

AGENDA  
Regular Meeting  
BOARD OF TRUSTEES  
STATE CENTER COMMUNITY COLLEGE DISTRICT  
Willow International Community College Center  
Academic Center 1 – Room 150  
10309 North Willow Avenue, Fresno, CA 93730  
4:30 p.m., August 6, 2013

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. INTRODUCTION OF GUESTS
- IV. APPROVAL OF MINUTES, Meetings of April 30, 2013; May 9, 2013; and July 2, 2013
- V. DELEGATIONS, PETITIONS AND COMMUNICATIONS [see footnote]
- VI. REPORTS AND PRESENTATIONS

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|----|--|--|
| A. | Administer Oath of Office for 2013-2014 Student Trustees         | Deborah G. Blue  |
| B. | Presidents' Reports  | Deborah Ikeda, WICCC<br>Tony Cantu, FCC<br>Sandra Caldwell, RC |
| C. | Chancellor's Report  | Deborah G. Blue  |
| D. | Academic Senate Report   | Jeff Burdick   |
| E. | Classified Senate Report   | Leslie Rata  |
| F. | Willow International Community College Center Honors Program     | Tasha Hutchings<br>Jeff Burdick                                |
| G. | Child Development Articulated Curriculum Update                  | Sallie Turpen  |
| H. | 2012-2016 SCCCDC Strategic Plan Annual Report on Accomplishments | George Railey<br>Jothany Blackwood                             |
| I. | 2013-2014 Budget Update  | Ed Eng   |

Board Agenda  
August 6, 2013 (continued)

VII. REPORTS OF BOARD MEMBERS

- VIII. CONSIDERATION OF CONSENT AGENDA [13-36HR through 13-38HR]  
[13-58G through 13-64G]

IX. GENERAL

- A. Consideration to Establish Date for Special Board Meeting Regarding Technology Visioning [13-64] Isabel Barreras

X. HUMAN RESOURCES

- A. Disclosure of Collective Bargaining Tentative Agreement, California School Employees Association Chapter #379 for 2012-2015, and Public Hearing [13-65] Diane Clerou
- B. Consideration to Approve Reorganization and Resolution of Layoff Eliminating Two District Operations Positions [13-66] Brian Speece
- C. Consideration to Approve One-year Special Assignment, District Liaison for Strategic and Integrated Planning [13-67] Deborah G. Blue
- D. Consideration to Approve New Position, Curriculum Analyst, Willow International Community College Center [13-68] Diane Clerou
- E. Consideration to Approve New Flexible-hour Position with Proposed Title of Special Events Coordinator, Foundation [13-69] Diane Clerou

XI. DELEGATIONS, PETITIONS AND COMMUNICATIONS [see footnote]

XII. 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 SCCCD Peace Officers Association]; Diane Clerou, Pursuant to Government Code Section 54957.6

Board Agenda  
August 6, 2013 (continued)

- C. PUBLIC EMPLOYMENT, Pursuant to Government Code Section 54957
  - 1. Interim Vice President of Instruction, Reedley College
  - 2. District Liaison for Strategic and Integrated Planning

XIII. OPEN SESSION

- A. Consideration to Approve Collective Bargaining Tentative Agreement, California School Employees Association Chapter #379 for 2012-2015 [13-70] Diane Clerou
- B. Consideration to Appoint Interim Vice President of Instruction, Reedley College [13-71] Diane Clerou
- C. Consideration to Appoint District Liaison for Strategic and Integrated Planning [13-72] Diane Clerou

XIV. ADJOURNMENT

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

The board chair, under Board Policy 2350, has set a limit of three minutes each for those wishing 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 being 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 Associate Vice Chancellor of Human Resources Diane Clerou before the beginning of the meeting.

CONSENT AGENDA  
BOARD OF TRUSTEES MEETING  
August 6, 2013

HUMAN RESOURCES

1. Employment, Change of Status, Retirement, Academic Personnel [13-36HR]
2. Employment, Promotion, Change of Status, Leave of Absence, Resignation, Classified Personnel [13-37HR]
3. Consideration to Approved Revised Duties for Benefits Specialist – Confidential, Human Resources Assistant – Confidential, and Human Resources Technician – Confidential [13-38HR]

GENERAL

4. Consideration to Approve District Membership in Educational Organization [13-58G]
5. Review of District Warrants and Checks [13-59G]
6. Consideration to Approve District Bank Account Signatories [13-60G]
7. Consideration to Authorize Sale of Surplus Property, Reedley College [13-61G]
8. Consideration to Adopt Resolution Authorizing Emergency Repair at AV1 Science Labs, Madera Center [13-62G]
9. Consideration of Claim, Kevynn Gomez [13-63G]
10. Consideration of Claim, Shawn Covert [13-64G]

*Unapproved* MINUTES OF MEETING OF  
BOARD OF TRUSTEES  
STATE CENTER COMMUNITY COLLEGE DISTRICT  
April 30, 2013

Call to Order	A special meeting of the Board of Trustees of the State Center Community College District was called to order by President Isabel Barreras at 5:15 p.m. on April 30 2013, at the District Office North, 390 W. Fir Ave, Room 301, Clovis, California
Trustees Present	Isabel Barreras, President Richard Caglia, Vice President Ronald H. Nishinaka, Secretary Patrick E. Patterson Dorothy Smith John Leal Eric Payne  Also present were:  Deborah G. Blue, Chancellor, SCCC Ed Eng, Vice Chancellor Finance and Administration
Delegations, Petitions, and Communications	None
Closed Session	Ms. Barreras stated that in closed session the Board would be discussing:  A. PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT, Pursuant to Government Code Section 54957 1. Interviews of Finalists – Associate Vice Chancellor of Human Resources  Ms. Barreras called a recess at 5:20 p.m.
Open Session	The Board moved into open session at 7:45 p.m.
Report of Closed Session	Ms. Barreras stated there was no action to report from closed session.

Adjournment

The meeting was adjourned at 7:46 p.m. by the unanimous consent of the Board.

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

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*Unapproved* MINUTES OF MEETING OF  
BOARD OF TRUSTEES  
STATE CENTER COMMUNITY COLLEGE DISTRICT  
May 9, 2013

Call to Order	A special meeting of the Board of Trustees of the State Center Community College District was called to order by President Isabel Barreras at 5:15 p.m. on May 9 2013, at District Office North, 390 W. Fir Ave, Room 301, Clovis, California
Trustees Present	Isabel Barreras, President Ronald H. Nishinaka, Secretary Patrick E. Patterson (left meeting at 5:30 p.m.) Dorothy Smith John Leal Eric Payne  Absent: Richard Caglia, Vice President  Also present were:  Deborah G. Blue, Chancellor, SCCC Diane Clerou, Associate Vice Chancellor of Human Resources
Delegations, Petitions, and Communications	None
Closed Session	Ms. Barreras stated that in closed session the Board would be discussing:  A. PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT, Pursuant to Government Code Section 54957 1. Interviews of Finalists – Reedley College President  Ms. Barreras called a recess at 5:40 p.m.
Open Session	The Board moved into open session at 9:30 p.m.
Report of Closed Session	Ms. Barreras stated there was no action to report from closed session.

Adjournment

The meeting was adjourned at 9:32 p.m. by the unanimous consent of the Board.

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

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*(Unapproved)* MINUTES OF MEETING OF  
BOARD OF TRUSTEES  
STATE CENTER COMMUNITY COLLEGE DISTRICT  
July 2, 2013

Call to Order                   A regular meeting of the Board of Trustees of the State Center Community College District was called to order by President Isabel Barreras at 4:32 p.m. on July 2, 2013, in the district office board room, 1525 E. Weldon Avenue, Fresno, California.

Trustees Present           Isabel Barreras, President  
Richard Caglia, Vice President  
Ron Nishinaka, Secretary  
John Leal (4:40 p.m.)  
Patrick E. Patterson  
Eric Payne  
Dorothy Smith

Introduction of           Also present were:  
Guests  
  
Deborah G. Blue, Chancellor, SCCC  
Ed Eng, Vice Chancellor of Finance and Administration, SCCC  
Tony Cantu, President, Fresno City College  
Sandra Caldwell, President, Reedley College  
Deborah Ikeda, Campus President, Willow International Community College Center  
Diane Clerou, Assoc. Vice Chancellor of Human Resources, SCCC  
Nina Acosta, Executive Secretary to the Chancellor

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

Teresa Patterson, SCCC	David Clark, RC
Donna Berry, RC	Lucy Ruiz, RC
Jothany Blackwood	Patty Barendse, SCCC
Gurdeep He'Bert, SCCC	Anne Van Galder, SCCC
Gregory Taylor, SCCC	Raul Perez, CSEA
Brian Speece, SCCC	Carole Cheek, RC
Cheryl Sullivan, FCC	Jason Meyers, CSEA
Wil Schofield, SCCC	Lacy Barnes, SCFT
	Brett Schwab, Grant Thorton LLP

Approval of Minutes

The minutes of the meetings of May 7, 2013 (Revised), June 4, 2013, and June 15, 2013, were presented for approval.

A motion was made by Trustee Smith and seconded by Trustee Nishinaka to approve the minutes of the meetings of May 7, 2013 (Revised), June 4, 2013, and June 15, 2013, as submitted. The motion carried 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 State Chancellor's Office announced that FCC will be granted a Deputy Information and Communication Technology (ICT)/Digital Media Sector Navigator position for the Central/Mother Lode Region. The Sector navigator will be coordinating curriculum, programs, and industry opportunities across colleges within the region. A \$300,000 grant that is renewable up to four years is provided as part of the initiative. Computer Information Technology Instructor Dennis Mohle has been selected to serve as the ICT Deputy Sector Navigator. He will help lead efforts to implement plans to assist in the region's recovery and growth in technology sector education and jobs. In this plan, the Central/Mother Lode Region Deputy Sector Navigator will collaborate with the Central Regional Consortium and the Statewide Sector Navigator to advance industry sector strategies, regional development, accountability-based performance metrics, alignment with the statewide LaunchBoard initiative, and the adoption of effective workforce and economic development practices within this region.
- What started as a class project in 2011 turned into a profitable idea for a team of students and staff at FCC. The team members included Homer Greene, Joshwin Greene, Vanida Bounyarith, and Peggy Bounyarith. The name of their project is Fresno Transit Mobile. They tied in the category of People's Choice and were awarded \$2500 on June 22. Their entry was a bus app for android phones that would allow FCC students to receive live feed time on the Fresno City buses. The event called the 59DaysOfCode is the single largest flexing of super-nerd muscle this side of Silicon Valley. Each year, the best Central California software developers and designers in their field compete against each other in the ultimate test of courage, code, and community.

Dr. Caldwell reported on topics of interest from Reedley College and the Oakhurst and Madera centers. Copies of the report were provided

Presidents' Reports  
(continued)

for the Board and interested attendees, and contained the following highlights:

- Reedley College student Michael Hostetler has been selected as one of three recipients of the 2013 Doyle Scholarship. The \$750 scholarship is awarded to baseball players who demonstrate baseball success, academic proficiency, along with team and community involvement. Michael came to Reedley College from Hanford West High School. He earned all-conference honors as an infielder from the Central Valley Conference in both of his seasons of competition as a Tiger. He was named the college's 2013 Male Athlete of the Year. Michael has been extensively involved in youth baseball clinics in the communities of Reedley and Hanford during his college career. He enjoys giving back to the young players and motivating them to aspire to get the most out of their opportunities. He carried a 3.3 GPA at Reedley College and has accepted a scholarship to Fresno Pacific University where he will continue his baseball career and major in criminal justice. He plans to enter the law enforcement field with the FBI as his ultimate goal.
- On June 21, 350 Upward Bound students from the Madera Center and Reedley College programs gathered at RC to participate in the first ever Upward Bound Launch. Students from 10 area high schools gathered for academic and team building activities. Students participated in games of Jeopardy, rocket launches, tug-of-war and crossword challenge, just to name a few. All Upward Bound summer program courses began on June 24. Courses for the summer include English, math, science, agriculture, robotics, biology, chemistry, environmental science, and computers. Farsi will be the foreign language offered this summer for all students.

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:

- Interim Dean of Students, Julie Preston-Smith, along with CUSD counselor Carol Shanahan, attended a workshop in Santa Barbara on June 13 and 14. The workshop provided information about the "Get Focused, Stay Focused" program through Santa Barbara City College (SBCC) and its local feeder high schools. The workshop shared the Career Choice and Changes curriculum provided through Academic Innovations. SBCC has focused their college freshman experience on helping students define career goals first (which leads to selecting a major) and educational goals second. They have found this strategy works better for student success

Presidents' Reports  
(continued)

than providing basic study skills and college strategy classes to freshman. Willow and CUSD plan to meet to strategize ways we can locally implement the "Get Focused, Stay Focused" program elements with our local high school students and incoming college freshmen.

- Willow International Center has developed a partnership with Clovis Unified Summer Academy. The Summer Academy was developed for 6th – 8th graders who are behind in classwork, reading levels, or classroom challenges during the school year. The six-week academy teaches students better study skills, behavior management techniques, and academics to increase academic performance. The Summer Academy is hosted at five Clovis elementary schools over the summer. What started as a simple tour for 60 Academy students last summer has developed into tours and workshops for over 400 Academy students. The students were on campus for two hours; one hour for a tour and one hour for a presentation about self-motivation and change. College Relations Specialist David Navarro and College Center Assistant Patrick Stumpf conducted the tours and workshops on June 20, 25, 26, and 27.

Chancellor's Report

Dr. Blue reported the following:

- Last month, for the first time, the California Community Colleges Chancellor's office released comparative information about recent graduates and potential earnings based on specific program areas of California community colleges. The online data tool, "Salary Surfer," uses aggregated earnings for graduates from a five-year period to estimate potential wages. Wages are based on specific programs and are calculated two and five years after receiving a certificate or degree. Salary Surfer also provides information on which colleges offer specific programs in the specified disciplines. The program can be accessed via our website on the home page.
- Thanks to the vision of Trustee Dottie Smith, the K-12 Summit will take place on August 9 at FCC in the OAB. Over 600 trustees, superintendents, CEO's from throughout the valley have been invited to participate in this important conversation. In addition, members of the Fresno Compact, Central Valley Higher Education Consortium and State Center Consortium partners have been invited. Scott Lay will kick off the morning with a brief update on the student success initiative followed by a panel of K-12 and community college leaders, moderated by Dr. George Railey. Dr. Darrick Smith from Learning Works will serve as the luncheon keynote speaker.
- Attended Trustee Dottie Smith's retirement luncheon on June 22

Chancellor’s Report  
(continued)

at Pardini’s. It was a wonderful event and a great tribute to a woman that has given so much of her life for the betterment of others, especially the students she passionately served. There were a number of people from the district attending, including former chancellor Bill Stewart, former trustees Ron Fever and Les Thonesen, and trustees Ron Nishinaka and Pat Patterson.

- Dr. Blue welcomed Dr. Sandra Caldwell to the district. She has hit the ground running and has already made Reedley her home. Dr. Blue said the district looks forward to working with Dr. Caldwell. She is an energetic, bright and enthusiastic leader.

2013-2014 Budget  
Update

Mr. Ed Eng presented an update on the district’s 2013-2014 budget, including information on enrollment management and district obligations and commitments.

Trustee Leal asked if there was a timeline established for the transfer of adult education to community colleges. Mr. Eng said it is a two-year plan and is not included in the 2013-2014 budget.

Trustee Leal asked about the online education system and why the district will not receive funds. Mr. Eng said it is a statewide system, monitored by the state. The district gets the benefit from the system, but no funds.

AB955/Intercession  
Extension Programs

Dr. Teresa Patterson presented information on Assembly Bill 955, Intercession Extension Programs Update, authored by Assemblyman Das Williams. The bill authorizes community college district governing boards to establish and maintain extension programs offering credit courses during summer and winter intercession and to charge a higher fee without the approval of the Board of Governors. The program will be self-supporting and open to the public. It applies to all courses leading to certificates, degrees or transfer preparation and is subject to district collective bargaining agreements. The bill requires the State Chancellor’s Office to establish a voluntary pilot program and limits participation to 15 campuses from 15 different districts. It requires the State Chancellor to consider district geographic, social-economic, and demographic diversity, labor-market demand, and the district’s program and planning capacity. Dr. Patterson said it has been very challenging for legislators because there is strong support and opposition for the bill. The State Chancellor’s Office is currently maintaining a “watch” position. The bill was heard during the July 1 Senate Appropriations Committee hearing.

Trustee Smith said this bill sounds elitist and takes away from what

AB955/Intercession  
Extension Programs  
(continued)

community colleges are supposed to be. She asked if this is a pilot program. Dr. Patterson said the program sunsets in 2020. The projection is that community colleges will be fully funded by then and the program will no longer be necessary. Dr. Patterson said the rationale for the program is that a student would be willing to pay for the one class they may need in order to graduate. It will be cost effective for the student to pay the fee.

Dr. Patterson encouraged the Board to review the information on the bill.

Reports of Board  
Members

Trustee Payne reported the following:

- Attended a FCC campus tour with State Chancellor Brice Harris.
- Attended the Juneteenth celebration at Hinton Community Center, where Trustee Dottie Smith received a community service award during the celebration.
- Attended the Edison High Green Energy and Technology Academy showcase. It was exciting to see what students are doing with regards to innovation.
- Attended a scholarship dinner at FCC at which 35 students received scholarships.
- Attended the Fresno Boys and Men of Color civic leadership breakfast on June 21. Ms. Ikeda and Mr. Cantu made a presentation on how the district is addressing issues facing boys and men of color in our community.

Trustee Leal reported the following:

- Welcomed President Caldwell to Reedley College.
- Attended the Rotary Club luncheon at the invitation of Trustee Payne. Chancellor Brice Harris was the guest speaker.
- Attended the June 15 special board meeting.
- Attended the monthly Edcare meeting on June 18.
- Attended the Police Academy Completion Ceremony on June 25. He recognized the danger of the work of police and firefighters, especially in light of the recent tragedy in Arizona.

Trustee Patterson reported the following:

- Welcomed Dr. Sandra Caldwell to the district and Reedley College.
- Congratulated Trustee Dottie Smith on her retirement from Fresno Unified.

Reports of Board  
Members (continued)

Trustee Nishinaka reported the following:

- Welcomed Dr. Caldwell as the 17<sup>th</sup> president of Reedley College.
- Attended Reedley College Cycle 2011 Seed (Scholarships for Education and Economic Development) International Education Program Appreciation Banquet. Due to budget constraints, this program has been discontinued after 25 years. In the future, he hopes there will be a way to fund international education programs as they have a tremendous cultural impact on the college and service areas.
- Attended Trustee Smith's retirement luncheon at Pardini's.
- Attended DeWolf High School's commencement ceremony at which Trustee Dottie Smith was the keynote speaker.
- Attended the FCC Police Academy graduation. He congratulated the 31 graduates of the program.
- Congratulated Deborah Ikeda for her induction to the Clovis Community Hall of Fame.
- Thanked Michael White for his service as interim president of Reedley College.

Trustee Barreras reported the following:

- Thanked the Board for attending the retreat on June 15.
- Attended the Foundation of Community Colleges board of director's meeting and retreat.
- Thanked Michael White for his service as interim president.

President Barreras issued the following statement in response to Trustee Patterson's statement during the June 4, 2013, board meeting and provided copies for each board member and the public:

"While the Board recognizes the right of an individual board member to disagree, it is important that relevant facts to the hire of the Reedley College president are fully disclosed. To that end, this document will be submitted and recorded in the official minutes of the July 2, 2013, board meeting.

Administration properly involved the Board in the presidential selection process and kept them fully apprised of the progress of the selection committee. Administration communicated with the Board multiple times regarding the timeline and process for the search, the selection and engagement of a search consultant, and the progress of the search. This included memoranda from the chancellor to the Board on October 26, 2012, and November 8, 2012; a presentation and recommendation to the Board for action to select a search firm

Reports of Board  
Members (continued)

on February 5, 2013; and memoranda on April 19, 2013, and May 3, 2013. Additionally, two trustees were members on the selection committee, and one of those trustees chaired the committee.

The selection process complied with the district's procedure for administrative recruitment and hiring, AR 7220. It is appropriate and necessary for the Board of Trustees to rely on the work of the carefully-comprised selection committee to narrow the applicant pool.

The nature of the process is such that the full Board of Trustees only interviews finalists for a position. There is no evidence that race or gender of any applicant was considered during the selection process. Therefore, the Board continues to support this process and its decision regarding the president of Reedley College."

Consent Agenda  
Action

President Barreras announced that Trustee Smith requested that 13-27HR, Employment, Change of Status, Academic Personnel, be pulled from the consent agenda and be considered separately. The Board will consider 13-27HR in closed session, as permitted by Government Code section 54957(b)(1).

Trustee Nishinaka requested that 13-30HR be pulled for discussion.

President Barreras asked for a motion to approve consent agenda items 13-27HR through 13-35HR and 13-47G through 13-57G, with the exception of items 13-27HR and 13-30HR.

It was moved by Trustee Smith and seconded by Trustee Leal that the Board of Trustees approve consent agenda items 13-27HR through 13-35HR and 13-47G through 13-57G, with the exception of items 13-27HR and 13-30HR. The motion carried without dissent.

Jason Meyers, CSEA president, addressed the Board regarding 13-30HR. He said the district is growing and expanding. In light of that, it seems counterintuitive to begin the layoff of employees. The two positions are vital positions in district operations. He is concerned about laying off two employees who have been with the district over 20 years.

Mr. Nishinaka said the position at Reedley College is important to the campus. He said while he was a faculty member at Reedley College, staff members working in the identified positions were always available when he or his staff needed help. He recognizes the need for dispatchers and the importance of public safety. He asked staff if



Consent Agenda  
Action  
(continued)

there are other options available to avoid the layoffs of these two positions.

Dr. Blue reminded the Board that over the past three years, the district has been engaged in discussions about reorganization. The College Brain Trust made recommendations for core re-structuring of the district. The district is recommending eliminating these two positions as part of core re-structuring; however, the affected employees would be transferred to other positions within the district.

Mr. Speece said the decision to eliminate these two positions was not easy. The Board has voiced their concerns about improving safety and security on the campuses. In consultation with Chancellor's Cabinet, the chief of police and police officers, he believes it is important to have full-time permanent and properly trained dispatchers. This is an officer safety issue. The dispatcher will be responsible for a number of safety and security systems that have been put into place. Relying on student aides to assist with this position is not in the best interest of the officers, students, and employees on campus. In addition, the students are not POST (Police Officers Standard Training) certified.

Mr. Leal asked if the re-organization is going to provide a more effective way for restructuring. Mr. Speece said it would and stated there will be a savings of approximately \$22, 000 a year.

Mr. Nishinaka asked who will do the work of the two employees. Mr. Speece said because the district operations are centralized, the work will be absorbed by all employees. The dispatchers will also pick up clerical duties, during the down time in their positions. Diane Clerou said the duties are within the classification's range of duties.

Mr. Caglia asked if the new positions will improve safety. Ms. Diane Clerou stated the current employees could apply and compete for the positions, as long as they meet the minimum qualifications for the position.

Mr. Caglia requested to hear Mr. Meyer's additional comments. President Barreras said Mr. Meyers was allowed to speak as part of the public comment section. Mr. Caglia wanted to ask additional questions. He wanted clarification on Mr. Meyer's comments.

Mr. Nishinaka is concerned there will no longer be someone physically on site. Mr. Speece said district operations have been centralized for 17 years, the duties will be absorbed. Mr. Nishinaka does not want to

Consent Agenda  
Action  
(continued)

lose any full time positions at Reedley College. Mr. Speece said the administration at Reedley College supports the re-organization.

Ms. Barreras asked if positions will be found for the two affected employees. Ms. Clerou replied it has to be negotiated and the employees would have to accept.

Dr. Blue said this is the recommendation for the Board to consider. They have an opportunity to accept or reject it.

It was moved by Trustee Patterson and seconded by Trustee Leal that the Board of Trustees approve consent agenda item 13-30HR.

The motion failed to pass by the following vote:

	YES	NO	ABSTAIN	ABSENT
Richard Caglia		X		
John Leal	X			
Ron Nishinaka		X		
Patrick Patterson	X			
Eric Payne			X	
Dorothy Smith		X		
Isabel Barreras	X			

Mr. Leal requested that the Board revisit this item in the future.

Employment, Change of Status, Academic Personnel  
[13-27HR]  
Action

Approve academic personnel recommendations, items A through C, as amended

(Pulled from Consent Agenda for further discussion in closed session – see vote on page 19)

Employment, Promotion, Change of Status, Resignation, Retirement, Classified Personnel  
[13-28HR]  
Action

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

Consideration to  
Change the Reporting  
Relationship of the  
President, Willow  
International  
Community College  
Center  
[13-29HR]  
Action

Approve changing the reporting relationship for the campus president of Willow International Community College Center to report directly to the chancellor of State Center Community College District and indirectly to the Reedley College president, effective July 3, 2013

Consideration to  
Approve  
Reorganization and  
Resolution of Layoff  
Eliminating Two  
District Operations  
Positions  
[13-30HR]  
Action

Approve the reorganization and Resolution of Layoff authorizing the chancellor or her designee to give a notice of layoff to two full-time classified positions of the district pursuant to the district's rules and regulations and applicable provisions of the education code

(See discussion and vote beginning on page 8 – motion did not pass)

Consideration to  
Approve Permanent  
Part-time  
Instructional Aide –  
Child Development  
Lab Position, Madera  
Center  
[13-31HR]  
Action

Approve one Permanent Part-time Instructional Aide – Child Development Lab position, Madera Center

Consideration to  
Approve Two  
Permanent Part-time  
Instructional  
Assistant – Nursing  
Positions, Fresno City  
College  
[13-32HR]  
Action

Approve two Permanent Part-time Instructional Assistant – Nursing positions, Fresno City College

Consideration to  
Approve Revision of  
Groundskeeper  
Series Job Duties  
[13-33HR]  
Action

Approve the revisions to the groundskeeper series job duties

Consideration to  
Approve Employment  
of Adjunct Faculty,  
Summer 2013  
[13-34HR]  
Action

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

Consideration to  
Approve Increasing  
Position No. 5045,  
College Center  
Assistant, from 10  
Months to 12  
Months, Willow  
International  
Community College  
Center  
[13-35HR]  
Action

Approve increasing position No. 5045, College Center Assistant, Willow International Community College Center, from 10 months to 12 months, effective July 3, 2013

Consideration to  
Approve District  
Memberships in  
Educational  
Organizations  
[13-47G]  
Action

Approve 2013-2014 institutional memberships in ACCT for \$7,200 and CCID for \$6,250

Consideration to  
Approve the Madera  
County School Boards  
Association Executive  
Committee 2013-  
2014 Proposed  
Budget  
[13-48G]  
Action

Approve the Madera County School Boards Association Executive Committee's proposed 2013-2014 budget, and authorize the SCCC Board's MCSBA Executive Committee representative and the chancellor to sign the MCSBA Approval of Proposed 2013-2014 Budget form

Review of District Warrants and Checks [13-49G]  
Action

Review and sign the warrants register for the following accounts:

<u>Account:</u>	<u>Amount:</u>	<u>For the Period of:</u>
District	\$13,429,332.51	05/15/13 to 06/11/13
Fresno City College Bookstore	198,041.47	05/15/13 to 06/11/13
Reedley College Bookstore	120,976.88	05/15/13 to 06/11/13
Fresno City College Co-Curricular	89,640.44	05/14/13 to 06/10/13
Reedley College Co-Curricular	84,011.31	05/09/13 to 06/10/13
<b>Total:</b>	<b><u>\$ 13,922,002.61</u></b>	

Consideration to Approve Spring 2014 Schedule of Instructional Materials Fees, Fresno City College and Reedley College [13-50G]  
Action

Approve the Spring 2014 Schedule of Instructional Materials Fees for Fresno City College and Reedley College

Consideration to Approve Sale of Surplus Vehicle, Fresno City College [13-51G]  
Action

Authorize disposal of the surplus 2004 Isuzu box truck in accordance with applicable codes and policies

Consideration to Accept Construction Project, Technology Infrastructure Upgrade, Reedley College [13-52G]  
Action

- a) Accept the project for Technology Infrastructure Upgrade, Reedley College; and
- b) Authorize the chancellor or her designee to file a Notice of Completion with the County Recorder

Consideration to  
Adopt Resolution  
Authorizing  
Agreement with the  
California  
Department of  
Education for a Child  
Care and  
Development Block  
Grant, General Child  
Development  
Program, Fresno City  
College  
[13-53G]  
Action

- a) Adopt Resolution No. 2013.16 authorizing the district, on behalf of Fresno City College, to enter into an agreement with the California Department of Education for a Child Care and Development Block Grant, General Child Development Program, in the amount of \$40,229 for the period July 1, 2013, through June 30, 2014;
- 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  
Agreement with the  
California  
Department of  
Education for a Child  
Care and  
Development Block  
Grant, Preschool  
Program, Fresno City  
College  
[13-54G]  
Action

- a) Adopt Resolution No. 2013.17 authorizing the district, on behalf of Fresno City College, to enter into an agreement with the California Department of Education for a Child Care and Development Block Grant, Preschool Program, in the amount of \$90,584 for the period July 1, 2013, through June 30, 2014;
- 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  
Agreement for a  
State Trade and  
Export Promotion  
Grant, Center for  
International Trade  
Development  
[13-55G]  
Action

- a) Adopt Resolution No. 2013.18 authorizing the district, on behalf of the Center for International Trade Development, to accept a State Trade and Export Promotion Grant from the California Community Colleges Chancellor's Office to introduce and highlight California agricultural products to foreign markets, with funding in the amount of \$289,260 for the period of October 1, 2012, through September 29, 2013;
- b) Authorize renewal of the grant 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 of  
Claim, Keellee Wesley  
[13-56G]

Action

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

Consideration to  
Appoint Committee  
Members to the  
Measure E Citizens'  
Bond Oversight  
Committee  
[13-57G]

Action

Appoint the following members to the Citizens' Bond Oversight Committee:

- a) Ms. Janet Hindsley and Ms. Rebecca Malmo as community members at large, to serve their final two-year term ending June 30, 2015;
- b) Mr. Fred Ketchum as a member representing a senior citizens' organization, to serve his final two-year term ending June 30, 2015; and
- c) Student representative Gabriela Campos to serve through June 30, 2014

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

Consideration to  
Approve Board of  
Trustees' 2013-2014  
Goals  
13-54

Action

Dr. Blue reviewed the board goals as discussed during the June 15, 2013, special board meeting.

Trustee Smith requested the goal regarding diversity be more specific and explicit.

A motion was made by Trustee Caglia and seconded by Trustee Nishinaka that the Board approve the 2013-2014 board goals, as amended, to guide the work of the Board and the chancellor. The motion carried without dissent.

Consideration to  
Adopt the Mission,  
Vision, and Values  
Statements in the  
2013-2017  
Colleges/Centers  
Strategic Plans  
13-55

Action

A motion was made by Trustee Leal and seconded by Trustee Nishinaka that the Board adopt the proposed Mission, Vision, and Values statements for the 2013-2017 Colleges/Centers Strategic Plans, as presented. The motion carried without dissent.

Consideration to  
Adopt the 2013-2017  
Colleges/Centers  
Strategic Plans  
13-56  
Action

A motion was made by Trustee Smith and seconded by Trustee Patterson that the Board adopt the proposed 2013-2017 Colleges/Centers Strategic Plans, as presented. The motion carried without dissent.

Consideration to  
Accept the District's  
Governmental  
Accounting Standards  
Board (GASB 45)  
Actuarial Valuation  
Report  
13-57  
Action

Mr. Eng introduced Brett Schwab from Grant Thornton LLP who reviewed the GASB 45 and 2012-2013 Valuation of Post-employment Benefits Report. A motion was made by Trustee Patterson and seconded by Trustee Leal that the Board accept the GASB 45 Actuarial Valuation Report, as presented. The motion carried without dissent.

Consideration to  
Change the Date of  
the October Board of  
Trustees Meeting  
13-58  
Action

A motion was made by Trustee Leal and seconded by Trustee Nishinaka that the Board reschedule its October meeting to Thursday, October 10. The motion carried without dissent.

Disclosure of  
Collective Bargaining  
Agreement, State  
Center Community  
College District Peace  
Officers' Association,  
Teamsters Local 856  
and Public Hearing  
13-59  
No Action

Diane Clerou stated the State Center Community College District Peace Officers' Association (POA) and the district reached a tentative agreement for a new one-year collective bargaining agreement from July 1, 2012, through June 30, 2013. At this time, it is appropriate to open the meeting for comments from the public relative to the tentative agreement. Following the opportunity for public input, no action is necessary, as the Board will consider the proposal in closed session.

Board President Barreras opened the meeting for comments from the public relative to the tentative agreement at 6:40 p.m.

President Barreras closed the public hearing at 6:41 p.m.

Delegations,  
Petitions, and  
Communications

None



Closed Session

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

- A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE, Pursuant to Government Code Section 54957
- B. CONFERENCE WITH LABOR NEGOTIATOR [SCFT Full-time Bargaining Unit; SCFT Part-time Bargaining Unit, California School Employees Association Bargaining Unit, and SCCC Peace Officers Association]; Diane Clerou, Pursuant to Government Code Section 54957.6
- C. CONFERENCE WITH LABOR NEGOTIATOR [Unrepresented Employees: President of Fresno City College, Campus President of Willow International Community College Center, Vice Chancellor of Finance and Administration, Vice Chancellor of Educational Services and Institutional Effectiveness]; Deborah G. Blue, Pursuant to Government Code Section 54957
- D. CONFERENCE WITH LABOR NEGOTIATOR [Unrepresented Employee: Chancellor]; Isabel Barreras, Pursuant to Government Code Section 65957
- E. PUBLIC EMPLOYMENT, Pursuant to Government Code Section 54957
  - 1. Interim Vice President of Instruction, Reedley College

President Barreras also announced that the Board will be discussing consent agenda item 13-27HR, as previously stated [as permitted by Government Code section 54957(b)(1)].

President Barreras called a recess at 6:45 p.m.

Report of Closed Session

The Board moved into open session at 9:10 p.m.

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

Consideration to Ratify Collective Bargaining Agreement, State Center Community College District Peace Officers' Association, Teamsters Local 856 [13-60]  
Action

A motion was made by Trustee Leal and seconded by Trustee Nishinaka that the Board ratify the Collective Bargaining Agreement, State Center Community College District Peace Officers' Association, Teamsters Local 856.

The motion carried without dissent.

Consideration to Authorize New Employment Contracts for Unrepresented Employees: President of Fresno City College, Campus President of Willow International Community College Center, Vice Chancellor of Finance and Administration, Vice Chancellor of Educational Services and Institutional Effectiveness

[13-61]

Action

A motion was made by Trustee Leal and seconded by Trustee Caglia that the Board authorize new employment contracts for unrepresented employees: President of Fresno City College, Campus President of Willow International Community College Center, Vice Chancellor of Finance and Administration, Vice Chancellor of Educational Services and Institutional Effectiveness. The motion carried without dissent.

Consideration to Authorize New Employment Contract for Unrepresented Employee: Chancellor

[13-62]

Action

A motion was made by Trustee Caglia and seconded by Trustee Leal that the Board authorize a new employment contract for unrepresented employee: Chancellor. The motion carried without dissent.

Consideration to Appoint Interim Vice President of Instruction, Reedley College

[13-63]

Action

A motion was made by Trustee Caglia and seconded by Trustee Nishinaka that the Board appoint David Clark to serve as Interim Vice President of Instruction, Reedley College, with placement on the management salary schedule at range 66 step 8 (\$12,178/monthly), effective July 1, 2013, through August 6, 2013. The motion carried without dissent.

Employment, Change  
of Status, Academic  
Personnel  
[13-27HR]  
Action

Approve academic personnel recommendations, items A through C, as amended (Pulled from Consent Agenda for further discussion during closed session)

A motion was made by Trustee Caglia and seconded by Trustee Smith that the Board approve Consent Agenda item 13-27HR, academic personnel recommendations, items A through C, as amended. The motion passed without dissent.

Adjournment

The meeting was adjourned at 9:20 p.m. by unanimous consent.

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

na

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

PRESENTED TO BOARD OF TRUSTEES

DATE: August 6, 2013

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

ITEM NO. **AMENDED**  
13-36HR

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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, items A through **D**, as presented.

ACADEMIC PERSONNEL RECOMMENDATIONS

- A. Recommendation to change the contractual duty days effective August 7, 2013 for the following person:

<u>Name</u>	<u>Campus</u>	<u>From</u>	<u>To</u>	<u>Position</u>
Souza, Theresa E.	MC	179	187	Nursing Coordinator

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

<u>Name</u>	<u>Campus</u>	<u>Effective Date</u>	<u>Position</u>
Yates, Susan E.	FCC	September 1, 2013	Athletic Director/Instructor

- C. Recommendation to accept the resignation from the following person:

<u>Name</u>	<u>Campus</u>	<u>Effective Date</u>	<u>Position</u>
<b>Whiteside, Christopher J.</b>	<b>FCC</b>	<b>August 23, 2013</b>	<b>Dean of Instruction</b>

- D. Recommendation to employ the following person as Training Institute Trainer:

<u>Name</u>	<u>Campus</u>	<u>Class &amp; Step</u>	<u>Hourly Rate</u>	<u>Date</u>
Herb, Rhonda	FCC	Trainer VI	\$55.86	June 26, 2013

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

PRESENTED TO BOARD OF TRUSTEES

DATE: August 6, 2013

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

ITEM NO. 13-37HR

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EXHIBIT: Classified Personnel Recommendations

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Recommendation:

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

CLASSIFIED PERSONNEL RECOMMENDATIONS

A. Recommendation to employ the following persons as probationary:

Name	Location	Classification	Range/Step/Salary	Date
Nava-Perez, Gonzalo	MC	Upward Bound Assistant Position No. 4043	52-A \$3,496.83/mo.	06/27/2013
Barbeiro, Janet	DO	Secretary to the Vice Chancellor Position No. 1065	58-A \$4,347.33/mo.	07/01/2013
Gao, Lili	FCC	Institutional Research Coordinator Position No. 2164	66-A \$4,921.25/mo.	07/01/2013

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

Name	Location	Classification	Range/Step/Salary	Date
Maldonado, Jacqueline	MC	Upward Bound Assistant Position No. 4042	52-A \$20.17/hr.	06/06/2013
Rice, Mary	FCC	Admission and Records Manager Position No. 1210	34-1 (Mgmt) \$5,134.50/mo.	06/18/2013
Luna Mendoza, Tomas	MC	Custodian Position No. 4011	41-A \$15.38/hr.	06/20/2013
Martinez, Luis	MC	Custodian Position No. 4011	41-A \$15.38/hr.	06/21/2013
Gonzalez, Rebecca	DO	Phone Communications Operator I Position No. 1010	38-A \$14.32/hr.	06/27/2013
Gross, Nancy	MC	Office Assistant III Position No. 4003	48-E \$3,857.25/mo.	07/01/2013
Phillips, Christine	DO	Human Resources Analyst Position No. 1063	64-A \$4,687.67/mo.	07/01/2013
Tafoya, Vincent	DO	Human Resources Specialist Position No. 1162	54-A \$21.19/hr.	07/01/2013

Classified Personnel Recommendation

Page 2

- 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 (cont'd).

Name	Location	Classification	Range/Step/Salary	Date
Hopper, Lorrie	WI	Vice President of Administrative Services Position No. 5053	66-1 (Mgmt) \$10,876.88/mo.	07/03/2013
Perez, Veronica	FCC	Instructional Assistant – Nursing Position No. 8507	62-A \$25.74/hr.	07/03/2013
Card, Joshua	FCC	Office Assistant III Position No. 2051	48-A \$18.32/hr.	07/18/2013
Aguilar, Emalee	FCC	Administrative Secretary I Position No. 2337	48-A \$18.32/hr.	07/22/2013
Barnett, Patricia	FCC	Administrative Secretary I Position No. 2260	48-A \$18.32/hr.	07/22/2013
Torres, Sergio	RC	Micro Computer Specialist Position No. 3046	60-A \$24.53/hr.	07/22/2013
Young, Rayneisha	DO	Human Resources Assistant – Confidential Position No. 1046	57-A \$24.54/hr.	07/22/2013

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

Name	Location	Classification	Hourly Rate	Date
Gonzalez, Marisa	FCC	Playground Assistant I	\$10.00/hr.	06/21/2013

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

Name	Location	Classification	Range/Step/Salary	Date
Phillips, Christine	MC	Office Assistant III Position No. 4003 to	48-C \$3,496.83/mo. to	07/01/2013
	DO	Human Resources Specialist Position No. 1162	54-A \$3,673.58/mo.	



Classified Personnel Recommendation

Page 3

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

Name	Location	Classification	Range/Step/Salary	Date
Figueroa, Rebecca	RC	Food Service Worker II	36-E	07/27/2013
		Position No. 3041 to	\$2,946.25/mo. to	thru
		Cook	43-C	08/01/2013
		Position No. 3041	\$3,166.33/mo.	

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

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

Name	Location	Classification	Date
Martin, Barbara	DO	Administrative Aide	07/08/2013
		Position No. 1006	thru
			08/31/2013

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

May, Douglas	RC	Bookstore Sales Clerk I -	08/05/2013
		Seasonal	thru
		Position No. 8051	08/23/2013

(Personal leave of absence per Article 13, Section 2 of the CSEA contract)

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

Name	Location	Classification	Date
Reyna, Jesus	RC	Bookstore Sales Clerk I - Seasonal Position No. 8045	06/05/2013
Edens-Paul, Rebecca	FCC	Sign Language Interpreter III Position No. 2394	06/10/2013
Burg, Daniel	RC	Bookstore Sales Clerk I - Seasonal Position No. 8115	06/14/2013
Antonio, Estefana	MC	Early Childhood Education Specialist Position No. 4007	06/30/2013
Curnutte, Crystal	FCC	Bookstore Seasonal Assistant Position No. 8024	07/01/2013
Ram, Kimberley	DO	Buyer Position No. 1126	07/05/2013
Golden, Heather	FCC	Bookstore Sales Clerk I - Seasonal Position No. 8020	07/15/2013
Lorenzano, Adelfa	RC	College Center Assistant Position No. 3086	07/31/2013

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

PRESENTED TO BOARD OF TRUSTEES

DATE: August 6, 2013

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SUBJECT: Consideration to Approve Revised Duties for Benefits Specialist – Confidential, Human Resources Assistant – Confidential, and Human Resources Technician – Confidential

ITEM NO. 13-38HR

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EXHIBIT: None

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Background:

District human resources currently needs to recruit for two vacant positions. They are benefits specialist and human resources assistant. The Personnel Commission determined that ultimately all of the human resources classifications will need to be updated. However, in order to recruit and test appropriately, the Personnel Commission recommends these classifications be updated now. Although a human resources technician position is not currently vacant, it is in a series with the human resources assistant; therefore, it is logical to update that class specification as well. These classification specifications need to be updated to more accurately reflect the actual duties being performed.

According to Education Code Section 88009, the Board of Trustees shall fix and prescribe the duties to be performed by all persons in the classified service. Following the Board's approval of the revised duties, the director of classified personnel will update the minimum qualification requirements and knowledge and abilities. Those revisions will then be forwarded to the Personnel Commission for approval according to Education Code Section 88095.

Examples of Duties:

**Benefits Specialist – Confidential**

Benefits Administration

Performs a wide variety of complex duties including but not limited to:

- Plan, develop, organize, and lead the functions in the administration and implementation of employee benefit programs.
- Administer district health insurance program which includes monitoring, researching, and coordinating changes in benefit options, overseeing billing, and resolving issues.
- Administer the district's long-term disability (LTD) program which includes reviewing applications, completing eligibility audits, preparing LTD payments, and handling all correspondence.

- Organize and coordinate the services and activities of the district's employee Internal Revenue Code (IRC) Section 125 plan.
- Coordinate annual open enrollment period and handle all necessary functions such as preparing benefit enrollment information and working with vendors to ensure accurate enrollment of all eligible employees, retirees, and their dependents.
- Explain benefit options available according to collective bargaining agreements, personnel commission rules, board policies and administrative regulations.
- Determine eligibility, process enrollment change forms, and process applications for employees and/or retirees in district offered plans and programs.
- Organize and coordinate dependent audits.
- Maintain premium deductions in database and update as needed.
- Prepare and authorize payments for benefit plans and other vendors that perform services for the benefits office.
- Develop, implement, and enforce policies, regulations, and operational procedures.
- Remain current on benefits related laws and policy changes.
- Review, audit, revise, and maintain summary plan documents, contracts, plan agreements, insurance policies and procedures as necessary.
- Enter and retrieve information from insurance carrier and/or vendor websites.
- Ensure maintenance of State Center Community College benefit website.
- Prepare reports and proposals for labor negotiations, conduct research, and provide input as requested.
- Research and prepare federal, state and district mandated reports.
- Serve on the Fresno Area Self Insurance Benefits Organization (FASBO)/EdCare board and is a voting member of the district.
- Provide information and guidance on benefit plans, eligibility requirements, enrollment procedures, insurance claims resolution, coverage, and other related issues.
- Plan and conduct workshops on employee benefit options.
- Assign, monitor, and review the work of other employees.
- May perform other related duties as needed.

#### Workers Compensation

Performs a wide variety of complex duties including but not limited to:

- Administer the district workers compensation self-funded plan which includes reviewing, preparing, processing, and coordinating all functions in relation to work related injuries and workers compensation administration.
- Authorize initial treatment of injured workers at district approved medical facilities.
- Review injury reports to ensure completeness and accuracy of information.
- Monitor and approve workers compensation leave usage in accordance with collective bargaining agreements, board policies, administrative regulations, and workers compensation laws and regulations.
- Contact employees and/or managers to discuss injuries and assist throughout the workers compensation process which includes explaining the interactive discussion process and attending those meetings as needed.

- Communicate with program administrators, medical providers, students, and employees to coordinate activities.
- Research, resolve and respond to inquiries and/or correspondence pertaining to injured workers.
- Review and authorize ergonomic assessment requests and work with the Office of Environmental Health and Safety to reduce the incidents of work related accidents or injuries.
- Meet with administrators to review workers compensation related issues to resolve problems and prevent future claims.
- Ensure compliance with the department of transportation drug and alcohol testing regulations which includes coordinating training, testing, and other related activities.
- Compile and analyze claims data and make recommendations for policy changes.
- Prepare various complex reports, review permanent and temporary disability benefits, and audit reports from third party administrators to ensure accuracy.
- Assemble records for hearings and trials and attend workers compensation trials and hearings.
- Represent or assist with representing the district's interests with various organizations such as brokers, claims administrators, investigators, regulatory and enforcement agencies, insurers, and joint powers authorities.
- Plan and conduct workshops on workers compensation policies and procedures.
- Interpret, apply, evaluate, and recommend language for board policies, administrative regulations, personnel commission rules and other documents related to workers compensation.
- Coordinate job analysis studies or related activities to ensure adherence to appropriate legal mandates, policies, regulations, and district standards.
- Remain up to date on laws, regulations, policies, and procedures pertaining to workers compensation.
- May perform other related duties as needed.

### **Human Resources Assistant – Confidential**

Performs a wide variety of complex duties including but not limited to:

- Coordinate employment processing including conducting new hire orientation, ensure completion of pre-employment requirements and documents, determine salary placement and calculate salary, enter data into the human resources information system (HRIS), process personnel transactions, and create employment reports.
- Coordinate the recruitment and selection process of faculty and educational administrators, maintains and utilizes applicant tracking system, prepares job announcements and advertisements, screens applications for minimum qualifications, answers questions from applicants, staff, and the public, and coordinates activities with hiring managers throughout the process.
- Process employee status changes and ensure compliance with board policies, administrative regulations, and other laws, rules and regulations.

- Prepare and submit agenda items summarizing employee transactions and status changes to the board of trustees for approval.
- Monitor the faculty assignment tracking which includes load, position control, leaves, transfers, verifications of assignments, and issuance of contract of employment.
- Prepare the employment contracts as directed, collects and analyzes data for contract assignments including eligibility for sabbaticals, leave of absences, optional retirement programs, tenure status of probationary employees, and monitors contract service days.
- Provide the payroll department with a variety of information and documentation required to pay employees and ensures that all personnel transactions are processed properly and in a timely manner.
- Coordinate activities for the annual employee recognition award ceremony, generates list of employees with milestone anniversaries, delegates assignments, and ensures deadlines are met.
- Responsible for advising management and staff on employee leave rights under the Family Medical Leave Act (FMLA), the California Family Rights Act (CFRA), Americans with Disabilities Act (ADA), Pregnancy Disability Leave Act (PDL), and other state and federal laws.
- Coordinate the processing of leave requests, prepares and mails correspondence and completes various forms required by state and federal law, requests medical certification forms as necessary to verify eligibility, determines if absences will be applied to FMLA, CFRA, or PDL leave, tracks absences, notifies employee when leaves have been exhausted, and applies on the employee's behalf for CalPERS disability retirement in accordance with applicable law.
- Collect compensation data and conduct salary and benefit surveys to make recommendations on salary placement and participate in surveys from various colleges, governmental agencies, unions and other organizations.
- Extract, organize, and analyze data from computer system, troubleshoots and corrects errors, researches and organizes information to produce technical reports in compliance with applicable laws and district procedures, and submits information to governmental agencies.
- Participate in the collective bargaining process which includes providing technical support, making recommendations on contract language and salary placement, creating mathematical models and providing alternatives, maintaining the official record of collective bargaining sessions, updating and distributing the contract upon completion.
- Maintain and update computer applications and human resources information system to meet user requirements for personnel information processing, and identifies and troubleshoots problems with programs and database.
- Responsible for position control and provides quality control of data entered into the human resources information system and verifies data input from campus locations are in compliance with district procedures and other applicable regulatory provisions.
- Ensure district human resources website remains up to date.

- Review and process applications or requests for salary advancement or professional growth in compliance with collective bargaining agreements and researches eligibility for step and longevity increases.
- Advise administrators, employees, and bargaining unit representatives on policies, procedures, and the interpretation and application of collective bargaining agreements, personnel commission rules, and state and federal laws.
- Advise district personnel and individuals regarding instructor credentials and assignment.
- Assist the colleges with the academic equivalency process.
- Attend various district-wide and college committee meetings, as designated by management, to represent the human resources department.
- Develop, implement and revise policies, procedures, and operational guidelines to improve processes.
- Maintain official employee records and files for district employees, and research employment histories to create reports, resolve problems, and to respond to inquiries.
- Assist management with various studies by researching, collecting and organizing information.
- Assist with drafting duties for classification specifications and make recommendations to personnel commission on education, experience, and other requirements of a classification specification.
- Assist management with special projects as directed.
- Attend seminars, conferences, and workshops to enhance and maintain knowledge of state and federal regulations affecting human resources.
- Assign, review, and monitor the work of others, and prioritizes assignment to ensure deadlines are met.
- Perform other duties as assigned.

### **Human Resources Technician – Confidential**

- Process paperwork for newly hired employees including conducting new hire orientation, ensure completion of pre-employment requirements and documents, determine salary placement and calculate salary, enter data into the human resources information system (HRIS), processes personnel transactions, create personnel files, and create employment reports.
- Assist with the recruitment and selection process of faculty and educational administrators, utilize applicant tracking system, screen applications for minimum qualifications, and answer questions from applicants, staff, and the public.
- Perform a variety of specialized technical work for the human resources department such as preparing application materials, preparing new hire packets with the appropriate new hire information including forms and pamphlets required by law.
- Process employee status changes and ensure compliance with board policies, administrative regulations, and other laws, rules, and regulations.
- Assist in preparing agenda items summarizing employee transactions and status changes to the board of trustees for approval.

- Provide the payroll department with a variety of information and documentation required to pay employees and ensure that all personnel transactions are processed properly and in a timely manner.
- Assist in the coordination of the annual employee recognition award ceremonies which includes verifying and ordering inventory, work with campus contacts to verify employee data and to ensure deadlines are met, prepare retiree list and employment histories, update and make corrections to list of employees with milestone anniversaries, presents awards, and generates ending inventory report.
- Assist with the processing of leave requests, prepare and mail correspondence and complete various forms required by state and federal law, request medical certification forms as necessary to verify eligibility, determine if absences will be applied to the Family Medical Leave Act (FMLA), the California Family Rights Act (CFRA), or the Pregnancy Disability Leave Act (PDL), track absences, and notify employee when leaves have been exhausted.
- Maintain employee evaluation schedule, update database and records, produce and distribute reminders and evaluation forms, and ensures compliance with the collective bargaining agreement, personnel commission rules, board policies, administrative regulations, and other applicable laws.
- Prepare, reconcile, audit, and approve fingerprint billing and tracking components.
- Provide information to employees on the fingerprinting process, including costs and approved sites, track process through final clearance through the applicable government agency, informs management of disqualifying or questionable offenses for review and direction, and maintain strict confidentiality of records.
- Maintain and track records of required tuberculosis (TB) testing, notifies employees of expired results, provides information on student health services hours, and notifies management of noncompliant employees.
- Maintain and track completion of employee injury and illness prevention program (IIPP) training for district employees.
- Review, research, and process unemployment claims and submits new hire report to the Employment Development department (EDD).
- Participate in the collective bargaining process which includes provide technical support, make recommendations on contract language, take notes and updates and distribute contract upon completion.
- Collect compensation data and conduct salary and benefit surveys, and participate in surveys from various colleges, governmental agencies, unions and other organizations.
- Enter and retrieve data from computer system, research and organize information to produce technical reports in compliance with applicable laws and district procedures, and submit information to governmental agencies.
- Assist with position control and provide quality control of data entered into the human resources information system and verifies data input from campus locations are in compliance with district procedures and other applicable regulatory provisions.
- Ensure that district human resources website remains up to date.

- Review and process applications or requests for salary advancement or professional growth in compliance with collective bargaining agreements and research eligibility for step and longevity increases.
- Communicate with applicants, employees, supervisors, and administrators concerning human resource policies, procedures, collective bargaining agreements, personnel commission rules, and state and federal laws.
- Provide information on salaries, credentials, and district procedures to job applicants, employees, and administrators for academic recruitments.
- Attend various meetings to represent the human resources department.
- Develop, implement, and revise policies, procedures, and operational guidelines to improve processes.
- Maintain official employee records and files for district employees, and research employment histories to create seniority lists and orders of layoff, resolve problems, and to respond to inquiries.
- Attend seminars, conference, and workshops to enhance and maintain knowledge of state and federal regulations affecting human resources.
- Assist management with special projects as directed.
- Performs other duties as assigned.

Recommendation:

It is recommended the Board of Trustees approve revisions to update job duties for the Benefits Specialist – Confidential, Human Resources Assistant – Confidential, and Human Resources Technician – Confidential.



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

PRESENTED TO BOARD OF TRUSTEES

DATE: August 6, 2013

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SUBJECT:    Consideration to Approve District  
              Membership in Educational Organization

ITEM NO.    13-58G

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EXHIBIT:    None

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Background:

The 2013-2014 dues invoice for the district's institutional membership in the Community College League of California (CCLC) has been received. The CCLC dues for 2013-2014 are \$32,034 and have increased by \$604 over the previous year.

Recommendation:

It is recommended the Board of Trustees approve the 2013-2014 institutional membership in the Community College League of California for \$32,034.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: August 6, 2013

---

SUBJECT: Review of District Warrants and Checks

ITEM NO. 13-59G

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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	\$17,708,416.73	06/12/13 to 07/16/13
Fresno City College Bookstore	226,063.06	06/12/13 to 07/16/13
Reedley College Bookstore	161,432.62	06/12/13 to 07/16/13
Fresno City College Co-Curricular	108,225.89	06/11/13 to 07/15/13
Reedley College Co-Curricular	56,052.30	06/08/13 to 07/08/13
Total:	<u>\$ 18,260,190.60</u>	

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

PRESENTED TO BOARD OF TRUSTEES

DATE: August 6, 2013

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SUBJECT:    Consideration to Approve District Bank  
              Account Signatories

ITEM NO.    13-60G

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EXHIBIT:    List of District Bank Accounts

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Background:

Annually, the district reviews the list of bank accounts used throughout the district. Accounts that have been newly established, closed, or require a change in the signatories are noted in the exhibit.

Recommendation:

It is recommended the Board of Trustees approve the list of district bank accounts, as presented, and authorize the positions listed as the approved account signatories.

## STATE CENTER COMMUNITY COLLEGE DISTRICT BANK ACCOUNTS

### DISTRICT OFFICE - Bank Accounts

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**Bank of America**  
5292 North Palm  
Fresno, CA 93704

<u>Account Name</u>	<u>Acct Number</u>	<u>Authorized Positions</u>
Payroll Clearing Account	██████████ 1371	Chancellor
Traffic Fines Clearing Account	██████████ 1427	Assoc. VC, Human Resources
FCC Clearing Account	██████████ 1553	Vice Chancellor, Finance & Admin
SCCCD North Centers Account	██████████ 0007	Director of Finance
SCCCD Federal/State/EFT	██████████ 0018	
SCCCD Electronic Payment Processing	██████████ 4413	

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**Bank of America**  
Calwa Branch  
2611 South Cedar  
Fresno, CA 93725

<u>Account Name</u>	<u>Acct Number</u>	<u>Authorized Positions</u>
CTC Clearing Account	██████████ 0059	Chancellor Assoc. VC, Human Resources Vice Chancellor, Finance & Admin Director of Finance

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**Rabobank, N.A.**  
1003 "I" Street  
Reedley, CA 93654

<u>Account Name</u>	<u>Acct Number</u>	<u>Authorized Positions</u>
Reedley College Clearing Acct.	██████████ 5920	Chancellor
Reedley College Food Services	██████████ 5044	Assoc. VC, Human Resources
Reedley College Dorm	██████████ 5052	Vice Chancellor, Finance & Admin Director of Finance

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**Wells Fargo**  
Fashion Fair Office  
715 E. Shaw  
Fresno, CA 93710

<u>Account Name</u>	<u>Acct Number</u>	<u>Authorized Positions</u>
Revolving Fund	██████████ 5829	Chancellor Assoc. VC, Human Resources Vice Chancellor, Finance & Admin Director of Finance

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**STATE CENTER COMMUNITY COLLEGE DISTRICT  
BANK ACCOUNTS**

**DISTRICT OFFICE - Bank Accounts**

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Wells Fargo  
Fresno Reg. Commercial Banking Office  
1206 Van Ness Avenue  
Fresno, CA 93721

Account Name  
Letter of Credit Account

Acct Number  
[REDACTED] 4741

Authorized Positions  
Chancellor  
Assoc. VC, Human Resources  
Vice Chancellor, Finance & Admin  
Director of Finance

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Bank of the West  
2035 Fresno Street  
Fresno, CA 93721

Account Name  
SCCCD Merchant Account

Acct Number  
[REDACTED] 9836

Authorized Positions  
Chancellor  
Assoc. VC, Human Resources  
Vice Chancellor, Finance & Admin  
Director of Finance

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Franklin-Templeton  
3344 Quality Drive  
P.O. Box 2258  
Rancho Cordova, CA 95741-2258

Account Name  
Franklin US Government Securities Fund

Acct Number  
[REDACTED] 7343

Authorized Positions  
Vice Chancellor, Finance & Admin  
Director of Finance

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# STATE CENTER COMMUNITY COLLEGE DISTRICT BANK ACCOUNTS

## FRESNO CITY COLLEGE - Bank Accounts

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Bank of America  
Tower Branch  
1264 North Wishon  
Fresno, CA 93728

<u>Account Name</u>	<u>Acct Number</u>	<u>Authorized Positions</u>
Co-Curricular Activity	0183	VP of Instruction, FCC
Federal Financial Asst.	0185	VP of Admin Svcs, FCC
State Cal Grant Interest Bearing	0356	Accounting Supervisor, FCC

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Rabobank, N.A.  
1003 "I" Street  
Reedley, CA 93654

<u>Account Name</u>	<u>Acct Number</u>	<u>Authorized Positions</u>
Campus Co-Curricular Activities (Credit Line)	8596	VP of Instruction, FCC VP of Admin Svcs, FCC Accounting Supervisor, FCC

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Bank of America  
Tower Branch  
1264 North Wishon  
Fresno, CA 93728

<u>Account Name</u>	<u>Acct Number</u>	<u>Authorized Positions</u>
Bookstore--Checking	0177	VP of Instruction, FCC
Bookstore--NaBanco Visa/Mastercard	2050	VP of Admin Svcs, FCC Vice Chancellor, Finance & Admin

# STATE CENTER COMMUNITY COLLEGE DISTRICT BANK ACCOUNTS

## REEDLEY COLLEGE - Bank Accounts

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Rabobank, N.A.  
1003 "I" Street  
Reedley, CA 93654

<u>Account Name</u>	<u>Acct Number</u>	<u>Authorized Positions</u>
Federal Direct Student Financial Aid	██████████ 2347	President, RC
State of CA Direct Student Financial Aid	██████████ 5372	VP of Students, RC
Scholarship & Loan	██████████ 1321	VP of Admin Svcs, RC
Co-Curricular	██████████ 5904	Accounting Supervisor, RC
Associated Student Body	██████████ 5912	

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Rabobank, N.A.  
1003 "I" Street  
Reedley, CA 93654

<u>Account Name</u>	<u>Acct Number</u>	<u>Authorized Positions</u>
Bookstore - Checking	██████████ 9303	VP of Admin Svcs, RC VP of Admin Svcs, FCC Vice Chancellor, Finance & Admin

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Bank of America  
P.O. Box 30746  
Los Angeles, CA

<u>Account Name</u>	<u>Acct Number</u>	<u>Authorized Positions</u>
Bookstore - Checking (North Centers)	██████████ 7311	VP of Admin Svcs, RC VP of Admin Svcs, FCC Vice Chancellor, Finance & Admin

**STATE CENTER COMMUNITY COLLEGE DISTRICT  
BANK ACCOUNTS**

**Bank Accounts - Closed**

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Rabobank, N.A.  
1003 "I" Street  
Reedley, CA 93654

**Closed 7-2-13**

Account Name  
Reedley College ATM Account

Acct Number  
[REDACTED] 5389

Authorized Positions  
President, RC  
VP of Students, RC  
VP of Admin Svcs, RC  
Accounting Supervisor, RC



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

PRESENTED TO BOARD OF TRUSTEES

DATE: August 6, 2013

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SUBJECT: Consideration to Authorize Sale of  
Surplus Property, Reedley College

ITEM NO. 13-61G

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EXHIBIT: List of Surplus Property

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Background:

The district has accumulated obsolete property, which is considered surplus and requires disposal. According to district policy, the administration requests board authority to dispose of surplus items by auction. As in the past and as directed by the Board of Trustees, obsolete equipment/property not sold will be made available to non-profit agencies in Fresno County.

Recommendation:

It is recommended the Board of Trustees authorize the sale of surplus property at Reedley College.

<b>REEDLEY COLLEGE SURPLUS 7/8/2013 EQUIPMENT INVENTORY</b>	
<b>Quantity</b>	<b>Item</b>
3 pallets	Miscellaneous Biology Items
several series	Obsolete instructional tapes ( VHS - cassettes )
1	Non OP microwave oven
1	Nordic Track - Stationary Bike
1	Overhead projector, lectern, filing cabinet
Misc.	2 tables 4 child chairs 1 rug
1	non op TV with tape player, projector, monitor, 2 laptop case
1	Pneumatic chassis lube dispenser
6 boxes	Miscellaneous Physics Items
4	small ramps from Physics
9	old Simpson amp meters
1 box	miscellaneous obsolete physics lab equipment
1 box	miscellaneous obsolete physics lab supplies
2	headlight aiming fixtures
1 box	Physics Robots
3	Oscilloscopes
3 pallets	Old desk chairs
4	Auto Refrigeration testers
8	Wooden cabinets
4	Old wooden desk
5	Old filing cabinets
2	Old food service ovens
1 pallet	Broken stage pieces
5 pallets	Old office cubical pieces
2 pallets	Old office chairs
3 pallets	Old telephone equipment
2	Metal cabinets
1	Broken metal picnic table
2	TV on cart
9 pallets	Obsolete computer equipment
1 pallet	Ex-president furniture
1	Paper shredder
2 box	Boxes of small wine glasses
1	Cannon digital document camera
1	12'x60' House Trailer
1	UTILITY CART
1	FORD F250 PK TRUCK 4WD
1	7FT CARRY-ALL GRATER
1	GRAPE HARVESTING TRAILER
1	SMALL UTILITY TRAILER

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

PRESENTED TO BOARD OF TRUSTEES

DATE: August 6, 2013

---

SUBJECT: Consideration to Adopt Resolution Authorizing Emergency Repair at AV1 Science Labs, Madera Center      ITEM NO. 13-62G

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EXHIBIT: Resolution No. 2013.21

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Background:

On July 1, 2013, it was discovered that a valve on a water line had failed causing property damage to four rooms in the Academic Village (AV1) classroom building at the Madera Center. This valve failure resulted in flooding of the microbiology prep room, two microbiology labs, and the nursing skills lab. With the approval and assistance of our insurance carrier, work began immediately to remove damaged materials and dry out the affected spaces. This action was necessary to mitigate property damage and ensure the safety of students and staff. If normal bidding procedures are used, repair and mitigation of the damage could not take place without advertising and board award. With authorization of an emergency resolution, repairs can be completed under the control of insurance constraints and in a timely fashion with limited interruption to events and facilities.

By unanimous vote and with the approval of the Fresno County Superintendent of Schools, Public Contract Code Section 20654(a) allows for emergency repairs necessary to any facility of the college to permit the continuance of existing college classes or to avoid danger to property. The administration is recommending the use of this provision to continue with the necessary repairs of the AV1 classrooms caused by the water line valve failure. Work protecting the facility from further damage is currently underway and further repair work can be performed upon approval of the emergency resolution. Any resulting agreement to perform the repair work will proceed without public bidding requirements, but will not exclude other requirements such as bonding, insurance, and prevailing wages.

Fiscal Impact:

While emergency repair costs are unknown at this time, the district is liable under insurance requirements for the first \$5,000 in cost. Valley Insurance Program Joint Powers Agency (VIPJA) will cover the next \$45,000, with Alliance of Schools for Cooperative Insurance Programs (ASCIP) covering any remaining balance.

Recommendation:

It is recommended the Board of Trustees:

- a) authorize Resolution No. 2013.21, by unanimous vote, for Emergency Repair at AV1 Science Labs, Madera Center, in accordance with Public Contract Code Section 20654 (a);
- b) accept approval from the Fresno County Superintendent of Schools for the emergency repair at AV1 Science Labs, Madera Center; and
- c) authorize the chancellor or vice chancellor of finance and administration to sign an agreement on behalf of the district.

**BEFORE THE BOARD OF TRUSTEES  
OF THE  
STATE CENTER COMMUNITY COLLEGE DISTRICT  
FRESNO COUNTY, CALIFORNIA**

**RESOLUTION NO. 2013.21**

**IN THE MATTER OF EMERGENCY CONTRACT WITHOUT BIDDING,  
AUTHORIZING EMERGENCY REPAIR AT AV1 SCIENCE LABS, MADERA  
CENTER**

**WHEREAS**, Public Contract Code Section 20654 authorizes a community college district to let contracts for repair, alterations, work, or improvements necessary to any facility to permit the continuance of school classes and/or to avoid danger to life or property upon the adoption of a resolution by unanimous vote of the governing board declaring the need to bypass bidding procedures required by Public Contract Code Section 20650, et seq.; and

**WHEREAS**, on July 1, 2013, it was discovered that the Academic Village 1 Building at Madera Center incurred property damage as the result of a failed water valve; and

**WHEREAS**, the result of this property damage requires immediate repair to secure and protect the facility, avoid further danger to the property, and permit the continuance of instruction; and

**WHEREAS**, employing the competitive bidding process of Public Contract Code Section 20650, et seq., would result in the repairs not being completed in a timely manner to allow continuance of instruction; and

**WHEREAS**, the conditions described above create an emergency situation that will have an impact on the safety of students, staff, and property.

**NOW, THEREFORE, BE IT RESOLVED**, based on the foregoing, the Board of Trustees of the State Center Community College District, by unanimous vote, declares an emergency exists under Public Contract Code Section 20654 and hereby requests approval of the Fresno County Superintendent of Schools to enter into a contract for the performance of labor and the furnishing of materials and supplies for the purpose of repairing the damage incurred at the Academic Village 1 Building at Madera Center without advertising for or inviting bids.

**IT IS FURTHER RESOLVED**, upon approval by the Fresno County Superintendent of Schools, the Board of Trustees authorize district administration to take whatever steps necessary to fulfill the purpose and intent of this resolution.

**PASSED AND ADOPTED** on this 6<sup>th</sup> day of August, 2013, by the following vote:

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

---

Board of Trustees Secretary  
State Center Community College District

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

PRESENTED TO BOARD OF TRUSTEES

DATE: August 6, 2013

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SUBJECT: Consideration of Claim, Kevynn Gomez

ITEM NO. 13-63G

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EXHIBIT: Confidential Claim

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Background:

The district is in receipt of a claim submitted by Kevynn Gomez and the Board is being asked to take action in accordance with Government Code section 900 *et seq.* The Board must reject the claim when there is a question of district liability and the amount of the claim is disputed. The claim has been submitted to the Valley Insurance Program Joint Powers Agency (VIPJPA) 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 Kevynn Gomez 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: August 6, 2013

---

SUBJECT: Consideration of Claim, Shawn Covert

ITEM NO. 13-64G

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EXHIBIT: Confidential Claim

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Background:

The district is in receipt of a claim submitted by Shawn Covert and the Board is being asked to take action in accordance with Government Code section 900 *et seq.* The Board must reject the claim when there is a question of district liability and the amount of the claim is disputed. The claim has been submitted to the Valley Insurance Program Joint Powers Agency (VIPJPA) 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 Shawn Covert 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: August 6, 2013

---

SUBJECT: Consideration to Establish Date for Special  
Board Meeting Regarding Technology Visioning

ITEM NO. 13-64

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EXHIBIT: None

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Background:

During the March 23, 2013, board retreat, Ms. Liz Murphy, CEO, and Ms. Carol Thomas of CampusWorks facilitated a technology visioning exercise with the Board of Trustees and the faculty, staff and administrative leadership of the district. CampusWorks used the results of the exercise to outline the desired student experience State Center Community College District wanted to create. In April, CampusWorks returned to the SCCCDC campuses with a draft student experience statement and conducted focus groups with faculty, staff, and students to gather feedback. The feedback obtained from the focus groups was utilized to further refine the statement and provide it to the trustees in survey form to obtain the trustees' feedback.

A special board meeting is requested to present the results of the trustees' survey responses and complete the technology visioning work with the Board. The visioning session will be focused on how to use technology to support and enable the student experience the district has defined. The intended outcome of the special meeting will be a draft technology vision statement for SCCCDC.

Recommendation:

It is recommended the Board of Trustees schedule a special board meeting to complete its technology visioning work on either September 17 or September 19, 2013, at 5:00 p.m.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: August 6, 2013

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SUBJECT: Disclosure of Collective Bargaining Tentative Agreement, California School Employees Association Chapter #379 for 2012-2015, and Public Hearing

ITEM NO. 13-65

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EXHIBIT: Tentative Agreement

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Background:

As a result of impasse with California School Employees Association (CSEA), on June 4, 2013, the Board of Trustees passed a resolution to implement terms and conditions. Imposed terms and conditions may, by statute, only remain in effect until the end of the fiscal year. Therefore, the CSEA representatives and the district representatives met on July 12, 2013, and were able to reach a tentative agreement for the period of July 1, 2012 through June 30, 2015.

The terms of the tentative agreement are as follows:

- CBA language not changed in this tentative agreement shall remain unchanged and supplements the Board Resolution of June 4, 2013.
- Article 1. TERM OF AGREEMENT. Three years from July 1, 2012 through June 30, 2015
- Article 32. OPENERS. During the fiscal years 2013-2014 and 2014-2015 either party may reopen negotiations on Article 30 and 33 plus two additional articles by submitting a proposal to the other party.

Recommendation:

At this time, it is appropriate to open the meeting for comments from the public relative to the tentative agreement. Following the opportunity for public input, no action is necessary, as the Board will consider the proposal in closed session.

JULY 12, 2013  
 TENTATIVE AGREEMENT BETWEEN THE STATE CENTER COMMUNITY  
 COLLEGE DISTRICT  
 AND  
 THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
 CHAPTER 379

CBA language not changed in this tentative agreement shall remain unchanged and supplements the Board Resolution of June 4, 2013.

CBA, Article 1. TERM OF AGREEMENT. ~~One year~~ **Three years** from July 1, 2012 through June 30, 2013**5**.

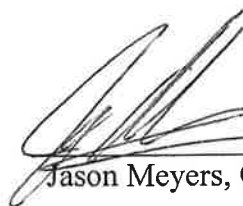
CBA, Article 32. OPENERS. Add language indicating that the District ~~both parties~~ will have the option to reopen: ~~all sections Article 30, Health and Welfare Benefits; Article 33, Pay and Allowances; and up to two (2) additional articles contained the agreement~~ in the CBA related to economic issues if, within the Board's ~~or CSEA's~~ discretion, there is a significant change in the District's financial condition. During the fiscal year 2013-2014 either party may reopen negotiations on Article 30 and 33 plus two additional articles; and Article 30, Article 33, plus two additional articles for fiscal year 2014-2015 by submitting a proposal to the other party. no later than the first regular board meeting in May (for 2013-2014, June) of the respective year. The Board shall hold the public hearing on the proposals at the June (for 2013-2014, July) Board meeting. Proposal for a successor agreement must be submitted no later than the first regular Board meeting during the May of the respective year. The Board shall hold the public hearing on proposals at the first regular Board meeting in June of the respective years.



Diane Clerou, Assoc. VC, HR



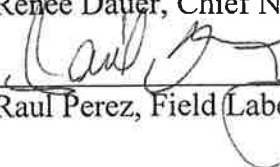
Samerah Campbell, Interim Dir. of HR



Jason Meyers, CSEA President



Renee Dauer, Chief Negotiator



Raul Perez, Field Labor Rep.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: August 6, 2013

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SUBJECT: Consideration to Approve Reorganization  
and Resolution of Layoff Eliminating Two  
District Operations Positions

ITEM NO. 13-66

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EXHIBIT: Resolution No. 2013.22; Organizational Charts

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Background:

The SCCCD Police Services Department provides police services to the campuses and centers 24 hours per day, 7 days a week. A vital component of these services is the dispatch center, which is also staffed 24 hours per day, 7 days a week. This requires that 21 eight-hour shifts be staffed every week. Currently, the department has two permanent full-time dispatchers who fill ten of the shifts each week. This requires that the remaining 11 shifts each week be filled by student aides. The positions are the communication link between the public and police to receive, interpret and transmit information essential for safety and security in both emergency and non-emergency situations related to police, fire and medical aid.

Examples of Dispatcher Duties

- Providing constant communications support to the police officers in the field
  - Providing critical information to officers prior to and during contact with suspects, including vehicle, record and warrant checks
  - Coordinating additional police response, as needed, for field officers, fire personnel, and other agencies
  - Coordinating police response with security, surveillance, fire and communication systems to assist daily field operations
- Receiving calls for service from the campuses, other agencies and the community
- Monitoring the districtwide fire and security alarms and coordinating responses, as needed, with police, other agencies and contractors
- Monitoring the districtwide camera systems and coordinating responses, as needed
- Initiating alarms during campus emergencies and participating in district wide testing of those systems, with follow-up documentation, as required
- Communicating with outside agencies and coordinating services during emergency responses
- Logging all calls for service

The dispatcher position provides services that are critical in maintaining officer safety and campus security. In addition, the dispatcher positions require Police Officer Standards Training (POST) certification. Staffing these positions with student aides over half of the time each week does not provide the level of expertise required to guarantee these services are provided constantly and consistently.

Administration is recommending eliminating two office assistant III positions, specifically position #1091 and #1119 in the SCCCD Operations Department, and using the salary savings to add two permanent and one permanent part-time dispatcher positions. This would increase the dispatcher positions to 4.5, which would staff all of the dispatcher shifts with permanent positions, including during holidays, vacations and sick time.

The duties currently performed by the clerical positions would be assumed by the dispatcher positions. Many of these duties would be performed during quiet times on the swing and graveyard shifts and by the permanent part-time position. The effected employees have seniority rights to “bump” into other positions or be placed in vacancies of a related classification, thereby not necessitating their termination from the district.

#### Fiscal Impact

By eliminating the office assistant III positions, there will be a total salary and benefit savings of \$151,282. The total cost of salary and benefits for the proposed dispatcher positions is \$129,050. This reorganization would net a yearly savings in salary and benefits of \$22,232.

#### Recommendation

It is recommended the Board of Trustees approve the reorganization and Resolution of Layoff authorizing the chancellor or her designee to give a notice of layoff to two full-time classified positions of the district, pursuant to the district’s rules and regulations and applicable provisions of the education code.

**STATE CENTER COMMUNITY COLLEGE DISTRICT  
RESOLUTION NO. 2013.22**

**AUTHORIZING NOTICES OF LAYOFF**

**WHEREAS**, the SCCCD Police Services Department provides necessary services to the campuses and centers 24 hours per day every day,

**WHEREAS**, the police dispatcher positions are the communication link between the public and police to receive, interpret and transmit information essential to the safety and security in both emergency and non-emergency situations related to police, fire and medical aid,

**WHEREAS**, it is vital to have sufficient, trained coverage of the district police dispatch unit at all times,

**WHEREAS**, the district has determined the services of two office assistant III positions in the SCCCD Operations Department should be eliminated in order to fund the staffing of additional district operations police department dispatchers,

**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 be discontinued by the following extent:

<u>District Operations</u>	<u>Position #</u>	<u>Date</u>
1. Office Assistant III	1091	October 7, 2013
2. Office Assistant III	1119	October 7, 2013

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

**BE IT FURTHER RESOLVED** that, the SCCCD chancellor is hereby authorized to give notices of layoff to two classified employees 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.

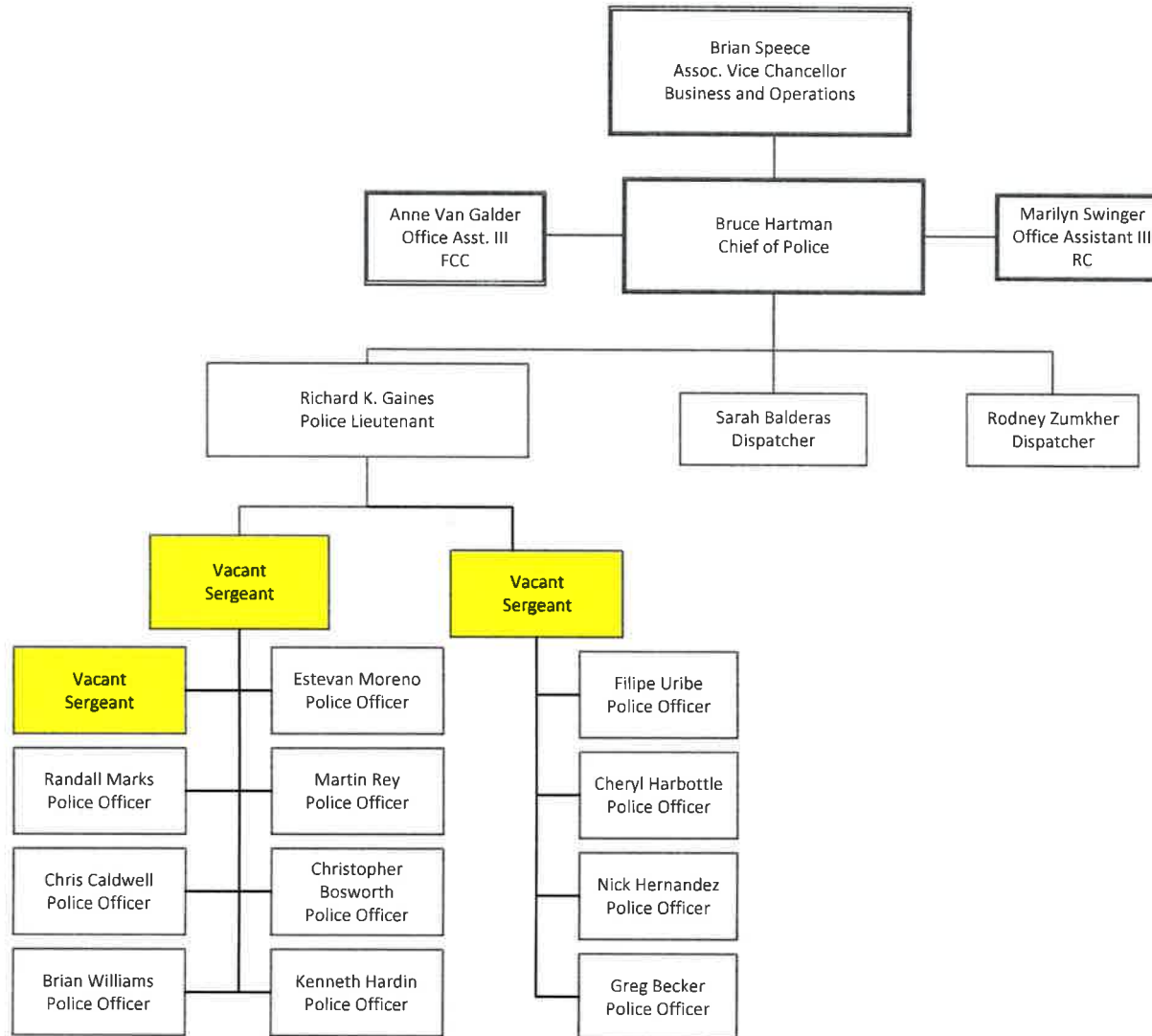
**PASSED AND ADOPTED** on this 6th day of August, 2013, by the following vote:

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

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

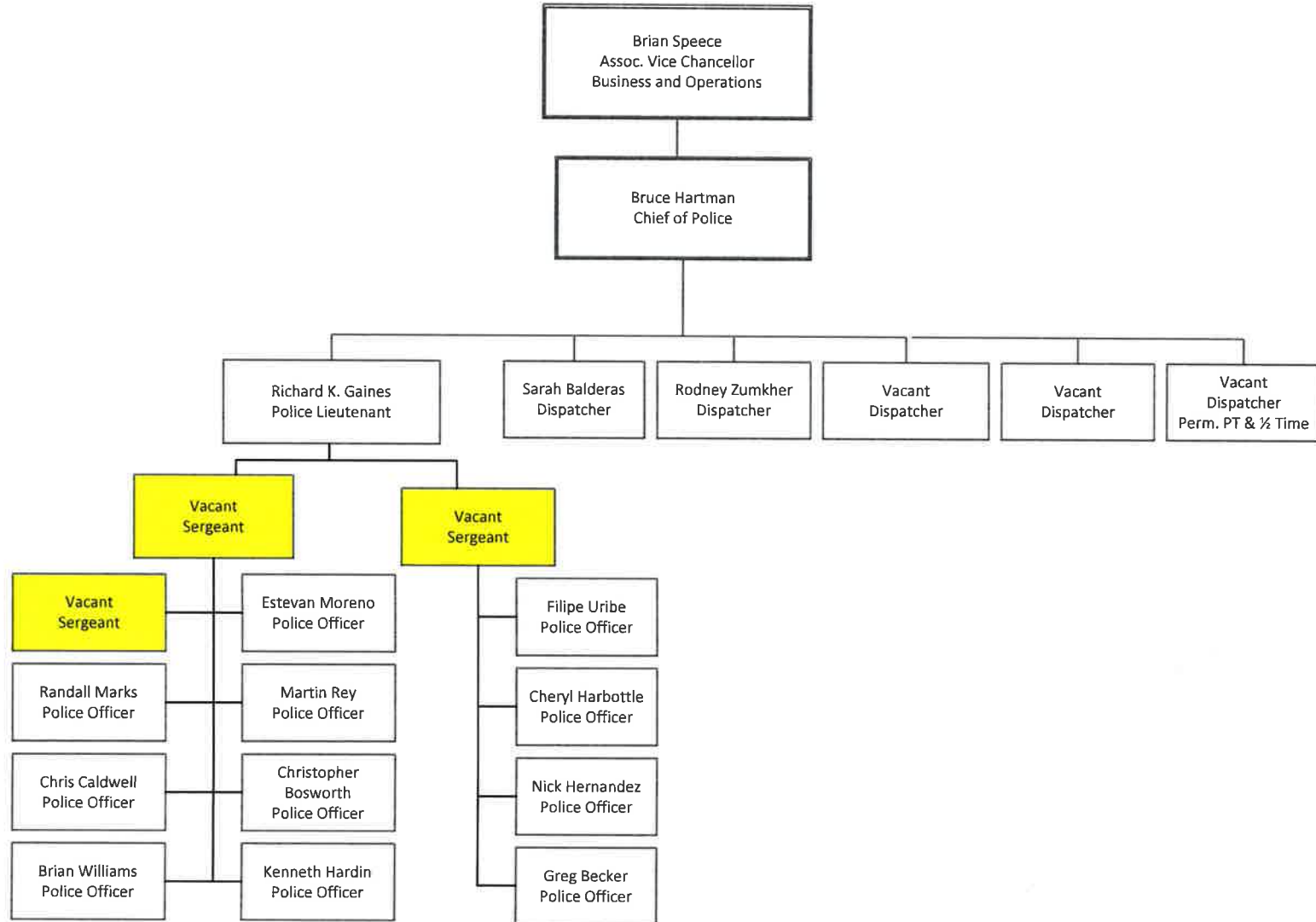


## District Operations – Police



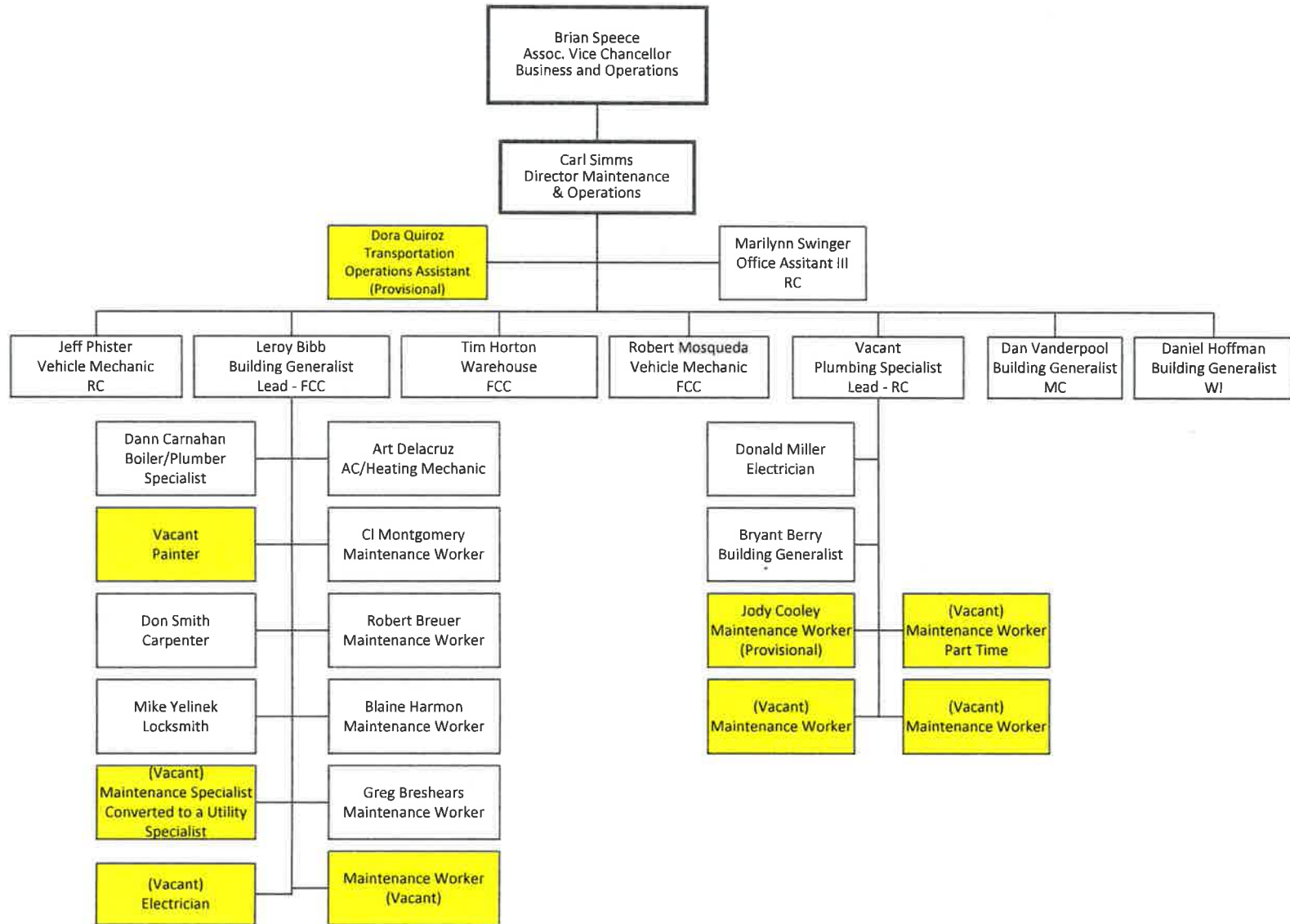


## District Operations – Police Services (Proposed)

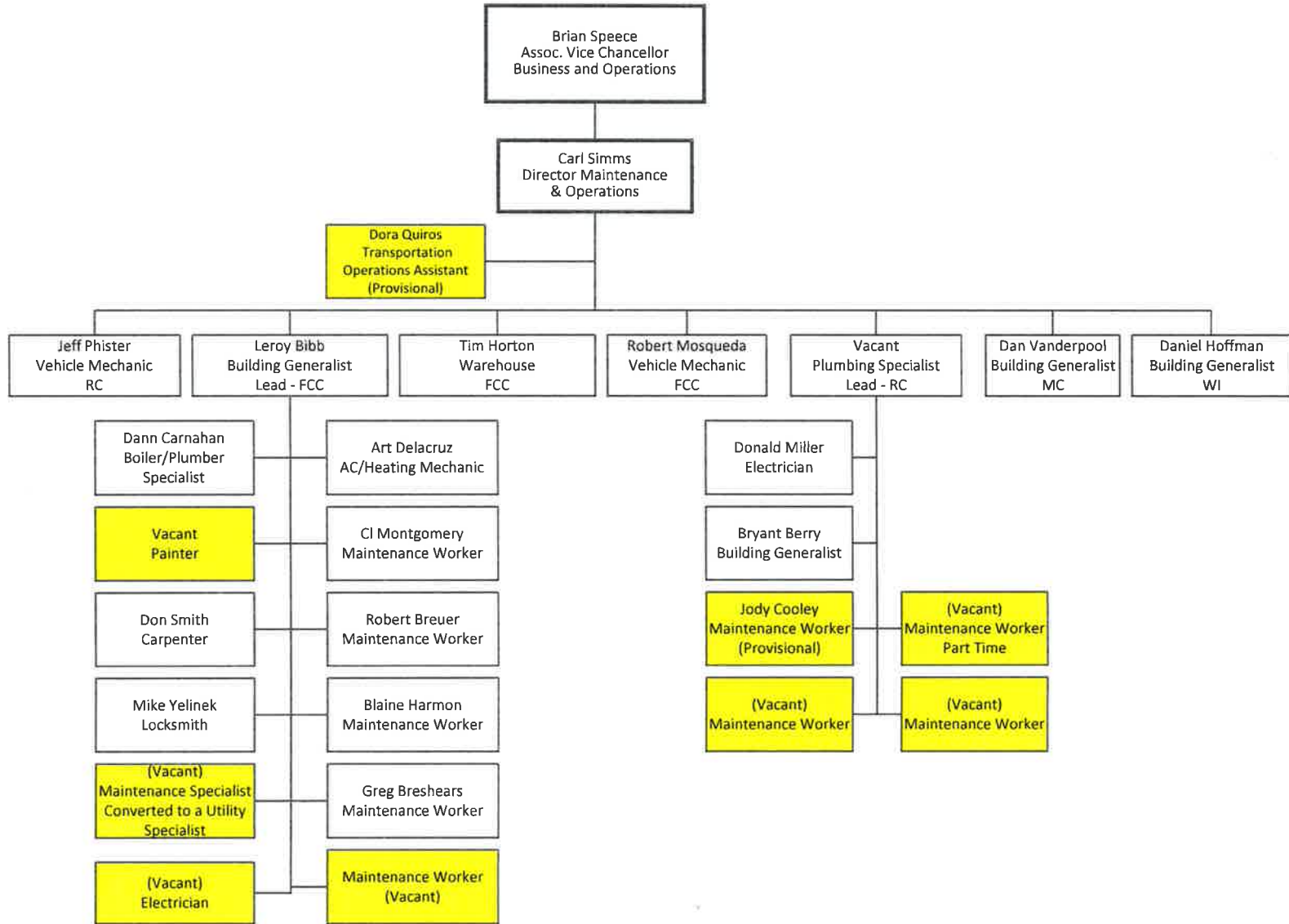




## District Operations - Maintenance & Operations



**District Operations - Maintenance & Operations (Proposed)**



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

PRESENTED TO BOARD OF TRUSTEES

DATE: August 6, 2013

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SUBJECT: Consideration to Approve One-year Special  
Assignment, District Liaison for Strategic and  
Integrated Planning

ITEM NO. 13-67

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EXHIBIT: Recent Action Letters from the ACCJC/WASC

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Background:

The Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (ACCJC/WASC) accredits associate degree granting institutions in California, Hawaii, the territories of Guam and American Samoa, the Commonwealth of the Northern Marianas, the Republic of Palau, the Federated States of Micronesia, and the Republic of the Marshall Islands. In November, 2011, ACCJC/WASC assigned teams to conduct the comprehensive accreditation evaluation visits that were due for Fresno City College and Reedley College, and the eligibility for candidacy visit for Willow International Community College Center (WICCC).

As a result of the visits the Commission took action to place the colleges on warning and deferred granting candidacy to WICCC. The primary concerns were the Commission assessment that the district as a whole and Reedley College had not satisfactorily resolved previous recommendations from the 2005 comprehensive visits. In November 2012, the Commission sent teams to conduct follow-up visits to the colleges to assess the progress made with resolution of the previous recommendations of concern. Following the visits, in February 2013, ACCJC/WASC notified the presidents, chancellor and board president that the Commission took action to remove the warning status from FCC and RC, and the action to defer candidacy for WICCC was continued pending receipt of state approvals to become a college. In March 2013, the president of ACCJC/WASC notified the campus president that WICCC had met all the requirements of candidacy and would not require state approval until the time it applies to the Commission for initial accreditation. The faculty, staff, administrators and the Board have worked diligently to meet the accreditation standards, eligibility requirements, policies, and recommendations of ACCJC/WASC.

In spite of these accomplishments, the president of Reedley College received a letter in May 2013, following a telephone meeting that provided new information regarding ACCJC's expectation for resolution of District Recommendation 1 and College Recommendation 1. It stated, "The Follow-up Report (from RC) should address District Recommendation 1 and

College Recommendation 1 (including the six sub-parts) as directed by the February 13, 2013 Commission action letter. The report should provide evidence that demonstrates that the District, together with the College, has completed the development and implementation of the Human Resources, Technology, Phase II Budget Allocation plans, and the District Decision Making Task Force (District Recommendation 1.) The report should also establish that the college has fulfilled each of the six sub parts of the integrated planning recommendation (College Recommendation 1). We encourage the College to review the Team Report from the November 2012 evaluation visit when developing these responses.”

On July 10, 2013, the presidents, vice chancellors and chancellor convened a telephone conference call with ACCJC vice presidents Dr. Susan Clifford and Mr. Jack Pond to seek an explanation for the added criteria for resolution of District Recommendation 1. They maintained the accuracy of their interpretation of the requirements to resolve the recommendation.

Since November 2010 until November 2011 we had additional support for accreditation from a program director with a special assignment as a district liaison for accreditation support, in addition to her regular administrative assignment. Upon the employment of the vice chancellor of educational services and institutional effectiveness, he fully assumed those responsibilities. Similarly, since November 2010 until present, the district has had a division dean with a special assignment as the district liaison for strategic and integrated planning support in addition to her regular administrative assignment. Upon the employment of the vice chancellor of educational services and institutional effectiveness, the district liaison has worked under his supervision.

The vice chancellor for educational services and institutional effectiveness, the vice chancellor of finance and administration, the associate vice chancellor of human resources and the associate vice chancellor of business and operations have and will continue to chair task forces and committees to develop and implement the plans referred to in District Recommendation 1. However, to ensure that there is alignment between the colleges’ and centers’ plans with the district and integrated planning processes implemented by the colleges and centers and the district as a whole, there is a need to increase the district liaison support to a one-year full-time special assignment. In addition, based on the expectations of ACCJC, the colleges and district must ensure that all of the planning efforts include timelines with milestones for completion, responsible parties, and identified outcomes that are achieved within the time specified, and evidence that the District Recommendation 1 and Reedley College Recommendation 1 are fully resolved by the end of the 2013-2014 academic year. In addition, ACCJC expects that the District Decision Making Model is completed, which will also be predicated on an established district governance structure to implement the decision making processes. This too will require a district liaison’s support to ensure completion in 2013-2014.

**Recommendation:**

It is recommended the Board of Trustees approve a one-year special assignment, District Liaison for Strategic and Integrated Planning, to provide critical administrative leadership and support to

Item 13-67

Page 3

align college, centers and districtwide plans and planning processes, complete the plans being developed, and complete and implement a district decision making model in 2013-14.



**ACCREDITING  
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May 6, 2013

Mr. David Clark  
Interim Vice President of Instruction and Student Services and ALO  
Reedley College  
995 North Reed Avenue  
Reedley, CA 93654

Dear Mr. Clark:

This letter is to confirm the phone conversation with Dr. Susan Clifford and Mr. Jack Pond, Vice Presidents, on April 9, 2013. The call was to document the requirements of the Reedley College Follow-Up Report due October 15, 2013. The report will be followed by a visit.

The Follow-Up Report should address District Recommendation 1 and College Recommendation 1 (including the six sub parts) as directed by the February 13, 2013 Commission action letter. The report should provide evidence that demonstrates that the District, together with the College, has completed the development and implementation of the Human Resources, Technology, Phase II Budget Allocation plans, and the District Decision Making Task Force (District Recommendation 1). The report should also establish that the College has fulfilled each of the six sub parts of the integrated planning recommendation (College Recommendation 1). We encourage the College to review the Team Report from the November 2012 evaluation visit when developing these responses.

The report will be considered at the January 2014 Commission meeting, and the College will be informed of the Commission's action within thirty days of the meeting.

Reedley College is encouraged to continue the work accomplished to date to complete the remaining portions of the abovementioned recommendations that would bring the College into compliance with Accreditation Standards.

Sincerely,

Dr. Susan Clifford  
Vice President

Mr. Jack Pond  
Vice President



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April 4, 2013

Dr. Deborah G. Blue  
Chancellor  
State Center Community College District  
1525 East Weldon Avenue  
Fresno, CA 93704

Ms. Deborah Ikeda  
Campus President  
Willow International Community College Center  
10309 North Willow Avenue  
Fresno, CA 93730

Dear Chancellor Blue and President Ikeda:

This letter confirms our conversation yesterday that Willow International Community College Center, having achieved Candidacy for Accreditation status in January 2013, has scheduled its review for initial accreditation for spring, 2015. The college will be reminded through regular processes of the Accrediting Commission for Community and Junior Colleges (ACCJC) of the need to select an External Evaluation Team visit date and of the deadline for submitting a Self Evaluation Report of Educational Quality and Institutional Effectiveness.

The Willow International Community College Center is now considered a college for purposes of accreditation, operating under the accreditation of Reedley College. Given this new status of Willow International Community College Center, upcoming tasks include:

- Aligning the Governance Structure of the State Center Community College District to reflect the college's status
- Deciding upon and implementing a name change indicative of the college's new candidacy status with the ACCJC
- Notifying the ACCJC of the appointed Accreditation Liaison Officer
- Informing each programmatic accrediting body of the college's candidacy status
- Informing the California Community Colleges of the college's candidacy status
- Providing appropriate notice to students and the public of the institution's status and that it will continue to be operated under the accreditation of Reedley College until it achieves its initial accreditation

**RECEIVED**

APR - 8 2013

OFFICE OF THE CHANCELLOR  
STATE CENTER COMMUNITY  
COLLEGE DISTRICT

Institutions having achieved Candidacy for Accreditation are subject to the conditions stated in the *Eligibility, Candidacy, and Initial Accreditation Manual*. If an institution wishes to describe its candidate status publicly, it must use the following statement in its entirety. Note that both paragraphs are required. The Commission Policy on Representation of Accredited Status is enclosed. Any modification or extension of the statement may lead to immediate revocation of candidacy.

Willow International Community College Center is a Candidate for Accreditation by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Boulevard, Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

Candidate for Accreditation is a status of preliminary affiliation with the Commission initially awarded for two years. Candidacy is not accreditation and does not assure eventual accreditation. Willow International Community College Center will undergo its next accreditation review in 2015.

Candidate for Accreditation status is granted for a term of two years, and may be renewed once. During candidacy, an institution is expected to prepare to meet all standards of accreditation and demonstrate this at the time of the Comprehensive Review for initial accreditation.

The ACCJC will be amending its *Directory of Accredited Institutions* to indicate that Willow International Community College Center is a Candidate for Accreditation and that the State Center Community College District has a third college. Our staff will be contacting you for directory data and enrollment information.

On behalf of the Commission, I wish to express continuing interest in the institution's educational programs and services.

Sincerely,



Barbara A. Beno, Ph.D.  
President

BAB/cms

cc: Mr. Michael White, Interim President, Reedley College

Enclosure





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February 11, 2013

Mr. Anthony Cantu  
President  
Fresno City College  
1101 East University Avenue  
Fresno, CA 93741

Dear President Cantu:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting January 9-11, 2013, considered the Follow-Up Report submitted by Fresno City College and the report of the evaluation team which visited November 9, 2012. The purpose of this review was to assure that the recommendations made by the evaluation team were addressed by the institution.

The Commission acted to **remove Warning, reaffirm accreditation**, and require Fresno City College to submit a **Follow-Up Report**.<sup>1</sup>

The Follow-Up Report should be submitted by **October 15, 2013** and demonstrate that the institution has addressed the recommendation noted below, fully resolved the deficiencies, and now meets Accreditation Standards.

### **District Recommendation 1**

In order for the colleges and District to fully meet the intent of the previous recommendation, the State Center Community College District must engage in continuous, deliberative, and timely dialog with all District stakeholders to coordinate long term planning and examine the impact on all the stakeholders of the planned increase in the number of colleges and the future roles of the centers. This includes creating, developing, and aligning district and college plans and planning processes in the following areas: strategic planning, facilities planning, technology planning, organizational reporting relationships of centers, locations of signature programs, funding allocation, and human resources and research capacity. (Standards: I.B.1, I.B.2, I.B.3, I.B.4, I.B.6, I.B.7, III.A.2, III.A.6, III.B.1.a, III.B.2.b, III.C.2, III.D.1, IV.A.5, IV.B.3.a, IV.B.3.c)

The recommendation contained in the External Evaluation Team Report represents the observations of the evaluation team at the time of the visit. The Commission reminds you that while an institution may concur or disagree with any part of the report, the College is expected to use the Evaluation Team Report to improve educational programs and services and to resolve issues identified by the Commission.

Mr. Anthony Cantu  
Fresno City College  
February 11, 2013

I have previously sent you a copy of the Evaluation Team Report. Additional copies may now be duplicated. The Commission requires that you give the report and this letter appropriate dissemination to your college staff and to those who were signatories of your college report. This group should include the campus leadership, the Chancellor, and the Board of Trustees. The Follow-Up Report will become part of the accreditation history of the College and should be used in preparing for the next comprehensive evaluation.

The Commission also requires that the Follow-Up Report, the Follow-Up Visit Report, and this Commission action letter be made available to students and the public by placing a copy on the College website. *Please note that in response to public interest in disclosure, the Commission now requires institutions to post accreditation information on a page no farther than one click from the institution's home page.* If you would like an electronic copy of the Follow-Up Visit Report, please contact Commission staff.

Finally, ACCJC staff is available to assist the College with consultation and advice on the recommendation identified above.

On behalf of the Commission, I wish to express my continuing interest in the institution's educational quality and students' success. Professional self-regulation is the most effective means of assuring institutional integrity, effectiveness, and quality.

Sincerely,



Barbara A. Beno, Ph.D.  
President

BAB/tl

cc: Ms. Kelly Fowler, Accreditation Liaison Officer  
Dr. Deborah G. Blue, Chancellor, State Center Community College District  
President, Board of Trustees, State Center Community College District  
Mr. Peter Garcia, President Diablo Valley College, Team Chair

<sup>1</sup> Institutions that will be preparing and submitting Midterm Reports, Follow-Up Reports, and Special Reports to the Commission should review *Guidelines for the Preparation of Reports to the Commission*. It contains the background, requirements, and format for each type of report and presents sample cover pages and certification pages. It is available on the ACCJC website under College Reports to ACCJC at: (<http://www.accjc.org/college-reports-accjc>).



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Associate Vice President  
**NORVAL WELLSFRY**

February 11, 2013

Mr. Michael White  
Interim President  
Reedley College  
995 North Reed Avenue  
Reedley, CA 93564

Dear President White:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting January 9-11, 2013, considered the Follow-Up Report submitted by Reedley College and the report of the evaluation team which visited November 9, 2012. The purpose of this review was to assure that the recommendations made by the evaluation team were addressed by the institution.

The Commission acted to **remove Warning, reaffirm accreditation**, and require Reedley College to submit a **Follow-Up Report**.<sup>1</sup> The report will be followed by a visit of Commission representatives.

The Follow-Up Report should be submitted by **October 15, 2013**, and demonstrate that the institution has addressed the recommendations noted below, fully resolved the deficiencies, and now meets Accreditation Standards.

### **District Recommendation 1**

In order for the colleges and District to fully meet the intent of the previous recommendation, the State Center Community College District must engage in continuous, deliberative, and timely dialog with all District stakeholders to coordinate long term planning and examine the impact on all the stakeholders of the planned increase in the number of colleges and the future roles of the centers. This includes creating, developing, and aligning district and college plans and planning processes in the following areas: strategic planning, facilities planning, technology planning, organizational reporting relationships of centers, locations of signature programs, funding allocation, and human resources and research capacity. (Standards: I.B.1, I.B.2, I.B.3, I.B.4, I.B.6, I.B.7, III.A.2, III.A.6, III.B.1.a, III.B.2.b, III.C.2, III.D.1, IV.A.5, IV.B.3.a, IV.B.3.c)

Mr. Michael White  
Reedley College  
February 11, 2012

### **College Recommendation 1**

As recommended by the 2005 Accreditation Team and to build on its achievements to date in developing program review and improving institutional planning, the college should develop a practical, integrated planning model with the following characteristics:

1. A focus on a limited number of mid- to long-term initiatives to improve student learning and student support services.
2. A plan with concrete strategies and actions which are specific, measurable, attainable, results-oriented and time-based, and that specify individuals or groups responsible for their completion.
3. A process that clearly ties this planning model to the college's resource allocation processes.
4. Processes for regularly assessing not only the progress in achieving the goals of the plan but also the effectiveness of the integrated planning model itself.
5. A model that is inclusive of all institutional planning activities and that clarifies the functions of program review and the various resource committees.
6. A planning model that clarifies the relationship of the planning processes at Reedley College and the other planning processes of the State Center Community College District. (Standards I.B.1 through I.B.7; II.A.2, II.B, II.C, III.A, III.A.6, III.B, III.B.2, III.C, IIIC.2, III.D, III.D.1, III.D.3, IV, IV.A, IV.A.1, IV.A.5, IV.B.1, IV.B.3.g.)

The recommendations contained in the External Evaluation Team Report represent the observations of the evaluation team at the time of the visit. The Commission reminds you that while an institution may concur or disagree with any part of the report, the College is expected to use the Evaluation Team Report to improve educational programs and services and to resolve issues identified by the Commission.

I have previously sent you a copy of the Evaluation Team Report. Additional copies may now be duplicated. The Commission requires that you give the report and this letter appropriate dissemination to your college staff and to those who were signatories of your college report. This group should include the, campus leadership, the Chancellor, and the Board of Trustees. The Follow-Up Report will become part of the accreditation history of the College and should be used in preparing for the next comprehensive evaluation.

The Commission also requires that the Follow-Up Report, the Follow-Up Visit Report, and this Commission action letter be made available to students and the public by placing a copy on the College website. *Please note that in response to public interest in disclosure, the Commission now requires institutions to post accreditation information on a page no farther than one click from the institution's home page.* If you would like an electronic copy of the Follow-Up Visit Report, please contact Commission staff.

Mr. Michael White  
Reedley College  
February 11, 2012

Finally, ACCJC staff is available to assist the College with consultation and advice on the recommendations identified above.

On behalf of the Commission, I wish to express my continuing interest in the institution's educational quality and students' success. Professional self-regulation is the most effective means of assuring institutional integrity, effectiveness, and quality.

Sincerely,



Barbara A. Beno, Ph.D.  
President

BAB/tl

cc: Mr. David Clark, Accreditation Liaison Officer  
Dr. Deborah G. Blue, Chancellor, State Center Community College District  
President, Board of Trustees, State Center Community College District  
Dr. Elizabeth Armstrong, Team Chair

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<sup>1</sup> Institutions that will be preparing and submitting Midterm Reports, Follow-Up Reports, and Special Reports to the Commission should review *Guidelines for the Preparation of Reports to the Commission*. It contains the background, requirements, and format for each type of report and presents sample cover pages and certification pages. It is available on the ACCJC website under College Reports to ACCJC at: (<http://www.accjc.org/college-reports-accjc>).

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

PRESENTED TO BOARD OF TRUSTEES

DATE: August 6, 2013

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SUBJECT: Consideration to Approve New Position,  
Curriculum Analyst, Willow International  
Community College Center

ITEM NO. 13-68

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EXHIBIT: None

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Background:

As Willow International Community College Center (WICCC) transitions to college status as Clovis Community College, the position of a curriculum analyst will be key in moving the college forward and preparing for the spring 2015 Accrediting Commission for Community and Junior Colleges (ACCJC) team visit. As a result of the last ACCJC team visit, WICCC was given a recommendation that indicates a curriculum committee should be functioning on behalf of WICCC prior to the next accreditation visit (please see recommendation #1 below--emphasis added). Under the direction of the vice president of instruction and student services, the curriculum analyst coordinates college curriculum development; oversees the maintenance of course data files; analyzes curriculum, including organization, reporting and documentation for compliance; performs special projects and research; and oversees the process for compiling the schedule of classes, general catalog, faculty handbook, and other publications. As WICCC is establishing curriculum separate from Reedley College, the position of curriculum analyst is imperative for this transition to be successful.

Recommendation #1

*1. In order to meet the Standards and to assure adequate quality, the team recommends that institutional functions currently housed to Reedley College and functioning on behalf of Willow International, be established at Willow International prior to its application for initial accreditation. The Center must develop its own processes related to the development and oversight of instructional program, including an academic senate, a **curriculum committee**, and the articulation function, and must develop its own processes for support of institutional planning and governance, such as program review and a classified senate. (Standards I.B.5, II.A, II.B.1, II.B.3.c, II.B.3.f, II.B.4, IV.A.2, IV.A.2.a)*

Examples of Duties:

- Coordinates the review of course outlines of record by initiating an annual study notifying instructional departments of needed review, and tracking the process
- Serves as the college's CurricUNET system administrator
- Provides technical support and training to the Curriculum Review Committee regarding curriculum procedures, regulations, and past practice
- Provides on-going technical assistance and training to administrative aides, division deans, and other staff regarding section entering, schedule development, and catalog production
- Provides technical support to the division staff on new and existing system techniques pertaining to section entering, division enrollment, faculty load, budget, and related areas
- Acts as the curriculum liaison between the college and State Chancellor's Office
- Coordinates the production of the college catalog and class schedule which includes auditing and verifying the work of administrative aides and other staff related to schedule input, proofreading scheduling catalog, maintaining a master catalog of Curriculum Review Committee actions, and ensuring the printing and distribution of the catalog

Recommendation:

It is recommended the Board of Trustees approve a new position, Curriculum Analyst, Willow International Community College Center.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: August 6, 2013

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SUBJECT: Consideration to Approve New Flexible-hour Position with Proposed Title of Special Events Coordinator, Foundation      ITEM NO. 13-69

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EXHIBIT: None

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Background:

The SCCC Foundation office is responsible for all aspects of managing, organizing and implementing multiple special events for the purpose of fundraising throughout the year. In the past, the district has entered into a professional services agreement in order to utilize the services of a consultant to assist with the many duties associated with the organization of the fundraising events. This position would work on an “as needed” basis to perform the duties formerly performed by the consultant including coordination of special events for the Foundation, from conception to conclusion, such as the Renaissance Feast for Scholars, scholarship donor receptions, Chancellor’s Circle dinner, and Heritage Society dinner, among others.

Examples of Duties

Performs a wide variety of duties including but not limited to:

- Plans, develops, organizes, and implements Foundation programs, events, and activities
- Prepares budgets for events, monitors costs, and provides accounting reports with revenues and expenditures
- Plans, prepares, and coordinates advertising and sales promotion materials through different communication channels
- Develops and implements fundraising campaigns to increase revenue and to support the fundraising goals of the Foundation
- Coordinates the collection of revenues and the payment of expenses for Foundation events and activities
- Maintains and updates all internet media such as various social media, the Foundation website, and other communications as needed
- Prepares materials for events and activities such as invitations, reservation lists, and coordinates the mailing of acknowledgement letters to event participants
- Creates reports or prepares presentations to communicate the effectiveness of events to executive director and Foundation Board of Directors



- Assists with increasing the awareness of the Foundation and the support that it provides the colleges and centers
- Develops and maintains contact list and inputs information in donor database such as Raiser's Edge
- Attends foundation committee meetings as requested
- Recruits sponsors, participants, or volunteers for fundraising events
- Secures commitments of participation or donations from individuals or corporate donors
- Coordinates transportation or delivery of materials, supplies, or donations for fundraising events
- Assigns, monitors, and reviews the work of fundraising staff and volunteers
- May perform other related duties as assigned

The position title is a proposed at this time as the Personnel Commission will determine whether the position should be allocated to an existing class or whether a new class should be established.

Recommendation:

It is recommended the Board of Trustees approve a new flexible-hour position with a proposed title of Special Events Coordinator, Foundation.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: August 6, 2013

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SUBJECT:    Consideration to Approve Collective Bargaining    ITEM NO. 13-70  
                 Tentative Agreement, California School Employees  
                 Association Chapter #379 for 2012-2015

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EXHIBIT:    None

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See Agenda Item No. 13-65

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

PRESENTED TO BOARD OF TRUSTEES

DATE: August 6, 2013

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SUBJECT: Consideration to Appoint Interim Vice President of Instruction, Reedley College      ITEM NO. 13-71

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EXHIBIT: None

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Background:

The district conducted recruitment for the position of Interim Vice President of Instruction, Reedley College. The position was posted on July 10, 2013. The Search Advisory Committee was composed of three faculty members, five administrators, one classified manager, one classified employee and one student. A total of four people applied for the position of interim vice president of instruction, three applicants were interviewed by the selection committee and the president, and three applicants were forwarded to the chancellor for interviews.

It is recommended that Jan Dekker be appointed Interim Vice President of Instruction, Reedley College. Mr. Dekker has been serving as the Dean of Instruction at Reedley College since June 2007. Prior to that assignment Mr. Dekker served as a chemistry instructor at Reedley College for 15 years and was the department chair during four of those years. Prior to coming to Reedley College, Mr. Dekker served as dean of instruction for nine years at Sint-Janslyceum in the Netherlands. Mr. Dekker graduated from Hogere Technische School, Amsterdam, with a Bachelor of Science in Chemical Technology and from Vrije Universiteit Amsterdam with a Bachelor of Science in Chemistry. Mr. Dekker received his Master of Science in Biochemistry from Technical University of Delft, the Netherlands.

Recommendation:

It is recommended that the Board of Trustees appoint Mr. Jan Dekker as the Interim Vice President of Instruction, Reedley College, with placement on the management salary schedule at range 66, step 7 (\$11,817.67/monthly), effective August 7, 2013.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: August 6, 2013

---

SUBJECT: Consideration to Appoint District Liaison  
for Strategic and Integrated Planning

ITEM NO. 13-72

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EXHIBIT: None

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Background:

As a result of the Board approving the one year special assignment, District Liaison for Strategic and Integrated Planning, at the board meeting on August 6, 2013, administration is recommending Dr. Jothany Blackwood be appointed to this position.

Dr. Jothany Blackwood has been the dean of instruction, fine performing and communication arts division at Fresno City College since 2006. From November 2010 until present Dr. Blackwood has concomitantly served the district as a division dean and on special assignment as the district liaison for strategic and integrated planning.

Responsibilities and accomplishments in this liaison position include:

- Led the development of the 2012-2016 District Strategic Plan in collaboration with College Brain Trust and District Strategic Planning Committee.
- Coordinated the update of the 2008-2012 District Strategic Plan in collaboration with College Brain Trust and District Strategic Planning Workgroup.
- Serves as chair of the District Strategic Planning Committee and provides oversight of meetings, communications and intranet folders.
- Worked with all constituent groups to develop and approve the operating agreement for the Districtwide Strategic Planning Committee (DSPC).
- Helped facilitate the visioning process with the Board of Trustees in collaboration with the College Brain Trust.
- Introduced the process of strategic conversations to the district and provided leadership in the planning and implementation of the process in collaboration with the Board of Trustees and the chancellor's cabinet.
- Provided leadership in the planning for the district's Charrette process in development of the 2012-2016 Strategic Plan.
- Served as co-chair of the Integrated Planning Workgroup and provided oversight of meetings, communications and intranet folders.
- Served as the primary writer on the district 2012-2013 Integrated Planning Manual.

- Led the development, training and implementation of District Office Administrative Services Unit Review (ASUR), which includes department/unit review and annual operational planning.
- Serves as chair of the ASUR Response Team and provides oversight of trainings, meetings, communications and intranet folders.
- Developed and serves as a principal writer for The Linkage Report, a monthly districtwide newsletter on planning and accreditation.
- Serves as resource to the chair of the District Resource Allocation Model (DRAM) Taskforce.
- Develops the timelines and phases of work to be completed in collaboration with the chair of the DRAM Taskforce.

Recommendation:

It is recommended the Board of Trustees appoint Dr. Jothany Blackwood to a one-year special assignment, District Liaison for Strategic and Integrated Planning, with placement on the management salary schedule at range 62, step 7 (\$11,141/monthly) effective August 26, 2013, or thereafter.