

AGENDA  
Regular Meeting  
BOARD OF TRUSTEES  
STATE CENTER COMMUNITY COLLEGE DISTRICT  
District Office Boardroom  
1525 E. Weldon Avenue, Fresno, California  
4:30 p.m., November 7, 2013

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. INTRODUCTION OF GUESTS
- IV. APPROVAL OF MINUTES, Meeting of October 10, 2013
- V. GENERAL
  - A. Consideration to Acknowledge the 2012-2013 Performance Audit and Report of the Chair of the Citizens' Bond Oversight Committee [13-94] Ed Eng
- VI. DELEGATIONS, PETITIONS AND COMMUNICATIONS [see footnote]
- VII. REPORTS AND PRESENTATIONS
  - A. Presidents' Reports Tony Cantu, FCC  
Sandra Caldwell, RC  
Deborah Ikeda, WICCC
  - B. Chancellor's Report Deborah G. Blue
  - C. Academic Senate Report Rick Garza, RC
  - D. Classified Senate Report Ernie Garcia, FCC
  - E. Bond Measure Process Teresa Patterson  
Brian Speece  
William Berry
  - F. Safety and Security Update Brian Speece  
Chief Bruce Hartman
  - G. SCCC District Office Administrative Services Unit Review and Annual Operational Planning George Railey  
Jothany Blackwood

Board Agenda  
November 7, 2013 (continued)

- H. Districtwide Budget and Resource Allocation Model Update Ed Eng
  
- VII. REPORTS OF BOARD MEMBERS
  
- VIII. FUTURE AGENDA ITEMS
  
- IX. CONSIDERATION OF CONSENT AGENDA [13-44HR through 13-46HR]  
[13-91G through 13-98G]
  
- X. GENERAL
  - A. First Reading of the SCCCD Integrated Planning Model and Manual [13-95] George Railey
  - B. Consideration of Proposition 30 Education Protection Account Expenditure Plan for Fiscal Year 2013-2014 [13-96] Ed Eng
  - C. Acknowledgement of Quarterly Financial Status Report, General Fund [13-97] Ed Eng
  - D. Consideration to Purchase Portable Building, Herdsman Housing, Reedley College [13-98] Brian Speece
  
- XI. HUMAN RESOURCES
  - A. Consideration to Approve Resolution of Layoff Eliminating International Education Assistant, Reedley College [13-99] Diane Clerou
  - B. Consideration to Approve Phase 1 of District Human Resources Reorganization [13-100] Diane Clerou
  - C. Consideration to Approve New Position and Duties for Assistant Executive Director, State Center Community College Foundation [13-101] Diane Clerou
  - D. Consideration to Approve New Vice President for Madera and Oakhurst Centers Position, Reedley College [13-102] Diane Clerou
  
- XII. DELEGATIONS, PETITIONS AND COMMUNICATIONS [see footnote]

Board Agenda  
November 7, 2013 (continued)

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 SCCCDC Peace Officers Association]; Diane Clerou, Pursuant to Government Code Section 54957.6

XIV. OPEN SESSION

XV. ADJOURNMENT

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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 at (559) 244-5902 during the office hours of 8:00 a.m. to 5:00 p.m., Monday – Friday. Any person with a disability who requires a disability-related modification or accommodation in order to participate in a public meeting must submit a request at least 48 hours before the meeting by contacting Executive Secretary to the Chancellor Nina Acosta, 1525 E. Weldon Avenue, Fresno, CA 93704, (559) 244-5902, during the office hours noted above. A person with a disability may request this agenda be made available in an appropriate alternative format

The board chair, under Board Policy 2350, has set a limit of three minutes each for those wishing to address the Board of Trustees. Individuals wishing to address the board should fill out a request form and file it with Associate Vice Chancellor of Human Resources Diane Clerou before the beginning of the meeting. Comments will be heard under agenda section(s) *Delegations, Petitions and Communications*.

CONSENT AGENDA  
BOARD OF TRUSTEES MEETING  
November 7, 2013

HUMAN RESOURCES

1. Employment, Academic Personnel [13-44HR]
2. Employment, Promotion, Change of Status, Resignation, Retirement, Classified Personnel [13-45HR]
3. Appointment of California School Employee Association Nominee to the Personnel Commission for SCCC [13-46HR]

GENERAL

4. Review of District Warrants and Checks [13-91G]
5. Consideration to Approve Quarterly Budget Transfers and Adjustments Report [13-92G]
6. Financial Analysis of Enterprise and Special Revenue Operations [13-93G]
7. Consideration of Bids, ADA Upgrades, Campuswide, Reedley College [13-94G]
8. Consideration of Bids, Soffit Repair, Aeronautics Building, Reedley College [13-95G]
9. Consideration of Bids, Roof Repairs, Child Development Center, Fresno City College [13-96G]
10. Consideration to Adopt Resolution Scheduling Date and Time for Organizational Meeting of the Board of Trustees [13-97G]
11. Consideration to Ratify Out-of-State Travel for SCCC Entrepreneurial Students [13-98G]

*(Unapproved)* MINUTES OF MEETING OF  
BOARD OF TRUSTEES  
STATE CENTER COMMUNITY COLLEGE DISTRICT  
October 10, 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 4:35 p.m. on October 10, 2013, in Madera Center Assembly Room 120, 30277 Avenue 12, Madera, California.

Trustees Present               Isabel Barreras, President  
Richard Caglia, Vice President  
Ron Nishinaka, Secretary  
John Leal  
Patrick E. Patterson (arrived at 4:55 p.m.)  
Eric Payne  
Dorothy Smith  
Ben Anderson, Student Trustee, Fresno City College  
Gabriela Campos, Student Trustee, Reedley College

Also present were:

Deborah G. Blue, Chancellor, SCCCCD  
Ed Eng, Vice Chancellor of Finance and Administration, SCCCCD  
George Railey, Vice Chancellor of Educational Services and Institutional Effectiveness, SCCCCD  
Tony Cantu, President, Fresno City College  
Sandra Caldwell, President, Reedley College  
Deborah Ikeda, Campus President, Willow International Community College Center  
Diane Clerou, Assoc. Vice Chancellor of Human Resources, SCCCCD  
Teresa Patterson, Director of Public and Legislative Relations, SCCCCD  
Brian Speece, Assoc. Vice Chancellor of Business and Operations, SCCCCD  
Greg Taylor, General Counsel, SCCCCD  
Nina Acosta, Executive Secretary to the Chancellor

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

Cheryl Sullivan, FCC  
Mary Alfieris, FCC  
Vikki Piper, OC  
Jeff Ragan, MC  
Jim Chin, MC

Teresa Patterson, SCCC  
Donna Berry, RC  
Randall Vogt, SCCC  
Diana Tapia-Wright, RC  
Guadalupe Garcia, MC  
Saul Fernandez, MC  
Gonzalo Nava, MC  
Yzha Roslaes  
Lacy Barnes, SCFT  
Jeff Burdick, WI  
Mary Ann Valentino, FCC  
Tracie Scott Contreras, Madera WIB  
Christopher Guillen, Madera Oakhurst Student Body President  
Jay Leech, Madera/Oakhurst  
Cris Bremer-, FCC  
Shelly Conner, SCCC  
Nathan Saari, RC  
Gary Sakaguchi, RC  
Bruce Hartman, SCCPD  
Claudia Hernandez, MC  
Peggy Marks, MC  
Anne Watts, FCC  
Raul Perez, CSEA  
Lucy Ruiz, RC  
Michelle Johnson, RC  
Marie Byrd- Harris, RC

Approval of Minutes Board President Barreras announced that the minutes of September 3, 2013, and September 17, 2013, are being presented for approval. A motion was made by Trustee Caglia and seconded by Trustee Nishinaka to approve the minutes of the meetings of September 3, 2013, and September 17, 2013, as presented. The motion passed without dissent.

Delegations, Petitions and Communications None

Technology Visioning Statement Liz Murphy reviewed the draft technology visioning statement that was distributed to the board prior to the meeting. In addition, she reviewed a second version of the statement that included recommended changes by Trustee Nishinaka. The board adopted the second statement which reads as follows: “By December 2017, provide seamless integration of technology throughout an

Technology Visioning  
Statement  
(continued)

environment that promotes student access and learning that prepares the District's students to be innovators and leaders in the global workforce."

Trustee Leal remarked that the adoption of the visioning statement will require significant infrastructure support.

Trustee Smith is concerned about the timeframe for implementation.

Trustee Payne noted the district needs to implement the technology funding through other sources, such as a bond measure.

Liz Murphy provided details on what will be required to reach the December 2017 goal. She stated the date is aspirational and signifies a very important commitment by the Board of Trustees.

Trustee Caglia stated he is concerned about the expedience with which the district is moving. He said that although he was unable to attend the special board meeting, he believes this is the same presentation the board heard over 18 months ago. He stated he asked for the district to address the bond measure issue several months ago. He said the district needs to focus on a bond measure in order to move forward on this technology issue more expeditiously.

Chancellor Blue stated the district has been dealing with numerous financial issues for the past three years that limited the district making large financial investments. In addition, the district was given an enormous accreditation recommendation that has required a tremendous amount of work for employees throughout the district over the last two years. However, the district is ready to move forward with the board's interest in moving forward on the bond measure.

Ms. Murphy said CampusWorks made a presentation in December 2011, which was the result of a second opinion assessment. CampusWorks made a proposals and recommendations to move forward with addressing the district's technology issues, however, the district was hit with a number of financial issues that prevented it from moving forward. In March of 2013, the chancellor asked CampusWorks to come back to restart the process by developing a technology vision and defining the student experience.

Dr. Blue reminded the board that during the retreat in April 2012, the

Technology Visioning  
Statement  
(continued)

board was presented information regarding the implementation of a cyber-audit. CampusWorks provided an extensive proposal at a cost of 2.4 million dollars. This proposal was set aside due to budget reductions and negotiations with bargaining units. At the recommendation of the board, the district requested that ASCIP conduct an audit. As a result of the audit, the district's information technology (IT) department began to take corrective actions.

Trustee Smith stated she is concerned about the 2017 timeframe. She thinks it is too long and is concerned about student access.

Dr. Railey provided an update on the numerous corrective actions the district has taken in response to the cyber audit the board requested in April 2012

Liz Murphy stated the next steps will be included in the second assessment review with Trustees Leal and Payne. CampusWorks will conduct another review of security and an IT capacity assessment.

Trustee Caglia asked what the cost will be for this work. Dr. Blue stated the preliminary work by CampusWorks was \$25,000 and the visioning facilitation will cost \$14, 000.

Trustee Nishinaka requested monthly updates on technology.

Trustee Patterson is concerned that the board is not involved in what the expectations are with regards to the contract with CampusWorks. If this is going to be comprehensive, the district and the board should take a good look at the expectations with regards to technology. He would like to see a map of where the district is and where it is going.

Dr. Blue said during the retreat in April 2012, she presented a spreadsheet compiled by CampusWorks for services to address all of the IT issues. The board was not ready to make the commitment and move forward. The board recommended ASCIP conduct a security audit, which they did. She is recommending that once CampusWorks finishes their assessment they conduct an organizational review at a cost of \$44,000. Dr. Blue also recommends the district put out a request for proposal for all of the additional recommendations made by CampusWorks.

Trustee Patterson asked about the status of Datatel. Dr. Railey stated the district is doing an assessment of Datatel to integrate several of



Technology Visioning  
Statement  
(continued)

the processes that need to be automated. Dr. Blue reminded the board that the inadequate use of Datatel preceded her tenure as the chancellor. When she began in the summer of 2010, she was told by IT staff that they were told to maintain the status quo. The board informed her that they did not want to continue this way. In addition, the district faced three of the worst fiscal years in its history. The district also needs a chief technology officer and will be moving forward with a recommendation for that position.

Presidents' Reports

Dr. Caldwell introduced Madera Workforce Investment Board Director Tracie Scott Contreras and thanked her for attending the board meeting. Dr. Caldwell 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 included the following highlights:

- Reedley College animal science instructor David Lopes received The Big Fresno Fair Community Champion Award in the category of educator during opening ceremonies on October 2. The award honors those people whose involvement and efforts make a positive difference in Fresno County.
- She hosted Pizza with the President in Reedley on September 25 and in Madera on September 26. This town-hall style gathering allowed the students to ask questions and gave her an opportunity to keep abreast of student issues. Madera Center will host another one in December and Reedley College will host one in October and December
- She has attended nine city council meetings to introduce herself and share information about the educational opportunities that Reedley College, Madera and Oakhurst Centers provide for the communities. She thanked trustees Barreras, Nishinaka and Leal for attending the meetings with her.

Mr. Cantu reported on topics of interest from Fresno City College. Copies of the report were provided for the board and interested attendees, and included the following highlights:

- Fresno City College Psychological Services and Active Minds Club hosted "Send Silence Packing" on October 2. More than 4,300 students attended the event, which consisted of 1,100 backpacks displayed in the Free Speech Area. Each backpack contained the personal story of a victim of suicide.
- The Pre-Health Society Club will hold its second free medical clinic on October 12 in the Cafeteria. The Tzu Chi Medical Foundation and the medical clubs from Reedley College and Fresno State will

Presidents' Reports  
(continued)

also participate. Services will include acupuncture, dental, lab tests and pediatric and adult medical services.

- The 2013 Photo Faire was held on campus September 26 with over 525 students participating in multiple seminars and mini-workshops. The event was sponsored in part by 14 vendors from various camera and accessory companies. The event was organized specifically for students by the FCC photo department and Horn Photo.

Ms. Ikeda reported on topics of interest from the Willow International Community College Center. Copies of the report were provided for the board and interested attendees, and included the following highlights:

- Students, faculty, and staff at Willow participated in a number of cultural and student events during the month of September. Included in these activities was a lunch meeting between Campus President Deborah Ikeda and the ASG leaders, Patriot Day, Constitution Day, Mexican Independence Day, and films for Hispanic heritage month.
- Willow International Center's annual university outreach event, Rocktoberfest, was held on October 9. This year's event also included a "Rock Your Career" portion. The event included career professionals, university representatives, food booths, and music.
- At the Student Success and Support Program Implementation Summit held in Sacramento on September 23-24, Erica Johnson, Brett Nabors, Doris Griffin and Kelly Fowler from Willow International Community College Center gave an online support services presentation. The summit was hosted by the State Chancellor's Office to assist community colleges in the transition of the new SB1456 regulation related to the new student success law.

Chancellor's Report

Dr. Blue reported the following:

- On October 3, Governor Brown visited Fresno City College for a historic bill signing ceremony. The bill, AB 60, grants drivers licenses to undocumented residents. The bill signing was a momentous event and the turnout at the ceremony was outstanding. Included in the platform parties were elected officials including the author of the bill Assembly Member Luis Alejo, local dignitaries including Fresno Chief of Police Jerry Dyer, author and farmer David Mas Masumoto, students, community members, and former SCCC trustee, Mr. William Smith. Unfortunately, the timing of the event coincided with the ACCT

Chancellor's Report  
(continued)

Annual Congress, so Dr. Blue and most of the board were in Seattle. The district was well represented by Board President Isabel Barreras who delivered the opening remarks. Despite the short notice, the campus was able to pull together a first-class event. The governor and his staff were so impressed that they asked if they could come back to the campus for future events. Dr. Blue commended the FCC public information office, the grounds and operations departments and all others who were involved in making the governor's visit a huge success.

- As a member of the Title V Advisory Board, Dr. Blue attended the Title V Commitment to Latina/Latino Academic Success and Excellence Awards reception at Fresno State on October 9. Interim CSUF Provost Andrew Hoff hosted the reception honoring the Title V CLASE Program as a finalist for the 2013 Example of Excelencia Award. The program is being recognized for its work to accelerate Latino student success at the baccalaureate level. Serving on the advisory board is just one way we can demonstrate our support for our CSU partner, Fresno State.
- Nomination forms for the 2013 Muro de Honor honorees have been sent out. The Muro de Honor recognizes the contributions of dedicated and outstanding members of the Chicano/Latino community associated with State Center Community College District. This year the event will take place on November 13 at Arte Americas Casa de La Cultura.

Dr. Blue introduced Dr. George Railey to provide an update on several upcoming events regarding the district's ongoing commitment to workforce development.

- Dr. Railey stated the district is partnering with the Fresno Workforce Investment Board in a program called Multi-craft Pre-apprentice Training Program that will involve several trade unions along with the district in training union members in preparation for work on the high speed rail. The Career and Technology Center will be offering pre- engineering classes November 11-14, which will cover topics related to the high speed rail construction. FCC hosted a career tech night that involved high school students from the service area. There were booths that covered auto construction and metal work. The district also offered the State Chancellor's Office to host a town hall meeting regarding AB86 (adult education). If selected, the event will be held on October 29, 2013, at District Office North.

Madera Faculty  
Association Report

Madera Center Faculty Association representative Jay Leech reported the following:

- The Madera/Oakhurst faculty is currently accepting nominations for officers. The election will take place in November.
- He thanked Chancellor Blue and President Caldwell for attending the August 27 Academic Senate meeting.
- Academic senator orientation took place on August 20.
- At the first regular meeting, the senate reviewed and approved the District Technology Committee operating agreement and approved the Reedley College accreditation follow-up response to ACCJC.
- On September 24, the senate approved the *SCCCD Integrated Planning Model and Manual* and provided feedback on the instructional calendars for 2014-2015.
- The senate will review program review procedures and staff development committee procedures at a future meeting.
- The Madera/Oakhurst Faculty Association executive board met on September 18 with Dr. Caldwell.

Mr. Leech thanked Linda Cooley and the Strategic Planning Committee for their work on the district and college level strategic planning. He also reported that Stephanie Curry, the state Academic Senate representative, will be attending the fall plenary session and presenting on student services for online classes.

Classified Senate  
Report

Reedley College Classified Senate President Nate Saari reported the following:

- Thanked Vikki Piper for facilitating Oakhurst Center's support of Reedley College's coat drive.
- Thanked Claudia Hernandez and Yolanda Garcia of the Madera Center for working together with Reedley College on issues involving the Classified Senate.
- Transfer Day was a success
- Worked with Emilie Gerety to write a mini-grant proposal for a food pantry on campus.
- Working on a program called "Campus Kudos." There will be a link on the Reedley College website for the program.

Madera Upward  
Bound

Director of Grant Funded Programs Ms. Diana Tapia-Wright and Madera High School student Ms. Tyzha Rosales made a presentation on the Madera Upward Bound program. Ms. Rosales described the impact the program has had on her life and the opportunities available for her.

Madera Foster Youth Adjunct counselor Ms. Donna Fujioka-Hatfield and Madera Center student Ms. Gissel Martinez reported on the Madera Foster Youth program. Ms. Fujioka-Hatfield described the services offered in the program, including academic counseling, financial aid advice, and regular monitoring of student progress to assess additional assistance. Ms. Martinez described her experience as part of the Guardian Scholars Program and her future plans for obtaining a college degree.

Draft SCCC  
Integrated Planning  
Model and Manual George Railey and Jothany Blackwood provided an update on the current status of the *SCCCD Integrated Planning Model and Manual*. They reviewed the constituency participation in the development of the document, composition of the planning group, and the relationship to the college/center planning processes. They reviewed the components of districtwide integrated planning, including the SCCC mission statement, the *2012-2016 SCCC Strategic Plan*, resourced allocation, assessment of progress on district goals, assessment of planning and decision-making processes and an in-depth description and timeline for each component of planning. The Board of Trustees will have a first reading of the document at the November board meeting, and a second reading and request for approval during the December meeting.

Trustee Nishinaka asked what is the criteria is for the different programs such as vocational vs. lecture classes, small vs. large classes as it relates to the resource allocation model.

Mr. Eng provided an update on the resource allocation model and the work of the committee. Cabinet will be reviewing the final draft of the resource allocation model and then send it to Communications Council.

Trustee Nishinaka is concerned that it will have impact on all programs. Mr. Eng stated it is up to each campus/site to allocate the funds that are distributed to their campus/site.

Reports of Board  
Members and Future  
Agenda Items

FCC Student Trustee Ben Andersen reported the following:

- Hosted a Constitution Day event
- CIT Zero and Google Developers Group of Fresno held a tech session in the OAB. Over 250 students and members of the community participated in the tech session for Google development software.
- Attended the FCC scholarship award ceremony.

Reports of Board  
Members and Future  
Agenda Items  
(continued)

- FCC implemented Saturday hours for the tutorial center.
- Ram Burger Round-up will take place on October 16
- Homecoming will take place on October 19
- The Fall Carnival will take place on October 31

RC Student Trustee Gabriela Campos reported the following:

- The Reedley College ASG hosted the Student Senate for California Community College's Region 5 meeting.
- 40 RC students participated in The Fresno Fair
- RC center ambassadors will host "Sci-Fri" on October 26 to introduce local elementary and middle school students to the campus.
- The Oakhurst Center will be hosting their annual Trunk-and-Treat on October 31.
- The Madera Center will be hosting a Dia de Los Muertos art exhibit October 28-31.
- Thanked Trustee Nishinaka for providing lunch during their ASG meeting

Trustee Payne reported the following:

- Attended the Board of Governors meeting September 8-10.
- Attended the State-of-the-County Breakfast on September 25
- Attended College Night at the Exhibit Hall
- Attended the Children's Summit on September 27 in Clovis
- In honor of October being Black Male Achievement month, he will be speaking to students October 23 at FCC.
- He will be the moderator for the Urban Leadership Conference on October 16
- He thanked FCC staff, administration, and the student body for hosting the governor for the AB60 signing event. He thanked the governor for signing SB440, which will make student transfers to CSUs more cost effective and achievable. He congratulated John Leal for his selection to the nomination committee for ACCT. He also congratulated Dottie Smith for her years of service on the ACCT board and being recognized by the California African American Caucus for Community College trustees.

Trustee Leal reported the following:

- Attended the EDCare meeting on September 17
- On September 19 he attended the Science, Art, and Mathematics Academy grand opening in Sanger.
- Attended the State-of-the-County Breakfast on September 25

Reports of Board  
Members and Future  
Agenda Items  
(continued)

- Met with Fresno County School Superintendent Jim Yovino and discussed working with the district
- Attended the ACCT Leadership Congress.
- Will be meeting with Sanger City Council representatives, Dr. Caldwell, and Trustee Nishinaka to discuss the possibility of establishing a learning center in their community.
- Thanked Dr. Blue for meeting with him on October 9.

Trustee Smith reported the following:

- Finished her 6-year term on the ACCT board of directors. It was great to celebrate the occasion with her fellow board members. She thanked Dr. Blue for presenting her with flowers in celebration of the event.
- She was selected as first vice president for the national African American Trustee Association.
- She had the opportunity to take a bus tour of Fresno. It began in West Fresno, and went up north to the bluffs. She recommended that trustees, faculty and staff take a similar tour to see how people live in the areas they serve.
- She participated on a panel regarding integrity and ethics during the ACCT Congress.
- She was invited to attend the student success symposium.
- Trustee Smith stated SCCC should be achieving national awards for diversity.

Trustee Patterson reported the following:

- Attended the ACCT Congress. Congratulated Trustee Smith and thanked her for her service representing the district
- Attended an insurance conference in San Antonio. The main topic was the implementation on the Affordable Care Act. He asked if the district was aware of all of the timelines and fines involved with compliance of the new health care policies.

Trustee Nishinaka reported on 21 events he attended during the month of September, including the following:

- On September 4, 18, and 24, and October 1 he joined Dr. Sandra Caldwell in her visits to city council meetings in Kingsburg, Madera, Dinuba, and Fowler where she formally introduced herself as the new president of Reedley College and presented information about the college and centers.
- On September 9, he attended the Clovis City Council along with Chancellor Blue at which Deborah Ikeda presented an update on Willow International.

Reports of Board  
Members and Future  
Agenda Items  
(continued)

- On September 11 he attended the Fresno Area College Night and Environmental Expo 2013. Over 4,000 valley students participated in this one-stop college shopping event at the Fresno Convention Center.
- On September 17 he participated in the Counselors for Real Estate external stakeholders meetings at Reedley College, Madera Center, and Fresno City College. He listened to numerous suggestions on potential projects for maximizing our educational/financial opportunities on our campuses.
- On September 18 he attended the State Center Consortium Advisory Committee meeting at District Office North. The agenda covered highlights, old and new business items, and announcements on future events.
- On September 19 he joined Reedley College President Sandra Caldwell and other campus representatives for the Reedley Taste of the Town event. This Reedley Downtown Association event provides a nice venue to enjoy an evening of good fellowship and food with members of the community.

Trustee Barreras reported the following:

- She attended the Madera City Council meeting with Trustee Nishinaka as President Caldwell presented information to the council on the Madera and Oakhurst centers.
- She attended the Foundation for California Community Colleges board meeting at which they are working on a strategic plan.
- Attended the Joint CCCT and Community College CEO board meeting. They are working on a plan to combine the boards.
- She recognized FCC for hosting the governor's signing. She thanked Brian Speece, Teresa Patterson and all of the staff who worked on the event.
- She congratulated and thanked Trustee Smith for her service on the ACCT Board of Directors.

Prioritize Future  
Agenda Item  
Requests

Chancellor Blue reviewed the list of prioritized agenda items identified by the Board of Trustees. She reviewed the results of the survey completed by the board. Trustee Caglia requested to move technology update and bond measure to the top of the list. He requests the district report back to the board whether or not a bond measure in 2014 is feasible. The next opportunity is 2016 and that would be too late.

Trustee Payne stated the district needs to conduct a feasibility study for a bond. He advised the board of two potential items that will be on



Prioritize Future  
Agenda Item  
Requests (continued)

the June ballot in Fresno that include a tax for animal control services and the zoo measure, and possibly two additional items. He believes a November 2014 forecast is favorable for the district to move forward on the bond measure.

Trustee Caglia stated two of the biggest bond measure efforts that people were concerned about 4 to 5 months ago is the Governor's water bond and the rail bond. He requested that the district report back on the status those two measures.

Trustee Smith said the district needs to have a committee that includes trustees.

Mr. Speece stated a committee met for a year prior to making a recommendation to the board. Dr. Patterson stated the district also did a year-long public information campaign prior to the actual campaign launch. Mr. Speece stated a consultant conducted a survey of voters to see what voters would approve and the amount they would consider appropriate.

The board agreed to move a bond measure to the top of the priority list. This item will be placed on the November agenda.

Consent Agenda  
Action

President Barreras asked for a motion to approve consent agenda items 13-41HR through 13-43HR and 13-79G through 13-90G, as presented.

It was moved by Trustee Caglia and seconded by Trustee Patterson that the Board of Trustees approve consent agenda items 13-41HR through 13-43HR and 13-79G through 13-90G. The motion passed without dissent.

Employment, Change  
of Status, Academic  
Personnel  
[13-41HR]  
Action

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

Employment,  
Promotion, Change of  
Status, Resignation,  
Retirement, Classified  
Personnel  
[13-42HR]  
Action

Approve the classified personnel recommendations, items A through F, as presented

Consideration to  
Approve Employment  
of Fall 2013 Adjunct  
Faculty  
[13-43HR]  
Action

Approve the employment of adjunct faculty for Fresno City College, Reedley College (including Madera and Oakhurst centers), and Willow International Community College Center for fall 2013

Review of District  
Warrants and Checks  
[13-79G]  
Action

Review and approve the warrants register for the following accounts:

<u>Account:</u>	<u>Amount:</u>	<u>For the Period:</u>
District	\$15,559,473.26	08/14/13 to 09/10/13
Fresno City College Bookstore	521,579.07	08/14/13 to 09/10/13
Reedley College Bookstore	433,043.17	08/14/13 to 09/10/13
Fresno City College Co-Curricular	87,692.92	08/13/13 to 09/09/13
Reedley College Co-Curricular	72,871.47	08/10/13 to 09/06/13
Total:	<u>\$ 16,674,659.89</u>	

Consideration to  
Accept Construction  
Project, Interior  
Painting, Music  
Speech Building,  
Fresno City College  
[13-80G]  
Action

- a) Accept the project for Interior Painting, Music Speech Building at Fresno City College; and
- b) Authorize the chancellor or her designee to file a Notice of Completion with the county recorder

Consideration to  
Accept Construction  
Project, INC Building  
Remodel, Phase 4,  
Reedley College  
[13-81G]  
Action

- a) Accept the project for INC Building Remodel, Phase 4, at Reedley College; and
- b) Authorize the chancellor or her designee to file a Notice of Completion with the county recorder

Consideration to  
Accept Construction  
Project, LSF 3 and 4  
Stockroom Remodel,  
Reedley College  
[13-82G]  
Action

- a) Accept the project for LSF 3 and 4 Stock room Remodel at Reedley College; and
- b) Authorize the chancellor or her designee to file a Notice of Completion with the county recorder

Consideration to  
Accept Construction  
Project, Trash  
Compactor Enclosure  
Project, Reedley  
College  
[13-83G]  
Action

- a) Accept the project for Trash Compactor Enclosure Project at Reedley College; and
- b) Authorize the chancellor or her designee to file a Notice of Completion with the county recorder

Consideration to  
Adopt Resolution  
Authorizing  
Agreement with the  
Commission on Peace  
Officer Standards and  
Training, Fresno City  
College  
[13-84G]  
Action

- a) Adopt Resolution No. 2013.26 authorizing the district, on behalf of Fresno City College, to enter into an agreement with the Commission on Peace Officer Standards and Training for the POST Institute of Criminal Investigation program presentations to be conducted by the Fresno City College Police Academy for the period July 1, 2013, through June 30, 2014, with funding in the amount of \$556,930;
- 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

Consideration to  
Approve Agreement  
for Purchase of Police  
Vehicles, Districtwide  
[13-85G]  
Action

Approve participation in California state Contract No. 1-12-23-14 with Folsom Lake Ford for the purchase of police vehicles, districtwide, and authorize purchase orders to be issued against this agreement

Consideration to  
Authorize Sale of  
Surplus Property,  
District Office North  
[13-86G]  
Action

Authorize the sale of surplus property at District Office North

Consideration to  
Adopt 2014-2015 and  
2015-2016  
Instructional  
Calendars  
[13-87G]  
Action

Adopt the 2014-2015 and 2015-2016 instructional calendars for Fresno City College, Reedley College/North Centers, and the Willow International Community College Center

Consideration to  
Approve Out-of-State  
Travel for Wrestling  
Team, Fresno City  
College  
[13-88G]  
Action

Approve out-of-state travel for Fresno City College wrestling students to compete in the Lassen College Wrestling Tournament, November 1-3, 2013, with the understanding that the trip will be financed without requiring expenditures of district funds

Consideration to  
Approve Out-of-  
State Travel for  
WICCC Business  
Students  
[13-89G]  
Action

Approve out-of-state travel for eight business students to attend the 2013 Annual National CEO Conference in Chicago, Illinois, from October 31 through November 3, 2013, with the understanding that the trip will be financed without requiring expenditures of college or district funds

Consideration of  
Amended Claim,  
Kevynn Gomez  
[13-90G]  
Action

Reject the amended claim submitted by Kevynn Gomez, and direct the chancellor or vice chancellor of finance and administration to give written notice of said action to the claimant

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

Consideration to  
Adopt Resolution  
Honoring Dr. Pete  
Mehas  
[13-84]  
Action

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. Pete Mehas, whose passing leaves a deep void in the hearts of the many lives he touched throughout his illustrious career. The Board of Trustees and district administration and staff send their most heartfelt condolences to his family and friends.

It is recommended that the Board of Trustees adopt Resolution No. 2013.27 honoring Dr. Pete Mehas for his many accomplishments, exemplary service and outstanding leadership.

Trustee Smith recommended including information regarding Dr. Mehas receiving the CCLC Distinguished Alumni award in 2005. Trustee Patterson recommended including Dr. Mehas' role as the educational liaison to the California Legislature.

A motion was made by Trustee Smith and seconded by Trustee Patterson to adopt Resolution No. 2013.27, as amended, honoring Dr. Pete Mehas for his many accomplishments, exemplary service and outstanding leadership. The motion carried without dissent.

Second Reading of  
Accreditation Follow-  
Up Reports and  
Consideration to  
Approve Submittal to  
ACCJC/WASC  
[13-85]  
Action

The campus presidents reviewed the follow-up reports to ACCJC. Dr. Caldwell reported that the follow-up visit will take place on November 4, 2013

A motion was made by Trustee Payne and seconded by Trustee Leal to approve and certify the accreditation follow-up reports for Fresno City College and Reedley College. The motion carried without dissent.

Consideration to  
Approve the Willow  
International  
Community College  
Center Needs  
Assessment and  
Adopt Resolution to  
Establish an  
Independently  
Accredited College  
[13-86]  
Action

President Ikeda introduced Bobby Khushal from Teter, LLP, who reviewed the final draft of the Willow International Needs Assessment study. Trustee Leal asked about the course offerings at Willow International. President Ikeda stated Willow International will offer general education courses, and technology courses that will not be replicated at the other campuses.

A motion was made by Trustee Smith and seconded by Trustee Patterson to officially adopt Resolution No. 2013.28 to establish the third independently accredited college in the district and approve the Willow International Community College Center Needs Assessment study for (eventually to be called Clovis Community College). The

motion carried without dissent.

Consideration to  
Accept 2012-2016  
SCCCD Strategic Plan  
Annual Assessment  
[13-87]  
Action

Dr. Railey and Dr. Blackwood reviewed the district's progress for the 2012-2016 strategic plan implementation.

A motion was made by Trustee Leal and seconded by Trustee Smith to accept the 2012-2016 SCCC Strategic Plan Annual Assessment, and accept the Revised Planning Calendar and Timeline for continued implementation of the 2012-2016 SCCC Strategic Plan. The motion carried without dissent.

Consideration to  
Approve West Side  
Initiative Funding  
Proposal  
[13-88]  
Action

Mr. Eng provided historical background for the West Side Initiative. He reviewed the fiscal impact of the proposal.

Dr. Blue stated the funding is for continuing the training for the remainder of 2013-2014. The intent would be to come back to the board next year during the normal lottery decision package process for funding for 2014-2015. The district anticipates receiving adult education money for the program in 2015-2016. She stated there have been two meetings with Michael Hanson and his team, including the adult education director. She asked Mr. Hansen if he would consider providing additional funding of \$100,000 for the program. He requested the district present a proposal. Dr. Blue said it is appropriate since K-12 receives adult education money that they partner with the district.

A motion was made by Trustee Caglia and seconded by Trustee Payne to approve 2013-2014 funding to continue the West Side Training Initiative in west Fresno.

Trustee Smith stated that any discussion about the West Fresno area needs to include the entire service area. She requests to be on the committee that represents this initiative.

Trustee Patterson asked if funds will be going to outside sources, or will the funds be expended by people within the district. George Railey introduced Anne Watts, who runs the program. Ms. Watts stated the courses offered through the program are not-for-credit classes. The individuals the programs target are not prepared for college admission. They are not a part of the FTES allocation. The program does not hire outside of the district for the program.

Trustee Patterson is concerned about using lottery funds for non-

Consideration to  
Approve West Side  
Initiative Funding  
Proposal  
[13-88]  
Action (continued)

credit classes not in the realm of a college education, student success, and growth. He has concerns that lottery funds should not be used for this particular program. He supports the partnership with K-12 and the potential for future adult education funds. Trustee Barreras stated that these people are potential students. Anne Watts said that by providing an opportunity for these students in their own community to be successful academically, they will consider and take action to enroll in college.

Trustee Payne stated there was a motion on the floor.

President Barreras stated this is about providing a lifetime opportunity to those students who may never get this opportunity.

Trustee Leal stated that at the turn of the century 80 percent of all jobs did not require college degrees. The district needs to keep a balance and talk about access, and consider all of the students and potential students that need training and jobs.

The motion passed as follows:

Ayes	-	6
Noes	-	1 (Patterson)
Absent	-	

Trustee Payne thanked staff and stated, as a community college, the district has a responsibility to serve the “at risk” populations and perform due diligence by reaching out to those communities of need and providing them with access and an opportunity to be successful.

ACCJC/WASC Letters  
to Fresno City College  
and Reedley College  
[13-89]  
No Action

This item is to officially inform the Board of Trustees of the correspondence received from the Accrediting Commission for Community and Junior Colleges, Western Association of School and Colleges (ACCJC/WASC), forwarded to the board on September 11, 2013, in a Friday memo. No action is required at this time; however, district administration welcomes any questions or guidance by the Board of Trustees.

Dr. Railey reviewed the fall 2012 briefing held by the United States Department of Education (USDE). The USDE felt that there were regulatory areas in accreditation that needed increased scrutiny, including monitoring and evaluating institutions, institutional compliance and regulation, institution strength, and institutional performance with respect to student achievement. USDE stressed the

ACCJC/WASC Letters  
to Fresno City College  
and Reedley College  
[13-89]

No Action  
(continued)

need for accreditors to ensure indicators of institutional fiscal health are included in regular monitoring of institutions fiscal health. This was the basis for the letters.

In the 2012-2013 accreditation cycle, 13 of 25 colleges that were reviewed lacked appropriate and sustainable financial management. In the spring of 2013, ACCJC conducted institutional financial stability audits. Mr. Eng reviewed the audit report conducted by ACCJC. He stated ACCJC focused their report on five areas including salary and benefits, OPEB liability, cash balances, enrollment management, and changes in leadership.

Mr. Eng reminded the board that this is a new report. When the colleges reported the information, they reported it by colleges rather than at a district level. Mr. Eng reviewed the salary and benefits, OPEB liability and cash balances for years 2009-2010, 2010-2011, 2011-2012, and 2012-2013.

Mr. Avila reviewed definitions for full-time equivalent students (FTES) and unduplicated headcount trends. Mr. Avila, Mr. Cantu and Dr. Caldwell presented information on loan default rates for Fresno City and Reedley colleges.

Trustee Patterson asked, if a college is over the 30 percent threshold for two calendar years, does the college lose Pell grant funding and the ability to award student loans? Mr. Cantu said the threshold does not affect the Pell grants, but he will follow-up to get more information.

President Ikeda said the district has only 2.5 percent of its students receiving loans, so the district is not in danger. The “for profit” institutions have over 90 percent of their students taking out loans, and over 40 percent of those students have defaulted on the loans. Trustee Smith stated students should be provided information and training about loans before they apply for them. Mr. Cantu said that the financial aid directors are creating a loan default policy. Dr. Caldwell stated the number of loans issued for Reedley College is declining. Dr. Caldwell stated Reedley College holds a very intensive financial aid workshop for students during the summer.

Mr. Cantu and Dr. Caldwell reviewed the changes in leadership since October 2011 and the current status of administrative positions at Fresno City College and Reedley College.



ACCJC/WASC Letters  
to Fresno City College  
and Reedley College  
[13-89]

No Action  
(continued)

Trustee Patterson stated he is concerned about the drop in student enrollment. He said he has argued against it in the past, because the district receives a different funding allocation. The district needs to look at the funds it has allocated and do the best it can with it. He said he would have appreciated getting notice of these documents as soon as they were sent to the district. Dr. Blue said she was on vacation when the letters arrived at the Chancellor's office. She returned to the office a week later. Once she was aware of the letters she requested the vice chancellors research the issues and get some background because this is a new process. She wanted to provide as much contextual information to the board as possible. Dr. Blue said when she served as a vice president for the ACCJC, she worked with the taskforce to establish the financial review indicators. It was an in-house process back then, but this year they have taken it to an entirely different level. She said if the board looks at the budgets for 2012-2013 and 2013-2014, these are the reasons why the district has been working with the board for the past three years, to identify the district's liabilities and to recommend budgeting differently to address those liabilities.

Consideration to  
Approve Revised Job  
Duties for  
International Trade  
Specialist  
[13-90]

Action

A motion was made by Trustee Caglia and seconded by Trustee Nishinaka to approve revised job duties for the International Trade Specialist position. The motion carried without dissent.

Consideration to  
Approve New  
Veterans and  
International Student  
Services Coordinator  
Duties  
[13-91]

Action

A motion was made by Trustee Payne and seconded by Trustee Caglia to approve new Veterans and International Student Services Coordinator duties. The motion carried without dissent.

Consideration to Approve Six-Month Limited Term Accounting Technician I Position, Fresno City College [13-92]  
Action

A motion was made by Trustee Payne and seconded by Trustee Smith to approve a six-month limited term Accounting Technician I position at Fresno City College, effective October 11, 2013. The motion carried without dissent.

Delegations, Petitions, and Communications

None

Closed Session

The board will discuss the following:

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

Closed Session (continued)

President Barreras called a recess at 9:25 p.m.

Open Session

The board moved into open session at 9:45p.m.

President Barreras stated the board did not take any reportable action during closed session.

Consideration to Appoint Interim Dean of Instruction, Reedley College [13-93]  
Action

A motion was made by Trustee Smith and seconded by Trustee Caglia that the Board of Trustees appoint Marie Byrd-Harris as the Interim Dean of Instruction for the Math, Engineering and Computer Sciences, Science, and Health Sciences Division at Reedley College; with placement on the management salary schedule at monthly salary of \$8,929.92, effective October 11, 2013. The motion carried without dissent.

Adjournment

The meeting was adjourned at 9:50 p.m. by unanimous consent.

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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: November 7, 2013

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SUBJECT: Employment, Academic Personnel

ITEM NO. 13-44HR

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EXHIBIT: Academic Personnel Recommendations

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Recommendation:

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

ACADEMIC PERSONNEL RECOMMENDATIONS

A. Recommendation to employ the following person:

<u>Name</u>	<u>Campus</u>	<u>Class &amp; Step</u>	<u>Salary</u>	<u>Position</u>
Lee, Kanglim	FCC	IV, 1	\$8,028	Nursing Instructor

(Current Adjunct Faculty)

(One-Semester Temporary Contract – November 8, 2013 through December 13, 2013)

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

PRESENTED TO BOARD OF TRUSTEES

DATE: November 7, 2013

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SUBJECT: Employment, Change of Status, Resignation,  
Classified Personnel

ITEM NO. 13-45HR

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EXHIBIT: Classified Personnel Recommendations

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Recommendation:

It is recommended 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
Stringham, Keri	DO	Police Communications Dispatcher Position No. 1207	44-A \$3,161.83/mo.	09/30/2013
Lomeli, Nestor	RC	Upward Bound Assistant Position No. 3157	52-A \$3,496.83/mo.	10/24/2013
Sandlin, Penny	FCC	Accounting Clerk III Position No. 2449	48-A \$3,175.58/mo.	10/28/2013

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	Range/Step/Salary	Date
Doyle, Stephanie	RC	Library/ Learning Resources Assistant III Position No. 3029	48-C \$20.17/hr.	09/19/2013
Guhin, Katherine	RC	Instructional Lab Technician – Biological Science Position No. 3147	53-A \$20.66/hr.	09/30/2013
Young, Rayneisha	DO	Human Resources Technician – Confidential Position No. 1046	51-A \$21.06/hr.	10/09/2013

C. Recommendation to employ the following persons as limited term (Ed Code 88105):

Name	Location	Classification	Range/Step/Salary	Date
Balakian- Washington, Laury	FCC	Accounting Technician I Position No. 2075	57-A \$22.79/hr.	10/11/2013 thru 04/10/2014

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

Name	Location	Classification	Hourly Rate	Date
De Soto, Katherine	FCC	Art Model	\$8.64/hr.	10/03/2013

Classified Personnel Recommendation

Page 2

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

Name	Location	Classification	Range/Step/Salary	Date
Flores, Abrian	FCC	Lead Custodian Position No. 2220 to Custodial Manager (Mgmt) Position No. 2119	46-E \$3,857.25/mo. to 46-E \$4,435.83/mo.	09/20/2013 thru 09/27/2013
(Additional compensation for working out of class per Article 33, Section 8 of CSEA contract)				
Van Galder, Ann	FCC	Office Assistant III Position No. 1091 to Office Assistant III Position No. 2421	48-E \$4,100.08/mo. to 48-E \$4,1008.08/mo.	09/18/2013
(Bumping into vacant position in same classification due to layoff)				

F. Recommendation to accept the resignation of the following regular employees:

Name	Location	Classification	Date
Harmon, Michael	DO	Maintenance Worker II Position No. 1099	09/30/2013



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

PRESENTED TO BOARD OF TRUSTEES

DATE: November 7, 2013

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SUBJECT: Appointment of California School Employee Association Nominee to the Personnel Commission for SCCCDCOMMISSION      ITEM NO.      13-46HR

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EXHIBIT:      None

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Background:

The term of the California School Employee Association's appointed commissioner, Tim Liermann, will end on November 30, 2013. CSEA has selected Tim Liermann to be reappointed for another three-year term. Mr. Liermann was formerly a senior field representative for CSEA and has served on the Personnel Commission since December 2010. According to Education Code Section 88066(d):

“In the case of the nominees of the classified employees, the board shall appoint the nominee, unless the classified employees voluntarily withdraw the name of the nominee and submit the name of a new nominee. In the latter case, the board shall then appoint the new nominee.”

Recommendation:

It is recommended that Board of Trustees appoint Mr. Tim Liermann as the CSEA appointee to the Personnel Commission to serve a three-year term beginning December 1, 2013, on the Personnel Commission for the State Center Community College District.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: November 7, 2013

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SUBJECT: Review of District Warrants and Checks

ITEM NO. 13-91G

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EXHIBIT: None

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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	\$18,148,157.43	09/11/13 to 10/15/13
Fresno City College Bookstore	175,668.02	09/11/13 to 10/15/13
Reedley College Bookstore	148,532.96	09/11/13 to 10/15/13
Fresno City College Co-Curricular	148,300.09	09/10/13 to 10/14/13
Reedley College Co-Curricular	112,746.31	09/07/13 to 10/14/13
Total:	<u>\$ 18,733,404.81</u>	

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

PRESENTED TO BOARD OF TRUSTEES

DATE: November 7, 2013

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SUBJECT: Consideration to Approve Quarterly  
Budget Transfers and Adjustments Report

ITEM NO. 13-92G

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EXHIBIT: Budget Adjustments and Transfers Report

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Background:

The enclosed Budget Transfers and Adjustments Report reflects budget adjustments through the period ending September 30, 2013. The adjustments represent changes to meet the on-going needs of the district, including categorically funded programs, educational needs of the campuses and new grants and agreements.

Recommendation:

It is recommended the Board of Trustees approve the September 30, 2013, Budget Transfers and Adjustments Report.

**STATE CENTER COMMUNITY COLLEGE DISTRICT  
GENERAL FUND - ALL FUNDING  
Revenue Budget Adjustments/Transfers  
As of 9/30/13**

	Adopted Budget	Budget Adj/Transfers	Current Budget
81000	FEDERAL REVENUES		
81200	\$ 8,373,514	\$ 67,693	\$ 8,441,207
81300	2,907,071	15,000	2,922,071
81400	240,707	-	240,707
81500	162,750	3,400	166,150
81600	20,576	-	20,576
81700	1,476,107	-	1,476,107
81990	2,823,943	(3,648)	2,820,295
	<u>16,004,668</u>	<u>82,445</u>	<u>16,087,113</u>
	Total		
86000	STATE REVENUES		
86100	77,199,858	-	77,199,858
86200	6,875,084	(343)	6,874,741
86300	17,722,272	-	17,722,272
86500	2,103,079	679,560	2,782,639
86700	500,000	-	500,000
86800	5,050,000	-	5,050,000
86900	-	-	-
	<u>109,450,293</u>	<u>679,217</u>	<u>110,129,510</u>
	Total		
88000	LOCAL REVENUES		
88100	30,000,000	-	30,000,000
88200	-	-	-
88300	810,862	19,588	830,450
88400	19,533	-	19,533
88500	85,000	-	85,000
88600	300,000	-	300,000
88700	8,811,018	-	8,811,018
88800	1,770,000	-	1,770,000
88900	1,316,878	21,384	1,338,262
	<u>43,113,291</u>	<u>40,972</u>	<u>43,154,263</u>
	Total		
Total General Fund Revenues	<u>\$ 168,568,252</u>	<u>\$ 802,634</u>	<u>\$ 169,370,886</u>

**STATE CENTER COMMUNITY COLLEGE DISTRICT  
GENERAL FUND - ALL FUNDING  
Revenue Budget Adjustments/Transfers  
As of 9/30/13**

	<u>Adopted Budget</u>	<u>Budget Adj/Transfers</u>	<u>Current Budget</u>
89000 OTHER FIN SOURCES			
89100 Proceeds/Fixed Assets	10,000	-	10,000
89400 Proceeds/Long-Term Debt	-	-	-
89800 Incoming Transfers	858,840	-	858,840
Total Other Financing Sources	<u>\$ 868,840</u>	<u>-</u>	<u>\$ 868,840</u>
Total District Revenues	<u><u>\$ 169,437,092</u></u>	<u><u>\$ 802,634</u></u>	<u><u>\$ 170,239,726</u></u>

**STATE CENTER COMMUNITY COLLEGE DISTRICT  
GENERAL FUND - ALL FUNDING  
Expenditure Budget Adjustments/Transfers  
As of 9/30/13**

	<u>Adopted Budget</u>	<u>Budget Adj/Transfers</u>	<u>Current Budget</u>
91000	ACADEMIC SALARIES		
91100	\$ 37,918,980	\$ -	\$ 37,918,980
91200	18,177,817	209,269	18,387,086
91300	14,829,363	100,000	14,929,363
91400	4,444,127	22,434	4,466,561
	<u>75,370,287</u>	<u>331,703</u>	<u>75,701,990</u>
	Total		
92000	CLASSIFIED SALARIES		
92100	27,451,920	26,796	27,478,716
92200	1,828,157	-	1,828,157
92300	3,490,661	46,244	3,536,905
92400	1,448,314	816	1,449,130
	<u>34,219,052</u>	<u>73,856</u>	<u>34,292,908</u>
	Total		
93000	BENEFITS		
93100	6,003,170	17,714	6,020,884
93200	3,650,618	4,918	3,655,536
93300	3,484,527	8,260	3,492,787
93400	16,476,887	33,714	16,510,601
93500	97,433	191	97,624
93600	1,893,953	7,202	1,901,155
93700	99,099	4,442	103,541
93900	-	-	-
	<u>31,705,687</u>	<u>76,441</u>	<u>31,782,128</u>
	Total		
94000	SUPPLIES & MATERIALS		
94300	1,748,650	(64,452)	1,684,198
94400	2,172,046	13,050	2,185,096
94500	31,830	(4,500)	27,330
	<u>3,952,526</u>	<u>(55,902)</u>	<u>3,896,624</u>
	Total		

**STATE CENTER COMMUNITY COLLEGE DISTRICT  
GENERAL FUND - ALL FUNDING  
Expenditure Budget Adjustments/Transfers  
As of 9/30/13**

	<u>Adopted Budget</u>	<u>Budget Adj/Transfers</u>	<u>Current Budget</u>
95000	OTHER OPER EXPENSES		
95100	4,907,296	316	4,907,612
95200	2,981,803	(15,037)	2,966,766
95300	2,189,723	235,848	2,425,571
95400	287,516	3,750	291,266
95500	3,461,700	99,433	3,561,133
95600	1,164,280	(13,504)	1,150,776
95700	744,609	(3,361)	741,248
95900	1,565,797	37,872	1,603,669
	Total		
	<u>17,302,724</u>	<u>345,317</u>	<u>17,648,041</u>
96000	CAPITAL OUTLAY		
96100	-	-	-
96200	183,812	1,000	184,812
96400	2,008,463	(24,334)	1,984,129
96500	5,573,277	4,137	5,577,414
96800	282,340	35,145	317,485
	Total		
	<u>8,047,892</u>	<u>15,948</u>	<u>8,063,840</u>
	Total General Fund Expenditures		
	<u>\$ 170,598,168</u>	<u>\$ 787,363</u>	<u>\$ 171,385,531</u>
97000	OTHER OUTGO		
97100	-	-	-
97200	344,000	-	344,000
97300	3,005,440	6	3,005,446
97500	107,740	3,000	110,740
97600	1,029,462	14,165	1,043,627
97900	2,582,657	-	2,582,657
	Total Other Outgo		
	<u>\$ 7,069,299</u>	<u>\$ 17,171</u>	<u>\$ 7,086,470</u>
	Total District Expenditures		
	<u>\$ 177,667,467</u>	<u>\$ 804,534</u>	<u>\$ 178,472,001</u>

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

PRESENTED TO BOARD OF TRUSTEES

DATE: November 7, 2013

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SUBJECT: Financial Analysis of Enterprise  
and Special Revenue Operations

ITEM NO. 13-93G

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EXHIBIT: Financial Analysis

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Background:

The financial reports for the enterprise and special revenue operations for the quarter ended September 30, 2013, are attached. The report includes a combined balance sheet and combined statement of revenues and expenditures for the enterprise operations, which consists of the bookstores at Fresno City and Reedley College. The special revenue operations are comprised of the Reedley College cafeteria and residence hall. All operations reflect a positive financial position with revenues exceeding expenditures.

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



**STATE CENTER COMMUNITY COLLEGE DISTRICT  
ENTERPRISE & SPECIAL REVENUE OPERATIONS  
BALANCE SHEET  
As of SEPTEMBER 30, 2013**

	ENTERPRISE			SPECIAL REVENUE		
	FCC BOOKSTORE*	RC BOOKSTORE*	TOTAL	RC CAFETERIA*	RC RESIDENCE HALL*	TOTAL
<b>ASSETS</b>						
Cash in County Treasury	\$ -	\$ -	\$ -	\$ 100,548	\$ 309,473	\$ 410,021
Cash in Bank	2,957,924	722,725	3,680,649	116,390	3,140	119,530
Revolving Cash Fund	25,200	32,000	57,200	2,500	-	2,500
Accounts Receivable	532,874	334,762	867,636	75,169	140,801	215,970
Due from RC Bookstore	925,000	-	925,000	-	-	-
Due from Other Funds	-	-	-	1,369	55,703	57,072
Prepaid Expenses	9,492	10,619	20,111	-	-	-
Inventory	1,651,424	1,111,532	2,762,956	24,904	-	24,904
Total Current Assets	<u>\$ 6,101,914</u>	<u>\$ 2,211,638</u>	<u>\$ 8,313,552</u>	<u>\$ 320,880</u>	<u>\$ 509,117</u>	<u>\$ 829,997</u>
Fixed Assets (Net)	\$ 111,030	\$ 106,472	\$ 217,502	\$ -	\$ -	\$ -
<b>TOTAL ASSETS</b>	<b><u>\$ 6,212,944</u></b>	<b><u>\$ 2,318,110</u></b>	<b><u>\$ 8,531,054</u></b>	<b><u>\$ 320,880</u></b>	<b><u>\$ 509,117</u></b>	<b><u>\$ 829,997</u></b>
<b>LIABILITIES &amp; FUND BALANCE</b>						
Accounts Payable	\$ 171,797	\$ 69,966	\$ 241,763	\$ -	\$ -	\$ -
Due to FCC Bookstore	-	925,000	925,000	-	-	-
Due to Other Funds	93,852	112,441	206,293	150,645	1,944	152,589
Warrants Payable	-	-	-	18,998	71,850	90,848
Total Current Liabilities	<u>\$ 265,649</u>	<u>\$ 1,107,407</u>	<u>\$ 1,373,056</u>	<u>\$ 169,643</u>	<u>\$ 73,794</u>	<u>\$ 243,437</u>
Unreserved Fund Balance	\$ 4,270,671	\$ 67,171	\$ 4,337,842	\$ 123,833	\$ 435,323	\$ 559,156
Reserved Fund Balance	1,676,624	1,143,532	2,820,156	27,404	-	27,404
Total Fund Balance	<u>\$ 5,947,295</u>	<u>\$ 1,210,703</u>	<u>\$ 7,157,998</u>	<u>\$ 151,237</u>	<u>\$ 435,323</u>	<u>\$ 586,560</u>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u>\$ 6,212,944</u></b>	<b><u>\$ 2,318,110</u></b>	<b><u>\$ 8,531,054</u></b>	<b><u>\$ 320,880</u></b>	<b><u>\$ 509,117</u></b>	<b><u>\$ 829,997</u></b>

\*Does Not Include All Indirect Charges

**STATE CENTER COMMUNITY COLLEGE DISTRICT  
ENTERPRISE & SPECIAL REVENUE OPERATIONS  
STATEMENT OF REVENUE & EXPENDITURES  
Period Ending SEPTEMBER 30, 2013**

	ENTERPRISE			SPECIAL REVENUE		
	FCC BOOKSTORE	RC BOOKSTORE	TOTAL	RC CAFETERIA*	RC RESIDENCE HALL*	TOTAL
<b>TOTAL SALES</b>	<b>\$ 2,400,325</b>	<b>\$ 1,496,624</b>	<b>\$ 3,896,949</b>	<b>\$ 286,898</b>	<b>\$ 239,156</b>	<b>\$ 526,054</b>
<b>LESS COST OF GOODS SOLD</b>						
Beginning Inventory	\$ 1,017,308	\$ 719,318	\$ 1,736,626	\$ 25,084	\$ -	\$ 25,084
Purchases	2,388,450	1,528,232	3,916,682	82,383	-	82,383
Sub-Total	3,405,758	2,247,550	5,653,308	107,467	-	107,467
Ending Inventory	1,651,424	1,111,532	2,762,956	24,904	-	24,904
Cost of Sales	1,754,334	1,136,018	2,890,352	82,563	-	82,563
<b>GROSS PROFIT ON SALES</b>	<b>\$ 645,991</b>	<b>\$ 360,606</b>	<b>\$ 1,006,597</b>	<b>\$ 204,335</b>	<b>\$ 239,156</b>	<b>\$ 443,491</b>
<b>OPERATING EXPENDITURES</b>						
Salaries	\$ 192,057	\$ 166,926	\$ 358,983	\$ 80,337	\$ 47,815	\$ 128,152
Benefits	58,329	53,377	111,706	41,943	20,058	62,001
Depreciation	22,206	2,745	24,951	-	-	-
Supplies	2,517	606	3,123	1,030	1,637	2,667
Utilities & Housekeeping	7,002	6,350	13,352	-	38,678	38,678
Rents, Leases & Repairs	4,866	5,022	9,888	2,437	-	2,437
Other Operating	76,077	45,115	121,192	6,076	626	6,702
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 363,054</b>	<b>\$ 280,141</b>	<b>\$ 643,195</b>	<b>\$ 131,823</b>	<b>\$ 108,814</b>	<b>\$ 240,637</b>
<b>NET OPERATING REVENUE (LOSS)</b>	<b>\$ 282,937</b>	<b>\$ 80,465</b>	<b>\$ 363,402</b>	<b>\$ 72,512</b>	<b>\$ 130,342</b>	<b>\$ 202,854</b>
<b>OTHER REVENUE</b>						
Vending	\$ -	\$ -	\$ -	\$ 482	\$ -	\$ 482
Interest	-	22	22	128	712	840
Other	11,088	70,034	81,122	-	831	831
Book Rental	152,244	84,468	236,712	-	-	-
<b>OTHER EXPENSES</b>						
Transfer to Co-Curricular	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	-	-	-	-	7,300	7,300
<b>NET REVENUE (LOSS)</b>	<b>\$ 446,269</b>	<b>\$ 234,989</b>	<b>\$ 681,258</b>	<b>\$ 73,122</b>	<b>\$ 124,585</b>	<b>\$ 197,707</b>
District Provided General Fund Support				\$ 13,857	\$ 11,780	UNAUDITED

\*Does Not Include Indirect Charges

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

PRESENTED TO BOARD OF TRUSTEES

DATE: November 7, 2013

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SUBJECT: Consideration of Bids, ADA Upgrades,  
Campuswide, Reedley College

ITEM NO. 13-94G

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EXHIBIT: None

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Background:

Bid #1314-03 provides for Americans with Disabilities Act (ADA) upgrades at various locations throughout the Reedley College campus. The work of this project includes concrete and paving improvements to existing sidewalks and parking areas to improve path of travel for increased accessibility. Included in these upgrades are selective demolition and removal of the existing concrete and pavement, installation of new concrete walkways, asphalt, truncated domes, and signage, and other necessary improvements related to the work. Locations of the work include areas surrounding the life science, agriculture science, forestry, and aeronautics buildings, and various pedestrian entrances from Parking Lot D. This project was necessitated by the need to address accessibility and safety issues to allow for the Division of the State Architect approvals of past projects at Reedley College.

Funding for this project will be provided by the capital projects fund. Bids were received from two contractors as follows:

<u>Bidder</u>	<u>Bid Amount</u>
R & H Construction	\$77,724.00
Davis Moreno Construction, Inc.	\$96,444.00

Fiscal Impact:

\$77,724.00 – Capital Projects Fund

Recommendation:

It is recommended the Board of Trustees award Bid #1314-03 in the amount of \$77,724 to R & H Construction, the lowest responsible bidder for ADA upgrades, campuswide, 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: November 7, 2013

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SUBJECT: Consideration of Bids, Soffit Repair,  
Aeronautics Building, Reedley College

ITEM NO. 13-95G

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EXHIBIT: None

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Background:

Bid #1314-01 provides for the repair of the soffit and roofing systems at the Aeronautics Building on the Reedley College campus. The soffits at this location have deteriorated over time due to water damage and must be repaired. The existing soffit will be cut back closer to the building and rebuilt with a new design to avoid future maintenance and repair issues. The work of this project consists of selective demolition of the existing soffits, gutters and partial roofing systems, construction of the new soffits, and the installation of new built-up roofing materials, edging, gutters and downspouts. This project is necessitated by the deteriorated condition of the existing soffits at the Aeronautics Building at Reedley College.

Funding for this project will be provided by the capital projects fund and is identified as part of the five-year scheduled maintenance plan. Bids were received from three contractors as follows:

<u>Bidder</u>	<u>Award Amount</u>
Mark Wilson Construction, Inc.	\$101,981.00
Davis Moreno Construction, Inc.	\$105,932.00
BMY Construction Group, Inc.	\$126,146.00

Fiscal Impact:

\$101,981.00 – Capital Projects Fund (Scheduled Maintenance and Repair)

Recommendation:

It is recommended the Board of Trustees award Bid #1314-01 in the amount of \$101,981 to Mark Wilson Construction, Inc., the lowest responsible bidder for the soffit repair at the Aeronautics Building on the Reedley College campus, 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: November 7, 2013

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SUBJECT: Consideration of Bids, Roof Repairs, Child  
Development Center, Fresno City College

ITEM NO. 13-96G

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EXHIBIT: None

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Background:

Bid #1314-02 provides for the addition of a new roofing system for the portable administration building at the Child Development Center on the Fresno City College campus. The work of this project consists of priming existing metal roofing, addition of new insulation material and plywood, and installation of new roofing materials. The installation of this new roofing system will benefit the facility with increased insulation properties and energy efficiency, and will reduce moisture problems with the installation of roof vents. This project is necessitated by the deteriorated condition of the existing roofing system and is part of the district roof replacement schedule.

Funding for this project will be provided by the capital projects fund and is identified as part of the five-year scheduled maintenance plan. Bid plans and specifications were pulled by several contractors and, while a single bid was received, it is below the engineer's estimate of \$40,000.

<u>Bidder</u>	<u>Award Amount</u>
Graham Prewett, Inc.	\$39,539.00

Fiscal Impact:

\$39,539.00 – Capital Projects Fund (Scheduled Maintenance and Repair)

Recommendation:

It is recommended the Board of Trustees award Bid #1314-02 in the amount of \$39,539 to Graham Prewett, Inc., the lowest responsible bidder for the roof repairs at the Child Development Center 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  
RESOLUTION NO. 2013.30**

**IN THE MATTER OF SETTING THE DATE OF THE ANNUAL ORGANIZATIONAL  
MEETING OF THE BOARD OF TRUSTEES**

**WHEREAS**, Sections 35143 and 72000(c)(2)(A) of the Education Code of the State of California, require the governing board of each school district and community college district to hold an annual organizational meeting on a day within a 15-day period that commences on the first Friday in December; and

**WHEREAS**, pursuant to the aforementioned codes, the annual organizational meeting date is to be selected at the regular meeting held immediately prior to the first day of the 15-day period.

**NOW, THEREFORE, BE IT RESOLVED** that the 10th day of December, 2013, at 4:30 p.m., is the day and time ordered for the annual organization meeting for the State Center Community College District Board of Trustees.

**BE IT FURTHER RESOLVED** that the clerk of the board is directed to notify the Fresno County Superintendent of Schools by sending an executed copy of this resolution to the Fresno County Office of Education; and the clerk shall, within 15 days prior to the date of the annual meeting, notify all trustees and trustees-elect, if any, in writing of the date and time selected for the annual meeting of this governing board.

**PASSED AND ADOPTED** on this 7th day of November, 2013, by the following vote:

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSENT: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
President or Clerk of the Board (Signature)

\_\_\_\_\_  
(Printed Name)





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

PRESENTED TO BOARD OF TRUSTEES

DATE: November 7, 2013

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SUBJECT:      Consideration to Ratify Out-of-State Travel      ITEM NO.      13-98G  
                 for SCCCD Entrepreneurial Students

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EXHIBIT:      None

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Background:

The 2013 Annual National Collegiate Entrepreneurs' Organization (CEO) Conference was hosted October 31 – November 2, 2013, in Chicago, Illinois. This conference draws approximately 1,400 college students, faculty, and young entrepreneurs from around the world. Individuals attend the 2-½ day conference to network, learn, and be inspired to pursue their entrepreneurial passions. The conference provides our students with the ability to network and gain access to over 80 outstanding entrepreneurs and business leaders. Students have the opportunity to share ideas and gain inspiration and insight from the experience.

The Fresno business community and public sector have identified the importance of nurturing entrepreneurial and commercial growth within our population. This event has had a profound effect upon our students towards meeting these goals. The Business Divisions within the State Center Community College District support the endeavor as having major value and providing opportunities for participating students.

In all previous years, FCC faculty coordinated the board agenda item on behalf of all the SCCCD locations. Unfortunately this year, the October board item was narrowly written to include WICCC students and not broadly to include the other colleges of the district. The oversight was not recognized by Reedley College administration until the day after the board meeting. Administrative Regulation 4300 requires that all out-of-state student travel receive board and chancellor approval. Please note that the issue does not conflict with Title 5 and the Education Code.

Recommendation:

It is recommended that the Board of Trustees ratify out-of-state travel for SCCCD students to attend the 2013 Annual National CEO Conference in Chicago, Illinois, from October 31 through November 3, 2013, with the understanding that the trip was financed without requiring expenditures of college or district funds.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: November 7, 2013

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SUBJECT:      Consideration to Acknowledge the 2012-2013      ITEM NO.      13-94  
                 Performance Audit and the Report of the  
                 Chair of the Bond Oversight Committee

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EXHIBIT:      2012-2013 Measure E Performance Audit, Quarterly Financial Report and Quarterly  
                 Meeting Minutes

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The State Center Community College District duly established a Citizens' Bond Oversight Committee in accordance with Article XIII A, Section 1(b)(3), of the California Constitution. The statutory purpose of the committee is to ensure bond proceeds are expended only for the purposes set forth in Bond Measure E and no bond proceeds were used for any teacher or administrative salaries, or other operation expenses.

The committee schedules four meetings per year and meets at least two times per year, as schedules allow, following the end of each quarter to review quarterly financial updates provided by an independent auditor regarding the district's compliance with the required action of the statute. State Center Community College District staff also presents current project status reports at each meeting. Furthermore, the committee reviews an annual performance audit report prepared by the independent auditor.

On October 24, 2013, the committee met to review and consider accepting the Measure E performance audit report for fiscal year 2012-2013, as prepared by the district's independent auditor. In consideration of the quarterly reviews of the district's bond financials and project status reports, in conjunction with the Measure E performance audit report, the Citizens' Bond Oversight Committee, in accordance with Article XIII A, Section 1(b)(3), of the California Constitution, finds the State Center Community College District has ensured:

1. Measure E bond proceeds were expended only for the purposes set forth in the bond measure; and
2. No bond proceeds were used for any teacher or administrative salaries, or other operation expenses.

The quarterly meeting minutes for the 2012-2013 fiscal year (October 18, 2012 and January 17, 2013), the quarterly financial report (September 30, 2012 and December 31, 2012), and the Measure E performance audit report, as accepted by the district's Citizens' Bond Oversight

Committee, are attached to these findings as evidence of the actions taken by the committee. Due to the low expenditure of bond funds, as bond funds were fully expended in FY 2012-2013, the Citizens' Bond Oversight Committee held only two quarterly meetings for the past fiscal year.

Don Larson, chairperson for the State Center Community College District Citizens' Bond Oversight Committee, will present the committee's findings.

Recommendation:

It is recommended the Board of Trustees acknowledge receipt of the 2012-2013 Measure E Performance Audit, Quarterly Financial Report and Quarterly Meeting Minutes.

**STATE CENTER COMMUNITY COLLEGE DISTRICT**  
Fresno, California

**MEASURE E GENERAL OBLIGATION BONDS**  
**PERFORMANCE AUDIT**  
June 30, 2013

STATE CENTER COMMUNITY COLLEGE DISTRICT  
Fresno, California

MEASURE E GENERAL OBLIGATION BONDS  
PERFORMANCE AUDIT  
June 30, 2013

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## INDEPENDENT AUDITOR'S REPORT

Board of Trustees and Independent Citizens'  
Bond Oversight Committee for Measure E  
State Center Community College District  
Fresno, California

We have conducted a performance audit of the State Center Community College District (the "District") Measure E General Obligation Bond funds for the year ended June 30, 2013.

We conducted our performance audit in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our conclusion based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Our audit was limited to the objectives listed on page 4 of this report which includes determining the compliance with the performance requirements for the Proposition 39 Measure E General Obligation Bonds under the applicable provisions of Section 1(b)(3)(C) of Article XIII A of the California Constitution and Proposition 39 as they apply to the bonds and the net proceeds thereof. Management is responsible for State Center Community College District's compliance with those requirements.

Solely to assist us in planning and performing our performance audit, we obtained an understanding of the internal controls of State Center Community College District to determine if internal controls were adequate to help ensure the District's compliance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution. Accordingly, we do not express any assurance on the internal controls.

The results of our tests indicated that, in all significant respects, State Center Community College District expended Measure E General Obligation Bond funds for the year ended June 30, 2013 only for the specific projects developed by the District's Board of Trustees and approved by the voters, in accordance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution.

  
Crowe Horwath LLP

Sacramento, California  
October 14, 2013

STATE CENTER COMMUNITY COLLEGE DISTRICT  
MEASURE E GENERAL OBLIGATION BONDS  
BACKGROUND INFORMATION

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**LEGISLATIVE HISTORY**

On November 7, 2000, California voters approved Proposition 39, the Smaller Classes, Safer Schools and Financial Accountability Act. Proposition 39 amended portions of the California Constitution to provide for the issuance of general obligation bonds by school districts, "for the construction, reconstruction, rehabilitation or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities", upon approval by 55% of the electorate.

Education Code Section 15278 provides additional accountability measures:

1. A requirement that the school district establish and appoint members to an independent citizens' oversight committee.
2. A requirement that the school district expend bond funds only for the purposes described in Section 1(b)(3) of Article XIII A of the California Constitution, and ensuring that no funds are used for any teacher or administrative salaries or other school operating expenses.
3. A requirement to conduct an annual independent performance audit required by Section 1(b)(3)C of Article XIII A of the California Constitution.
4. A requirement to conduct an annual independent financial audit required by Section 1(b)(3)D of Article XIII A of the California Constitution.

**STATE CENTER COMMUNITY COLLEGE DISTRICT MEASURE E GENERAL OBLIGATION BONDS**

The State Center Community College District, Fresno County, Tulare County, Madera County and Kings County, California Election of 2002 General Obligation Bonds, Measure E were authorized at an election of the registered voters of the State Center Community College District held on November 5, 2002 at which more than fifty-five percent of the persons voting on the proposition voted to authorize the issuance and sale of \$161,000,000 principal amount of general obligation bonds of the District. The Bonds are being issued to finance the acquisition, construction and modernization of certain District property and facilities. The Bonds are general obligations of the District, payable solely from *ad valorem* property taxes. A summary of the text of the ballot language was as follows:

"To prepare students at Fresno City/Reedley College (Clovis, Madera, Oakhurst Centers) for transfer to four-year colleges and careers, including public safety, firefighting, healthcare technology and business, by upgrading equipment, lighting, wiring, fire safety; replacing portables; repairing plumbing, heating/ventilation; repairing/constructing/equipping classrooms, libraries, computer labs, buildings, parking, acquiring land, shall State Center Community College District issue \$161,000,000 of bonds at legal rates, with a Citizens Oversight Committee, annual financial audits and no money for administrator salaries"

The District's Board of Trustees developed the following Bond Project List for Measure E:

Fresno City College

- Technology upgrades
- Career and Technology Center
- Historic Old Admin Building
- Student Technology Center
- Parking
- Instructional Building Repairs

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(Continued)

STATE CENTER COMMUNITY COLLEGE DISTRICT  
MEASURE E GENERAL OBLIGATION BONDS  
BACKGROUND INFORMATION

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**STATE CENTER COMMUNITY COLLEGE DISTRICT MEASURE E GENERAL OBLIGATION BONDS**  
(Continued)

Reedley College

- New classrooms
- Renovate, replace and repair existing classroom
- Replace Facilities
- Repair of existing Residence Hall

Educational Centers

- Madera Vocational Training Labs
- Renovate Madera Student Center
- Madera Health & Fitness Center
- Oakhurst Classrooms
- Willow/ International Site
- Site Acquisition – Fourth Center

In November 2002, the constituents of the District approved Measure E authorizing the District to issue \$161,000,000 in general obligation bonds. As of June 30, 2013, the District has issued \$131,000,000 of Measure E bonds. During April 2012, the bond was refinanced by Series 2012A.

During June 2003, the District issued the 2002 General Obligation Bonds, Series 2003A in the amount of \$20,000,000. The bonds mature beginning on August 1, 2004 through August 1, 2027, with interest yields ranging from 2.00 to 5.00 percent. During April 2012, the bond was refinanced by Series 2012A. The District extinguished \$13,460,000 of the debt in 2012 with the remaining balance of \$1,125,000 maturing on February 1, 2015.

During July 2004, the District issued 2002 General Obligation Bonds, Series 2004A in the amount of \$25,000,000. The bonds mature beginning on August 1, 2005 through August 1, 2028, with interest yields ranging from 3.00 to 5.25 percent.

During June 2007, the District issued the 2002 General Obligation Bonds, Series 2007A in the amount of \$66,000,000. The bonds mature beginning on August 1, 2008 through August 1, 2031, with interest yields ranging from 4.00 to 5.00 percent.

During July 2009, the District issued the 2002 General Obligation Bonds, Series 2009A in the amount of \$10,000,000. The bonds mature beginning on August 1, 2010 through August 1, 2025, with interest yields ranging from 3.00 to 5.25 percent.

During July 2009, the District issued the 2002 General Obligation Bonds, Series 2009B in the amount of \$10,000,000. The Series 2009B bonds are designated "Build America Bonds" for purposes of the American Recovery and Reinvestment Act of 2009 (the "Recovery Act"). Pursuant to the Recovery Act, the District expects to receive a cash subsidy payment from the U.S. Treasury equal to 35% of the interest payable on the Series 2009B Bonds on or about each interest payment date. The bonds mature beginning on August 1, 2026 through August 1, 2033, with an interest yield of 8.00 percent.

During April 2012, the District refinanced their 2002 General Obligation Bond, Series 2003A and General Obligation Bond, Series 2004A with General Obligation Bond, Series 2012A in the amount of \$23,880,000. The bonds mature beginning August 1, 2012 through August 1, 2028, with interest yields ranging from 2.00 to 5.25 percent.



STATE CENTER COMMUNITY COLLEGE DISTRICT  
MEASURE E GENERAL OBLIGATION BONDS  
OBJECTIVES, SCOPE, METHODOLOGY AND CONCLUSIONS

---

**OBJECTIVES**

The objective of our performance audit was to determine that the District expended Measure E General Obligation Bond funds for the year ended June 30, 2013 only for the purposes approved by the voters and only on the specific projects developed by the District's Board of Trustees, in accordance with the requirements of Proposition 39, as specified by Section 1(b)(3)C of Article XIII A of the California Constitution.

**SCOPE**

The District provided to us a list of all Measure E General Obligation Bond project expenditures for the year ended June 30, 2013 (the "List"). An approximate total of 243 transactions were identified, representing \$3,657,979 in expenditures from July 1, 2012 through June 30, 2013.

**METHODOLOGY**

We performed the following procedures to the List of Measure E General Obligation Bond project expenditures for the year ended June 30, 2013:

- Interviewed District management related to controls over planning, bidding, contracting, expenditure of bond funds and financial reporting have been put in place and are working as documented.
- Documented District procedures and controls over planning, bidding, contracting, expenditure of bond funds and financial reporting.
- Performed tests to determine that the District controls over planning, bidding, contracting, expenditure of bond funds and financial reporting have been put in place and are working as documented.
- Verified the mathematical accuracy of the List.
- Selected a sample of 62 expenditures totaling \$3,130,487. The sample was selected to provide a representation across specific construction projects, vendors and expenditure amounts. The sample represented 26% of the number of expenditures and 86% of the total expenditure value. Verified that the expenditures were for the approved projects and were expended for the construction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities and that funds were not spent for District administrative or instructional salaries or other administrative expenses.

**CONCLUSIONS**

The results of our tests indicated that, in all significant respects, State Center Community College District expended Measure E General Obligation Bond funds for the year ended June 30, 2013 only for the specific projects developed by the District's Board of Trustee and approved by the voters, in accordance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution.

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REPORT OF INDEPENDENT ACCOUNTANTS  
ON APPLYING AGREED-UPON PROCEDURES

Board of Trustees and  
Independent Citizens' Bond Oversight  
Committee for Measure E  
State Center Community College District  
Fresno, California

We have performed the procedures enumerated in Attachment II, which were agreed to by State Center Community College District (the "District") and the Independent Citizens' Bond Oversight Committee for Measure E (the "Committee"), solely to assist the Committee in evaluating District management's assertions concerning disbursements of bond funds for the three months ended December 31, 2012. This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the District and the Committee. Consequently, we make no representation regarding the sufficiency of the procedures described in Attachment II either for the purpose for which this report has been requested or for any other purpose.

The procedures performed and conclusions reached as a result of these procedures are identified in Attachment II. Attachment I contains background information about the Measure E Bonds. Attachment III is the compiled Schedule of Measure E General Obligation Bond Activity.

We were not engaged to, and did not, perform an audit or review, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed other procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of State Center Community College District and the Independent Citizens' Bond Oversight Committee for Measure E and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes.



Crowe Horwath LLP

Sacramento, California  
January 10, 2013

**STATE CENTER COMMUNITY COLLEGE DISTRICT  
BACKGROUND INFORMATION**

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**LEGISLATIVE HISTORY**

On November 7, 2000, California voters approved Proposition 39, the Smaller Classes, Safer Schools, and Financial Accountability Act. Proposition 39 amended portions of the California Constitution to provide for the issuance of general obligation bonds by school districts, community college districts, or county offices of education, "for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities", upon approval by 55% of the electorate.

**STATE CENTER COMMUNITY COLLEGE DISTRICT GENERAL OBLIGATION BONDS, MEASURE E**

The State Center Community College District, Fresno County, Tulare County, Madera County and Kings County, California Election of 2002 General Obligation Bonds, Measure E were authorized at an election of the registered voters of State Center Community College District held on November 5, 2002 at which more than fifty-five percent of the persons voting on the proposition voted to authorize the issuance and sale of \$161,000,000 principal amount of general obligation bonds of the District. The Bonds are being issued to finance the acquisition, construction and modernization of certain District property and facilities. The Bonds are general obligations of the District, payable solely from *ad valorem* property taxes. A summary of the text of the ballot language was as follows:

"To prepare students at Fresno City/Reedley College (Clovis, Madera, Oakhurst Centers) for transfer to four-year colleges and careers, including public safety, firefighting, healthcare technology and business, by upgrading equipment, lighting, wiring, fire safety; replacing portables; repairing plumbing, heating/ventilation; repairing/constructing/equipping classrooms, libraries, computer labs, buildings, parking, acquiring land, shall State Center Community College District issue \$161,000,000 of bonds at legal rates, with a Citizens Oversight Committee, annual financial audits and no money for administrator salaries?"

**STATE CENTER COMMUNITY COLLEGE DISTRICT  
PROCEDURES PERFORMED AND CONCLUSIONS**

---

**PROCEDURES PERFORMED**

State Center Community College District provided a list of all Measure E project expenditures (the "List"). A total of 64 warrants were identified representing \$1,289,513 in expenditures from October 1, 2012 to December 31, 2012. We performed the following procedures to the List of Measure E bond expenditures:

- Verified the mathematical accuracy of the List.
- Selected all 25 expenditures totaling \$1,196,764. The sample was selected to provide a representation across specific construction projects, vendors, and expenditure amounts. The sample represented 39% of the total number of expenditures and 93% of the total expenditure value.
- Agreed selected expenditures to vendor invoices and cancelled warrants noting the date and amount of the expenditure, and that the funds were expended for the construction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities and that funds were not spent for District administrative or instructional salaries or other administrative expenses.

**CONCLUSIONS**

- The List was mathematically accurate.
- Each of the 25 expenditures tested represented valid Bond expenditures, were properly charged to the location indicated, were properly coded as to the nature of the expenditure and were determined to represent construction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities and were not spent for District administrative or instructional salaries or other administrative expenses.

Board of Trustees and  
Independent Citizens' Bond Oversight  
Committee for Measure E  
State Center Community College District  
Fresno, California

We have compiled the accompanying Schedule of Measure E General Obligation Bond Activity for the three months ended September 30, 2012, for the three months ended December 31, 2012 and for the periods from inception through June 30, 2012 and December 31, 2012 (Attachment III), in accordance with Statement on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

Management is responsible for the preparation and fair presentation of the financial statement in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statement.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

The balance sheet as of December 31, 2012 and the statement of cash flows for the three months ended September 30, 2012, for the three months ended December 31, 2012 and for the periods from inception through June 30, 2012 and December 31, 2012, have not been presented. Management has elected to omit substantially all of the disclosures ordinarily included in financial statements. Accounting principles generally accepted in the United States of America require that such statements and disclosures be presented when financial statements purport to present results of operations. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the District's Measure E General Obligation Bond Activity assets, liabilities, equity, revenue and expenses. Accordingly, this financial statement is not designed for those who are not informed about such matters.

  
Crowe Horwath LLP

Sacramento, California  
January 10, 2013

STATE CENTER COMMUNITY COLLEGE DISTRICT  
SCHEDULE OF MEASURE E GENERAL OBLIGATION BOND ACTIVITY

For the Three Months Ended September 30, 2012, the Three Months Ended December 31, 2012  
and for the Periods from Inception through June 30, 2012 and December 31, 2012

	Measure E Activity Since Inception through June 30, 2012	Measure E Activity for the Three Months Ended September 30, 2012	Measure E Activity for the Three Months Ended December 31, 2012	Total Measure E Activity Since Inception through December 31, 2012
<b>Revenues:</b>				
Proceeds from the issuance of General Obligation Bonds	\$ 131,000,000	\$ -	\$ -	\$ 131,000,000
Interest and investment income	8,863,125	-	-	8,863,125
Transfer in from General Fund	<u>6,657,440</u>	<u>-</u>	<u>-</u>	<u>6,657,440</u>
<b>Total revenues</b>	<u>146,520,565</u>	<u>-</u>	<u>-</u>	<u>146,520,565</u>
<b>Expenditures:</b>				
Construction	101,171,076	90,250	1,081,999	102,343,325
Architectural services	13,327,199	-	-	13,327,199
Land acquisition	9,286,638	-	-	9,286,638
Other services and labor	9,697,585	26,751	51,154	9,775,490
Materials and equipment	3,685,336	386,567	156,360	4,228,263
Operating transfers out	<u>1,359,541</u>	<u>-</u>	<u>-</u>	<u>1,359,541</u>
<b>Total expenditures</b>	<u>138,527,375</u>	<u>503,568</u>	<u>1,289,513</u>	<u>140,320,456</u>
<b>Net activity</b>	<u>7,993,190</u>	<u>(503,568)</u>	<u>(1,289,513)</u>	<u>6,200,109</u>
<b>Fund balance:</b>				
Beginning of period	<u>-</u>	<u>7,993,190</u>	<u>7,489,622</u>	<u>-</u>
End of period	<u>\$ 7,993,190</u>	<u>\$ 7,489,622</u>	<u>\$ 6,200,109</u>	<u>\$ 6,200,109</u>

MEETING MINUTES OF  
MEASURE “E” CITIZENS’ OVERSIGHT COMMITTEE  
STATE CENTER COMMUNITY COLLEGE DISTRICT  
OCTOBER 18, 2012

Call to Order	A regular meeting of the Measure “E” Citizens’ Oversight Committee of the State Center Community College District was called to order by Chair Jeff Reid at 5:30 p.m., October 18, 2012, District Office Board Room, 1525 E. Weldon Avenue, Fresno, California. A quorum was present. Chair Reid welcomed new member Don Larson.
Members Present	Jeff Reid (Chair), Don Larson, Fred Ketcham, Becky Malmo, and Donald Slade
Members Absent	Janet Hinsely and Craig DeShields
Other Attendees:	Ed Eng, Vice Chancellor Finance & Administration, SCCC Jeff Jensen, Sr. Vice President, Assurance Services, Crowe Horwath Brian Speece, Assoc. Vice Chancellor, Business & Ops, SCCC Christine Miktarian, SCCC Construction Manager Wil Schofield, Director of Finance Vicki Taylor, Recording, SCCC
Review of Minutes	The minutes of the Measure “E” Citizens’ Oversight Committee meeting of April 26, 2012, were presented for review. Minutes were accepted with no corrections.
Public Comment	No public comment reported.
Election of Officers for Two-Year Terms: Chair & Vice Chair	Mr. Eng called for nominations/volunteers for the election of officers. Don Larson volunteered to service as Chair and Jeff Reid volunteered to serve as Vice Chair.
Presentation and Consideration to Accept the Quarterly Financial Reports ended June 30, 2012, and September 30, 2012 [12-01] <u>Action</u>	Mr. Jeff Jensen of Crowe Horwath presented the Measure E General Obligation Bond Quarterly Financial Reports for the quarter ended June 30, 2012, and September 30, 2012. Mr. Jensen reported all is in compliance; there are no exceptions.  A motion was made by Mr. Larson and seconded to accept the Measure E General Obligation Bond Quarterly Financial Reports for the quarter ended June 30, 2012. All ayes. Motion carried.  A motion was made by Becky Malmo and seconded to accept the Measure E General Obligation Bond Quarterly Financial Reports for the quarter ended September 30, 2012. All ayes. Motion carried.
Presentation and Consideration to	Mr. Jeff Jensen of Crowe Horwath presented the Measure E General Obligation Bond Annual Performance Audit for year ended June 30,

Accept the 2011-12  
annual Report, and  
Select a Committee  
Representative for  
Presentation to the  
SCCCD Board of  
Trustees  
[12-02]  
Action

2012, and Independent Auditor's Report. He noted all was in compliance; there were no exceptions.

Mr. Reid noted the annual performance audit will be presented to the Board of Trustees at the November 8, 2012, meeting. Mr. Reid provided a draft Board report to the committee for review and comment. He noted a statement of the constitution should be included in the report presented to the Board in order to satisfy the Measure E Citizens' Bond Oversight Committee bylaws.

A motion was made by Mr. Larson and seconded to accept the Measure E General Obligation Bond Annual Performance Report for the year ended June 30, 2012, All ayes. Motion carried.

Mr. Reid moved to present the report of the Measure E Citizens' Bond Oversight Committee with changes as discussed in the handout provided with revisions. Mr. Reid will present the report to the Board on November 8, 2012.

Project Progress  
Report – Information  
Only  
[12-03]  
No Action

Christine Miktarian presented the Measure E Project Status Report as of October 18, 2012. Updates on the following projects was provided:

- Old Administration Building Phase 1
- Willow International Parking & Behymer Entrance
- Reedley College Modernization Phase 2 Technology Infrastructure Modernization
- Southeast Phase 1 – Career & Technology Center
- Completed Projects

Establish Next  
Meeting Date

It was agreed the next two meetings will be as follows:

- January 17, 2013
- April 25, 2013

Adjournment

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

:vt

Approved: 



MEETING MINUTES OF  
MEASURE “E” CITIZENS’ OVERSIGHT COMMITTEE  
STATE CENTER COMMUNITY COLLEGE DISTRICT  
January 17, 2013

- Call to Order                    A regular meeting of the Measure “E” Citizens’ Oversight Committee of the State Center Community College District was called to order by Chair Don Larson at 5:30 p.m., January 17, 2013, District Office Board Room, 1525 E. Weldon Avenue, Fresno, California. A quorum was present.
- Members Present                Don Larson (Chair), Jeff Reid, Fred Ketcham, Janet Hinesly, Craig De Shields, and Donald Slade
- Members Absent                Becky Malmo
- Other Attendees:                Ed Eng, Vice Chancellor Finance & Administration, SCCC  
Kathryn Turner, Manager-Audit and Financial Advisory, Crowe Horwath  
Brian Speece, Assoc. Vice Chancellor, Business & Ops, SCCC  
Christine Miktarian, SCCC Construction Manager  
Wil Schofield, Director of Finance  
Vicki Taylor, Recording, SCCC
- Review of Minutes              The minutes of the Measure “E” Citizens’ Oversight Committee meeting of October 18, 2012, were presented for review. Minutes were accepted with no corrections.
- Public Comment                No public comment reported.
- Presentation and  
Consideration to  
Accept the Quarterly  
Financial Reports  
ended December 31,  
2012  
[12-01]  
Action                              Ms. Kathryn Turner of Crowe Horwath presented the Measure E General Obligation Bond Quarterly Financial Reports for the quarter ended December 31, 2012. Ms. Turner reported all is in compliance; there are no exceptions.  
  
A motion was made by Craig DeShields and seconded to accept the Measure E General Obligation Bond Quarterly Financial Reports for the quarter ended December 31, 2012. All ayes. Motion carried.
- Project Progress  
Report – Information  
Only  
[12-03]  
No Action                        Christine Miktarian presented the Measure E Project Status Report as of December 31, 2012. Mr. Reid requested clarification on how funds are allocated and saved. Mr. Eng noted a total accounting of all funds will be presented at the next meeting. Updates on the following projects were provided:
- Old Administration Building Phase 1
  - Willow International Behymer Entrance

- Reedley College Modernization Phase 2 Technology Infrastructure
- Southeast Phase 1 – Career & Technology Center
- Completed Projects

The question as to whether the committee needs to continue meeting since the Measure E funds have been expended was posed. Ed informed the committee that the committee is obligated to meet until the end of the quarter.

Establish Next Meeting Date

The next two meetings were proposed as follows:

- April 25, 2013
- July 25, 2013

After discussion, it was decided to cancel the April and July meeting dates and meet in October 24 for submittal of the final report.

Adjournment

The meeting was adjourned at 6:00 p.m. by unanimous consent.

:vt

Approved: \_\_\_\_\_

*Don Lawson*

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

PRESENTED TO BOARD OF TRUSTEES

DATE: November 7, 2013

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SUBJECT: First Reading of the SCCCDC Integrated  
Planning Model and Manual

ITEM NO. 13-95

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EXHIBIT: SCCCDC Integrated Planning Model and Manual

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Background:

The draft *State Center Community College District Integrated Planning Model and Manual* is a guide to integrated planning at the district level. The processes described in this manual identify the ways that constituent groups participate in and contribute to district-level long-term and short-term planning. Included in SCCCDC's integrated planning model is an overview of the planning process and timeline for each component in the model.

This model and manual was developed by the Integrated Planning Taskforce prior to the District Strategic Planning Committee assuming responsibility for its continued development and annual review.

As we continue to strive for mutual agreement with the Academic Senate constituent with Administrative Regulation 2510 – Participation in Local Decision-making, we will continue collegial consultation and ongoing dialogue with constituency groups through November 2013 on the *State Center Community College District Integrated Planning Model and Manual*.

A revised draft will be presented to the Board of Trustees in December for a second reading and board consideration of approval.

Recommendation:

It is recommended the Board of Trustees review the draft *State Center Community College District Integrated Planning Model and Manual*.



STATE CENTER  
COMMUNITY COLLEGE DISTRICT

# Integrated Planning Model and Manual

Revised by Chancellor's Cabinet August 26, 2013

## Membership of Ad Hoc Committee on Integrated Planning

- Jothany Blackwood, Liaison of Districtwide Strategic & Integrated Planning, Co-Chair of Integrated Planning
- Marilyn Behringer, Vice President of Instruction, RC, Co-Chair of Integrated Planning
- Tony Cantu, President of FCC
- Diane Clerou, District Dean of HR
- Larry Dickson, President of CSEA
- Ed Eng, Vice Chancellor of Finance and Administration
- Claudia Habib, President of FCC Academic Senate
- Thomas Mester, Dean of Instruction, Willow International
- Mark Sanchez, Dean of Counseling, FCC
- Robin Torres, Institutional Researcher, District Office

While this workgroup was responsible for the development of this model and manual, the work and revision process was continued by the District Strategic Planning Committee, which is comprised of all constituent groups from across the district, colleges and centers.

## SCCCD Mission Statement

State Center Community College District is committed to student learning and student success, while providing accessible, high quality, innovative educational programs and student support services to our diverse community by offering associate degrees, university transfer courses and career technical programs that meet the academic and workforce needs of the San Joaquin Valley and cultivate an educationally prepared citizenry.

### **SCCCD Vision Statement**

State Center Community college District will demonstrate exemplary educational leadership to foster and cultivate a skilled workforce and an educated citizenry who are well prepared professionally and personally to contribute to our community.

### **District Strategic Goals**

#### **Strategic Goal: Student Success**

SCCCD is committed to supporting and assisting students in achieving their educational goals by offering premier academic, career technical training, and student support programs that enhance students' abilities to succeed in an increasingly complex and interconnected world.

#### **Strategic Goal 2: Student Access**

SCCCD recognizes that it must be responsive to the population growth of the San Joaquin Valley and is committed to reducing enrollment barriers.

#### **Strategic Goal 3: Teaching and Learning Effectiveness**

SCCCD is committed to providing the highest quality instructional programs using current and emerging instructional methods and technologies.

#### **Strategic Goal 4: Economic and Workforce Development**

SCCCD is committed to being a partner in developing the economic vitality of the region through collaboration with its community partners and by offering and assuring access to quality career technical programs.

#### **Strategic Goal 5: Communication**

SCCCD is committed to open and clear communication among its constituent groups and with its external communities.

#### **Strategic Goal 6: Organizational Effectiveness**

SCCCD is committed to continually improving its organizational process to ensure its institutional effectiveness and accountability.

#### **Strategic Goal 7: Community and Resource Development**

SCCCD is committed to optimizing its resources while maintaining its fiscal integrity.

DRAFT

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## INTRODUCTION

The *State Center Community College District Integrated Planning Manual* is a guide to integrated planning at the District level. The processes described in this manual identify the ways that constituent groups participate in and contribute to District-level long-term and short-term planning.

This document begins with a description of State Center Community College District's (SCCCD) integrated planning model. Following that overview is a description of the process and timeline for each component in the model. This planning manual and other planning and assessment documents are located on the district intranet for review.

Each of the SCCCDC entities, Fresno City College, Reedley College, and Willow International, also has an integrated planning process in which the components are linked to one another. The colleges/centers that have applied for candidacy level planning processes link to District-level planning in two ways:

- The District Strategic Goals establish the districtwide institutional objectives. The colleges and centers that have applied for candidacy in turn align with these objectives and develop action plans that collaboratively contribute to the achievement of the District Strategic Goals.
- The annual progress report details progress on the District Strategic Goals and District Objectives as well as college and centers that have applied for candidacy goals and objectives.

The Vice Chancellor of Educational Services and Institutional Effectiveness is responsible for ensuring the *State Center Community College District Integrated Planning Manual* is reviewed and updated annually. The annual update prepared by the District Strategic Planning Committee (DSPC) reflects minor changes, such as descriptions, timelines or processes. In addition to this annual review of content, the planning processes described in this document are evaluated every four years. The assessment is part of SCCCDC's assessment of its decision-making processes. This timeline and assessment process is described in the "Assessment of Planning and Decision-Making Processes" section of this document.

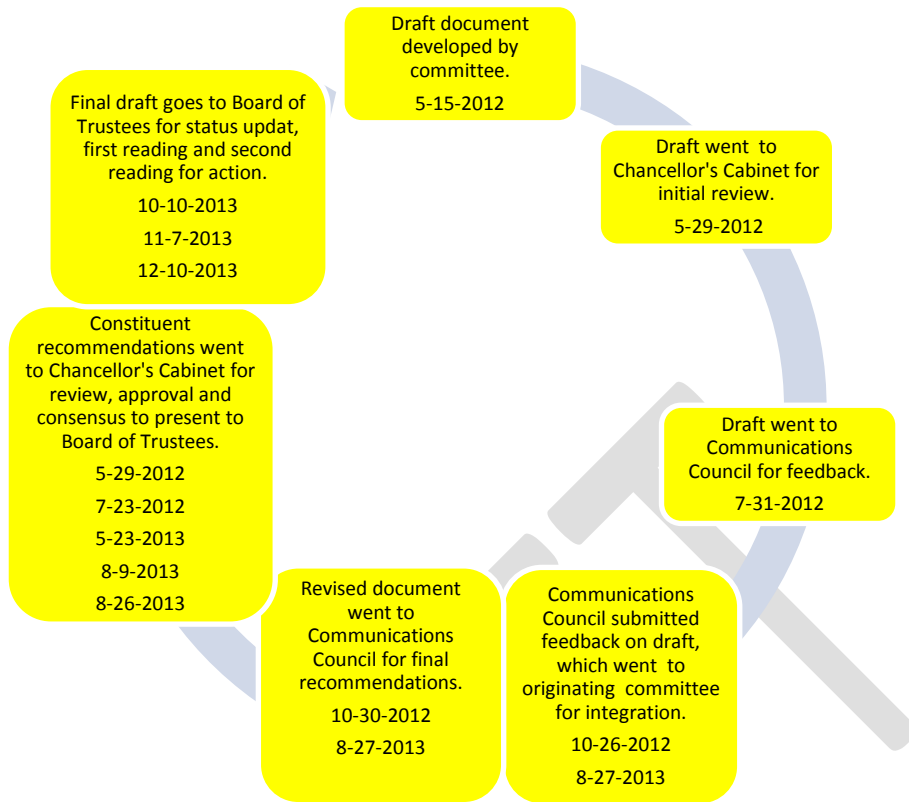
As an overview, the assessment includes gathering input districtwide and then using those results to prepare an assessment report that is submitted to the Chancellor's Cabinet. DSPC reviews the assessment report and recommends revisions to Chancellor's Cabinet on planning processes as warranted based on that assessment.

The *State Center Community College District Integrated Planning Manual* is then updated to reflect any agreed-upon changes in the planning process. Two review processes include feedback from all constituency groups, communication council and approval from chancellors' cabinet will occur every year with a full

comprehensive update every four years. This document is maintained to reflect the inevitable changes in planning processes that are to be expected as part of SCCCD's cycle of continuous quality improvement.

The development and approval process of the Integrated Planning Model & Manual is identified below:

- The draft manual developed by the Integrated Planning on 5-15-2012.
- The draft manual was submitted to Chancellor's Cabinet for the initial review on 5-29-2012.
- The draft manual was submitted to Communications Council on 7-31-2012 for review and feedback of the constituent groups at the colleges/centers.
- Feedback from the constituent groups was presented at Communications Council on 10-26-2012 and forwarded to the DSPC for review and integration where appropriate. DSPC has taken over the work of the Integrated Planning Workgroup.
- DSPC submitted the revised document to Communications Council on 10-30-2012 for a second review and recommendations by the constituent groups at the colleges/centers.
- Recommendations from the constituent groups were submitted via email to the Liaison for Districtwide Strategic & Integrated Planning who reported the final recommendations to Chancellor's Cabinet. The recommendations included 2 decisions not to approve the model/manual from FCC Academic Senate and RC Academic Senate. Other recommendations included 4 approvals from WI Academic Senate and the 3 Classified Senates, including FCC, WI, and RC.
- Chancellor's Cabinet has engaged in continual dialogue and reflections on the recommendations and made revisions to the document to respond to the concerns of the constituent groups who voted not to approve. Dialogue on the recommendations and revisions occurred on 5-23-2013, 8-9-2013, and 8-26, 2013. Chancellor's Cabinet voted to adopt the Integrated Planning Model and Manual on 8-26-2013.



*\*The approval process through constituent groups.*

## INTEGRATED PLANNING MODEL

The SCCCD integrated planning model depicts how the components in the District-level planning process link to one another in a cycle of evaluation, development of goals and objectives, resource allocation, plan implementation, and re-evaluation. In this way, SCCCD's planning practices demonstrate institutional effectiveness and a cycle of continuous quality improvement.

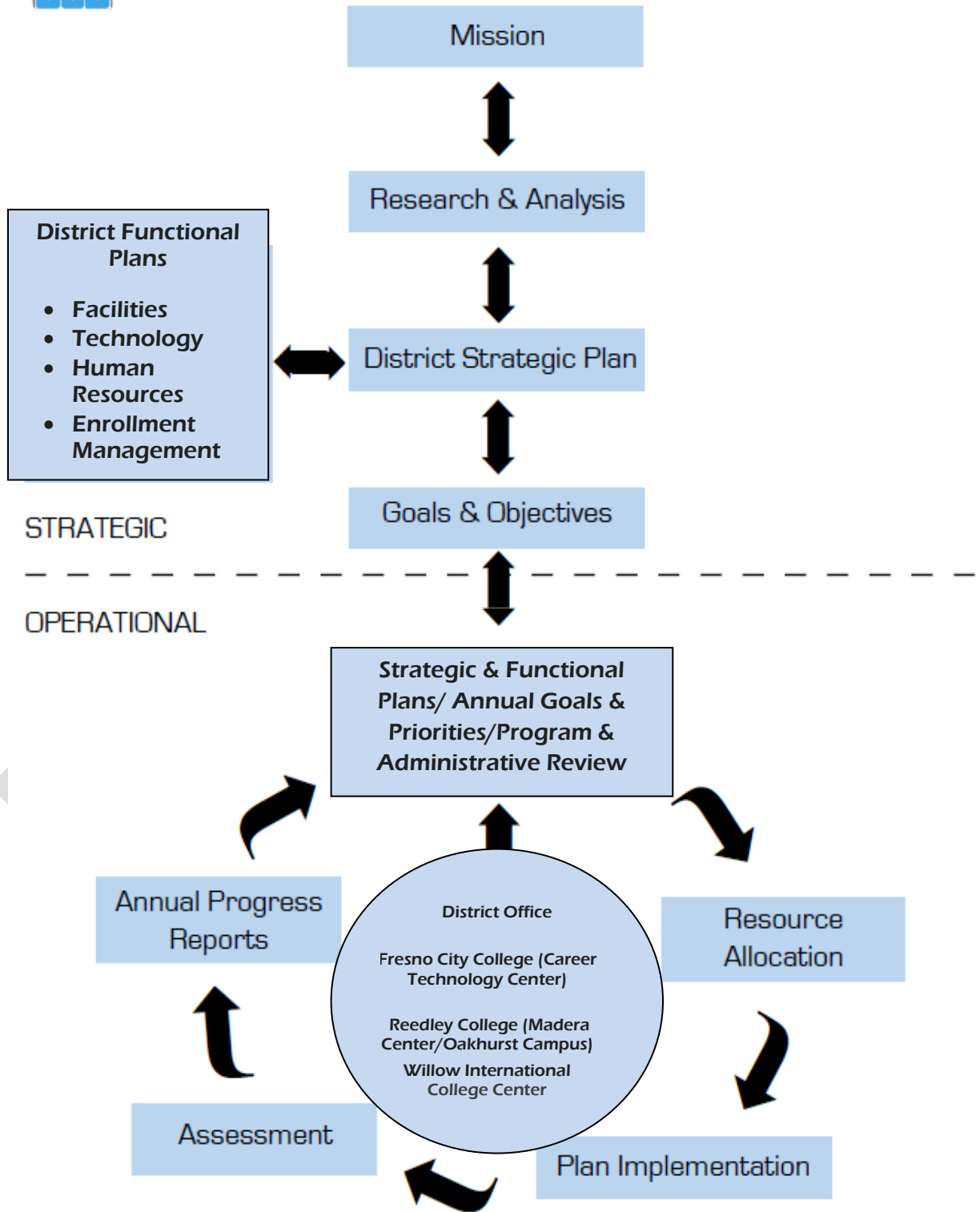
Research is central to the SCCCD integrated planning model because plans are based on data, and plan outcomes are assessed using quantitative and qualitative data. In addition to research, the other components of the SCCCD integrated planning model are as follows:

- The SCCCD Mission Statement describes the intended student population and the services that SCCCD provides to the community. As such, this statement is the touchstone for all planning processes.
- SCCCD analyzes demographics to foresee challenges and opportunities (external scans) and compares its current status to the SCCCD Mission Statement (internal scans) to develop a District Strategic Plan. (Institutional researchers will work together in the district to make sure that information is uniform across the district)
- Based on what is learned through the preparation of the District Strategic Plan, District Strategic Goals and Objectives are collaboratively developed by the District Strategic Planning Committee and then approved by the Board of Trustees to serve as institutional goals that articulate how SCCCD intends to address current and anticipated challenges.
- The District Strategic Plan uses the District Strategic Goals (institutional goals) to derive District Objectives. The District Objectives describe specific initiatives to be undertaken to achieve the District Strategic Goals that require collaboration and coordination among District services and campus administrators, faculty, and staff. The initiatives to be undertaken at each site, intended to contribute to the achievement of the District Strategic Goals, are documented in Strategic Plans and in the Administrative Services Unit Reviews (ASUR).

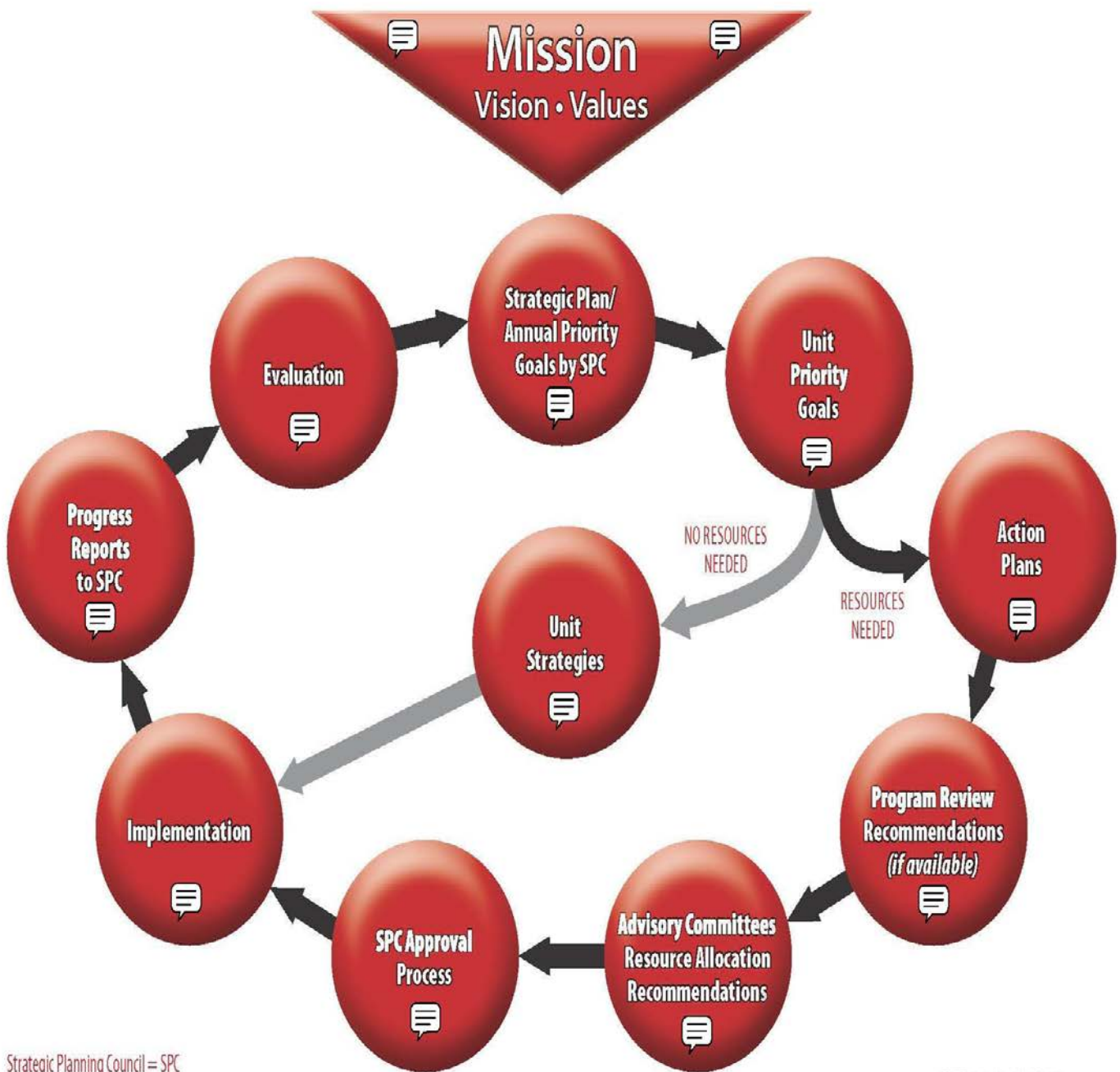
- The Administrative Services Unit Reviews (ASUR) include a thorough analysis of data and a plan for each Administrative Service Unit. This process tracks the efforts of each Administrative Service Unit to continuously improve the quality of the services provided by the District services to the campuses and to other District Services Units.
- District resources will be allocated based on the process outlined in the State Center Community College District Resource Allocation Model. The District Budget and Resource Allocation Advisory Committee (DBRAAC) have designated cost centers in their model who in turn allocate resources based on their respective strategic plan and local processes. In addition, the Districtwide Budget and Resource Allocation Advisory Committee (DBRAAC) will set aside funds, as allowable based on each budget year, to support special projects identified through the integrated planning process.
- Once resources are allocated, Administrative Services Units and the campuses implement the plans as developed at the cost centers that are identified in their respective Strategic Plans.
- SCCCDC assesses in two ways: (1) an annual assessment of progress on the District Strategic Goals and Objectives and (2) assessment and decision-making processes on a four-year cycle. The assessments will inform the Strategic Plans and the Administrative Services Unit Review.



# SCCCD District Integrated Planning Model



# Fresno City College Integrated Planning Process



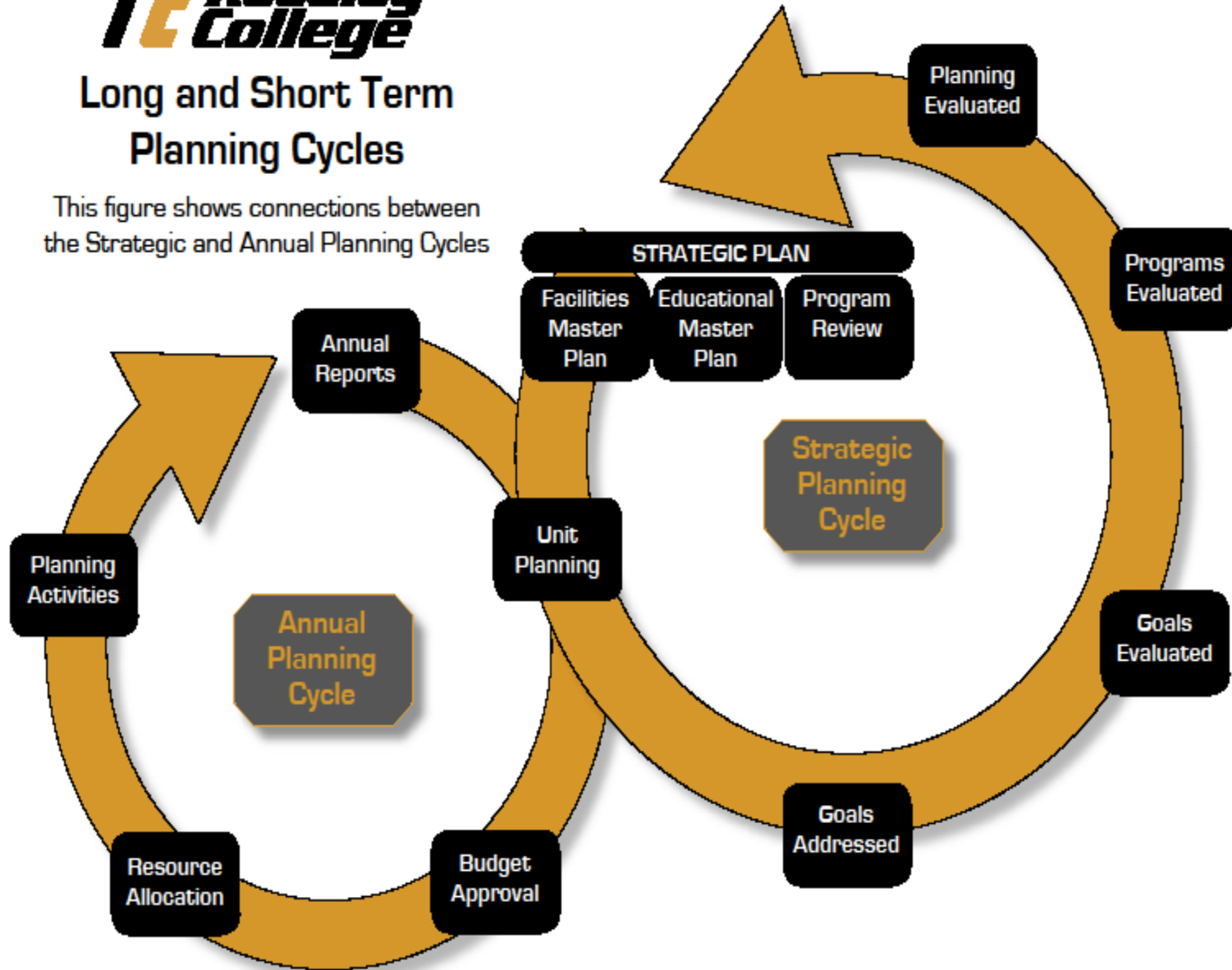
Strategic Planning Council = SPC

SPC Adopted 3-10-11



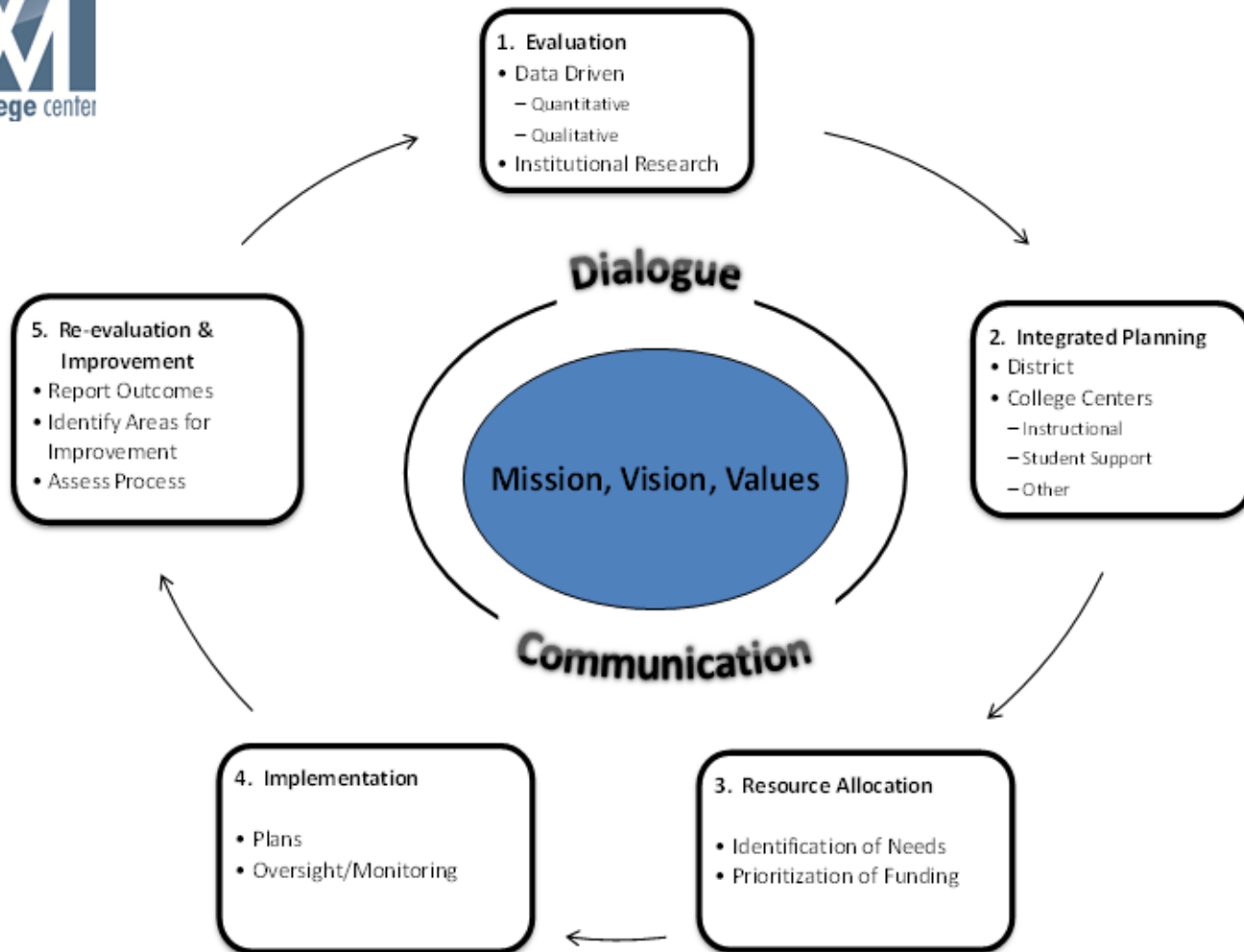
## Long and Short Term Planning Cycles

This figure shows connections between the Strategic and Annual Planning Cycles





## Continuous Improvement – Collaborative Decision Making Process



## SCCCD MISSION STATEMENT

The SCCC Mission Statement is the touchstone for the planning process in that it describes the intended student population and the services that SCCC provides to the community.

SCCCD reviews its Mission Statement every four years during the development of the District Strategic Plan. The Mission Statement was most recently reviewed and approved by the Board of Trustees on June 5, 2012. DSPC reviews the Mission Statement annually and will refer it to the Chancellor's Cabinet if any revisions are recommended.

The current SCCC Mission Statement is:

*State Center Community College District is committed to student learning and student success, while providing accessible, high quality, innovative educational programs and student support services to our diverse community by offering associate degrees, university transfer courses and career technical programs that meet the academic and workforce needs of the San Joaquin Valley and cultivate an educationally prepared citizenry.*

The Accrediting Commission for Community and Junior Colleges standards most relevant to the development and review of a district and college mission statement is:

### I.A. Mission

The institution has a statement of mission that defines the institution's broad educational purposes, its intended student population, and its commitment to achieving student learning.

1. The institution establishes student learning programs and services aligned with its purposes, its character, and its student population.
2. The mission statement is approved by the governing board and published.
3. Using the institution's governance and decision-making processes, the institution reviews its mission statement on a regular basis and revises it as necessary.
4. The institution's mission is central to institutional planning and decision making.

## TIMELINE AND PROCESS FOR REVIEW OF THE MISSION STATEMENT

### **January 2012, 2016**

The Board of Trustees charges the Chancellor with developing and implementing a process for a districtwide review of the District Mission Statement. The District Strategic Planning Committee reviews data and suggests changes to the SCCCD Mission Statement along with a justification or rationale for the suggestion.



### **February 2012, 2016**

The District Strategic Planning Committee reviews the suggested changes and either  
(1) Recommends revisions to the SCCCD Mission Statement or  
(2) Recommends the Mission Statement remain the same



### **March 2012, 2016**

The District Strategic Planning Committee solicits feedback through the charrette regarding recommended modifications to the SCCCD Mission Statement.



### **May 2012, 2016**

Based on the feedback, the District Strategic Planning Committee recommends revisions to or recommends reaffirmation of the SCCCD Mission Statement to the Chancellor.



### **June 2012, 2016**

The Chancellor considers the recommendation and if he/she approves, recommends the revised or reaffirmed SCCCD Mission Statement to the Board of Trustees for approval.

If the Chancellor does not approve, dialogue and collaboration continues until he/she approves.

Once approval is achieved, the Chancellor recommends the revised SCCCD Mission Statement to the Board of Trustees for approval.

## 2012-2016 STATE CENTER COMMUNITY COLLEGE DISTRICT STRATEGIC PLAN

The *2012-2016 State Center Community College District Strategic Plan* is SCCCD's 4 year plan that guides annual operational planning.

The District Objectives describe the specific outcomes to be achieved districtwide requiring collaboration and coordination among District, campus administrators, faculty, staff and students. The initiatives to be undertaken at each site that contribute to the achievement of the District Strategic Objectives are documented and aligned with the colleges and centers that have applied for candidacy Strategic Plans, functional plans (i.e. educational master plans, technology plans, facilities plan )and in the District Office Administrative Services Unit Reviews.

The *2012-2016 State Center Community College District Strategic Plan* was developed in spring 2012, with implementation beginning in fall 2012, and will be in place until the next Strategic Plan is developed in 2016 for implementation 2013-2017.

The format for the *2012-2016 State Center Community College District Strategic Plan* is presented in the table on page 14. The primary components in this plan are:

- **District Strategic Goals** developed as part of the *2012-2016 State Center Community College District Strategic Plan*. The District Strategic Goals are institutional goals and, as such, are broad statements that articulate how SCCCD intends to address current and anticipated challenges.
- **District Objectives** describe more specifically those outcomes to achieve the District Strategic Goals that require collaboration and coordination among District Services and campus administrators, faculty, staff and students.
- **District Action Plans** describe in step-by-step sequence how the District Objectives will be accomplished and assessed. Each Action Plan includes a timeline for completion and the assignment of the group or office responsible for implementing the action.
- **Responsible Party** identifies the group or office assigned with the responsibility to launch, oversee and complete the Action Plan. The responsible group or office may complete the Action Plan or may collaborate with others to complete the Action Plan. The assignment of a responsible group or office is essential for accountability.
- **Outcome** is a brief statement describing the results of the Action Plans, and is completed for an Annual Progress Report.
- **Implications for Next Year's Action Plans** are also completed for the annual Progress Report and are used to describe adjustments that may be needed if the outcome described in the previous column requires changes to subsequent Action Plans.

**Example of a District Strategic Objective and its components:**

<b>1. Student Success</b> <b>SCCCD is committed to supporting and assisting students in achieving their educational goals by offering premier academic, career technical training, and student support programs that enhance students' abilities to succeed in an increasingly complex and interconnected world.</b>					
Objective	Action Steps (Others TBD by each campus)	Baseline Measure for each campus (established by Institutional Research in conjunction with campuses)	Success Measures	Timeline	Responsibility
1.1. Develop strategies to address unique needs of matriculating recent high school graduates and older students to ensure their academic success.	1.1 Create and modify clear and concise steps to matriculation for new students.	1.1 Establish by district and college/center.  Baseline Reg to Go sessions/Satisfaction survey of Reg to Go.	1.1 1% increase annually in satisfaction regarding the implementation in the number of students who complete the following key components of matriculation: Admissions, Orientation, and Assessment and Testing.	1.1 Data collection and analysis end of spring semester.	1.1 College/Center Vice Presidents of Instruction and Student Services / Vice Chancellor of Educational Services and Institutional Effectiveness.

**TIMELINE AND PROCESS FOR REVIEW FOR THE  
DEVELOPMENT OF THE 2012-2016 STATE CENTER COMMUNITY COLLEGE  
DISTRICT STRATEGIC PLAN**

**January 2012, 2016**

The Board of Trustees participates in a Visioning process to develop a vision for the Strategic Plan. The District Strategic Planning Committee begins preparing the *2012-2016, and 2013-2017 State Center Community College District Strategic Plan*.



**February 2012, 2016**

The Board of Trustees invites internal stakeholders to a Strategic Conversation to discuss the themes from their Visioning Process. The findings from the Strategic Conversation provide data for the community charrette which will involve internal and external stakeholders in addressing the next strategic plan.



**March 2012, 2016**

The District Strategic Planning Committee reviews a comprehensive data portfolio, and the quantitative and qualitative data from the Visioning, Strategic Conversation, and Charrette. Based on this review, the District Strategic Planning Committee develops District Objectives and Action Plans for the next four years. The Action Plans identify specific tasks, timelines for completion, and the group or office responsible for completing each task.



- The District Strategic Planning Committee uses data to prepare the final *2012-2016, 2013-2017 State Center Community College Districtwide Strategic Plan* and forwards the final draft to the Chancellor.
- If the Chancellor approves, the *2012-2016, 2013-2017 State Center Community College Districtwide Strategic Plan* is presented to the Board of Trustees. If the Chancellor does not approve, collaboration and compromise continues until he/she approves.
- The *2012-2016, 2013-2017 State Center Community College Districtwide Strategic Plan* is implemented beginning in the fall semester.

## Planning Calendar and Timeline for Updated SCCCD Strategic Plan

### Timeline for SCCCD Strategic Plan

District Timeline runs from Fall 2012 – Fall 2016

Colleges/Centers that have applied for candidacy Timeline run from fall 2013 to fall 2017

#### District Only

<b>Date</b>	<b>Duties</b>	<b>Area</b>
March 2011	Survey for minor updates  Timeline Created	District
April 2011	1 <sup>st</sup> Draft	District
May 2011	Final Draft	District
June 2011	Present to the Board update on the 2008 Strategic Plan	District
July 2011	Board approval of timeline  And final draft which includes minor revisions	District
Aug. - January 2012	Preparation for comprehensive assessment (charrette) and full revision process. Gather data from all areas internal and external scans.	District
February 2012	Charrette & all survey information gathered	District
April 2012	1 <sup>st</sup> Draft	District
May 2012	Final Draft	
June 2012	Board approval of Strategic Plan for District	District/Board
July 2012	Implementation of new District Strategic Plan	District
Aug. – January 2013	Annual scan for District (1 <sup>st</sup> year)	District
March 2013	Summary of results from annual scan, report of progress, if changes are pertinent minor revisions made if not just report to Board	District
June 2013	Annual report to Board on District Strategic Plan	District/Board
Aug. – January 2014	Annual scan for district (2 <sup>nd</sup> year)	District

March 2014	Summary of results from annual scan, review of results from 1 <sup>st</sup> year report, recommended changes made to the Board. (these are minor updates)	District
June 2014	Minor revisions/updates to the District Strategic Plan are presented to the Board	District/Board
July 2014	Implementation of changes to District Strategic Plan	District
Aug. - January 2015	Annual scan for District (3rd year)	District
March 2015	Summary of results from annual scan, review of results from 1 <sup>st</sup> year report, recommended changes made to the Board. (these are minor updates)	District
June 2015	Minor revisions/updates to the District Strategic Plan are presented to the Board	District/Board
July 2015	Implementation of changes to District Strategic Plan	District
Aug. - January 2016	Preparation for comprehensive assessment (charrette) and full revision process. Gather data from all areas internal and external scans. (4 <sup>th</sup> year)	District
February 2016	Charrette & all survey information gathered	District
April 2016	1 <sup>st</sup> Draft	District
May 2016	Final Draft	
June 2016	Board approval of Strategic Plan for District	District/Board
July 2016	Implementation of new District Strategic Plan	District



## Colleges and Centers that have applied for candidacy only

<b>Date</b>	<b>Duties</b>	<b>Area</b>
June 2012	District Strategic Plan is approved	Board/District
Aug. – January 2013	Colleges/centers prepare for comprehensive assessment, charrette, internal and external scans. Colleges/centers will develop college/center strategic plans that include the District Strategic Plan goals.	Colleges/Centers that have applied for candidacy
February 2013	Charrette, all survey information gathered	Colleges/Centers that have applied for candidacy
March 2013	1 <sup>st</sup> Draft	Colleges/Centers that have applied for candidacy
May 2013	Final Draft Presentation to appropriate constituency groups	Colleges/Centers that have applied for candidacy
June 2013	Board presentation of Strategic Plan for each college/center	College/Centers that have applied for candidacy/Board
July 2013	Implementation of College/ Center Strategic Plans	Colleges/Centers that have applied for candidacy
Aug. – January 2014	Annual Scan for Colleges (1 <sup>st</sup> year)	
March 2014	Summary of results from annual scan, report of progress, if changes are pertinent minor revisions made if not just report to College Council	Colleges/Centers that have applied for candidacy
May 2014	Reports to constituency groups and College Council	Colleges/Centers that have applied for candidacy
Aug. – January 2015	Annual scan for Colleges/Centers (2 <sup>nd</sup> year)	Colleges/Centers that have applied for candidacy

March 2015	Summary of results from annual scan, review of results from 1 <sup>st</sup> year report, recommend changes to the board. (minor revisions)	Colleges/Centers that have applied for candidacy
May 2015	Changes given to constituency groups, College Council and the Board	Colleges/Centers that have applied for candidacy/Board
June 2015	Board approval	Board
July 2015	Implementation of modified College/Center Strategic Plans	Colleges/Centers that have applied for candidacy
August 2015 – January 2016	Annual scan for Colleges/Centers that have applied for candidacy (3 <sup>rd</sup> year)	Colleges/Centers that have applied for candidacy
March 2016	Summary of results from annual scan, report of progress, if changes are pertinent minor revisions made if not just report to College Council	Colleges/Centers that have applied for candidacy
May 2016	Changes or report given to College Council and constituency groups.	Colleges/Centers that have applied for candidacy
June 2016	District Strategic Plan is approved	Board/District
August 2016 - January 2017	Preparation for comprehensive assessment (charrette) and full revision process. Gather data from all areas internal and external scans. (4 <sup>th</sup> year) Colleges/centers prepare for comprehensive assessment, charrette, internal and external scans. Colleges/centers will develop college/center strategic plans that include the District Strategic Plan goals.	Colleges/Centers that have applied for candidacy
February 2017	Charrette, all survey information gathered	Colleges/Centers that have applied for candidacy
March 2017	1 <sup>st</sup> Draft	Colleges/Centers that have applied for candidacy

**Approved by the Board of Trustees on July 5, 2011.**

## DISTRICT OFFICE ADMINISTRATIVE SERVICES UNIT REVIEW (ASUR)

The District Office Administrative Services Unit Review is the annual program review process for centralized services.

The purpose of this process is to analyze and track the efforts of each District Office Administrative Services Unit to continually improve the quality of the services provided to the campuses and to other District Office services departments. The three components of the District Office Administrative Service Unit Review are:

1. Analysis of quantitative and qualitative data that reflect the services' strengths and weaknesses relative to meeting established standards, advancing the SCCCDC mission, and supporting Districtwide Strategic Goals and District Objectives.
2. A report on the progress made in achieving the previous year's plans.
3. Develop a plan for the coming year (a) to sustain or improve the services provided and (b) to contribute to the achievement of the District Strategic Plan.

The District Services that implement this review process are:

Fall 2011	Information Systems, State Center Consortium, Center for International Trade Development (CITD), International Education, Grants and External Funding, and Admissions & Records/Institutional Research.
Spring 2012	Environmental Health & Safety and Police Services.
Fall 2012	Purchasing, Accounts Payable and Maintenance & Operations.
Spring 2013	Office of the Associate Vice Chancellor, Human Resources, Personnel Commission, Accounting Services, and Accounts Receivables.
Fall 2013	Office of the Vice Chancellor, Educational Services and Institutional Effectiveness, Payroll and Transportation.
Spring 2014	Grounds and Warehouse.
Fall 2014	Office of the Chancellor/ Public & Legislative Relations/ SCCCDC Foundation, Office of the Vice Chancellor, Finance and Administration, and Construction Services.

Beginning in fall 2012, all district units regardless of their schedule with the ASUR cycle participated in developing an Annual Operational Plan so that planning priorities were linked to resources. The District Managers Group reviewed all operational plans and prioritized the resource requests based on current needs and plans for improvement. The prioritized list of planning priorities ensures resource allocations are aligned to the SCCCDC 2012-2016 Strategic Plan.

The Accrediting Commission for Community and Junior Colleges standards most relevant to the District's Administrative Services Reviews are:

- Standard IB.5. The institution uses documented assessment results to communicate matters of quality assurance to appropriate constituencies.
- Standard IIIA.5. Human resource planning is integrated with institutional planning. The institution systematically assesses the effective use of human resources and uses the results of the evaluation as the basis for improvement.
- Standard IIIB.2.b. Physical resource planning is integrated with institutional planning. The institution systematically assesses the effective use of physical resources and uses the results of the evaluation as the basis for improvement.
- Standard IIIC.2. Technology planning is integrated with institutional planning. The institution systematically assesses the effective use of technology resources and uses the results of the evaluation as the basis for improvement.
- Standard IIID.3. The institution systematically assesses the effective use of financial resources and uses the results of the evaluation as the basis for improvement.

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## TIMELINE AND PROCESS FOR DISTRICT ADMINISTRATIVE SERVICES UNIT REVIEWS

District Administrative Service Units gathers data as needed to document progress on the prior year's plan as well as feedback on the District Administrative Units programs and services from a Districtwide Satisfaction Survey.

The self-study teams involve all members of a unit and the supervisor who collaborate to draft the District Administrative Services Unit Review for the area. This review includes:

- Analysis of the data to identify strengths and weaknesses by comparing performance to standards;
- Identification of links to the SCCCD Mission Statement, District Strategic Goals and District Objectives;
- Strategies to address identified weaknesses, advance the mission, and support District Strategic Goals and District Objectives; and
- Requests for funding as needed to implement the strategies identified in this review.



Managers, in collaboration with their supervising Associate Vice Chancellor or Vice Chancellor, develop the draft District Administrative Services Unit Review with other members of the unit and create venues for discussions of the draft. This includes the development of a long-term plan on a 4 year cycle and an annual operational work plan.

The Associate Vice Chancellors and Vice Chancellors and Managers consider the feedback and make revisions as warranted.



The Managers present the District Administrative Services Unit Reviews to the Response Team, who provides commendations and recommendations.

The Managers make final revisions to the document based on feedback from the Response Team and the final document is submitted to the Chancellor.

Requests for funding are submitted to the Chancellor and the District Office Executive management team composed of: Chancellor, Vice Chancellor of Educational Services and Institutional Effectiveness, Vice Chancellor of Finance and Administration, Associate Vice Chancellor of Human Resources, Associate Vice Chancellor of Business and Operations, Legal Counsel, Exec. Dir., Public & Legislative Relations and the Director of the Foundation.

## RESOURCE ALLOCATION

Resource allocations align with the SCCC Mission Statement and link District Strategic Goals and District Objectives to the resources needed to accomplish these institutional goals.

The description in this *State Center Community College District Integrated Planning Manual* is an overview of the current budget development process.

### Background

The district has historically utilized an incremental budget approach for the fiscal allocation process. Each year, the allocation process begins with rolling forward the prior year's adjusted base allocation. Permanent adjustments are made for new positions, COLA adjustments, growth funding, step & column increases, payroll tax, benefit rate changes, utilities and insurance increases, etc. In recent years, adjustments for workload (funding) reductions have been allocated to the various cost centers as well.

During fiscal year 2011-12, in an attempt to improve our resource allocation process and to incorporate integrated planning, the chancellor appointed a Districtwide Resource Allocation Model Taskforce (DRAMT). This taskforce's composition was consciously determined to ensure broad representation in the development of the resource allocation model. The DRAMT's charge was to develop and recommend a resource allocation model that defines the process for allocating fiscal resources to the SCCC entities of the district. The model should be focused on fiscal resources, with the long-range goal of addressing all resources including human, physical and technology.

DRAMT evolved into the District Budget and Resource Allocation Advisory Committee (DBRAAC) in the spring 2013. DBRAAC has continued the work started by DRAMT to develop a new resource allocation model and determine the factors in the distribution of funds to the SCCC entities. That draft model is currently being vetted districtwide prior to an anticipated implementation for the 2014-2015 fiscal year. Upon approval, the manual will be updated to reflect the new resource allocation model, which will also help ensure a fully developed integrated budget allocation process is established.

The Accrediting Commission for Community and Junior Colleges standards most relevant to resource allocation processes are:

- Standard IB.3. The institution assesses progress toward achieving its stated goals and makes decisions regarding the improvement of institutional effectiveness in an ongoing and systematic cycle of evaluation, integrated planning, resource

allocation, implementation, and reevaluation. Evaluation is based on analyses of both quantitative and qualitative data.

- Standard IIID.3. The institution systematically assesses the effective use of financial resources and uses the results of the evaluation as the basis for improvement.

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## TIMELINE AND PROCESS FOR RESOURCE DEVELOPMENT

### January 2012. 2013

- The business office generates a preliminary projected cost of salaries and benefits for the budget year and sends this information to college/centers for review.

### February 2012. 2013

- The Chancellor/Vice Chancellor of Finance & Administration presents a budget workshop.
  - Update on current year budget
  - Reviews the governor's January budget
    - Estimated state funding
    - Projected funded Credit FTES
    - Review reserves
    - Proposed guiding principles
- Board of Trustees approves budget calendar at the February Board meeting

### March 2012. 2013

- During the annual Board Retreat, staff reviews the current budget, the tentative budget assumptions, proposed strategies, and the proposed lottery decision packages

### April 2012. 2013

- The tentative budget is developed.
- The Board of Trustees adopts the lottery decision package at the April Board meeting.

### May 2012. 2013

- Vice Chancellor of Finance and Administration reviews state budget changes in the May Revise and incorporates those changes into the final budget.

### June 2012. 2013

- The tentative budget is presented to the Board of Trustees for adoption and implications from the May Revise are discussed.

### September 2012. 2013

- The final budget is presented to the Board of Trustees for approval.
- Open hearing for the public on the final budget.



## STRATEGIC PLAN IMPLEMENTATION

Through the development of the Districtwide Strategic Plan, an office or group is assigned responsibility for each Action Plan. The responsible group or office may complete the Action Plan or may collaborate with others to complete the Action Plan.

To ensure implementation of the identified activities that will move SCCCD toward accomplishment of the District

Strategic Goals and Objectives, the responsible parties shall:

- Manage the timelines for the plan component;
- Develop appropriate processes;
- Identify and address funding needs through site-specific resource allocation processes or from funds identified to address District Strategic Goals or District Objectives;
- Provide data and other types of evidence to assess the levels of success following plan implementation; and
- Document the activities and outcomes to contribute to the preparation of the annual Progress Report.

The annual Progress Report described in the next section informs the District community about the outcomes of plan implementation.

## ASSESSMENT OF PROGRESS ON DISTRICT STRATEGIC DIRECTIONS

A Progress Report will be produced annually to inform the internal community about movement toward achievement of the District Strategic Goals.

Three tasks will be accomplished through the development of this progress report:

- Consolidate information about the tasks that have been completed by all SCCCD entities;
- Analyze those outcomes in terms of their effectiveness in moving SCCCD toward achievement of the District Strategic Goals; and
- Edit or augment Action Plans for the coming year as needed based on the outcomes of the current year's work.

There will be annual progress reports reported at the end of the spring and presented each fall to the Board of Trustees for the District Strategic Plan.

The annual Progress Report is an essential accountability tool in the SCCCD integrated planning process because it reinforces and sustains a districtwide dialogue on its long-term and short-term goals.

The Accrediting Commission for Community and Junior Colleges standards most relevant to the production of annual Progress Reports are:

### B. Improving Institutional Effectiveness

The institution demonstrates a conscious effort to produce and support student learning, measures that learning, assesses how well learning is occurring, and makes changes to improve student learning. The institution also organizes its key processes and allocates its resources to effectively support student learning. The institution demonstrates its effectiveness by providing 1) evidence of the achievement of student learning outcomes and 2) evidence of institution and program performance. The institution uses ongoing and systematic evaluation and planning to refine its key processes and improve student learning.

1. The institution maintains an ongoing, collegial, self-reflective dialogue about the continuous improvement of student learning and institutional processes.
2. The institution assesses progress toward achieving its stated goals and makes decisions regarding the improvement of institutional effectiveness in an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and reevaluation. Evaluation is based on analyses of both quantitative and qualitative data.
3. The institution uses documented assessment results to communicate matters of quality assurance to appropriate constituencies.

## TIMELINE AND PROCESS FOR ASSESSING PROGRESS ON DISTRICT STRATEGIC GOALS

### **February 2013**

The District Strategic Planning Committee develops or revises the template for the annual SCCCD Progress Report.



### **April 2013**

The District Strategic Planning Committee calls for:

- Responsible parties identified in the District Strategic Plan to report on progress on the Action Plans and
- Campuses to report and evaluate the outcomes of activities undertaken to contribute to achievement of the District Strategic Goals.



The reports are consolidated by the District Strategic Planning Committee to create a draft SCCCD Progress Report that includes the reports of progress as well as an analysis of the effectiveness of the activities in fulfilling the District Strategic Goals.

The District Strategic Planning Committee reviews the SCCCD Progress Report, adds comments if appropriate, and forwards the document to the Chancellor's Cabinet.



### **July-August 2013**

- The Chair of the District Strategic Planning Committee presents the draft SCCCD Progress Report to Chancellor's Cabinet for review and comment. Suggested changes are incorporated as warranted.
- The Chair of the District Strategic Planning Committee presents the final SCCCD Progress Report to the Board of Trustees for information.
- The annual SCCCD Progress Report is distributed as appropriate to both internal and external constituencies online and/or in print.

## ASSESSMENT OF PLANNING AND DECISION-MAKING PROCESSES

SACCD assesses its planning and decision-making processes in keeping with the ACCJC standards on institutional effectiveness.

A formal assessment of planning and decision-making processes is conducted every four years. The assessment includes gathering districtwide input and using that feedback to prepare an assessment report that is submitted to the District Strategic Planning Committee. The District Strategic Planning Committee reviews the assessment report and recommends revisions to planning and decision-making processes as warranted based on the assessment. These recommendations are forwarded to the District Participatory Governance Committee currently the Communication Council, who is responsible for forwarding recommendations to the Chancellor. The Chancellor considers the recommendations and approved changes are documented with revisions to the *State Center Community College District Integrated Planning Manual*.

To maintain credibility as a valuable resource, the current version of the *State Center Community College District Integrated Planning Manual* is reviewed and updated annually by the District Strategic Planning Committee's ad hoc committee on Integrated Planning to capture minor changes, such as in descriptions, timelines, or processes.

The Accrediting Commission for Community and Junior Colleges standards most relevant to the assessment of planning and decision-making processes are:

Standard I.B.6. The institution assures the effectiveness of its ongoing planning and resource allocation processes by systematically reviewing and modifying, as appropriate, all parts of the cycle, including institutional and other research efforts.

Standard IV. A.5. The role of leadership and the institution's governance and decision-making structures and processes are regularly evaluated to assure their integrity and effectiveness. The institution widely communicates the results of these evaluations and uses them as the basis for improvement.

## TIMELINE AND PROCESS FOR ASSESSING THE PLANNING AND DECISION-MAKING PROCESSES

### **September 2012, 2016**

The District Strategic Planning Committee convenes a Planning and Decision-Making Processes Workgroup comprised of representatives from districtwide committees. The Planning and Decision-Making Processes Workgroup develops a mechanism for soliciting feedback on the components of the integrated planning model and decision-making processes from the groups and individuals who are directly involved in implementing planning and decision-making. The workgroup presents this process to the District Participatory Governance Committee (official name TBD).



### **October 2012, 2016**

Feedback from the District Participatory Governance Committee (official name TBD) about the process for soliciting feedback is incorporated and the Planning and Decision-Making Processes Workgroup implements the process.



### **November-December 2012, 2016**

The Planning and Decision-Making Processes Workgroup considers the feedback from the groups and individuals who are directly involved in implementing planning and decision-making processes and prepares a Planning and Decision-making Processes Assessment Report. This Report may include recommended changes to the planning and/or decision-making processes.

The Planning and Decision-Making Process Workgroup forwards the Planning and Decision-making Processes Assessment Report to the District Participatory Governance Committee (official name TBD) for review and comment. The Planning and Decision-Making Process Workgroup incorporates the feedback as warranted and forwards the Planning and Decision-making Processes Assessment Report to the Chancellor.



### **February 2013, 2017**

The Chancellor reviews the Planning and Decision-making Processes Assessment Report with the District Strategic Planning Committee and determines which changes will be made in the planning and decision-making processes, if any.

The District Strategic Planning Committee prepares an information report on this assessment for the Board and the resulting changes to the planning and decision-making processes, if any. This report is also distributed districtwide.

The District Strategic Planning Committee's ad hoc committee on Integrated Planning prepares an updated version of the *State Center County Community College District Integrated Planning Manual*.

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Reviewed by Integrated Planning Workgroup May 15, 2012;  
Revised by DSPC on Oct. 26, 2012.  
Reviewed by Communications Council July 31, 2012; October 26, 2012; October 30, 2012.  
Reviewed by Chancellor's Cabinet May 29, 2012; July 23, 2012; May 23, 2013; August 9, 2013;  
August 26, 2013.  
Adopted by Chancellor's Cabinet August 26, 2013.

*The SCCCD 2012-2013 Integrated Planning Manual template and language were adapted from the 2012 North Orange Community College Integrated Planning Manual.*

DRAFT

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

PRESENTED TO BOARD OF TRUSTEES

DATE: November 7, 2013

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SUBJECT: Consideration of Proposition 30 Education  
Protection Account Expenditure Plan for  
Fiscal Year 2013-2014

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ITEM NO. 13-96

EXHIBIT: None

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Background:

The provisions of Article XIII, Section 36, added November 7, 2012, to the California State Constitution, create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f). All monies in the Education Protection Account are continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts.

It is the intent of the legislature that all community college districts shall have the authority to determine how the monies received from the Education Protection Account are spent. However, in maintaining transparency, the SCCC Board of Trustees is required to make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the board. Further, the monies received from the Education Protection Account shall not be used for any administrative costs. The only exception is the payment of the additional audit costs, pursuant to the audit requirements imposed by Article XIII, Section 36 of the Constitution.

Based on the foregoing, the Board of Trustees directs that the monies received from the Education Protection Account shall be spent as presented, thus satisfying the requirements imposed by Article XIII, Section 36 of the Constitution.

Education Protection Account – Proposed Expenditure Plan FY 2013-2014

(91110) - Full-Time, Graded Class Faculty	\$ 20,000,000**
**Estimated 2013-14 EPA funding - \$17,758,876	

Recommendation:

It is recommended the Board of Trustees approve the Education Protection Account expenditure plan for fiscal year 2013-2014, as presented.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: November 7, 2013

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SUBJECT: Acknowledgement of Quarterly Financial  
Status Report, General Fund

ITEM NO. 13-97

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EXHIBIT: Quarterly Financial Status Report

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Background:

Enclosed is the September 30, 2013, Quarterly Financial Status Report (CCFS-311Q) for the District General Fund, as required for California community college districts (ECS 84043). In accordance with state instructions, a copy of the report was forwarded electronically to the State Chancellor's Office.

Since this is the first quarterly report for the 2013-2014 fiscal year, few changes have occurred since the budget adoption. Additional revenue and expenditure adjustments will occur as the year progresses. Projections of revenue, expenditures, etc., are based on the adopted budget and amended for additional grants and new programs as they are received. The revenues and expenditures, when compared to the budget, are 22.0% and 24.2%, respectively, as of September 30, 2013.

Projected FTES for 2013-2014 is 26,447.

Recommendation:

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



**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q**  
**VIEW QUARTERLY DATA**

**CHANGE THE PERIOD** ▾

**Fiscal Year: 2013-2014**

**District: (570) STATE CENTER**

**Quarter Ended: (Q1) Sep 30, 2013**

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2010-11	Actual 2011-12	Actual 2012-13	Projected 2013-2014
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
A.	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	146,106,767	131,730,319	134,634,694	139,074,627
A.2	Other Financing Sources (Object 8900)	4,796,166	1,021,448	207,124	868,840
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	<b>150,902,933</b>	<b>132,751,767</b>	<b>134,841,818</b>	<b>139,943,467</b>
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	138,745,180	135,019,378	135,000,899	142,539,085
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	4,757,132	831,061	427,892	3,029,000
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	<b>143,502,312</b>	<b>135,850,439</b>	<b>135,428,791</b>	<b>145,568,085</b>
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	<b>7,400,621</b>	<b>-3,098,672</b>	<b>-586,973</b>	<b>-5,624,618</b>
D.	<b>Fund Balance, Beginning</b>	<b>33,913,762</b>	<b>41,314,383</b>	<b>38,215,711</b>	<b>37,628,737</b>
D.1	Prior Year Adjustments + (-)	0	0	-1	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	<b>33,913,762</b>	<b>41,314,383</b>	<b>38,215,710</b>	<b>37,628,737</b>
E.	<b>Fund Balance, Ending (C. + D.2)</b>	<b>41,314,383</b>	<b>38,215,711</b>	<b>37,628,737</b>	<b>32,004,119</b>
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	28.8%	28.1%	27.8%	22%

**II. Annualized Attendance FTES:**

G.1	<b>Annualized FTES (excluding apprentice and non-resident)</b>	29,151	26,159	26,665	26,447
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**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

	Description	As of the specified quarter ended for each fiscal year			
		2010-11	2011-12	2012-13	2013-2014
H.1	Cash, excluding borrowed funds		40,590,260	28,077,244	34,557,171
H.2	Cash, borrowed funds only		0	0	0
H.3	<b>Total Cash (H.1+ H.2)</b>	<b>11,616,667</b>	<b>40,590,260</b>	<b>28,077,244</b>	<b>34,557,171</b>

**IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:**

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
<b>I. Revenues:</b>					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	139,074,627	139,074,627	30,537,039	22%
I.2	Other Financing Sources (Object 8900)	868,840	868,840	0	
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	<b>139,943,467</b>	<b>139,943,467</b>	<b>30,537,039</b>	<b>21.8%</b>
<b>J. Expenditures:</b>					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	142,537,185	142,539,085	32,730,138	23%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	3,029,000	3,029,000	2,538,947	83.8%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	<b>145,566,185</b>	<b>145,568,085</b>	<b>35,269,085</b>	<b>24.2%</b>
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	<b>-5,622,718</b>	<b>-5,624,618</b>	<b>-4,732,046</b>	
L.	Adjusted Fund Balance, Beginning	37,628,737	37,628,737	37,628,737	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	<b>32,006,019</b>	<b>32,004,119</b>	<b>32,896,691</b>	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	22%	22%		

**V. Has the district settled any employee contracts during this quarter?**

**YES**

**If yes, complete the following: (If multi-year settlement, provide information for all years covered.)**

Contract Period Settled (Specify)	Management	Academic		Classified
		Permanent	Temporary	

YYYY-YY	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
<b>a. SALARIES:</b>								
Year 1: 2012-13								
Year 2: 2013-14								
Year 3: 2014-15								
<b>b. BENEFITS:</b>								
Year 1: 2012-13								
Year 2: 2013-14								
Year 3: 2014-15								

\* As specified in Collective Bargaining Agreement or other Employment Contract

**c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.**

CSEA (Classified) and POA (Police Officers Association) collective bargaining agreements were approved during this quarter.  
The POA agreement was for approved for FY2012-13 with no financial increases.  
The CSEA agreement was approved for a three year period July 1, 2012 through June 30, 2015.  
No financial increase for FY2012-13. Salary and Benefits are subject to reopen for FY2013-14 and FY2014-15.

**VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?** **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

**VII. Does the district have significant fiscal problems that must be addressed?** **NO**

**This year?** **NO**  
**Next year?** **NO**

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

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

PRESENTED TO BOARD OF TRUSTEES

DATE: November 7, 2013

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SUBJECT: Consideration to Purchase Portable Building,  
Herdsman Housing, Reedley College

ITEM NO. 13-98

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EXHIBIT: None

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Background:

The animal science program at Reedley College provides hands-on experience in veterinary medicine, livestock breeding, sales and other related curriculum as part of the agriculture courses offered at the school farm. There is a continual need for 24-hour oversight and care of the various breeds of cattle, sheep and swine located on the school farm. Reedley College has historically provided on-site housing for students in exchange for these necessary herdsman services. Prior housing has been provided by travel trailers that have not offered a long term solution for students participating in this program. Administration is recommending the purchase and installation of an Americans with Disabilities Act compliant and Division of the State Architect (DSA) approved portable building that will offer four bedrooms, two bathrooms, and a kitchen and living space as a more permanent solution to the need for herdsman housing.

As common practice, the Board of Trustees has approved the use of bids offered by other public agencies for the piggyback purchase of relocatable buildings to be utilized throughout the district. By piggybacking these purchases, the district has been able to obtain advantageous pricing from a larger quantity purchase and has expedited the acquisition of these buildings. Administration has currently identified a bid offered through the Biggs Unified School District with American Modular Systems (AMS), as an appropriate contract for this purchase. Similar buildings have been utilized at Yosemite Community College District for herdsman housing and the district has also utilized AMS manufactured facilities in the past with positive results.

This DSA approved structure measures 36' x 40' and will be manufactured to match existing facilities. Included in the purchase are engineering and design, standard interior amenities, and delivery, unloading and installation at the Reedley College campus. Necessary site preparation and utility connections will be submitted under a separate contract and be brought to the board at a later date. The cost to purchase this portable building is \$224,710. Funding for this project will be provided by general fund project reserves previously approved for Reedley College.

Item No. 13-98

Page 2

Fiscal Impact:

\$224,710.00 – General Fund Project Reserves at Reedley College

Recommendation:

It is recommended the Board of Trustees authorize a purchase order in the amount of \$224,710 to American Modular Systems, utilizing the current Biggs Unified School District contract, for the acquisition of a 36' x 40' portable building for herdsman housing to be placed at Reedley College.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: November 7, 2013

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SUBJECT: Consideration to Approve Resolution of  
Layoff Eliminating International Education  
Assistant, Reedley College

ITEM NO. 13-99

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EXHIBIT: Resolution #2013.29

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Background:

Reedley College had received funding since 1986 for an international education grant, Scholarship for Education and Economic Development (SEED); however, the district was notified that the grant would no longer be funded effective July 1, 2013. Therefore, it is necessary to eliminate the grant's International Education Assistant, Position No. 3100. This requires the layoff of the incumbent. The affected employee has seniority and bumping rights per the CSEA contract, Article 34, Layoff/Reduction of Hours/Abolition of Positions. There is a vacant position in a related classification so the employee will be offered this position, thereby not necessitating termination from the district.

Recommendation:

It is recommended the Board of Trustees approve the resolution of layoff authorizing the chancellor or her designee to give a notice of layoff to International Education Assistant, Position No. 3100, pursuant to the district's rules and regulations, contract bargaining agreement and applicable provisions of the California Education Code.

**STATE CENTER COMMUNITY COLLEGE DISTRICT  
RESOLUTION NO. 2013.29**

**AUTHORIZING NOTICE OF LAYOFF**

**WHEREAS**, Reedley College was awarded a Scholarship for Education and Economic Development (SEED) grant,

**WHEREAS**, the district employed a categorically-funded international education assistant with the SEED grant funds,

**WHEREAS**, the district was notified effective July 2013 that the grant would no longer be funded,

**WHEREAS**, due to lack of funds the Board of Trustees hereby finds it is in the best interest of this college district that, as of the date indicated, certain services now being provided be discontinued by the following extent:

<u>Reedley College</u>	<u>Position #</u>	<u>Date</u>
International Education Assistant	3100	December 23, 2013

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

**BE IT FURTHER RESOLVED** that the SCCCD chancellor is hereby authorized to give notice of layoff to one categorically-funded classified employee of the district pursuant to the district's rules and regulations and applicable provisions of the education code, not less than 45 days prior to the effective date of layoff, as set forth above, and to those individuals who are potentially subject to layoff due to seniority bumping rights of the individual receiving a layoff notice, as required by the terms of the collective bargaining agreement.

**PASSED AND ADOPTED** on this 7th day of November, 2013, by the following vote:

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSENT: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Board of Trustees Secretary  
State Center Community College District

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

PRESENTED TO BOARD OF TRUSTEES

DATE: November 7, 2013

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SUBJECT:	Consideration to Approve Phase I of District Human Resources Reorganization	ITEM NO.	13-100
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EXHIBIT: Organizational Charts

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Background:

Due to several current vacancies within the human resources office and an increase in work load due to new projects, administration has reviewed the organizational structure of the human resources office. New responsibilities include the human resources staffing plan taskforce, equal employment opportunity taskforce, quarterly districtwide management and confidential employee meetings, the SCCC Inaugural Leadership Academy, the impact of the Affordable Care Act, and a myriad of reports to support a culture of data-driven decision making. The director of classified personnel is recommending a ratio of one human resources/personnel commission staff member to every 127 employees and retirees. Based on this ratio the Human Resources Department and the Personnel Commission are understaffed by 48% or 13.5 positions.

There are three phases of this proposed reorganization resulting in a total of 2.3 new positions. Phase I proposes a net increase in human resources of a 19-hour per week position to a full-time position (#3 below). Phase I is estimated to be a savings of \$17,449 due to the down-grading of the vacant dean of human resources position to a director of human resources, and additional savings due to the resignation of a long-time employee whose replacement will be at a lower step.

Phase I changes are summarized below:

1. Change the vacant District Dean of Human Resources position to a Director of Human Resources so we can recruit for this vacant position (savings of \$32,661)
2. Recruit for the vacant Benefits Coordinator position (savings of \$11,102)
3. Increase the 19-hour per week Office Assistant I/II that supports the benefits and workers' compensation functions to a 40-hour per week Benefits Technician with a salary to be negotiated with CSEA (cost of \$33,300)

4. Change vacant Phone Communications Operator I/II, range 38/4, to an Office Assistant I/II, range 38/41 (savings of \$6,986 )

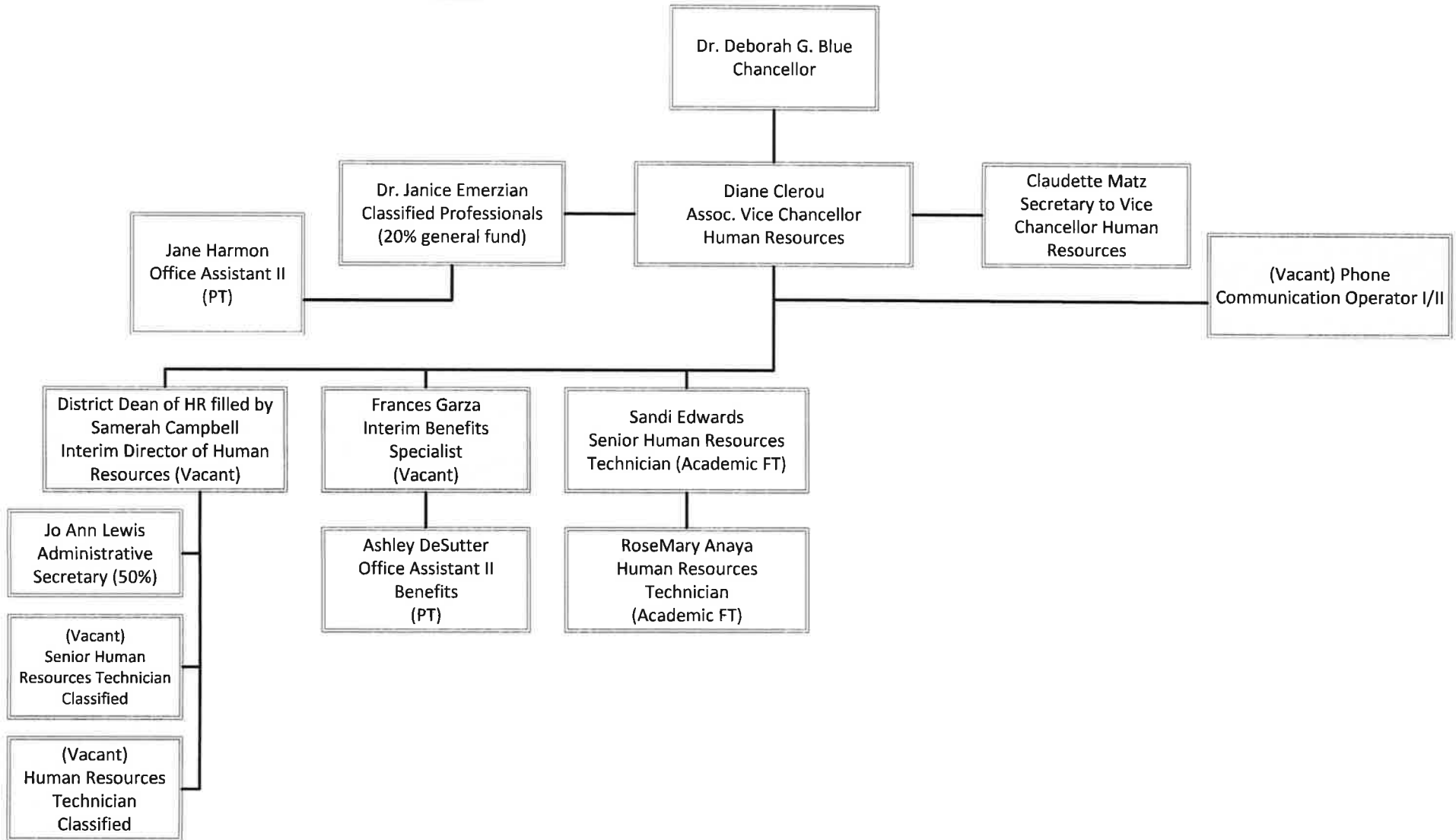
Recommendation:

It is recommended the Board of Trustees approve phase I of the human resources reorganization plan, effective November 8, 2013.



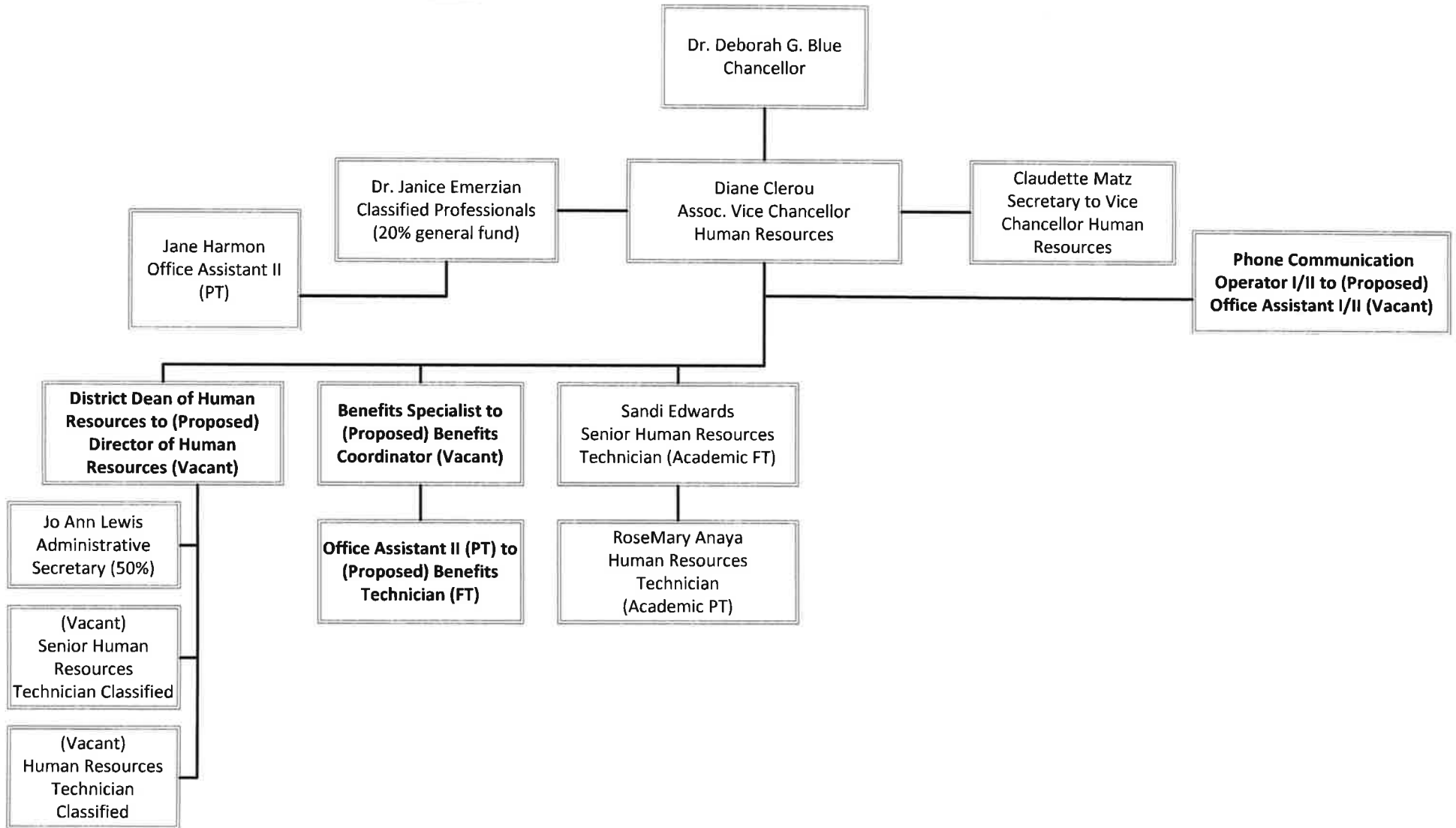


## Human Resources (Current)





## Human Resources (Proposed – Phase I)



**Note: Bolded information is new proposal**

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

PRESENTED TO BOARD OF TRUSTEES

DATE: November 7, 2013

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SUBJECT:	Consideration to Approve New Position and Duties for Assistant Director, State Center Community College Foundation	ITEM NO.	<u>AMENDED</u> 13-101
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EXHIBIT: None

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Background:

The State Center Community College Foundation Board of Directors and district administration are recommending the addition of an assistant director position for the foundation office. This position would assist the executive director of the foundation with the increased work load and duties of the foundation office resulting from its growth and goals established by the State Center Community College Foundation board. A new emphasis on building the alumni association will be a major function of this position. **The Foundation Board of Directors will be meeting in the next few weeks to determine if the Foundation can cover the full cost of this position which is estimated to be \$117,000.** Duties of this position are listed below.

Examples of Duties

Duties include, but are not limited to, the following:

- Assists the executive director of the foundation in conducting a comprehensive, on-going fund development program to meet the needs of the district that have been adopted by the foundation board.
- Partners with development colleagues to identify, cultivate and steward alumni giving and develop effective annual giving programs.
- Creates alumni association advisory boards for multiple campuses and serves as a liaison between the alumni boards and other entities within the district.
- Creates programs that engage affinity groups and other constituents.
- Oversees the resource development and strategic growth of reunion programs.
- Educates students about alumni benefits and engages them in alumni programs, partners with the respective colleges to plan the growth and accessibility of career networking services for students and alumni.
- Provides leadership for campaigns that may be undertaken by the foundation.

- Solicits funds via face-to-face solicitations, writes grant proposals, develops and implements annual campaigns and special events, and participates in other appropriate fund raising programs to increase revenue and to support the fundraising goals of the foundation.
- Works in partnership with the colleges and centers to identify prospects and assures appropriate cultivation takes place.
- Attends foundation committee meetings, provides meeting materials, prepares reports, and provides staff support.
- Attends district, college, centers and community events and makes presentations to foundation and district boards, the campus community and community-at-large to promote foundation programs and to communicate the effectiveness of campaigns and events.
- Prepares and utilizes reports to enhance and improve information and decision making for program management.
- Tracks and analyzes a variety of data related to foundation programs, prepares and implements plans and reports in response to data analysis.
- Oversees the maintenance of donor and prospect information within the foundation's database.
- Prepares budget, monitors revenue, analyzes and reviews budgetary and financial data.
- Assigns, monitors, and evaluates the work of other employees and volunteers.
- Perform other duties as assigned.

**Recommendation:**

It is recommended the Board of Trustees approve duties for the new position of Assistant Director, State Center Community College Foundation **with funding to be determined by the Foundation.**

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

PRESENTED TO BOARD OF TRUSTEES

DATE: November 7, 2013

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SUBJECT: Consideration to Approve the New Vice  
President for Madera and Oakhurst  
Centers Position, Reedley College

ITEM NO. 13-102

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EXHIBIT: None

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Background:

Due to the distance from the Reedley College campus and because of the large size and unique community needs of the outlying centers, the Madera and Oakhurst centers need a key executive administrator in a leadership role who serves as the liaison to the Reedley College campus and oversees the daily operation of the centers. This position is responsible for the overall operation of the centers, which includes leadership, planning, organizing, budgeting, directing, supervising, and the evaluation of the activities of the Madera and Oakhurst centers. This individual would be the advocate for and representative of the centers in their communities and in the district. These responsibilities entail working with all constituencies involved in a collegial manner to assure that the centers' instructional and student services goals are meeting student learning needs and are in alignment with college and district goals and objectives. Communication, efficient decision-making, and transparency would all be improved through the development of a local leadership role. Funding for this new position has been built into the current budget.

Examples of Duties:

- Work cooperatively with the college's management team and the district staff in all areas of responsibility in support of a positive work environment, college effectiveness, and student success.
- Develop and utilize a process by which the resources of the Madera and Oakhurst Centers are allocated to optimize the achievement of those centers' goals and objectives.
- Develop and sustain collaborative relationships with area schools, colleges, businesses, governmental agencies and community organizations.
- Maintain efficient, productive communication and planning among the college's campuses.
- Continue to expand student programs at the centers and provide a vision to guide the centers' academic and student services programs into the future.

- Advocate and support a governance structure that promotes collaborative decision-making, collegial consultation and respect within and among the centers', college's and district's constituencies through broad-based sharing of information, responsibility and accountability.

Recommendation:

It is recommended the Board of Trustees approve the new Vice President for Madera and Oakhurst Centers position.