

AGENDA  
Regular Meeting  
BOARD OF TRUSTEES  
STATE CENTER COMMUNITY COLLEGE DISTRICT  
1525 E. Weldon Avenue, Fresno, CA 93704  
4:30 p.m., January 8, 2013

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. INTRODUCTION OF GUESTS
- IV. APPROVAL OF MINUTES, Meetings of December 4, 2012, and December 11, 2012
- V. DELEGATIONS, PETITIONS AND COMMUNICATIONS [see footnote]
- VI. REPORTS AND PRESENTATIONS
  - A. Presidents' Reports  
Tony Cantu, FCC  
Michael White, RC  
Deborah Ikeda, WI
  - B. Chancellor's Report  
Deborah G. Blue
  - C. Academic Senate Report  
Mary Ann Valentino, FCC
  - D. Classified Senate Report  
Juan Tirado, RC
  - E. Fresno Area Express Update  
Brian Speece
  - F. Board Strategic Conversation Update  
George Railey
  - G. Federal and State Financial Aid Update  
Kira Tippins, FCC  
Chris Cortez, RC  
Candace Cannon, WICCC
  - H. Safety and Security Update  
Brian Speece
- VII. CONSIDERATION OF CONSENT AGENDA  
[13-01HR through 13-05HR]  
[13-01G through 12-04G]
- VIII. HUMAN RESOURCES

Board Agenda  
January 8, 2013 (continued)

- A. Public Hearing and Board of Trustees' Appointment [13-01] Diane Clerou  
to the Personnel Commission

IX. GENERAL

X. REPORTS OF BOARD MEMBERS

XI. FUTURE AGENDA ITEMS

XII. DELEGATIONS, PETITIONS AND COMMUNICATIONS [see footnote]

XIII. CLOSED SESSION

- A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE; Pursuant to  
Government Code Section 54957
- B. CONFERENCE WITH LABOR NEGOTIATOR [SCFT Full-time Bargaining  
Unit, SCFT Part-time Bargaining Unit, California School Employees Association  
Bargaining Unit, and SCCC Peace Officers Association]; Diane Clerou, Pursuant  
to Government Code Section 54957.6
- C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION [Case  
name unspecified as disclosure would jeopardize exiting settlement negotiations];  
Pursuant to Government Code Section 54956.9(a)

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

The board chairperson, under Board Policy 2350, has set a limit of three minutes each for those who wish to address the Board of Trustees. General comments will be heard under agenda section *Delegations, Petitions and Communications* at the beginning of the meeting. Those who wish to speak to items to be considered in closed session will be given the opportunity to do so following the completion of the open agenda and just prior to the board going into closed session. Individuals wishing to address the Board should fill out a request form and file it with interim Associate Vice Chancellor of Human Resources Diane Clerou at the beginning of the meeting.

CONSENT AGENDA  
BOARD OF TRUSTEES MEETING  
January 8, 2013

HUMAN RESOURCES

1. Employment, Academic Personnel [13-01HR]
2. Employment, Promotion, Change of Status, Transfer, Leave of Absence, Resignation, Classified Personnel [13-02HR]
3. Consideration to Approve Reorganization of Vacant Vice President of Admissions and Records Position to District Dean of Admissions and Records and Enrollment Management [13-03HR]
4. Consideration to Approve Transfer of Position #2127, Student Services Specialist, and Position #2002, Office Assistant III, from Fresno City College to District Office North [13-04HR]
5. Consideration to Approve Resolution of Layoff and Elimination of Position #1062, Administrative Secretary I, Personnel Commission [13-05HR]

GENERAL

6. Review of District Warrants and Checks [13-01G]
7. Consideration to Approve 2013-14 Schedule of Instructional Material Fees, Fresno City College and Reedley College [13-02G]
8. Consideration to Acknowledge Student Representation Fee, Willow International Community College Center [13-03G]
9. Consideration of Claim, Darla June Baily [13-04G]

*(Unapproved)* MINUTES OF THE MEETING OF  
BOARD OF TRUSTEES  
STATE CENTER COMMUNITY COLLEGE DISTRICT  
December 4, 2012

Call to Order                   A special meeting of the Board of Trustees of the State Center Community College District was called to order by Vice President Willie Smith at 5:30 p.m. on December 4, 2012, in room 308 at State Center Community College District Office North, 390 W. Fir Avenue, Clovis, California.

Trustees Present               H. Ronald Feaver, President (6:20 pm)  
William J. Smith, Vice President  
Richard Caglia, Secretary  
Isabel Barreras  
Ronald H. Nishinaka  
Patrick E. Patterson  
Dorothy Smith

Introduction of               Also present were:  
Guests  
  
Deborah G. Blue, Chancellor  
Diane Clerou, Interim Assoc. Vice Chancellor of Human Resources  
Nina Acosta, Executive Secretary to the Chancellor  
Eng Eng, Vice Chancellor Finance and Administration  
Tony Cantu, President, Fresno City College  
Teresa Patterson, Executive Director of Public and Legislative Relations  
Gurdeep He'Bert, SCCC Foundation Director

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

Claudette Matz, SCCC  
Bradley Tahajian, Personnel Commissioner  
Elba Gomez, Director of Classified Personnel  
Frances Garza, SCCC  
Annette Feaver  
Dori McKay, SCCC  
Pat Gordon

Delegations,                Superintendent Eric Cederquist and Trustee Fred Valle Fowler Unified  
Petitions and               School District presented a resolution to Ron Feaver for his dedication to  
Communications           Fowler Unified School District. Several community and family members  
from Fowler thanked Mr. Feaver for his dedication to the district and the  
community of Fowler.

Interview and  
Announcement of  
Proposed Board of  
Trustees’  
Appointment to  
the Personnel  
Commission  
[12-93]  
Action

Diane Clerou explained the process for the interviews for personnel commissioners.

Candidates Pamela Fobbs and Pat Gordon made presentations and were asked several questions by board members.

A motion was made by Mr. Caglia that the Board of Trustees announce Pat Gordon as the Board of Trustees’ proposed appointee as the district’s commissioner on the Personnel Commission. Motion failed due to lack of a second.

A motion was made by Mr. Patterson and seconded by Ms. Smith that the Board of Trustees announced Pamela Fobbs as the Board of Trustees’ proposed appointee as the district’s commissioner on the Personnel Commission; and designated 4:30 p.m. at the regular board meeting on January 8, 2013, as the time and date to hear public comments concerning its intention to make its appointment.

The motion passed as follows:

Ayes	-	5
Noes	-	0
Abstain	-	2 (Caglia and Feaver)

Closed Session

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

A. CONFERENCE WITH LABOR NEGOTIATOR [SCFT Full-time Bargaining Unit; SCFT Part-time Bargaining Unit, California School Employees Association Bargaining Unit, and SCCCD Peace Officers Association]; Diane Clerou Pursuant to Government Code Section 54957.6

Mr. Feaver called a recess at 7:10 p.m.

Report of Closed  
Session

The Board moved into open session at 7:35 p.m.

Mr. Feaver reported that the Board took no reportable action in closed session.

Future Agenda  
Items

Mr. Patterson requested that the Board and staff review the district boundaries, the latest re-districting plan approved by the Board, and possible irregularities in the November 6, 2012 election.

Adjournment

The meeting was adjourned at 7:45 p.m. by unanimous consent.

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

na



Cheryl Sullivan , FCC  
Donna Berry, RC  
Gary Sakaguchi, RC  
Jeff Ragan, RC  
Glynnna Billings, SCCCCD  
Elsa DeWitt  
Vera Leal  
Eddie Leal  
Robert Lawrence Ramos II  
John Bengtson, SCCCCD  
Randy Vogt, SCCCCD  
Venancio Gayona, AMAE  
Alfredo Cuellar, Fresno EOC  
Butch Coley  
Arogeanae Brown  
Darvetta Ford Hawkins  
Claudia Habib, RC  
Paul Binion, Westside Church of God  
Kelly Fowler, FCC  
Jeff Burdick, WI  
Jason Corns  
LaVera Harris  
Dennis Randle  
Kathryn Turner, Crowe Horwath LLP  
Juan Tirado, RC  
Sandra Fuentes, RC  
Astor Price  
Malayja Harris  
Tanisha Sorrell  
Roger Brown  
Alicia Rios, CITD  
Carolyn Drake, FCC  
Jim Chin, WI  
Don Lopez, FCC  
Christopher Villa, FCC  
Tim Woods, FCC  
Doris Barthold-McKay, SCCCCD

Swearing in of Board  
Members

Chancellor Deborah G. Blue administered the Oath of Office to newly elected board members Eric Payne, John Leal, Patrick E. Patterson and Richard Caglia.

Mr. Leal and Mr. Payne thanked their family, friends and constituents for their support. They look forward to serving on the

Swearing in of Board Members (continued)

Board and working with faculty, administrators and staff. Mr. Payne thanked Mr. Willie Smith for his legacy of 30 years of service. Mr. Leal acknowledged Mr. Ron Feaver for his 25 years of service on the Board.

Delegations, Petitions and Communications

Chancellor Blue introduced Willow International Community College Center student Dillon Coley. Mr. Coley provided the design for this year's district holiday greeting card.

Dr. Blue explained that each year the district asks one of the colleges or centers to design the district's holiday card. Mr. Coley's design was chosen from several entries submitted by the Willow International Community College Center art and graphic design departments. Mr. Coley's *Art 30: Adobe Illustrator* instructor is Kirtley King.

Dr. Blue noted that a sample of the card was at each member's place and thanked Mr. Coley for his excellent design. She presented a supply of cards to Mr. Coley for his portfolio with her congratulations and wished him success in his educational endeavors.

Election of Officers, Representatives, and Adoption of Board Calendar  
[12-94]  
Action

Mr. Caglia called for nominations for the office of president.

President

Ms. Smith moved to nominate Patrick Patterson for the office of president. The motion failed due to lack of a second.

Mr. Caglia moved to nominate Isabel Barreras for president. The nomination was seconded by John Leal and was carried without dissent.

Vice President

Board President Barreras called for nominations for the remaining offices.

Ms. Barreras moved to nominate Mr. Caglia for the office of vice president. The nomination was seconded by Mr. Nishinaka and was carried without dissent.

Secretary	Mr. Caglia moved to nominated Ron Nishinaka for the office of secretary. The nomination was seconded by Ms. Smith and was carried without dissent.
Nominations of Board Representatives	President Barreras asked for volunteers for the board representative positions for 2013. Mr. Nishinaka moved and Mr. Patterson seconded to appoint board members to the following representative positions:
Board Voting Representative, Fresno County Committee on School District Organization Election	Trustee Smith will serve as the board voting representative to the Fresno County Committee on School District Organization for 2013.
Alternate Board Voting Representative, Fresno County Committee on School District Organization Election	Trustee Caglia will serve as the alternate board voting representative to the Fresno County Committee on School District Organization for 2013.
Board Representative, Executive Board of the Madera County School Boards Association	Trustee Barreras will serve as a voting member at meetings of the Madera County School Boards Association during 2013. Trustee Caglia will serve as the alternate voting member.
Legislative Representative	Trustee Payne will serve as the district's legislative representative for 2013. Trustee Smith will serve as the alternate.
Fresno Area Self-insured Benefits Organization (FASBO, also known as ED CARE)	Trustee Leal will serve as the Fresno Area Self-insured Benefits Organization representative for 2013-2014.
SCCC Foundation Board	Trustees Patterson and Smith will serve as the representatives on the State Center Community College Foundation Board for 2013-2014.

Director, Valley Insurance Program Joint Powers Agency

Trustee Patterson will serve as a director of the Valley Insurance Program Joint Powers Agency for 2013-2014.

SCCCD Retirement Board

Trustee Nishinaka will serve as the board representative on the SCCC Retirement Board for 2013.

Board Calendar

A motion was made by Trustee Caglia and seconded by Trustee Leal to adopt the 2013 Board of Trustees meeting calendar, as amended. The motion carried unanimously. The meeting dates and locations are as follows:

<u>DATE</u>	<u>MEETING</u>	<u>LOCATION</u>
January 8, 2013	Regular Meeting	SCCCD
February 5, 2013	Regular Meeting	SCCCD
March 5, 2013	Regular Meeting	Reedley College
March 22 & 23, 2013	Board Retreat	To Be Determined
April 2, 2013	Regular Meeting	Oakhurst Campus
May 7, 2013	Regular Meeting	Fresno City College
June 4, 2013	Regular Meeting	SCCCD
July 2, 2013	Regular Meeting	SCCCD
August 6, 2013	Regular Meeting	Willow Int'l CCC
September 3, 2013	Regular Meeting	SCCCD
October 1, 2013	Regular Meeting	Madera CCC
November 7, 2013 (Thursday)	Regular Meeting	SCCCD
December 10, 2013	Regular Meeting	SCCCD

Approval of Minutes Action

The minutes of the meeting of November 8, 2012, were presented for approval.

A motion was made by Mr. Payne and seconded by Mr. Nishinaka to approve the minutes of the meeting of November 8, 2012, as presented. The motion passed without dissent.

Presidents' Reports

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

- The Student Nursing Association will make a \$1000 donation to the Poverello House this week.
- The final theatre production of the fall semester was the provocative and suspenseful play *Tape*. The play, presented in the studio theatre, was directed by Janine Christl. It received a good review from The Fresno Bee and was well attended.
- The FCC wrestling team won its third straight CCCAA State

Presidents' Reports  
(continued)

Championship and the 13th in college history December 7 and 8 at the West Hills College Campus in Lemoore. The team added three individual state champions and now leads the state with 66 individual state champions. This gave Head Coach Paul Keysaw a record eight state titles—five at FCC.

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

- On November 14, Reedley Middle College High School students entered three teams into the FFA event held at Reedley College. One team placed 3rd and one student, Magdalena Sanchez, received an Outstanding VP award.
- The Leadership State Center Class XII graduation was held on December 7. Graduates from the Madera Center were James Davis and Edward Machain. Reedley College graduates included Julie Davidson, Brandon Huebert, and Sergio Lemus.
- Oakhurst students can now pre-order books and supplies from the Madera Center Bookstore and everything will be delivered to the Oakhurst Center. This is a great service to the Oakhurst students as it saves them time and money.

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 contained the following highlights:

- Willow International hosted a veterans' fair on November 8. CalVet, Fresno Veterans' Center, VA Hospital, EDD, Veterans of Foreign Wars, and Clovis Memorial District were in attendance. The event was held in recognition of Veterans' Day to honor our nation's veterans.
- The spring 2013 duty day for Willow International faculty and classified professionals will be held on January 3. There will be an update from Chancellor Blue on the state-of-the-district, along with presentations and workshops regarding accreditation, strategic planning, student services, grants, and student learning outcomes assessment.
- Willow International chemistry instructor, Shawn Fleming, has served for the last year as chair-elect for the San Joaquin Central Valley Section of the American Chemical Society. In 2013 she will serve as the chair. There are currently 197 members in this section. Her goal in running for this position was to reach out to

Presidents' Reports  
(continued)

our local high school instructors and students. She is putting together the first Chemistry Olympiad for the San Joaquin Valley. The Olympiad will be a test that includes a written portion and a lab practical portion. Clovis Unified, Fresno Unified, and Central Unified will be asked to participate. It will be held sometime in March.

Chancellor's Report

Dr. Blue reported the following:

- On December 6 the SCCC Foundation hosted a Chancellor's Circle sunrise series breakfast at Reedley College. She thanked interim President White and his staff for featuring the entrepreneurial program at Reedley College. The sunrise series was designed to showcase programs at the various sites for Chancellor Circle members to provide donors the opportunity to see firsthand the impact their generous contributions are making on students.
- On December 7, 2012, 21 classified professionals celebrated their graduation from Leadership State Center Class XII. The keynote speaker was Doris Griffin, interim vice president for admissions and records. Doris shared how her experience as a Leadership State Center graduate has helped her gain valuable knowledge for her role as a leader. Former Trustee Ron Feaver and Trustee Dottie Smith represented the Board at the ceremony. This program, under the leadership of Dr. Janice Emerzian, is a one-of-a-kind professional development program that has garnered national attention for its innovative approach to developing "home-grown" leaders throughout the district. Dr. Blue commended the participants on their achievement.
- Dr. Blue commended the Fresno City College wind ensemble for their brilliant performance at the OAB on December 8, 2012. The holiday concert was part of fundraising efforts to raise money to perform at Carnegie Hall in New York in April. She congratulated Dale Engstrom, director of bands at Fresno City College, for creating a magical, first-class evening of entertainment.

Academic Senate  
Report

Mr. Jeff Ragan, Reedley College Academic Senate President, reported the following:

- Reviewed the academic agenda items for the months of August, September, October and November
- Announced the installation of officers for the academic senate executive offices for 2013 as follows: President Jeff Ragan, VP of Business Lore Dobusch, VP of Curriculum Pam Gilmore, State Rep Stephanie Curry, Secretary Rick Garza, Immediate Past Pres. Bill Turini, NC Faculty Assoc. Pres. Jay Leech

Academic Senate  
Report (continued)

- Announced the Madera/Oakhurst Faculty Association election of Executive Board members as follows: President Jay Leech, Immediate Past President Harold Seymour, President-elect Gregory Ramirez, Secretary Kristen Mattox
- Mr. Ragan recognized Eileen Apperson for her Student Learning Outcome work and moving Reedley College well on its way to “proficiency”; Anna Martinez for serving as faculty coordinator for the RC Accreditation process; and the members of the Reedley College academic senate executive committee for a year of support and guidance.

Classified Senate  
Report

Mr. Ernie Garcia, Fresno City College Classified Senate President, reported the following:

- The next Classified Senate meeting will take place on December 19.
- Staff development day took place on November 12. The event was well attended. He thanked Trustee Nishinaka for attending. He recognized Susi Nitzel for her work as chair of the Staff Development Day Committee.
- The senate provided a gift for the silent auction for the Concert for Carnegie.

High Speed Rail

Dr. George Railey presented an update on the Central Valley High Speed Rail (HSR) project. He reviewed the estimated costs of the project and the estimated economic impacts on the valley. Dr. Railey stated the HSR alignment right of way negotiations are currently underway. The request for proposals for the design and build are due in January 2013. The bid awards will take place in March 2013. The initial construction is projected to begin in July 2013. Dr. Railey reviewed the district’s HSR task force charge and membership. He said the task force meetings resumed in November.

Trustee Barreras asked where the district is with regards to developing curriculum. Dr. Railey stated the district already has a number of certificates that will connect with the HSR. In addition the task force is looking at the possibility of developing additional certifications. Dr. Railey has requested copies of curriculum that was developed by the HSR university in France.

Ms. Smith recommends board representation on the task force. Dr. Blue stated the HSR task force is an administrative committee. Mr. Payne moved to form an executive sub-committee of the Board for HSR.

High Speed Rail  
(continued)

Dr. Blue recommended the Board discuss this topic at a board development workshop. In addition the Board could discuss board committees in general and establish a system of how committees are established and what type of initiatives they wish address.

Mr. Taylor stated this item was agendized as a presentation and not for action. In order to comply with the Brown Act, he recommended deferring the motion until the item is properly agendized.

Ms. Barreras recommends that the Board receive updates regarding HSR in the Friday mailings and copies of the minutes from Fresno Works.

Mr. Payne recommends that the Reedley Center Incubator develop a platform around HSR and look at which type of business the district looks to develop in the community. It is an opportunity to be forward thinking in how the district approaches the HSR initiative. He also wants the district be very sensitive to the time frame (contracts will be awarded in March 2013) to implement the district's plan for participation in this project.

Mr. Patterson stated he is concerned about expending too much effort before the project is approved. He is concerned the federal money may not be there.

Budget Update –  
Proposition 30

Mr. Ed Eng provided a budget update on proposition 30.

Consent Agenda  
Action

President Barreras announced there was a change to the exhibit for consent agenda item 12-42HR and amended copies have been provided. She asked for a motion to approve the consent agenda.

It was moved by Ms. Smith and seconded by Mr. Patterson that the Board of Trustees approve consent agenda items 12-42HR through 12-45HR and 12-118G through 12-128G, as amended. The motion carried without dissent.

Employment,  
Retirement,  
Resignation,  
Academic Personnel  
[12-42HR]  
Action

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

Employment,  
Promotion, Change of  
Status, Transfer,  
Resignation,  
Classified Personnel  
[12-43HR]  
Action

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

Consideration to  
Approve Elimination  
of Maintenance  
Specialist Position  
#1104 and Approve  
New Position and  
Classification  
Specification for  
Security  
Systems/Energy  
Specialist  
[12-44HR]  
Action

Approve the elimination of Maintenance Specialist position #1104  
and approve a new position and classification specification for  
Security Systems/Energy Specialist effective December 12, 2012

Consideration to  
Approve Limited  
Term Accounting  
Technician II, Payroll  
Department  
[12-45HR]  
Action

Approve a six-month limited term Accounting Technician II position  
effective December 12, 2012, through June 11, 2013

Consideration to  
Approve SCCC  
Foundation  
Fundraising Event  
[12-118G]  
Action

Approve the State Center Community College Foundation board's  
recommendation to host the listed events, including the serving of  
wine and beer, at the following locations and dates:

<u>DATE</u>	<u>EVENT</u>	<u>LOCATION</u>
Feb. 1 and 2, 2013	Peter Buffet Benefit Concert and Private Receptions	FCC Old Administration Building
Feb. 22, 2013	Reedley Chamber of Commerce Awards and Scholarship Fundraiser	RC Cafeteria

Review of District  
Warrants and Checks  
[12-119G]  
Action

Review and sign the warrants register for the following accounts:

<u>Account:</u>	<u>Amount:</u>	<u>For the Period of:</u>
District	\$13,346,276.10	October 17, 2012, to November 20, 2012
Fresno City College Bookstore	156,511.08	October 17, 2012, to November 20, 2012
Reedley College Bookstore	165,471.70	October 17, 2012, to November 20, 2012
Fresno City College Co- Curricular	111,425.77	October 16, 2012, to November 15, 2012
Reedley College Co- Curricular	40,085.69	October 16, 2012, to November 19, 2012
Total:	\$13,819,770.34	

Consideration of  
Claim, Muru Khunti  
[12-120G]  
Action

Reject the claim submitted by Muru Khunti and direct the chancellor or vice chancellor of finance and administration to give written notice of said action to the claimant

Consideration of  
Claim, Ana Cecilia  
Medeiros  
[12-121G]  
Action

Reject the claim submitted by Ana Cecilia Medeiros and direct the chancellor or vice chancellor of finance and administration to give written notice of said action to the claimant

Consideration of  
Report of  
Investments  
[12-122G]  
Action

Accept the Quarterly Performance Review, as provided by the County of Fresno, for the quarter ending September 30, 2012

Consideration to  
Appoint Director and  
Alternate Director,  
Valley Insurance  
Program Joint Powers  
Authority  
[12-123G]  
Action

Reappoint Ed Eng to the Valley Insurance Program Joint Powers Agency Board of Directors as director commencing January 31, 2013, and Darren Cousineau as alternate director commencing January 31, 2013

Consideration to  
Approve Agreement  
for Installation of  
Additional Intrusion  
Detection and Access  
Control Systems,  
Districtwide  
[12-124G]  
Action

Authorize an agreement with Sebastian Corporation, in the amount of \$85,652.33 for installation of additional Interlogix/Verex intrusion detection and access control systems at Fresno City College and the Willow International Community College Center; and authorize the chancellor or vice chancellor of finance and administration to sign an agreement on behalf of the district

Consideration to  
Authorize Extension  
of Licensing  
Agreement with  
Blackboard, Inc., for  
On-line Education  
Courseware and  
Hosting Services,  
Districtwide  
[12-125G]  
Action

- a) Authorize a two-year extension of the licensing agreement with Blackboard, Inc., for on-line education courseware, hosting services and 24/7 support, districtwide; and
- b) Authorize the chancellor or vice chancellor of finance and administration to sign the licensing extension agreement on behalf of the district

Consideration to  
Adopt Resolution  
Authorizing Amended  
Agreement with the  
Office of Statewide  
Health Planning and  
Development for  
Nursing Education,  
Fresno City College  
[12-126G]  
Action

- a) Adopt Resolution No. 2012-34 authorizing the district, on behalf of Fresno City College, to amend the original agreement with the Office of Statewide Health Planning and Development for funding to supplement the associate degree nursing program to extend the grant period through July 12, 2013, with no additional funding;
- 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  
Adopt Resolution  
Authorizing Amended  
Agreement with  
California  
Department of  
Rehabilitation for the  
Workability III  
Program, Reedley  
College

- a) Adopt Resolution No. 2012-33 authorizing an amended agreement with the State of California Department of Rehabilitation for the Reedley College Workability III Program for the same three-year period from July 1, 2011, through June 30, 2014, with an additional \$66,076, for a total award of \$581,851;
- 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

[12-127G]

Action

Consideration to  
Approve Curriculum  
Proposals, Fall 2012  
through Fall 2013,  
Fresno City College  
and Reedley College  
[12-128G]

Approve the Fresno City College and Reedley College Curriculum proposals, as presented

Action

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

Consideration to  
Adopt Resolution  
Honoring Trustee H.  
Ronald Feaver  
[12-95]

Board President Isabel Barreras presented a resolution honoring former trustee H. Ronald Feaver.

Action

A motion was made by Ms. Smith and seconded by Mr. Leal that the Board adopt Resolution No. 2012-32 honoring H. Ronald Feaver and extending the heartfelt gratitude of the entire district for his exemplary service and leadership on the State Center Community College Board of Trustees, and wish him well in his future endeavors. The motion carried without dissent.

Consideration to  
Accept 2011-12 Audit  
Report  
[12-96]

Ed Eng thanked Cheryl Sullivan, Donna Berry, Janell Mendoza, and Wil Schofield for their work on the audit.

Action

Mr. Eng introduced Kathryn Turner from Crowe Horwath LLP, who reviewed the audit findings, financial statements of the district and the new accounting standards.

A motion was made by Mr. Caglia and seconded by Ms. Smith that the Board accept the 2011-12 audit report, as submitted by the firm of Crowe Horwath LLP. The motion carried without dissent.

Reports of Board  
Members

Mr. Payne stated he is looking forward to working with administration and touring all of the campuses.

Mr. Leal thanked staff and administration for coming to the reception. He is looking forward to sharing his ideas with the chancellor.

Trustee Smith stated she attended the Heritage Dinner. She thanked the Foundation for the outstanding event. Ms. Smith reported she

Reports of Board  
Members (continued)

attended the SCCC Classified Professionals Leadership State Center Class XII awards ceremony.

Mr. Patterson reported he attended the Heritage Dinner, honoring donors of \$100,000 or more for scholarships.

Ms. Barreras reported she attended the CCLC conference in Los Angeles. She had the opportunity to introduce keynote speaker, State Chancellor Brice Harris.

Mr. Nishinaka attended the following events:

- Reedley College Veterans Memorial Day ceremony honoring American veterans of all wars on November 9.
- Fresno City College and district office Classified Senate Staff Development Day on November 12.
- California Community Colleges Town Hall Meeting titled: A Critical Conversation with Vice Chancellor Van Ton-Quinlivan. The vice chancellor presented an overview of “Doing What Matters for Jobs and the Economy” on November 20.
- Reedley College Extended Opportunity Programs & Services (EOPS) and Cooperative Agencies Resources for Education (CARE) Advisory Committee meeting, with Trustee Isabel Barreras on November 20.
- SCCC Classified Professionals Leadership State Center Class XII awards ceremony with Board President Ron Feaver and Trustee Dottie Smith on December 7.

Future Agenda Items

Ms. Smith requested a safety report.

Delegations,  
Petitions, and  
Communications

Ms. Clerou introduced Maryanne Valentino, the new Fresno City College academic senate president.

Closed Session

President Barreras stated that in closed session the Board would be discussing items B and D only:

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

Closed Session  
(continued)

- D. PUBLIC EMPLOYMENT, Pursuant to Government Code Section 54957
1. Vice President of Instruction, Fresno City College
  2. President, Reedley College
  3. Associate Vice Chancellor of Human Resources

Ms. Barreras called a recess at 6:50 p.m.

Report of Closed  
Session

The Board moved into open session at 9:25 p.m.

Ms. Barreras reported that the Board took no reportable action in closed session.

Consideration to  
Appoint Vice  
President of  
Instruction, Fresno  
City College  
[12-97]  
Action

A motion was made by Ms. Smith and seconded by Mr. Nishinaka that the Board appoint Dr. Timothy Woods as the Vice President of Instruction, Fresno City College, at \$140,083 per year, effective January 2, 2013

The motion carried without dissent.

Adjournment

The meeting was adjourned at 9:28 p.m. by unanimous consent.

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Ron 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: January 8, 2013

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SUBJECT: Employment, Academic Personnel

ITEM NO. 13-01HR

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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>
Bricco, Randy	FCC	V, 2	\$32,449	Ceramics Instructor

(New Hire)

(One Semester Temporary – January 9, 2013 through May 17, 2013)

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

PRESENTED TO BOARD OF TRUSTEES

DATE: January 8, 2013

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

ITEM NO. 13-02HR

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EXHIBIT: Classified Personnel Recommendations

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Recommendation:

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

CLASSIFIED PERSONNEL RECOMMENDATIONS

- A. Recommendation to employ the following persons as probationary:

Name	Location	Classification	Range/Step/Salary	Date
Vindiola, Virginia	DO	Accounting Clerk III – Payroll Position No. 1020	46-A (Confidential) \$3,253.83	12/10/2012

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

Name	Location	Classification	Hourly Rate	Date
Cervantes Daniel	DO	Chief of Police Position No. 1069	42-2 (Mgmt) \$4,937.65	12/01/2012
Quiroz, Isadora	DO	Transportation & Operations Assistant Position No. 1114	55-A \$21.71/hr.	12/03/2012
Henebury, Caitlyn	DO	Police Communications Dispatcher Position No. 1028	44-A \$16.58/hr.	12/13/2012

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

Name	Location	Classification	Hourly Rate	Date
Stroemer, Sharon	DO	Accounting Technician II-Payroll	59-E (Confidential) \$31.33/hr.	11/27/2012 thru 06/11/2013

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

Name	Location	Classification	Range/Step/Salary	Date
Berry, Bryant	DO	Maintenance Worker II Position No. 1101 to Building Generalist Position No. 1097	54-E \$4,460.75 to 63-B \$4,801.00	11/26/2012

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
Unruh, Leah	RC	Publications Specialist	54-E	11/26/2012
		Position No. 3045 to	\$4,672.25 to	thru
		Public Information Officer	68-A	12/24/2012
		Position No. 3039	\$5,392.08	

(Additional compensation for working out of class per Article 33, Section 8, of the CSEA contract)

Fox Avedesian, Robin	DO	Human Resources Assistant	57-A	12/12/2012
		Position No. 1003 to	\$4,404.17 to	
		Human Resources Technician	50-A	
		Position No. 1037	\$4,104.42	

(Return to regular assignment)

Phillips, Christine	DO	Administrative Secretary I	48-B	12/12/2012
		Position No. 1062 to	\$3,333.42 to	
		Human Resources Technician	50-C	
		Position No. 1062	\$3,673.58	

(Additional compensation for working out of class per Article 33, Section 8, of the CSEA contract)

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

Name	Location	Classification	Range/Step/Salary	Date
Garcia, Guadalupe	MC	Upward Bound Assistant - PPT	52-D	12/03/2012
		Position No. 4037 to	\$23.39/hr. to	
		Upward Bound Assistant	52-D	
		Position No. 4042	\$4,054.42	

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

Name	Location	Classification	Range/Step/Salary	Date
Whittle, Oscar	FCC	Custodian	41-E	12/21/2012
		Position No. 2183	\$4,045.33	thru
				01/31/2013

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

Classified Personnel Recommendation

Page 3

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

Name	Location	Classification	Date
Torres, Jacquelyn	RC	Bookstore Sales Clerk I – Seasonal Position No. 8055	11/16/2012
De la Pena, Susan	RC	Bookstore Sales Clerk I – Seasonal Position No. 8042	11/20/2012
Marklund, Danielle	FCC	Bookstore Sales Clerk I – Seasonal Position No. 8009	11/27/2012
Ramirez, Rachel	FCC	Bookstore Sales Clerk I – Seasonal Position No. 8021	11/28/2012
Tanimura, Susan	FCC	Bookstore Seasonal Assistant Position No. 8027	11/30/2012
Vue, Pa Nou	FCC	Upward Bound Assistant Position No. 2258	12/01/2012
Solis, Zaneta	FCC	Mobility Driver Position No. 2407	12/07/2012

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

PRESENTED TO BOARD OF TRUSTEES

DATE: January 8, 2013

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SUBJECT: Consideration to Approve Reorganization of Vacant Vice President of Admissions and Records Position to District Dean of Admissions and Records and Enrollment Management

ITEM NO. 13-03HR

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EXHIBIT: Reorganization Plan

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Background:

With the vacancy of the district vice president of admissions and records, a close review was conducted by the district human resources department, the acting associate vice chancellor of educational services and institutional effectiveness, the interim vice president of admissions and records, and the new vice chancellor of educational services and institutional effectiveness, with the goal of improving our efficiency and effectiveness. The recommendation is to eliminate the vacant vice president of admissions and records position and add a district dean of admissions and records and enrollment management. This reorganization will generate a cost savings because the vice president position was paid at range 66 and the district dean of admissions and records and enrollment management would be paid at range 62. The new position will continue to have districtwide responsibilities.

Examples of Duties:

- Convening authority as registrar to direct and coordinate the functions of admissions, permanent records, current records, evaluations, registration, and residence attendance accounting for all instructional sites in the district.
- Provides leadership of admissions and records managers and staff throughout the district.
- Ensures compliance with all federal and state regulations for admissions and records functions districtwide.
- Responsible for the supervision of admissions and records managers and staff in concert with the vice presidents of student services/designee in the provision of districtwide admissions and records activities, procedures, processes, and compliance of all federal and state regulations.
- Participates in the performance evaluation process of admissions and records managers with the campus vice presidents of student services.

- Develops, and ultimately implements, a plan for the computerization of districtwide admissions and records to accomplish uniform processes at all locations.
- Plans, develops, organizes and directs the activities of admissions and records on the colleges/centers of the district.
- Provides ongoing coordination of all admissions and records activities throughout the district.
- Develops departmental procedures, for both manual and automated systems for admissions and records functions.
- Plans and coordinates the in-service training necessary to prepare districtwide admissions and records staff to function in all admissions and record activities on the college/centers of the district.
- Coordinates with all student service and instructional services to promote student success.
- Provides ongoing coordination of all staff in admissions and records throughout the district and works with the appropriate site based administrator to evaluate and oversee admissions and records employees.
- Develops, with assistance of colleges/centers staff, and recommends to the presidents or their designees, objectives for ongoing program improvements.
- Participates in the selection of all admissions and records staff.
- Initiates the preparation and timely completion of all state reports, federal reports and other reports pertaining to admissions, enrollment, and attendance accounting throughout the district.
- Supervises the compilation, evaluation, maintenance, security and issuance of student records at all district locations.
- Consults with management, faculty, parents, students and/or the courts or other legal entities, concerning confidential information pertaining to admissions, enrollment and student records.
- Develops budget recommendations and administration of the district budget in the areas of admissions and records as approved by the governing board.
- Develops recommendations for the allocation of fiscal and staff resources for each college/center.
- Implements policies as adopted by the district.
- Promotes health and safety.
- Recommends, implements and administers academic policies.
- Develops districtwide forms and procedures as required.
- Serves as designated signatory for academic records and reports.
- Provides information on regulations, policies and procedures.
- Coordinates and facilitates districtwide admissions and records managers' meetings.
- Convening authority over the SCCCD Student Accounting Group and the districtwide Registration-To-Go Committee.
- Works with the vice chancellor of educational services and institutional effectiveness and campus vice presidents of instruction to review enrollment projections and enrollment reports.

- Provides highly effective data analysis to drive decisions supporting enrollment management for the district.
- Coordinates districtwide enrollment management reports.
- Provides guidance to the information systems department when upgrading or enhancing the enrollment management database system.
- Researches, evaluates and recommends changes to systems and processes related to the collection, reporting and dissemination of information.
- Assists in the process of developing annual enrollment goals and an annual action plan to reach those goals.
- Other duties as required.

Recommendation:

It is recommended the Board of Trustees approve the reorganization of the vacant Vice President of Admissions and Records position to District Dean of Admissions and Records and Enrollment Management, range 62.

## Recommendation for Centralization of Districtwide Admissions & Records

### Background

Admissions and Records data and functions were centralized districtwide in 1997 when all student records were combined between Fresno City College and Reedley College, under the leadership of then District Dean of Admissions & Records. This position later was changed to Vice President of Admissions & Records when all district dean positions were renamed to vice presidents and all associate deans were renamed to deans. At some point, the district vice president of admissions & records also assumed district institutional research responsibilities.

Although each campus has continued to maintain decentralized campus services for students, admissions and registration functions were centralized to best serve students throughout the district. The centralized admissions and registration functions were performed by one of two managers at Fresno City College. The other FCC manager, as well as the Reedley College A&R manager, continued to oversee campus functions such as transcripts, records, and evaluations, all under the direction of the district vice president of admissions & records and institutional research.

One of the manager positions at FCC has been vacant since Spring 2011. The district vice president of admissions & records has been vacant since November 2011.

Currently, the admissions and records managers at FCC report directly to the vice president of admissions & records; the admissions and records manager at Reedley College reports directly to the vice president of student services at Reedley College, and indirectly to the district vice president of admissions and records. All admissions and records managers meet weekly to discuss admissions and records functions, policies and procedures under the leadership of the district vice president of admissions and records.

The College Brain Trust recommended eliminating the district vice president of admissions & records position and assigning its respective duties to the campuses and information technology.

### The Process

In considering the future direction of districtwide admissions and records, information was solicited from several constituent groups and individuals throughout the district.

1. Admissions & Records Environmental Scan

Admissions and records staff throughout the district were interviewed by human resources in January 2012 regarding 1) centralization versus decentralization of admissions and records functions; 2) ways to improve the efficiency and effectiveness

of admissions and records functions within each college/center, 3) how to assist Willow International in becoming a college. Refer to Appendix A.

2. Brainstorming Session with Admissions & Records Managers

All admissions and records managers districtwide participated in a brainstorming activity to identify what process could be centralized versus what processes should remain at the local campus. Refer to Appendix B.

3. Individual interview with vice presidents of student services at each of the campuses

I individually met with each of the vice presidents of student services throughout the district to discuss the future direction of admissions and records and what they envisioned for their respective campuses and for the district.

We were all in agreement regarding the planning and implementation of admissions and records policies and procedures as a centralized function under the leadership of a district admissions and records position.

The vice president at Reedley college values the current reporting structure of direct report from the Reedley College admissions and records manager as did the vice president at the North Centers (now Willow International).

The vice president at Fresno City College envisions more direct oversight of the admissions and records department at FCC as part of the overall student services division for local reporting and assimilating the FCC admissions and records staff into the campus culture. At this time, FCC admissions and records staff are invited to campus functions/meetings as guests, but do not report to the vice president directly.

I concur with the vice president of FCC and recommend that the FCC admissions and records department come under the umbrella of FCC student services for local direction, inclusion into the campus culture, and a sense of belonging. This would also provide immediate leadership to the department since the district vice president of admissions and records is no longer on-site.

However, it is important to clearly delineate the responsibilities of admissions and records policies, procedures, planning and implementation of such to the proposed district dean of admissions & records and enrollment management. The district dean and vice presidents of student services would need to work in tandem to ensure consistency in application of policies and procedures at all campus locations.

## Recommendations

In an effort to right-size staffing patterns throughout the district and to optimize efficiencies and student service levels, I offer the following recommendations for immediate implementation:

1. Reorganize the management level positions for districtwide admissions and records
  - a. The district vice president of admissions and records to be changed to a district dean of admissions & records and enrollment management (see Appendix D);
  - b. Eliminate the vacant admissions & records manager position at Fresno City College;
  - c. Continue to maintain one admissions & records manager at both Fresno City College and Reedley College
  - d. Plan for the addition of an admissions & records manager at Clovis Community College (when Willow International become an accredited college)
2. Move centralized admissions and registration functions under the direct leadership of the district dean of admissions & records and enrollment management
  - a. The amount of work at FCC, including centralized admissions and registration functions, was manageable with two working managers. However, it is not manageable for one manager.
  - b. Fresno City College has decentralized admissions & records functions that are currently under the responsibility of the incumbent manager.
  - c. Admissions and registration functions have been centralized (except for physical location) since 1997.
  - d. The district dean of admissions & records and enrollment management would assume direct responsibility of centralized district functions and reduce the excessive workload for one manager at FCC to do the work of two managers.
3. Relocate two FCC classified staff to the Clovis Center under the direction supervision of the district dean of admissions & records and enrollment management.
  - a. There currently exists two full-time classified positions at FCC that perform the majority of centralized admissions and registration functions
    - i. Student Services Specialist
    - ii. Office Assistant III
4. Clearly define centralized admissions and registration functions to be performed at the district office
  - a. Refer to Appendix C
5. Reorganize reporting lines for the district institutional researcher to the Vice Chancellor of Educational Services and Institutional Effectiveness
  - a. The district dean of admissions & records and enrollment services (as well as its current title of vice president of admissions & records) is inherently not a research position, but a data position. The district would be best served to have the district researcher work

under the leadership of the new vice chancellor in conjunction with all other researchers within the district

- b. Under the leadership of the vice chancellor, the district researcher would still work collaboratively with the district dean of admissions & records and enrollment management to complete federal and state reporting requirements as a function of the SCCC Student Accounting Group.

## **Summary**

### **Immediate Reorganization Recommendation**

Based upon my years of experience in admissions and records at SCCC and specifically Fresno City College, it is my recommendation that the existing central functions of admissions and registration be physically moved to the district office at the Clovis Center under the leadership of a district dean of admissions & records and enrollment management. This organizational restructuring would allow the decentralized admissions and records functions at Fresno City College to be managed by one manager rather than two managers. Additionally, realigning some existing campus functions at both FCC and Reedley College can be assumed by the newly organized district admissions and registration staff to relieve the campuses with some duties that are easily and effectively centralized for both campuses with no negative or noticeable differences to our students.

I also recommend reorganizing the district institutional research position and duties under the direct supervision of the vice chancellor of educational services and institutional effectiveness in an effort to coordinate research district wide for greater efficiencies, capacity, and effectiveness.

### **Long Term Reorganization Considerations**

More research and information is needed to consider longer term reorganization considerations for districtwide admissions and records. In anticipation of adding a third college to SCCC, consideration needs to be given regarding the set-up of a fully functional admissions and records operation at Willow International Center (Clovis Community College). At a minimum, the following should be considered:

- Will a full-time admissions & records manager be needed to oversee Clovis Community College?
  - Currently, operational oversight is the responsibility of the A&R manager at Reedley College; with reduced workload at Reedley College once Clovis Community College exists, will a full-time A&R manager be needed at both colleges?
- Will a full-time student services specialist for records/evaluations be needed at Clovis Community College?
  - Currently, these functions are handled through support staff at Reedley College; with reduced workload at Reedley College once Clovis Community College exists, will a full-time student services specialist for records/evaluations be needed at both colleges?

- Is centralizing evaluations for all colleges a viable option?
  - This function is centralized at San Diego district but resides on the college campus for most other districts. Will a centralized model work for SCCCD?
- Transcripts
  - SCCCD has a district transcript. Is centralizing transcript processing a viable option for our district?
  - Consideration must be given to the off-line paper/microfilm/microfiche transcripts housed at Fresno City College and Reedley College

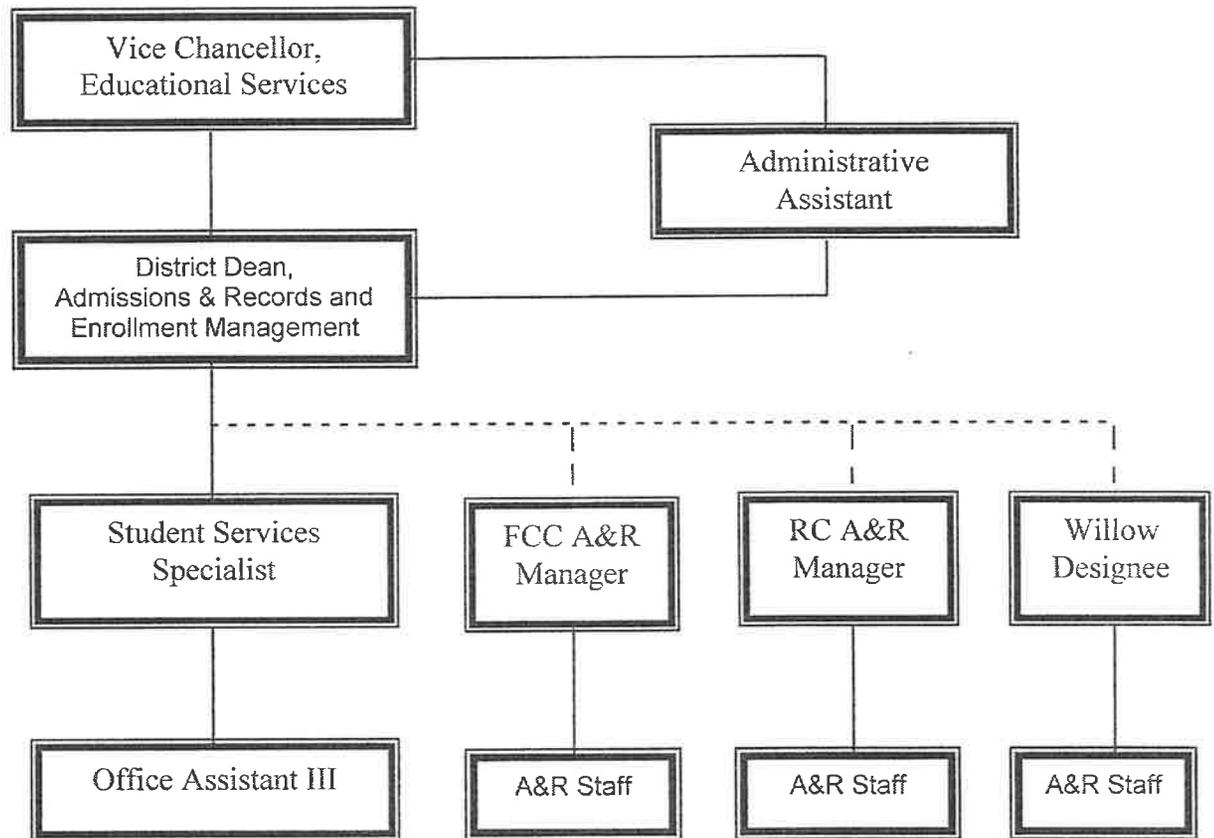
## Districtwide Admissions & Records Staffing

	Current Staffing							Proposed Staffing						
	District	FCC	Reedley	Willow	Madera	Oakhurst	Total by Position	District	FCC	Reedley	Willow	Madera	Oakhurst	Total by Position
Administrator	1	0	0	0	0	0	1	1	0	0	0	0	0	1
Admin. Assistant	1	0	0	0	0	0	1	1	0	0	0	0	0	1
Manager	0	2	1	0	0	0	3	0	1	1	0	0	0	2
Student Services Specialist	0	5	1	1	0	0	7	1	4	1	1	0	0	7
Office Assistant III	0	9	3	2	2	1	17	1	8	3	2	2	1	17
Office Assistant I/II	0	4	2	0	0	0	6	0	4	2	0	0	0	6
Registration Assistants (permanent part time)	0	3	0	0	0	0	3	0	3	0	0	0	0	3
<b>Total</b>	<b>2</b>	<b>23</b>	<b>7</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>38</b>	<b>4</b>	<b>20</b>	<b>7</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>37</b>

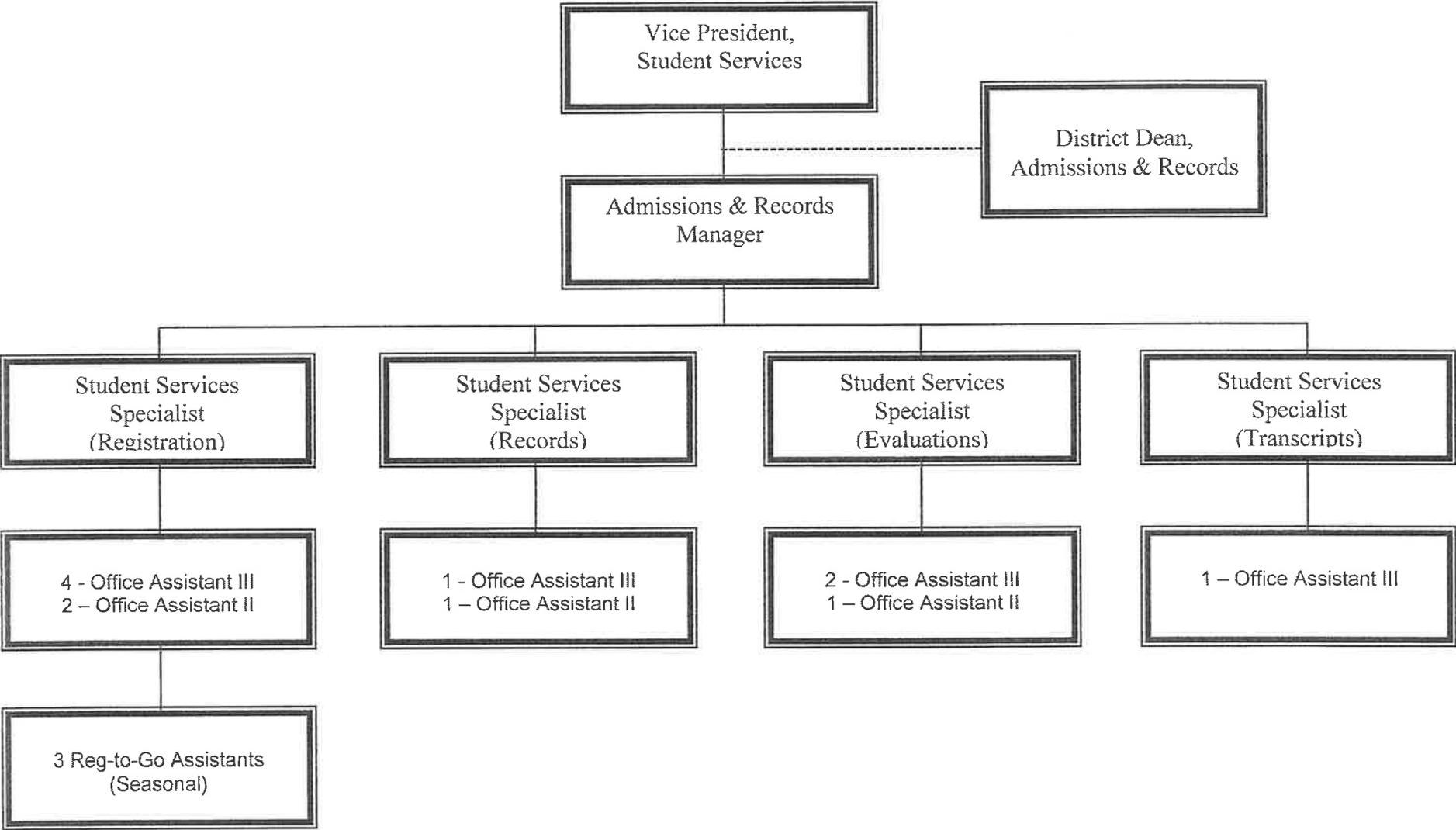
Notes:

1. Administrator: Change from Vice President to District Dean
2. Currently 1 vacant A&R Manager at FCC
3. Total staff would reduce by 1 by elimination of vacant FCC Manager
4. Current staffing at Willow, Madera & Oakhurst reports to site administrator, not District VP A&R

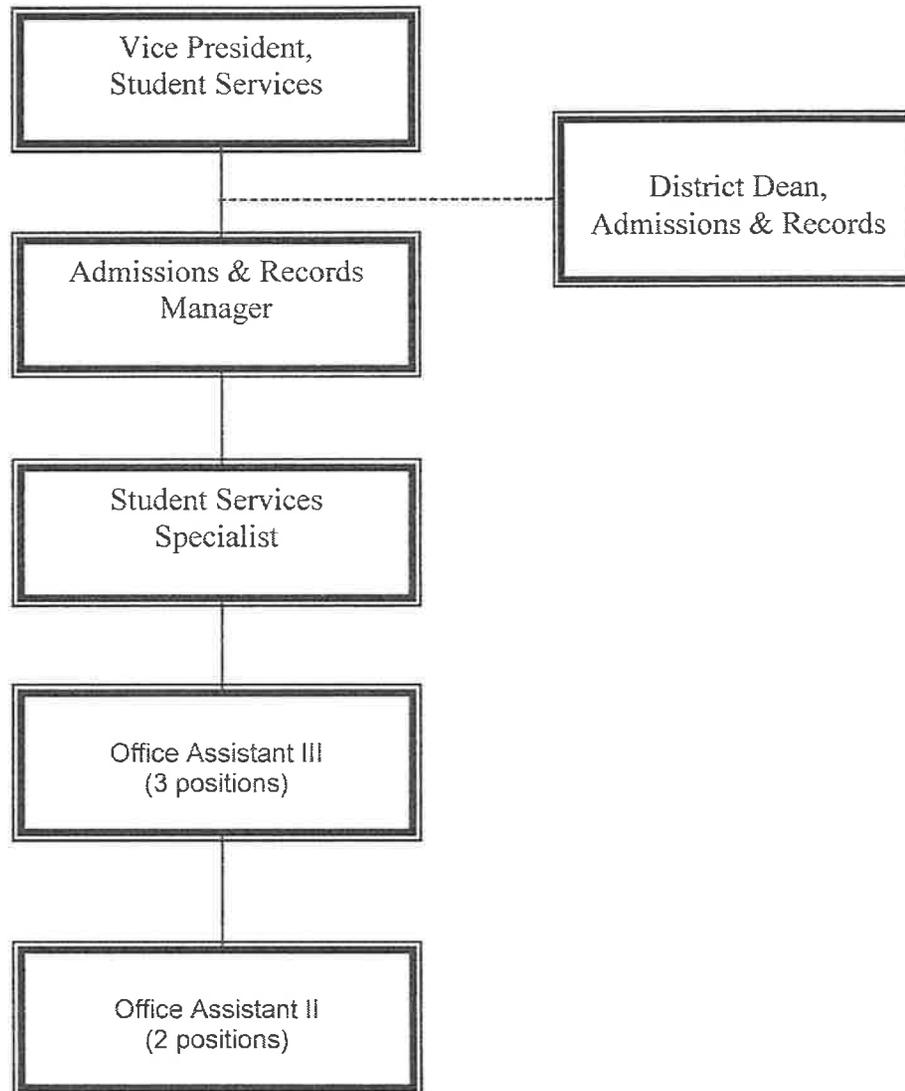
# ***Proposed*** **District Admissions & Records Organizational Chart**



# *Proposed* Fresno City College Admissions & Records Organizational Chart



# ***Proposed*** **Reedley College Admissions & Records Organizational Chart**





State Center Community College District  
Human Resources

1525 E. Weldon Avenue  
Fresno, CA 93704

TEL: 559-244-5977  
FAX: 559-229-7039

## Memorandum

To: Robert Fox, Acting Associate Vice Chancellor  
Workforce Development/Educational Services  
Doris Griffin, Interim Vice President,  
Admissions and Records

Date: 3/23/12

From: Diane Clerou, District Dean Human Resources

Re: Summary Report on Results of Environmental Scan of Admissions and Records

### Overview:

On November 30, 2011, I met with Mr. Robert Fox, Acting Associate Vice Chancellor of Workforce Development/Educational Services, regarding a possible environmental scan of the Admissions and Records areas throughout the district. On December 1, 2011, Mr. Fox sent me a memo indicating "the Chancellor's directive that an environmental scan of the Admission and Records function be undertaken districtwide." To facilitate this, Mr. Fox requested my attendance at the December 16, 2011, "Vice President's meeting to provide a briefing on the scan process and solicit concerns/issues for inclusion in your preparation for the scan."

At the December 16, 2011 meeting, I was directed to use the environmental scan to allow Admissions and Records employees to provide input on:

- Centralization versus decentralization;
- Ways to improve the efficiency and effectiveness of Admissions and Records functions within each college/center, as well as districtwide;
- How to assist Willow International in becoming a college.

I was then to summarize the results of this survey, identify issues, and share the information with Mr. Fox and Mrs. Griffin. The Vice Presidents indicated the first two weeks of February 2012 would be the most appropriate time for the individual employee interviews.

As a result of the December 16, 2011, meeting, Mrs. Griffin sent an email to all Admissions and Records staff on January 23, 2012. It stated:

*Discussions about the future organization of Admissions & Records districtwide will include feedback from all Admissions & Records staff. To facilitate this process, Human Resources will be conducting an Environmental Scan of the Admissions & Records staff throughout the district...*

...The purpose of these interviews is to give you the opportunity to share your ideas and concerns on:

- Centralization versus decentralization of Admissions & Records;
- How we can gain efficiencies in our daily operations;
- How to assist Willow International Center in becoming a college.

## **The Process**

I conducted individual interviews of all the Admissions & Records employees in the district between January 30, 2012 and February 14, 2012.

The interviews were scheduled to be 20 minutes. However, due to the number of questions and the open-ended nature of them, most employees took longer. The average interview was approximately 30 minutes. All interviews were conducted at the employees' work sites except for three which took place in my office; two were District Office employees and one was an employee who had been absent the day of the onsite interview.

The following questions were asked in the interviews:

- How long have you worked for the District?
- Have you always worked at \_\_\_\_\_ (College/Center/District Office)?
- What are your career plans?
- What position do you now hold in Admissions and Records?
- What are your key functions?
- How do you like your job?
- Are there any changes you would recommend that would improve the efficiency or effectiveness of the Admissions and Records in your department or districtwide?
- Have you heard anything about Willow International becoming a college?
- Do you have any ideas of how to change the Admissions and Records functions in order to prepare for this change?
- Do you have any ideas about centralizing or decentralizing the Admissions and Records functions of the district?
- Overall, are you satisfied with the working environment in your department?
  - If yes, what do you like best about it?
  - If no, what do you not like and do you have any recommendations to improve this?

## **Summary of Results:**

*It is important to note that I was very impressed with the Admissions and Records employees and their concern for students, continuous improvement and professionalism. Although the details of this report are being shared with the appropriate managers to maximize the efficiency and effectiveness of the Admissions and Records functions, the names of those surveyed will not be in any way associated with concerns that surfaced during this environmental scan.*

1. Average service in the District for all employees in Admissions and Records is 12.6 years.

- 24.24% have 5 or less years of service
  - 21.21% have 6 – 10 years of service
  - 30.30% have 11-15 years of service
  - 12.12% have 16 – 20 years of service
  - 12.12% have 21 or more years of service
2. 70.6% of the employees have worked only at their current location in the District. 29.4% have worked at other locations and/or departments in the District prior to working in Admissions and Records.
3. Current career plans:
- |                           |        |
|---------------------------|--------|
| Stay in the same position | 54.55% |
| Hope to Promote           | 36.36% |
| Don't know                | 9.09%  |
4. Classifications:
- |                              |        |
|------------------------------|--------|
| Administrative Assistant     | 3.03%  |
| Admissions & Records Manager | 6.06%  |
| Office Assistant II          | 18.18% |
| Office Assistant III         | 51.52% |
| Research Coordinator         | 3.03%  |
| Student Services Specialist  | 18.18% |
5. Satisfaction with job:
- |               |        |
|---------------|--------|
| Love it       | 30.30% |
| Like it       | 66.67% |
| Don't like it | 3.03%  |
6. The most frequently noted ways to improve efficiency or effectiveness within the college/center or districtwide:
- a. Districtwide policies and procedures
  - b. More employees for the volume of work
  - c. Training on new procedures and how to use hardware and software (includes Datatel) better
  - d. More and better communication
  - e. Update/use technology more
  - f. Cross training
7. The most frequently noted ideas to change the Admissions and Records functions to prepare for Willow International becoming a college:
- a. Willow International needs more employees
  - b. Standardize forms and processes districtwide
  - c. Train employees

8. The most frequently noted ideas for centralizing or decentralizing the Admissions and Records functions of the district:

a. Centralize:

- i. Online applications
- ii. Transcripts
- iii. Registration
- iv. Evaluations
- v. Grade processing
- vi. Class rosters
- vii. Phone centers
- viii. Web room
- ix. Petitions
- x. Records
- xi. Residency determination
- xii. Online verifications
- xiii. Online name changes
- xiv. Refunds and paying fees
- xv. Verifications
- xvi. Name and address changes

b. Decentralize:

- i. Petitions
- ii. Graduation
- iii. Registration
- iv. Grading
- v. Business holds
- vi. International student services
- vii. Cashiering
- viii. Web room
- ix. Adding/dropping/payments
- x. Evaluations
- xi. Transcripts
- xii. Veterans' services
- xiii. Athletic eligibility
- xiv. Any service that requires face to face contact with students
- xv. Any service that is different at that college/center

9. Satisfaction with working environment focused on:

- a. Like student interaction
- b. Like problem solving
- c. Satisfied with physical environment
- d. Like being treated with trust and respect
- e. Like being appreciated

10. Dissatisfaction with working environment most commonly caused by:

- a. Lack of consistent procedures across the district
- b. Volume of work

- c. Lack of respect and/or appreciation
- d. Poor communication
- e. Physical environment uncomfortable for various reasons
- f. Safety concerns
- g. Ebb and flow of work is different throughout the year and by position

Please let me know if you have any questions regarding this environmental scan report.

**A&R Manager's Brainstorming on Centralized Functions**

**Centralization**

**Campus**

Name Changes (online)	In-person Name Changes
Address Changes (online)	In-person Address Changes
Grade Reports	
Transcripts (processing)	Microfilm/Microfiche Transcripts
Env. Verifications	Require att.doc at the campuses
Posting of Grades	Athletic Eligibility
Student stands, notices, etc.	Evaluations – cert program
NLCH	Degree Audit
Degree Verify	Grade Changes
Coordination of Cert Program	Petition Processing
Print Rosters	Appeals
Applications (online)	Scanning
Initial Residency Determination (notices, AB540)	Print Rosters
Admission Application	Distribution of Rosters
Set-up (CCC Apply) & Maintenance	Faculty Services
Processing of paper application data – maintenance of database	Incoming Transcripts
Email notices (application) Revisions & Maint.)	International Students
Exception Reports – SSN, DOB	SSN Changes
P/NP Petitions	Student Record Adjustments
	All curriculum – programs, majors, etc.
	Major Changes
	Graduation
	SHAP Paper Applications
	Petitions – Reinstatements NAT Administrative Drops SPEEDE'S Repeat Grade WE Alleviations Time Conflicts

**Registration – Centralization**

**Campus**

Registration Set-up (Dates) Holds	Manual instructor drops
Rules	Individual student issues
Notices to Students	RTG Support Staffing
Payment Dates	P/NP Petitions
Coordination with campuses	Collections Faculty Rosters
Waitlists	Grading Reconciliation
Pre-requisite Drops	
Non-payment Drops	
Instructor Drops	
Phone Bank	
RTG (set, Coordinate)	
Priority Reg Groups/Coding	
Coordination of all central processes	

A&R Manager's Brainstorming on Centralized Functions

**Centralization**

**Campus**

<b>Central Transcripts Staffing –</b> 3 OAIII	<b>Transcripts</b> Microfilm Printing Counter pick up
<b>Admissions &amp; Registration Staffing –</b> 2 (3?) Peak	
<b>Registration</b>	

**Admissions & Records Functions: Centralized versus Decentralized**

**Appendix C**

<b>District Office (Centralized)</b>	<b>Fresno City College (Decentralized)</b>	<b>Reedley College (Decentralized)</b>
<b>Admissions and applications oversight</b>	<b>Admissions</b>	<b>Admissions</b>
Coordination of district admissions applications (electronic and paper)	Data entry of paper applications; Storing of paper applications	Data entry of paper applications; Storing of paper applications
Maintenance of CCC Apply electronic application software program	Admissions & Records counter service	Admissions & Records counter service
Processing of electronic data from admissions applications to student database (electronic and paper data)		International Students (Reedley College and Willow International)
All applications communication with students		
Set-up of admissions application cycles		
Follow-up on AB540 affidavits and status changes	Follow-up with students who inquire in person	Follow-up with students who inquire in person
Application exception report (date of birth, SSN)		
Coordination of all admissions updates/revisions with the IS department		
Initial Residency Determination Residency notice to students	Follow-up with student residency inquiries done in person	Follow-up with student residency inquiries done in person
<b>Registration Coordination</b>	<b>Registration</b>	<b>Registration</b>
Assignment of registration dates to all students districtwide	Counter registration of students	Counter registration of students
Maintaining registration rules in Datatel	In-class registration processing	In-class registration processing
Generating all registration notices to students		
Coordination of payment dates with Business Offices		
Coordination of scheduling of registration cycles		
Coordination of priority enrollment dates and coding		
Coordination of registration cycles with information systems (touchtone and webadvisor)		

**Admissions & Records Functions: Centralized versus Decentralized**

**Appendix C**

<b>District Office (Centralized)</b>	<b>Fresno City College (Decentralized)</b>	<b>Reedley College (Decentralized)</b>
Centralized waitlist processing and notices to students		
Centralized pre-requisite drops and notices to students		
Centralized non-payment drops and notices to students		
Instructor no-show drops and instructor drops		
Registration to Go setup and coordination	RTG support staffing for RTG registration dates at local high schools and on-campus	RTG support staffing for RTG registration dates at local high schools and on-campus
<b>Subpeonas</b>	<b>Subpeonas</b>	<b>Subpeonas</b>
All communication to students and 3 <sup>rd</sup> parties; Coordinating records for response to subpoenas	Campus pulls all student records and forwards to district A&R for processing	Campus pulls all student records and forwards to district A&R for processing
<b>Records &amp; Evaluation Functions</b>	<b>Records &amp; Evaluation Functions</b>	<b>Records Functions</b>
<b>Student Standings</b> Processing of all student standings at end of Fall and Spring semesters; Coordination of all student notices re: student standings/probation		
Coordination of Online Forms website w/managers	Online and in person name changes	Online and in person name changes
	Online and in person address changes	Online and in person address changes
	SSN changes	SSN changes
	Duplicate record maintenance	Duplicate record maintenance
	Student records adjustments	Student records adjustments
	Grade reports	Grade reports
	Transcript processing <ul style="list-style-type: none"> <li>• Electronic</li> <li>• Microfilm/microfiche</li> <li>• Incoming transcripts from other institutions</li> </ul>	Transcript processing <ul style="list-style-type: none"> <li>• Electronic</li> <li>• Microfilm/microfiche</li> <li>• Incoming transcripts from other institutions</li> </ul>
	Enrollment Verifications	Enrollment Verifications
	Athletic Eligibility	Athletic Eligibility
	Posting of grades	Posting of grades
	Major changes	Major changes

**Admissions & Records Functions: Centralized versus Decentralized**

**Appendix C**

<b>District Office (Centralized)</b>	<b>Fresno City College (Decentralized)</b>	<b>Reedley College (Decentralized)</b>
<b>National Clearinghouse</b> Submission of all student records to national clearinghouse for FCC and Reedley colleges	Degree Verify responses with National Clearinghouse	Degree Verify responses with National Clearinghouse
	All curriculum processes: Set-up programs Set-up majors	All curriculum processes: Set-up programs Set-up majors
	Degree Audit	Degree Audit
	Degree & certificate evaluations	Degree & certificate evaluations
	Graduation	Graduation
<b>Certificate Completion Program</b> Coordination and processing of potential certificate completions;	<b>Certificate Completion Program</b> Data entry and awarding of actual certificates to be processed by campus based upon certificate completion program results	<b>Certificate Completion Program</b> Data entry and awarding of actual certificates to be processed by campus based upon certificate completion program results
	Petition processing Grade changes Pass/No Pass requests Reinstatements Non-attendance petitions Administrative drops SPEEDEs (late adds) Repeat petitions Withdrawal for Extenuating Circumstances Alleviations Time conflicts	Petition processing Grade changes Pass/No Pass requests Reinstatements Non-attendance petitions Administrative drops SPEEDEs (late adds) Repeat petitions Withdrawal for Extenuating Circumstances Alleviations Time conflicts
	Individual student issues	Individual student issues
	Grade reconciliation	Grade reconciliation
	Non-course modifications (removal of TSUM entries)	Non-course modifications (removal of TSUM entries)
	Scanning of documents	Scanning of documents
<b>Faculty Services</b>	<b>Faculty Services</b>	<b>Faculty Services</b>
Electronic no-show and instructor drops	Faculty roster processing & collection Printing of faculty rosters Manual instructor drops	Faculty roster processing & collection Printing of faculty rosters Manual instructor drops
<b>Positive Attendance Rosters</b> Coordination of rosters to faculty;Data entry of hours for both campuses		

## STATE CENTER COMMUNITY COLLEGE DISTRICT

Title	Classification	Salary Range/Assignment
<b>District Dean, Admissions &amp; Records and Enrollment Management</b>	<b>Management/Supervisory Academic</b>	<b>Range: ?? Days: 224</b>

Distinguishing Characteristics

This is an academic management position, exempt from overtime provisions of the Fair Labor Standards Act, with responsibility for formulation and implementation of district policies, regulations, budget decisions, and supervision of personnel including assignment of work, evaluation of performance, adjusting grievances, recommending hiring, transfer, suspension, lay off, recall, promotion, and termination.

Essential Functions

Under administrative direction of the Vice Chancellor, Educational Services & Institutional Effectiveness and in accordance with provisions of the Education Code, the rules and regulations of the Board of Governors of the California Community Colleges, and the policies of the district, the District Dean, Admissions & Records and Enrollment Management will serve as the district’s chief admissions and records officer, will provide leadership of districtwide admissions and records functions, and will assist in districtwide enrollment management functions by performing the following essential duties:

1. Convening authority as Registrar to direct and coordinate the functions of admissions, permanent records, current records, evaluations, registration, and residence attendance accounting for all instructional sites in the District.
2. Provides leadership of admissions and records managers and staff throughout the district for admissions and records functions and activities.
3. Ensures compliance with all federal and state regulations for admissions and records functions districtwide.
4. Enrollment management functions to include:
  - a. Works with Vice Chancellor of Educational Services and Institutional Effectiveness, Vice Chancellor of Finance and campus vice presidents of instruction and student services to review enrollment projections and enrollment reports.
  - b. Supports Vice Chancellor of Educational Services and Institutional Effectiveness with districtwide enrollment management committee;
  - c. Serve on districtwide enrollment management committee;
  - d. Provides highly effective data analysis to drive decisions supporting enrollment management for the district
  - e. Coordinates districtwide enrollment management reports

- f. Provides guidance to the information systems department when upgrading or enhancing the enrollment management database system
  - g. Researches, evaluates and recommends changes to systems and processes related to the collection, reporting and dissemination of information.
  - h. Assists in the process of developing and recommending annual enrollment goals and an annual action plan to reach those goals.
5. Responsible for the supervision of admissions and records managers and staff in concert with the Vice Presidents of Student Services/designee in the provision of districtwide admissions and records activities, procedures, processes, and compliance of all federal and state regulations.
  6. Participates in the performance evaluation process of admissions and records managers with the campus vice presidents of student services.
  7. Develops, and ultimately implements, a plan for the computerization of districtwide admissions and records to accomplish uniform processes at all locations.
  8. Plans, develops, organizes and directs the activities of admissions and records on the colleges/centers of the district.
  9. Provides ongoing coordination of all admissions and records activities throughout the district.
  10. Develops departmental procedures, for both manual and automated systems for admissions and records functions.
  11. Plans and coordinates the in-service training necessary to prepare districtwide admissions and records staff to function in all admissions and record activities on the colleges/centers of the district.
  12. Coordinates with all student service and instructional services to promote student success.
  13. Provides ongoing coordination of all staff in admissions and records throughout the District and works with the appropriate site based administrator to evaluate and oversee admissions and records employees.
  14. Develops, with assistance of colleges/centers staff, and recommends to the Presidents or their designees, objectives for ongoing program improvements.
  15. Participates in the selection of all admissions and records staff.
  16. Initiates the preparation and timely completion of all state reports, federal reports and other reports pertaining to admissions, enrollment, and attendance accounting throughout the District.
  17. Supervises the compilation, evaluation, maintenance, security and issuance of student records at all District locations.
  18. Consults with management, faculty, parents, students and/or the courts or other legal entities, concerning confidential information pertaining to admissions, enrollment and student records.
  19. Develops budget recommendations and administration of the district budget in the areas of admissions and records as approved by the Governing Board.
  20. Develops recommendations for the allocation of fiscal and staff resources for each college/center.
  21. Implements policies as adopted by the District.
  22. Promotes health and safety.

23. Recommend, implement and administer academic policies.
24. Develops districtwide forms and procedures as required.
25. Serve as designated signatory for academic records and reports.
26. Provides information on regulations, policies and procedures.
27. Coordinate and facilitate districtwide admissions and records managers' meetings.
28. Convening authority over the SCCCD Student Accounting Group and the Districtwide Registration-To-Go Committee
29. Other duties as required.

Minimum Qualifications:

Education: A master's degree is a minimum requirement.

Desired Qualifications: The qualifications and criteria for the position which will be considered include the candidate's:

- Depth of knowledge of, and experience in, college admissions and records
- Depth of knowledge of, and experience in, computerization of admissions and records
- Depth of management experience
- Depth of experience in enrollment management
- Depth of experience in marketing programs
- Depth of experience with community colleges

Demonstrated sensitivity to an understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

District Dean of Admissions & Records and Enrollment Management supervises, evaluates, and is responsible for the following positions:

Administrative Assistant (shared with Vice Chancellor Educational Services and Institutional Effectiveness)  
District Admissions & Records Student Services Specialist  
District Admissions & Records Office Assistant III



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

PRESENTED TO BOARD OF TRUSTEES

DATE: January 8, 2013

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SUBJECT:      Consideration to Approve Resolution of Layoff      ITEM NO.      13-05HR  
                 and Elimination of Position #1062, Administrative  
                 Secretary I, Personnel Commission

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EXHIBIT:      Resolution

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Background:

At the December 11, 2012, Personnel Commission meeting, the commission approved a reorganization and staffing plan that has resulted in the elimination of position #1062, Administrative Secretary I.

The Personnel Commission adopted this new staffing plan; however, because this is a CSEA bargaining unit position, Article 34 of the CSEA contract must be followed. This requires the Board of Trustees to approve a resolution for layoff of the administrative secretary I position with notification to individuals who are potentially subject to layoff due to seniority bumping rights of the individual receiving layoff notice, as required by the terms of the collective bargaining agreement.

Recommendation:

It is recommended that the Board of Trustees approve Resolution No. 2013-01 authorizing the chancellor or her designee to give notice of layoff to one full-time Administrative Secretary I pursuant to the district's rules and regulations, classified bargaining agreement and applicable provisions of the education code.

**RESOLUTION NO. 2013-01  
BEFORE THE BOARD OF TRUSTEES  
OF THE  
STATE CENTER COMMUNITY COLLEGE DISTRICT**

**WHEREAS**, the Personnel Commission approved a reorganization and staff plan at their December 11, 2012, commission meeting,

**WHEREAS**, the Personnel Commission's reorganization resulted in the elimination of position #1062, Administrative Secretary I, and

**WHEREAS**, 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 by the district be discontinued by the following extent:

<u>District Office</u>	<u>Position #</u>	<u>Date</u>
Administrative Secretary I	1062	March 11, 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 district chancellor is hereby authorized to give notices of layoff to one (1) classified employee of the district pursuant to the district's rules and regulations and applicable provisions of the education code not less than 60 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.

The foregoing resolution was passed and adopted at a regular meeting of the governing board on January 8, 2013, by the following vote:

AYES:  
NOES:  
ABSENT:

\_\_\_\_\_  
Secretary, Board of Trustees

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

PRESENTED TO BOARD OF TRUSTEES

DATE: January 8, 2013

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SUBJECT: Review of District Warrants and Checks

ITEM NO. 13-01G

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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	8,546,004.57	11/21/12 to 12/11/12
Fresno City College Bookstore	\$228,057.33	11/21/12 to 12/11/12
Reedley College Bookstore	52,841.39	11/21/12 to 12/11/12
Fresno City College Co-Curricular	135,725.86	11/16/12 to 12/11/12
Reedley College Co-Curricular	57,957.50	11/20/12 to 12/05/12
Total:	<u>\$9,020,586.65</u>	

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

PRESENTED TO BOARD OF TRUSTEES

DATE: January 8, 2013

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SUBJECT:      Consideration to Approve 2013-14 Schedule  
                 of Instructional Material Fees, Fresno City  
                 College and Reedley College

ITEM NO.      13-02G

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EXHIBIT:      Schedule of Instructional Material Fees

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Background:

Title 5 of the California Code of Regulations allows districts to charge instructional materials fees for instructional materials of continuing value to students outside of the classroom setting, including, but not limited to, textbooks, tools, equipment, clothing, and those instructional materials necessary for a student's vocational training and employment.

Many of the non-credit courses and various credit courses provide programs appropriate for assessment of an instructional materials fee. These programs include automotive, computer aided design and drafting (CADD), criminal justice, and welding projects, which require projects as part of their education experience. Because these instructional materials are of continuing value to students and, in most cases, are retained by students, it is appropriate to charge an instructional materials fee. It should be noted the fee cannot exceed the actual cost of the instructional materials provided and cannot be a prerequisite to taking the available class. In order to provide courses of this nature, the district must rely on students paying the expenses for the value of the personal items; therefore, it is necessary for the Board of Trustees to adopt an instructional materials fee schedule for assessment of the appropriate fee.

Fiscal Impact:

None

Recommendation:

It is recommended the Board of Trustees approve the 2013-14 Schedule of Instructional Material Fees for Fresno City College and Reedley College



FRESNO CITY COLLEGE  
INSTRUCTIONAL MATERIALS FEES  
FY 2013-14

Course ID	Title	Amount
ACRT 151	BASIC ACR (Auto Collision Repair Technology)	\$30-50
AJ 200	INTERVIEW AND INTERROGATION TECHNIQUES	\$13
AJ 204	INSTRUCTOR TRAINING	\$11
AJ 211	EXPANDABLE STRAIGHT BATON INSTRUCTOR	\$10
AJ 217	BACKGROUND INVESTIGATION	\$30
AJ 219	REQUALIFICATION-BASIC COURSE	\$115
AJ 220	RADAR OPERATOR	\$8
AJ 269A	ADVANCED OFFICER TOPICS #2 (Internal Affairs)	\$35
AJ 269A	ADVANCED OFFICER TOPICS #2 (Leadership)	\$25
AJ 269A	ADVANCED OFFICER TOPICS #2 (Tac Com)	\$15
AJ 270A	BASIC POLICE ACADEMY - PART 1	\$10
AJ 276 POST	BASIC SUPERVISORS	\$40
AJ 276 STC	BASIC SUPERVISORS	\$37
AJ 285	PROBATION CORE COURSE	\$33
AJ 286	JUVENILE CORRECTIONAL OFFICER CORE	\$30
AJ 290	FIREARMS INSTRUCTORS COURSE	\$18
AJ 291	FIELD TRAINING OFFICER	\$30
AJ 293	DRUG INFLUENCE - H&S 11550	\$45
AJ 295	TRAFFIC COLLISION INVESTIGATION	\$45
ARCH 30	ARCHITECTURAL DESIGN AND VISUALIZATION III	\$30-50
ARCH 40	ARCHITECTURAL DESIGN AND VISUALIZATION IV	\$30-50
ART 11	BEGINNING SCULPTURE	\$20-80
ART 21	INTERMEDIATE SCULPTURE	\$50-205
ART 31	ADVANCED SCULPTURE	\$50-205
ATGM 51L	AUTOMOTIVE ENGINE LABORATORY	\$30-50
ATGM 52	AUTOMOTIVE ELECTRICAL SYSTEMS	\$30-50
ATGM 53	ENGINE PERFORMANCE	\$30-50
ATGM 54	SUSPENSION, STEERING, AND WHEEL ALIGNMENT	\$30-50
ATGM 55	POWER TRAINS: TRANSMISSIONS/TRANSAXLES, DIFFERENTIALS, AND DRIVEAXLES	\$30-50
ATGM 56	AUTOMOTIVE BRAKING SYSTEMS	\$30-50

Course ID	Title	Amount
ATGM 57	AUTOMOTIVE HEATING, VENTILATION, AIR CONDITIONING, AND ADVANCED ELECTRONICS	\$30-50
AUTOT 51L	AUTOMOTIVE ENGINE LABORATORY	\$30-50
AUTOT 52	AUTOMOTIVE ELECTRICAL SYSTEMS	\$30-50
AUTOT 53	ENGINE PERFORMANCE	\$30-50
AUTOT 54	SUSPENSION, STEERING, AND WHEEL ALIGNMENT	\$30-50
AUTOT 55	POWER TRAINS: TRANSMISSIONS/TRANSAXLES, DIFFERENTIALS, AND DRIVEAXLES	\$30-50
AUTOT 56	AUTOMOTIVE BRAKING SYSTEMS	\$30-50
AUTOT 57	AUTOMOTIVE HEATING, VENTILATION, AIR CONDITIONING, AND ADVANCED ELECTRONICS	\$30-50
CADD 14	CADD	\$25-50
CADD 16	3D SOLID MODELING	\$25-50
CADD 22	MECHANICAL DRAWING I	\$25-50
CADD 24	2D CAD II	\$25-50
CADD 26A	3D SOLID MODELING II	\$25-50
CADD 28	PRODUCT DEVELOPMENT I	\$25-50
CADD 32	REVERSE ENGINEERING I	\$25-50
CADD 36A	3D SOLID MODELING III	\$25-50
CADD 40	CIVIL DRAFTING APPLICATIONS	\$25-50
CADD 42	MECHANICAL DRAWING III	\$25-50
CAM 10	CNC MILL PROGRAMMING & OPERATION I	\$30-50
CAM 1A	CAM & CABINETRY OPERATION I	\$30-50
CAM 1B	MILL AND LATHE OPERATION II	\$30-50
CAM 20	CNC MILL PROGRAMMING & OPERATION II	\$30-50
FN 1	PRINCIPLES OF FOOD PREPARATION	\$30-50
FSM 160	BASIC SKILLS: BASIC FOODS	\$30-50
FSM 38	QUANTITY FOOD PREPARATION	\$30-50
WELD 1	EXPLORING WELDING/METALS	\$5
WELD 2A	INTRODUCTION TO WELDING TECHNOLOGY	\$20-50
WELD 2B	ADVANCED MULTI-PROCESS WELDING	\$20-50
WELD 3A	WELDING DESIGN AND FABRICATION	\$20-50
WELD 3B	ADVANCED WELDING DESIGN AND FABRICATION	\$20-50
WELD 4A	HEAVY PLATE, STRUCTURAL STEEL WELDING AND CERTIFICATION	\$20-50
WELD 4B	PIPE, TUBE WELDING AND CERTIFICATION	\$20-50



REEDLEY COLLEGE  
INSTRUCTIONAL MATERIALS FEES  
FY 2013-14

Course ID	Title	Amount
ART 1	ART BASICS	\$ 5
ART 10	BEGINNING CERAMICS	\$ 10
ART 20	INTERMEDIATE CERAMICS	\$ 10
ART 30	ILLUSTRATOR	\$ 10
ART 37A	PHOTOSHOP	\$ 10
ART 38	PAINTER	\$ 10
ART 43	INDEPENDENT PROJECT STUDY-CERAMICS	\$ 10
ART 43	INDEPENDENT PROJECT STUDY-PHOTOSHOP	\$ 10
ART 43	INDEPENDENT PROJECT STUDY-ILLUSTRATOR	\$ 10
ART 43	INDEPENDENT PROJECT STUDY-PAINTER	\$ 10
EH 35	FLORAL DESIGN	\$ 60
EH 37	BEG FLORAL DESIGN	\$ 55
EH 38	ADVANCED FLORAL DESIGN	\$ 60
NR 116	ADV FIELD STDS II	\$ 50



The student representation fee will be waived for any student who, at the time of enrollment is a recipient of benefits under the Temporary Assistance to Needy Families program (TANF); the Supplemental Security Income (SSI)/State Supplementary Program (SSP); a general assistance program; demonstrates financial need in accordance with the methodology set forth in federal law or regulation for determining the expected family contribution of students seeking financial aid; or for students demonstrating eligibility according to income standards established by the board of governors and contained in Section 58620 of Title 5 of the California Code of Regulations. (AR 5530)

The revenue generated is dependent on the number of students attending each semester and the number of students choosing to pay the fee. For example, if the average enrollment per semester is 5,000 and an average of 35% of the student body is not exempt, or does not submit a refuse to pay form, the revenue is \$1,750 per year. The administration, by statute, will retain 7% of the revenue for administrative costs and various other costs associated with collection; therefore, the net revenue per semester would be \$1,627. Monies collected will be deposited into an associated student government account.

According to General Counsel Ralph M. Black of the California Community College Chancellors Office, monies can be used for:

1. Student attendance at conferences and meetings sponsored by CalSACC or other non-partisan student organizations;
2. organizational dues and/or special donations to CalSACC, or any other recognized student lobbying association;
3. purchase of equipment used for lobbying and/or advocacy, such as computers, printers, modems, fares, and software;
4. subscriptions to newsletters and/or magazines, such as the Chronicle of Higher Education, or the California Journal;
5. advertisements in either local or campus newspapers consisting of information about legislative issues of interest to the student body;
6. travel expenses for lobbying and/or advocacy for students;
7. the cost of attending conferences for the purposes of legislative training, legislative awareness, disbursement of legislative information, or the election of officers of a recognized student lobbying organization; and
8. the cost of hosting conferences on legislative issues for either the general student body, the state organization, or one of the recognized caucuses within the state organization.

Fresno City College Associated Student Government voted the student representation fee into effect for the 2003-04 school year and each year thereafter. Reedley College Associated Student Government voted the student representation fee into effect for the 2010-11 school year and each year thereafter.

Item No. 13-03G

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Fiscal Impact:

ASG is estimating to earn \$1627 per year. The district will collect a 7% administrative fee, thus earning \$123 per year.

Recommendation:

It is recommended the Board of Trustees acknowledge the student representation fee for Willow International Community College Center for implementation in the summer semester of 2013 and each semester thereafter.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: January 8, 2013

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SUBJECT: Consideration of Claim,  
Darla June Baily

ITEM NO. 13-04G

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EXHIBIT: Confidential Claim

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Background:

The district is in receipt of a claim submitted by Darla June Baily, and the Board is being asked to take action in accordance with the government code. The Board must reject the claim where there is a question of district liability and the amount of the claim is disputed. The claim has been submitted to the JPA and its claims administrator for defense coverage.

Estimated Fiscal Impact:

Unknown

Recommendation:

It is recommended, in accordance with established procedures, the Board of Trustees reject the claim submitted by Darla June Baily and direct the chancellor or vice chancellor of finance and administration to give written notice of said action to the claimant.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: January 8, 2013

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SUBJECT: Public Hearing and Board of Trustees'  
Appointment to the Personnel Commission

ITEM NO. 13-01

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EXHIBIT: None

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Background:

The process for the Board of Trustees' appointment to the district's Personnel Commission is mandated by Education Code 88064. The Board of Trustees complied as follows:

- October 24, 2012, thru November 5, 2012, the Board of Trustees advertised for candidates to apply for this position.
- December 4, 2012, the Board of Trustees held a special board meeting to interview candidates who had applied during this time period and met the minimum qualifications as set out in the Education Code. They also had a discussion of the candidates, voted, and publicly announced the candidate they intend to appoint at a meeting to be held 30 days later, but within 45 days of the date the Board publicly announced its candidate (December 4, 2012).
- January 8, 2013, the Board of Trustees is holding a public hearing to provide the public, employees and employee organizations the opportunity to express their views on the qualifications of the of the person recommended by the Board of Trustees for appointment.

Following the January 8, 2013, public hearing, the Board may make its appointment or may make a substitute appointment or recommendation without further notification or public hearing.

At its special board meeting held on December 4, 2012, the Board of Trustees interviewed two candidates. Following the interviews the Board of Trustees voted and approved the announcement of Pamela Freeman Fobbs as the Board of Trustees' recommended appointee to the Personnel Commission.

Item No. 13-01

Page 2

Ms. Fobbs has held several positions within the community on advisory boards such as the Fresno County Social Services Advisory Committee, U.S. Food and Drug Administration Consumer Consortium, Community Medical Centers Foundation Board of Directors, Clovis Community Hospital Development Council, and the National Bar Association Delegation. Ms. Fobbs is the chief operating officer of Fobbs Life Point Institute for Women in Fresno.

Recommendation:

It is recommended that Board of Trustees hold a public hearing, and following the public hearing, the Board of Trustees should make its appointment to the Personnel Commission.