance for Hosted application services of Financial & Raiser's Edge.	2,979	6,021
5. Hired a student aide at the end of February 2013. NOTE: Student will receive first payroll in April 2013.	<u>8,000</u>	<u>-0-</u>
TOTALS:	<u>\$ 91,426</u>	<u>\$ 37,574</u>

STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2012-13

DECISION PACKAGE EXPENDITURE REPORT

Title: District wide Safety and Hazardous Materials Program Location: District Office

Prepared By: Brian Speece

DISTRICT/COLLEGE/CENTER GOAL(S):

District Strategic Plan Goal No. 5.3

PROPOSED BUDGET DETAIL: \$60,000

PROPOSED PROJECT DESCRIPTION:

This proposal would fund existing safety and hazardous materials programs.

OBJECTIVES TO BE ACHIEVED:

See below

PROGRESS TO DATE:

Implement safety programs as follows:

	<u>Funds Remaining</u>	<u>Expenditures</u>
1. Upgrade building systems	\$ 5,000	\$ -0-
2. Implement VIP Recommendations	11,000	4,000
3. Manage and Dispose of Hazardous Waste	6,706	8,294
4. Purchase Safety Equipment	6,079	8,921
5. Emergency Response Plan	<u>7,550</u>	<u>2,450</u>
TOTALS:	<u>\$ 36,335</u>	<u>\$ 23,665</u>

**STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2012-13**

DECISION PACKAGE EXPENDITURE REPORT

Title: District Operations Non-Instructional Equipment Location: District Office

Prepared By: Brian Speece

DISTRICT/COLLEGE/CENTER GOAL(S):

District Strategic Plan Goal No. 5.3

PROPOSED BUDGET DETAIL: \$40,000

PROPOSED PROJECT DESCRIPTION:

This proposal would fund equipment for the District Operations Departments.

OBJECTIVES TO BE ACHIEVED:

Replace broken or worn-out equipment as follows:

PROGRESS TO DATE: see below

	Funds	
	<u>Remaining</u>	<u>Expenditures</u>
1. District Operations Computers	\$ 7,904	\$ 4,096
2. Backpack Blowers, SCCC	363	3,637
3. Refurbish Existing Police Vehicles	5,640	4,360
4. Drain Snake	1,500	-0-
5. Boiler Tube Cleaning Machine, FCC	-0-	3,600
6. Truck Rack, Madera	600	-0-
7. Sump Pump, RC	400	-0-
8. Toro Mowers	192	2,792
9. Maintenance Tools, Ladders, Parts	3,088	1,912
10. Police Lapel Microphones	<u>300</u>	<u>-0-</u>
TOTALS:	<u>\$ 19,603</u>	<u>\$20,397</u>

STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2012-13

DECISION PACKAGE EXPENDITURE REPORT

Title: District Operations Supplies and Operating Expenses Location: District Office

Prepared By: Brian Speece

DISTRICT/COLLEGE CENTER GOAL(S):

District Strategic Plan Goal No. 5.3

PROPOSED BUDGET DETAIL: \$314,740

PROPOSED PROJECT DESCRIPTION:

This funding will be used to maintain Districtwide facilities and to provide policing and Operations support services.

OBJECTIVES TO BE ACHIEVED:

See Attachment 'A'

PROGRESS TO DATE

See Attachment 'A'

ATTACHMENT 'A'

1. Purchase supplies to maintain facilities and provide support services Districtwide

	Funds	
	<u>Remaining</u>	<u>Expenditures</u>
• Fuel for vehicles and equipment	\$ 7,320	\$ 32,680
• Air conditioning and heating supplies	7,900	7,100
• Supplies to maintain electrical systems	2,500	7,500
• Plumbing supplies	3,500	6,500
• Paint	-0-	5,000
• Pool supplies	<u>7,700</u>	<u>7,300</u>
SUBTOTAL	\$ 28,920	\$ 66,080

2. Repair and maintain facilities and associated equipment Districtwide

• Air conditioning and heating	\$ 10,700	\$ 9,300
• Electrical equipment and motor repairs	2,910	7,090
• Replacement of broken windows and glass	3,400	1,600
• Fire alarms, extinguishers, and security systems	<u>7,400</u>	<u>32,600</u>
SUBTOTAL	\$ 24,410	\$ 50,590

3. Maintain landscaping Districtwide

• Fertilizers and herbicides	\$ -0-	\$ 30,000
• Irrigation parts	4,000	10,000
• Replacement plants	<u>-0-</u>	<u>740</u>
SUBTOTAL	\$ 4,000	\$ 40,740

4. Repair and maintain vehicles \$ 9,300 \$ 10,700

5. Supplies for Operations offices \$ 3,500 \$ 2,500

6. Utility Expenses, SCCCDC \$ -0- \$ 74,000

GRAND TOTALS: **\$70,130** **\$244,610**

STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2012-13

DECISION PACKAGE EXPENDITURE REPORT

Title: IS Datatel Licensing Location: District Office

Prepared By: John Bengtson

DISTRICT/COLLEGE/CENTER GOAL(S):

District Strategic Plan Nos. 4 and 5

PROPOSED BUDGET DETAIL: \$250,000

PROPOSED PROJECT DESCRIPTION:

The purpose of this project is to license the operation of the District's primary information system, Datatel.

OBJECTIVES TO BE ACHIEVED:

1. Ensure continued manufacturer licensing and support for Datatel.
-

PROGRESS TO DATE

Project Complete: \$250,000

ATTACHMENT "A"

**IS DATATEL LICENSING
2012-13 EXPENDITURE DETAIL**

<u>Decision Package Item</u>	<u>Funds Remaining</u>	<u>Expenditures</u>
Datatel Licensing and Support	<u>\$0</u>	<u>\$250,000</u>
TOTALS:	<u>\$0</u>	<u>\$250,000</u>

STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2012-13

DECISION PACKAGE EXPENDITURE REPORT

Title: IS Equipment Maintenance Contracts Location: District Office

Prepared By: John Bengtson

DISTRICT/COLLEGE/CENTER GOAL(S):

District Strategic Plan Nos. 4 and 5

PROPOSED BUDGET DETAIL: \$80,000

PROPOSED PROJECT DESCRIPTION:

The purpose of this project is to protect the District's significant investment in mission-critical equipment housed at the District Office. This project will provide the maintenance contracts for the District's Datatel system (HP), and core network equipment (Cisco).

OBJECTIVES TO BE ACHIEVED:

1. Maintain critical equipment using service contracts. This includes servers, storage array, fiber channel switching, software licenses, and core network switches.
2. Continue to provide a reliable enterprise-wide solution for the District's Datatel and networking needs.

PROGRESS TO DATE

\$25,000 has been spent to date, remainder of contracts to be let prior to June 30th.

ATTACHMENT "A"

**IS EQUIPMENT MAINTENANCE CONTRACTS
2012-13 EXPENDITURE DETAIL**

<u>Decision Package Item</u>	<u>Funds Remaining</u>	<u>Expenditures</u>
Maintenance contracts	<u>\$55,000</u>	<u>\$25,000</u>
TOTALS:	<u>\$55,000</u>	<u>\$25,000</u>

STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2012-13

DECISION PACKAGE EXPENDITURE REPORT

Title: IS Internet Security Location: District Office

Prepared By: John Bengtson

DISTRICT/COLLEGE/CENTER GOAL(S):

District Strategic Plan Nos. 4 and 5

PROPOSED BUDGET DETAIL: \$60,000

PROPOSED PROJECT DESCRIPTION:

The purpose of this project is to ensure the continued security of the District's network assets by installing a new Internet firewall. The firewall protects every PC, laptop, server, and WiFi mobile device across the entire District. The existing firewall is obsolete, and is unable to adequately detect and defend against some significant current threats.

OBJECTIVES TO BE ACHIEVED:

1. Improve the District's ability to thwart external attempts to penetrate our network defenses.
2. Make it possible to quickly identify and take action against internal systems (including PCs) when they are infected or their users are performing illegal or otherwise restricted activities.
3. Make it possible for the District's firewall to keep up with ever-increasing Internet bandwidth demands and new types of threats.

PROGRESS TO DATE

Analysis and specifications complete, no money yet spent.

ATTACHMENT "A"

IS INTERNET SECURITY
2012-13 EXPENDITURE DETAIL

<u>Decision Package Item</u>	<u>Funds Remaining</u>	<u>Expenditures</u>
Firewall	<u>\$60,000</u>	<u>\$0</u>
TOTALS:	<u>\$60,000</u>	<u>\$0</u>

STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2012-13

DECISION PACKAGE EXPENDITURE REPORT

Title: IS Network Core Improvement Location: DO

Prepared By: John Bengtson

DISTRICT/COLLEGE/CENTER GOAL(S):

District Strategic Plan Nos. 4 and 5

PROPOSED BUDGET DETAIL: \$165,000

PROPOSED PROJECT DESCRIPTION:

The purpose of this project is to ensure the continued reliable operation of the District's most critical core network equipment. The equipment is more than a decade old, entered Cisco "end of life" status in August 2011, is showing signs of inability to support even current levels of bandwidth traffic, and cannot support new critical means of managing network traffic needed to ensure problems with latency sensitive capabilities (e.g. videoconferencing) can be fixed.

OBJECTIVES TO BE ACHIEVED:

1. Ensure reliable inter-site and Internet network performance to address ever-increasing use of network resources.
2. Implement new network management capabilities that ensure highest-importance network traffic receives priority handling.

PROGRESS TO DATE

No money had been spent as of Jan 31. All funds will be spent, as per plan, prior to June 30.

ATTACHMENT "A"

**IS NETWORK CORE IMPROVEMENT
2012-13 EXPENDITURE DETAIL**

<u>Decision Package Item</u>	<u>Funds Remaining</u>	<u>Expenditures</u>
Network core improvement hardware	<u>\$70,000</u>	<u>\$95,000</u>
	Totals:	
	<u>\$70,000</u>	<u>\$95,000</u>

STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2012-13

DECISION PACKAGE EXPENDITURE REPORT

Title: IS Phone Conversion to VoIP Location: DO

Prepared By: John Bengtson

DISTRICT/COLLEGE/CENTER GOAL(S):

District Strategic Plan Nos. 4 and 5

PROPOSED BUDGET DETAIL: \$45,000

PROPOSED PROJECT DESCRIPTION:

The purpose of this project is to replace trouble-prone “pre-Internet” phones at the District Office and Operations with modern, reliable, Voice over IP (VoIP) phones. The existing equipment is more than a decade old, its manufacturer (Fujitsu) went out of business years ago, no technical training is available, and it cannot support new critical capabilities such as performing tailored emergency notifications to employees.

OBJECTIVES TO BE ACHIEVED:

1. Ensure reliable phone service.
2. Implement new phone technology that takes advantage of essential network-based capabilities including emergency notifications to employees.

PROGRESS TO DATE

\$30,000 has been used to replace 100% of phones at DO, Operations, and Police. Remaining \$15,000 will be spent by June 30 to replace old VoIP-supporting network switches for final phase of the project as per plan.

ATTACHMENT "A"

**IS PHONE CONVERSION TO VOIP
2012-13 EXPENDITURE DETAIL**

<u>Decision Package Item</u>	<u>Funds Remaining</u>	<u>Expenditures</u>
IS phone conversion to VoIP	<u>\$15,000</u>	<u>\$30,000</u>
TOTALS:	<u>\$15,000</u>	<u>\$30,000</u>

FRESNO CITY COLLEGE

STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2012-13

DECISION PACKAGE EXPENDITURE REPORT

Title: Instructional Materials & Supplies (Prop 20 Compliance) Location: Fresno City College

Prepared By: Tony Cantu and Don Lopez

DISTRICT/COLLEGE/CENTER GOAL(S):

District Strategic Plan Goal Nos. 1.1, 2.1, 4.3; Fresno City College Strategic Plan Goal Nos. 3.3, 3.4

PROPOSED BUDGET DETAIL: \$292,955

PROPOSED PROJECT DESCRIPTION:

This proposal is to improve and increase the currency, quality and depth of the library's materials collections as recommended by the last accreditation team. Funds will also be used for instructional supplies needed in classrooms, and tutorial and library computer labs. Software licenses for electronic database subscriptions are also part of this project.

OBJECTIVES TO BE ACHIEVED:

1. Improve and increase the currency, quality and depth of the library's materials collections.

PROGRESS TO DATE

See Exhibit "A"

EXHIBIT "A"
EXPENDITURE DETAIL

<u>Decision Package Item</u>	<u>Funds Remaining</u>	<u>Expenditures</u>
INSTRUCTIONAL SUPPLIES	\$ 4,753	\$ 247
Allocation will be expended by June 1. Requisitions are pending for new signage and supplies for the computer lab.		
LIBRARY PERIODICALS & DATABASE SUBSCRIPTIONS	16,919	69,081
Requisitions for periodicals and electronic materials are in Progress and allocated funds will be expended by June 1.		
LIBRARY BOOKS	-0-	129,183
Allocation has been expended.		
SOFTWARE	<u>65,152</u>	<u>7,620</u>
Expenditure transfers for software from the TSS budget are pending. Allocation will be expended by June 1.		
TOTALS:	<u>\$ 86,824</u>	<u>\$206,131</u>

**STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2012-13**

DECISION PACKAGE EXPENDITURE REPORT

Title: Other Operating Expenses Location: Fresno City College

Prepared By: Cheryl Sullivan

DISTRICT/COLLEGE/CENTER GOAL(S):

District Strategic Plan Goal No. 5.5; Fresno City College Strategic Plan Goal Nos. 3.3, 3.4

PROPOSED BUDGET DETAIL: \$935,055

PROPOSED PROJECT DESCRIPTION:

This package will provide for operational priorities in the areas of instructional supplies and equipment as well as computer hardware and software.

OBJECTIVES TO BE ACHIEVED:

PROGRESS TO DATE

See Exhibit "A"

EXHIBIT A
Expenditure Detail

<u>Decision Package Item</u>	<u>Funds Remaining</u>	<u>Expenditures</u>
NON-INSTRUCTIONAL SOFTWARE	\$ -0-	\$ 100,000
Funds have been expended.		
INSTRUCTIONAL SOFTWARE	-0-	252,228
Funds have been expended.		
INSTRUCTIONAL EQUIPMENT	10,513	334,664
Remaining funds will be expended by June 30.		
STAFF DEVELOPMENT	43,460	6,540
Remaining funds will be expended by June 30.		
OTHER OPERATING SUPPLIES	<u>187,650</u>	<u>-0-</u>
Funds will be expended by June 30.		
TOTALS:	<u>\$ 241,623</u>	<u>\$ 693,432</u>

STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2012-13

DECISION PACKAGE EXPENDITURE REPORT

Title: Campus Capital Projects and Enhancements Location: Fresno City College

Prepared By: Cheryl Sullivan

DISTRICT/COLLEGE/CENTER GOAL(S):

District Strategic Plan Goal Nos. 5.3, 5.5; Fresno City College Strategic Plan Goal Nos. 3.4

PROPOSED BUDGET DETAIL: \$397,260

PROPOSED PROJECT DESCRIPTION:

This proposal will address safety issues as well as maintain hardscapes to provide a safe exterior environment.

OBJECTIVES TO BE ACHIEVED:

1. To provide a safe environment for educational pursuits.

PROGRESS TO DATE

See Exhibit "A"

EXHIBIT "A"
Expenditure Detail

<u>Decision Package Item</u>	<u>Funds Remaining</u>	<u>Expenditures</u>
PAINTING	\$ 54,823	\$ -0-
Painting projects are planned for spring break and summer.		
CARPET	7,521	11,928
Funds will be expended by June 30.		
SIGNAGE	5,000	-0-
Funds will be expended by June 30.		
BUSINESS DIVISION COMPUTER LAB CONVERSION	52,445	4,493
This project has been completed. Perkins funding was used to cover a large portion of the expenditures.		
RECONFIGURE SO-221	-0-	18,392
This project has been completed.		
LEVEL BASEBALL FIELD	-0-	124,426
This project has been completed.		
INSTALLATION OF WIRELESS NETWORK	<u>-0-</u>	<u>118,232</u>
This project has been completed.		
TOTALS:	<u>\$ 119,789</u>	<u>\$ 277,471</u>

REEDLEY COLLEGE

STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2012-13

DECISION PACKAGE EXPENDITURE DETAIL

Title: Instructional Supplies (Prop. 20 Compliance) Location: Reedley College

Prepared By: Marilyn Behringer

DISTRICT/COLLEGE/CENTER GOAL(S):

District Strategic Plan Goal Nos. 1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 3.1 and 4.3; College Strategic Plan Goal Nos. 2.2, 2.3, 3.1, 3.2, 3.3, 3.4, 4.1, 4.2, 4.3, 5.1, 5.2, 5.3, 6.1, 6.2 and 6.3.

TOTAL FUNDS PROVIDED: \$135,720

PROPOSED PROJECT DESCRIPTION:

At the Primary Election held on March 7, 2000, California voters approved Proposition 20. Prop. 20 requires that fifty percent of any growth in statewide lottery revenues for public education above what was allocated in the 1997-98 fiscal year be allocated to school districts and community colleges for the sole purpose of instructional materials and supplies.

OBJECTIVES TO BE ACHIEVED:

1. The library will continue to provide current and up-to-date online databases, books and electronic resources.
2. This project will upgrade and renew various instructional software site licenses and software.

PROGRESS TO DATE:

See Attachment "A"

ATTACHMENT "A"

**INSTRUCTIONAL SUPPLIES (PROP. 20 COMPLIANCE)
2012-13 EXPENDITURE DETAIL**

<u>Decision Package Item</u>	<u>Funds Remaining</u>	<u>Expenditures</u>
Library Electronic Resources	\$47,731	\$57,071
Campus-Wide Software and Licenses	<u>5,000</u>	<u>25,918</u>
TOTALS:	<u>\$52,731</u>	<u>\$82,989</u>

STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2012-13

DECISION PACKAGE

Title: Other Operating Expense Location: Reedley College

Prepared By: Donna Berry

DISTRICT/COLLEGE/CENTER GOAL(S):

District Strategic Plan Goal No. 5.5; College Strategic Plan Goal Nos. 2.3, 3.1, 3.4, 4.1, 4.2, 5.2, and 7.3

TOTAL FUNDS PROVIDED: \$617,345

PROPOSED PROJECT DESCRIPTION:

This package will provide for operational priorities in the areas of campus-wide supplies and equipment, campus-wide hardware and software license agreements, staff development, safety, campus T-1 lines, copier rentals, and Public Information activities.

OBJECTIVES TO BE ACHIEVED:

1. Provide campus with supplies and equipment necessary to meet the instructional goals of the institution.
2. Continue to fund the necessary hardware and software licenses for the campus.
3. Provide for faculty and staff professional development activities.
4. To repair, install and purchase items that are necessary to meet health and safety compliance issue.
5. Continue college public information and outreach.

PROGRESS TO DATE:

See Attachment "A"

ATTACHMENT "A"

OTHER OPERATING EXPENSE
2012-13 EXPENDITURE DETAIL

<u>Decision Package Item</u>	<u>Funds Remaining</u>	<u>Expenditures</u>
Supplies	\$ 35,007	\$ 49,620
Other Operating Expenses	21,806	296,790
Equipment	<u>194,227</u>	<u>19,895</u>
TOTALS:	<u>\$251,040</u>	<u>\$366,305</u>

WILLOW INTERNATIONAL

**STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2012-13**

DECISION PACKAGE EXPENDITURE REPORT

Title: Instructional Supplies (Prop. 20 Compliance) Location: Willow International

Prepared By: Lorrie Hopper

DISTRICT/COLLEGE/CENTER GOAL(S):

District/Center Strategic Plan Goal Nos. 1, 2 and 3

PROPOSED BUDGET DETAIL: \$139,435

PROPOSED PROJECT DESCRIPTION:

Funds will be used to purchase instructional supplies for art, music, biology, engineering, math, and chemistry classes. In addition, funds will be used to purchase library books, DVDs and videos. Software will be funded to provide access to library resources district wide. Funds will satisfy the requirements of Proposition 20 to provide instructional/library supplies, materials and software.

OBJECTIVES TO BE ACHIEVED:

1. Provide classroom supplies, materials and site licenses for courses at Willow International.
2. Purchase new books for Willow International Center library in order to address accreditation recommendations and meet faculty curriculum needs. Maintain and enhance the periodical collection of Willow International library. Purchase software license to provide access to library resources and ease of locating library resources district wide.

PROGRESS TO DATE

See attachment "A"

ATTACHMENT "A"
EXPENDITURE DETAIL

<u>Decision Package Item</u>	<u>Funds Remaining</u>	<u>Expenditures</u>
1. Instructional Supplies	\$45,299	\$62,136
2. Library Books/Periodicals/Software	<u>7,414</u>	<u>24,586</u>
TOTALS:	<u>\$52,713</u>	<u>\$86,722</u>

STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2012-13

DECISION PACKAGE EXPENDITURE REPORT

Title: Other Operating Expenses Location: Willow International

Prepared By: Lorrie Hopper

DISTRICT/COLLEGE/CENTER GOAL(S):

District/Center Strategic Plan Goal Nos. 1, 2, 3, 4 and 5

PROPOSED BUDGET DETAIL: \$238,187

PROPOSED PROJECT DESCRIPTION:

This proposal will provide additional funds to address existing costs for operational expenses and supplies at Willow International Center.

OBJECTIVES TO BE ACHIEVED:

1. Funding for outreach and school relations at Willow International.
2. Funding for annual software licenses and maintenance agreements.
3. Funding for staff development and training.
4. Funding for instructional equipment.
5. Funding for cultural events and student activities.
6. Funding for printing costs, telephone services and custodial supplies.

PROGRESS TO DATE

See attachment "A"

ATTACHMENT "A"
EXPENDITURE DETAIL

<u>Decision Package Item</u>	<u>Funds Remaining</u>	<u>Expenditures</u>
1. Outreach and School Relations Funded registration fees for College Night, purchased promotional items for all outreach activities including Extreme Registration and purchased student assessment tests.	\$12,804	\$ 8,486
2. Software Licenses and Maintenance Agreements Network support management software and license agreements for Willow International: Blackboard, Microsoft software, Adobe Design and Web Premium license and maintenance agreement, Photoshop license and maintenance agreement.	8,661	57,673
3. Staff Development and Training Faculty Duty Day (Fall and Spring) and staff conferences	3,754	13,746
4. Instructional Equipment Biology equipment cost was more than anticipated	(473)	1,473
5. Cultural Events and Student Activities Willow International choir attendance at CUSD Invitational, purchase of directional signs for events, Spring Extravaganza outreach event for area high school students. Commencement and Art Journal costs are incurred near the end of the Spring semester.	19,236	3,064
6. Printing Costs, Telephone Services, Custodial Supplies and non-instructional equipment	<u>63,882</u>	<u>45,881</u>
TOTALS:	<u>\$107,864</u>	<u>\$130,323</u>

MADERA CENTER/OAKHURST

STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2012-13

DECISION PACKAGE EXPENDITURE REPORT

Title: Instructional Supplies (Prop. 20 Compliance) Location: Madera/Oakhurst

Prepared By: Dr. Jim Chin

DISTRICT/COLLEGE/CENTER GOAL(S):

District/Center Strategic Plan Goal Nos. 1, 2 and 3

PROPOSED BUDGET DETAIL: \$ 81,890

PROPOSED PROJECT DESCRIPTION:

Funds will be used to purchase instructional supplies for art, biology, geography, math, and chemistry classes. In addition, funds will be used to purchase library books, DVD's and videos. Funds will satisfy the requirements of Proposition 20 to provide instructional/library supplies, materials and software.

OBJECTIVES TO BE ACHIEVED:

1. Provide classroom supplies, materials, and site licenses for courses at the Madera Center and Oakhurst.
2. Purchase new books for the Madera library in order to address and meet faculty curriculum needs. Maintain and enhance the periodical collection of the Madera library.

PROGRESS TO DATE:

See Attachment "A"

ATTACHMENT "A"
INSTRUCTIONAL SUPPLIES (PROP 20)
EXPENDITURE DETAIL 2012-13

<u>Decision Package Item</u>	<u>Funds Remaining</u>	<u>Expenditures</u>
1. Instructional Supplies/Software	\$32,595	\$29,067
2. Library Books/Periodicals/Software	<u>14,666</u>	<u>5,562</u>
TOTALS:	<u>\$47,261</u>	<u>\$34,629</u>

STATE CENTER COMMUNITY COLLEGE DISTRICT
Fiscal Year 2012-13

DECISION PACKAGE

Title: Other Operating Expense Location: Madera Center/Oakhurst

Prepared By: Donna Berry

DISTRICT/COLLEGE/CENTER GOAL(S):

District/Center Strategic Plan Goal Nos. 1,2,3,4, and 5

TOTAL FUNDS PROVIDED: \$ 139,888

PROPOSED PROJECT DESCRIPTION:

This proposal will provide additional funds to address existing costs for operational expenses and supplies at the Madera Center and Oakhurst.

OBJECTIVES TO BE ACHIEVED:

1. Funding for outreach and school relations.
2. Funding for annual software licenses.
3. Funding for instructional equipment.
4. Funding for cultural events and student activities.
5. Funding for printing costs, telephone services and custodial supplies.

PROGRESS TO DATE:

See Attachment "A"

ATTACHMENT "A"

**OTHER OPERATING EXPENSE
2012-13 EXPENDITURE DETAIL**

<u>Decision Package Item</u>	<u>Funds Remaining</u>	<u>Expenditures</u>
1. Outreach and School Relations	\$ 4,738	\$ 5,612
2. Software Licenses	1,781	63,219
3. Instructional Equipment	3,039	10,356
4. Cultural Events and Student Activities	6,496	1,950
5. Printing, Telephone, Custodial, and Other	<u>1,672</u>	<u>41,025</u>
TOTALS:	<u>\$17,726</u>	<u>\$122,162</u>

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 2, 2013

SUBJECT: Introduction of Proposed Revisions to
Board Policy 6200 – Budget Preparation

ITEM NO. 13-16

EXHIBIT: Proposed Revisions to BP 6200

Background:

At the board retreat on March 22-23, 2013, administration recommended policy and procedural changes in the preparation of the annual budget. The proposed language changes include an increase in the reservation for economic uncertainty from “no less than 6%” to “no less than 15%.” This increase is the result of deferrals, deficits, and mid-year adjustments to apportionment funding from the state as well as the California Community College’s Chancellor’s Office requiring a minimum prudent balance of 5%. Additionally, administration is recommending some additional clean-up language in the board policy.

The proposed revision showing the additions underlined and deletions as strikethrough text is attached. The revisions have been reviewed by Chancellor’s Cabinet, and shared as an informational item with communications council.

The board may not act to revise a policy until one regular meeting after the proposed revision is recommended. Therefore, this proposed revision will appear on next month’s agenda for action.

Recommendation:

It is recommended that at the next regular board meeting the Board adopt the proposed revision to Board Policy 6200. No action is required at this meeting.

Budget Preparation

Each year, the chancellor shall present to the board a budget, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for board study.

Budget development shall meet the following criteria:

- The annual budget shall support the district's master and educational plans.
- Assumptions upon which the budget is based are presented to the Board for review.
 - A schedule is provided to the board by March of each year that includes dates for presentation of the tentative budget, required public hearing(s), board study session(s), and approval of the final budget. At the public hearings, interested persons may appear and address the board regarding the proposed budget or any item in the proposed budget.
- Unrestricted general reserves for economic uncertainty shall be no less than 15% ~~6%~~ of the district's unrestricted annual budget ~~exclusive of funds designated by the Board for special activities.~~
- Changes in the assumptions upon which the budget was based shall be reported to the board in a timely manner.
- ~~Budget projections address~~ The budget process shall address long-term goals and commitments.

See Administrative Regulation 6200

Reference: Education Code Section 70902(b)(5); Title 5 58300, et seq.

Adopted by the Governing Board: October 10, 1978; March 7, 2006