

MINUTES OF MEETING OF  
BOARD OF TRUSTEES  
STATE CENTER COMMUNITY COLLEGE DISTRICT  
November 4, 2003

Call to Order                   A regular meeting of the Board of Trustees of the State Center Community College District was called to order by Vice President William Smith at 4:30 p.m., November 4, 2003, at the District Office Boardroom, 1525 E. Weldon Avenue, Fresno, California.

Trustees Present               Dorothy Smith, President (arrived at 4:36 p.m.)  
William Smith, Vice President  
Patrick E. Patterson, Secretary  
Isabel Barreras  
H. Ronald Feaver  
Phillip J. Forhan  
Leslie Thonesen  
Norma Lara, Student Trustee, RC  
Doug Crutchfield, Student Trustee, FCC

Also present were:

Tom Crow, Interim Chancellor, SCCC  
Ned Doffoney, President, Fresno City College  
Tony Cantu, Interim President, Reedley College  
Don Yeager, Vice Chancellor-North Centers  
Felix Aquino, Vice Chancellor-Educational Services and Planning  
Doug Brinkley, Vice Chancellor-Finance and Administration, SCCC  
Randy Rowe, Associate Vice Chancellor-Human Resources, SCCC

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

Cindy Spring, Executive Secretary to the Chancellor, SCCC  
Teresa Patterson, Executive Director-Public and Legislative Relations, SCCC  
Eileen O'Hare, General Counsel, SCCC  
Brian Speece, Associate Vice Chancellor-Business and Operations, SCCC  
Joan Edwards, Executive Director – SCCC Foundation  
Terry Kershaw, Dean of Instruction and Student Services, NC  
Kelley Claassen, Classified Senate Representative and Staff, SCCC  
Michael Roberts, Academic Senate President and Staff, FCC  
Ron Nishinaka, Academic Senate President and Staff, RC

Introduction of Guests  
(continued)

Zwi Reznik, AFT President and Staff, FCC  
Francis Sullivan, CSEA President and Staff, FCC  
Gene Blackwelder, College Business Manager, RC  
Ed Eng, Director of Finance, SCCC  
Randy Vogt, Director of Purchasing, SCCC  
Michael Guerra, College Business Manager, FCC  
Rick Christl, Associate Dean of Instruction-Applied Technology  
Division, FCC  
Marilyn Meyer, Associate Dean of Instruction-Business Division,  
FCC  
Jim Steinberg, The Fresno Bee  
Carl Simms, Director-Maintenance and Operations, SCCC  
Charles Francis, Director-Grant Funded Education, The Training  
Institute  
Linda Nies, Accounting Technician I, RC  
Ernie Smith, Associate Dean of Students-Career and Resource  
Development, FCC  
John Cummings, District Dean-Admissions and Records, SCCC  
Carolyn Drake, Associate Dean of Instruction-Health Sciences,  
FCC  
Candy Hansen, Director-Center for International Trade  
Development, SCCC  
Robert Fox, Dean of Students, FCC  
Marvin Reyes, Chief of Police, SCCC  
Deborah Ikeda, Interim Dean of Instruction, FCC  
Randy Rominger, Kitchell  
Russell Fox, Kitchell  
Rick Barton, Kitchell  
Ruben Fernandez, Dean of Students, RC  
Javier Renteria, Counselor, RC  
Ralph Munoz, Counselor, NC  
Cyndie Sine, Coordinator-Planning, Faculty Development &  
Program Review, FCC  
Natalie Alquinzon, Student, RC  
Matthew Kalashian, Student, RC  
Kimberly Perry, Interim Dean of Instruction, RC  
David Balogh, Instructor, FCC  
Sarah Vantossel, The Rampage

Approval of Minutes

The minutes of the Board meeting of October 7, 2003, were presented for approval. A motion was made by Ms. Barreras and seconded by Mr. Forhan to approve the minutes of the October 7, 2003, meeting as presented.

The motion carried by the following vote:

Ayes - 6  
Noes - 0  
Absent - 1

Delegations, Petitions,  
and Communications

There were no delegations, petitions, and communications.

Interim Chancellor's  
Report

Dr. Crow reported that last Friday he had the opportunity to meet with Ken Newby, Pete Weber, and Deb Nankivell to express State Center's interest in taking a lead role in the Fresno Regional Jobs Initiative to promote 30,000 new jobs in the next five years. Teresa Patterson and he explained the District's capabilities to provide leadership and training for each of the initiatives. He has committed that a senior management person will be assigned to each of the seven initiatives.

A meeting of the Chancellor's Circle will be held this Wednesday at Reedley College. This foundation event will provide an opportunity to update the group on events in the District, as well as highlight progress at Reedley College.

Mark your calendars for the big football game between Fresno City College and Reedley College on Saturday, November 15. The game will be held in Reedley at 7:00 p.m. The winner will most likely play for the Northern California Championship.

Dr. Crow concluded his report by stating that he attended a dinner last night for State Superintendent of Public Instruction Jack O'Connell. Superintendent O'Connell's message regarding the budget was what we have been hearing from everyone in Sacramento --- wait and see. There is a lot of speculation with the Governor transition, but no solid indications at this time.

Campus Report, Fresno  
City College

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

- Update on LVN graduates entering the RN program at Fresno City College
- Producers Dairy Bowl to be played on November 22 at 4:00 p.m. at Ratcliffe Stadium
- The college's annual Veterans Day ceremony will be held on Friday, November 7, beginning at 12 noon

Campus Report,  
Reedley College

From Reedley College, Mr. Cantu reported:

- Ron Nishinaka has been appointed by the Academic Senate for California Community Colleges to the Agriculture and Natural Resources Committee for the 2003-2004 academic year.
- The Livestock Show Team garnered numerous awards at the Big Fresno Fair
- Activities planned for the November 11 Classified Flex Day event

Campus Report,  
Reedley College  
(continued)

- Ag Backers Golf Tournament scheduled for November 7
- The Aviation Maintenance program recently received a \$40,000 gift from the Paul Schmitt and Katherine Schmitt Family Trust.
- The Floral Design class will be participating in the upcoming “Christmas at the Met” exhibit at the Fresno Metropolitan Museum.

Campus Report,  
North Centers

Dr. Yeager reported the following from the North Centers:

- The Sigma Gamma Chapter of Alpha Gamma Sigma Honor Society hosted a very successful Northern California AGS Regional Conference on October 25 at the Madera Center.
- The next Educational Lecture Series on November 19 will feature Ozzie DeLuna from Madera High School and Armando Gomez from Madison Elementary School
- The Madera Ranchos Kiwanis will hold their annual Madera Center Scholarship Walk/Run on November 23.
- A Las Posadas celebration is scheduled at the Madera Center on December 2 at 6:30 p.m.

Academic Senate  
Report

Mr. Michael Roberts, Fresno City College Academic Senate President, reported on the following:

- Meeting with the administration on matters concerning the hiring, reassignment, transfer, and evaluation of administrative staff.
- Agreement with Reedley College Senate Executive Committee on the Single Course Qualification policy language and the Credit/No Credit and Credit by Examination policies.
- On October 18 members of the Fresno City College and Reedley College Executive Committees attended the Statewide Senate Area A meeting at Consumnes River College.
- Senate subcommittees continue to work on issues regarding the impact of the fee increase, police services for early morning and late evening classes, and parking.

Classified Senate  
Report

Ms. Kelley Claassen, Fresno City College Classified Senate representative, reported on:

- Plans for the Fresno City College/District Office Classified Staff Development Day on November 11
- Mini workshops will begin on November 5
- Senate members have been learning about the new accreditation process.
- The Senate is currently represented on the Chancellor’s Search Committee, the Parking Study Committee, and

Classified Senate  
Report (continued)

recently participated in the Strategic Plan Charrette.

- Larry Dickson, Classified Senate President, is expected to return to work in December.

Partnership for  
Excellence Report

Dr. Felix Aquino, Ralph Munoz, David Balogh, and Javier Renteria, provided an update on campus programs that have been made possible by Partnership for Excellence funds.

Mr. Patterson expressed his concern regarding the UC's and CSU's limiting transfers from community colleges.

Mr. Smith stated that he would like to see a breakdown of the District's enrollment and certification numbers in vocational programs for the last five years; i.e., CTC standing alone, as well as CTC combined with the campuses.

Ms. Barerras questioned the number of day and evening referrals to the Madera Center tutorial center.

Consent Agenda  
Action

It was moved by Mr. Smith and seconded by Ms. Lara that the Board of Trustees approve the consent agenda as presented. The motion carried unanimously.

Retirement and Leave  
of Absence,  
Certificated Personnel  
[03-221]  
Action

approve certificated personnel recommendations, Items A and B, as presented. (Lists A and B are herewith made a part of these minutes as Appendix I, 03-221).

Re-Employment,  
Employment,  
Promotion, Change of  
Status, Transfer,  
Resignation, and  
Retirement, Classified  
Personnel  
[03-222]  
Action

approve classified personnel recommendations, Items A through I, as presented. (Lists A through I are herewith made a part of these minutes as Appendix II, 03-222).

Resolution Scheduling  
Date and Time for  
Organizational Meeting  
of the Board  
[03-223]  
Action

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

Consideration to  
Approve Revised Board  
Policy 2000 Series,  
Board of Trustees  
[03-224]  
Action

approve the revised Board Policy 2000 series, Board of Trustees,  
as presented.

Consideration to Adopt  
2004-2005 and 2005-  
2006 Instructional and  
Holiday Calendars,  
Fresno City College,  
Reedley College, and  
North Centers  
[03-225]  
Action

adopt the 2004-2005 and 2005-2006 Instructional and Holiday  
Calendars for Fresno City College, Reedley College, and the  
North Centers, as presented.

Review of District  
Warrants and Checks  
[03-226]  
Action

review and sign the warrants register for the period  
September 25, 2003, to October 31, 2003, in the amount of  
\$8,782,084.45; and

review and sign the check registers for the Fresno City College  
and Reedley College Co-Curricular Accounts and the Fresno City  
College and Reedley College Bookstore Accounts for the period  
September 10, 2003, to October 22, 2003, in the amount of  
\$642,312.06.

Financial Analyses of  
Enterprise and Special  
Revenue Operations  
[03-227]  
Action

received as information only.

Budget Transfers and  
Adjustments Report  
[03-228]  
Action

received as information only.

Consideration to Adopt  
Resolution Authorizing  
Inter-fund Transfer  
[03-229]  
Action

- a) approve Resolution No. 03-229 authorizing an inter-fund  
transfer in the amount of \$600,000.00 from the General Fund  
to the Capital Projects Fund; and
- b) authorize filing said Resolution with the Fresno County Office  
of Education.

Consideration to Close  
Training Institute Bank  
Account, Fresno City  
College  
[03-230]  
Action

authorize closure of SCCCD/FCC Training Institute Account  
#14822-50179.

Consideration to  
Accept Grant from the  
Economic Development  
Administration, Center  
for International Trade  
[03-231]  
Action

- a) authorize the acceptance of a grant in the amount of \$110,000.00 from the Economic Development Administration for the period July 1, 2003, through June 30, 2004;
- b) authorize renewal of the grant with similar terms and conditions; and
- c) authorize the Interim Chancellor or Vice Chancellor-Finance and Administration to sign the Financial Assistance Award on behalf of the District.

Consideration to  
Accept Mini-Grant  
from the Madera  
County Children and  
Families Commission,  
Madera Center  
[03-232]  
Action

- a) authorize entering into an Agreement with the Madera County Children and Families Commission in the amount of \$2,580.00 to fund a Backpack Literacy Project;
- b) authorize renewal of the grant with similar terms and conditions; and
- c) authorize the Interim Chancellor or Vice Chancellor-Finance and Administration to sign the Financial Assistance Award on behalf of the District.

Consideration of Bids,  
Track Repairs, Ratcliffe  
Stadium, Fresno City  
College  
[03-233]  
Action

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

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

Public Hearing on Part-  
Time Faculty Initial  
Proposal for Contract  
Reopener Presented by  
State Center Federation  
Local 1533, CFT/AFT,  
CIO/AFL  
[03-234]  
No Action

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

Article XI – Hours, Workload, Class Size

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

Public Hearing on Part-Time Faculty Initial Proposal for Contract Reopener Presented by State Center Federation Local 1533, CFT/AFT, CIO/AFL  
[03-234]  
No Action

Article XV – Compensation

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

Public Hearing

Ms. Smith convened a public hearing at 5:31 p.m. There being no comments from the public, the hearing was closed at 5:32 p.m.

Presentation of Draft 2004-2007 District Strategic Plan  
[03-235]  
No Action

Dr. Crow and Dr. Kershaw provided a brief overview of the Strategic Plan process and draft copies of the Plan were provided for the Board’s review. The final Strategic Plan will be submitted for the Board’s approval at the December 9, 2003, meeting.

Acknowledgement of Quarterly Financial Status Report – General Fund  
[03-236]  
Action

A motion was made by Mr. Thonesen and seconded by Mr. Feaver that the Board of Trustees acknowledge the Quarterly Financial Status Report (CCFS-311Q), as presented. The motion carried unanimously.

Consideration of Resolution Authorizing Adoption of a Labor Compliance Program, Districtwide  
[03-237]  
Action

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

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

The motion carried unanimously.

Consideration to Authorize Agreement with Consultants for Program/Construction Management Services, Measure E Projects  
[03-238]

Mr. Forhan questioned the “small projects” referred to under Fiscal Impact, and suggested that the projects be defined in the final agreement.

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



Consideration to  
Authorize Agreement  
with Consultants for  
Program/Construction  
Management Services,  
Measure E Projects  
[03-238]  
(continued)  
Action

- a) authorize entering into an Agreement with Kitchell to provide program/construction management services and labor compliance administration for the District's Capital Projects Program; and
- b) authorize the Interim Chancellor or Vice Chancellor-Finance and Administration to sign the Agreement on behalf of the District.

The motion carried by the following vote:

Ayes - 6  
Noes - 1 (Mr. Forhan)  
Absent - 0

Board Reports

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

- October activities included alcohol awareness, homecoming, and guest lecturer Susan Powter.
- A Veterans Day Memorial Service is planned for November 10.
- The Reedley College versus Fresno City College football game is scheduled for November 15 at Reedley High School. Activities include a tailgate party and a tug-o-war between the two Associated Student Governments.
- Work has begun on donations for the annual Christmas food drive.

Doug Crutchfield, Fresno City College Student Trustee reported on:

- The "Battle of the Pump" football game with Reedley College is on November 15 at 7:00 p.m. in Reedley.
- A "Kiss the Cow" fundraiser will be held at the Producer's Dairy Bowl game on November 22. Proceeds will benefit the annual gift basket charity at the college.
- Enrollment fee increase.
- Student representation fee.

Ms. Smith stated that she recently spoke to the Lakin Institute participants regarding Board/CEO relationships, and attended the CCCT Education Committee meeting. She has also put out the word that the District should host more conferences and videoconferences similar to the Lakin Institute to let people know what the Valley has to offer.

Old Business

Ms. Smith encouraged the campuses and student governments to get involved with Community College Month.

Future Board Items Ms. Smith suggested a Board Retreat to review the roles and duties of the Board.

Closed Session Ms. Smith stated that the Board, in closed session, will be discussing:

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

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

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

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

Ms. Smith declared a recess at 6:06 p.m.

Open Session The Board moved into open session at 7:23 p.m.

Report of Closed Session Ms. Smith reported that the Board, in closed session gave direction to its chief labor negotiator regarding full-time faculty and CSEA negotiations, and gave direction regarding the Chancellor search process.

Consideration to Appoint Dean of Instruction, Reedley College [03-239] Action A motion was made by Mr. Patterson and seconded by Mr. Smith that the Board of Trustees appoint Kimberly Perry as Dean of Instruction at Reedley College effective November 5, 2003, with a monthly salary of \$9,353.00. The motion carried unanimously.

Adjournment The meeting was adjourned at 7:25 p.m. by the unanimous consent of the Board.



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

CERTIFICATED PERSONNEL RECOMMENDATIONS

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

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

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

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

CLASSIFIED PERSONNEL RECOMMENDATIONS

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

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

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

B. Recommendation to employ the following persons as probationary:

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

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

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

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

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

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

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

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

Name	Location	Classification	Range/Step	Date
Baize, Carrie	FCC	Department Secretary	44-C	6/20/03
		Position No. 2056 to	\$2592.17 to	thru
		Department Secretary	44-C + 5%	10/3/03
		Position No. 2056	\$2721.78	
(Additional compensation for "working out of class")				
Vogt, Randall	DO	Director of Purchasing	M50-8+5%	10/8/03
		Position No. 1038 to	\$7599.25 to	
		Director of Purchasing	M50-8	
		Position No. 1038	\$7237.42	
(Returned to regular assignment)				
Willshaw, Bertha	FCC	Office Assistant III	48-C / L2.5%	10/9/03
		Position No. 2233 to	\$2975.78 to	
		Office Assistant II	41-E / L2.5%	
		Position No. 2017	\$2768.22	
(Returned to regular assignment)				
McKibben, Shannon	RC	Administrative Assistant	55-E	10/27/03
		Position No. 3012 to	\$3833.00 to	thru
		Curriculum Assistant	57-E	11/7/03
		Position No. 3042	\$4019.33	
(Extension of additional compensation for "working out of class")				
Taylor, Gail	RC	Administrative Aide	53-E	10/27/03
		Position No. 3106 to	\$3554.25 to	thru
		Curriculum Assistant	57-D	11/7/03
		Position No. 3042	\$3732.75	
(Extension of additional compensation for "working out of class")				

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

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

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

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

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

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