

AGENDA
BOARD OF TRUSTEES
STATE CENTER COMMUNITY COLLEGE DISTRICT
District Office Board Room
1525 E. Weldon Avenue, Fresno, CA 93704
4:30 p.m., April 7, 2015

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. INTRODUCTION OF GUESTS
- IV. APPROVAL OF MINUTES: Regular Meetings of February 17, 2015, and March 3, 2015;
and the Special Meeting of March 3, 2015
- V. PUBLIC COMMENT [see footnote]
- VI. REPORTS AND PRESENTATIONS
 - A. Fresno Unified School District Update Superintendent Michael Hanson
 - B. Joint District and Campus Presidents' Reports Tony Cantu, FCC
 - C. Academic Senate Report Mary Ann Valentino, FCC
 - D. Classified Senate Report Susi Nitzel, FCC
- VII. REPORTS OF BOARD MEMBERS
- VIII. FUTURE AGENDA ITEMS
- IX. CONSIDERATION OF CONSENT AGENDA [15-19HR through 15-22HR]
[15-26G through 15-34G]
- X. GENERAL
 - A. California Community College Trustees 2015 Ballot for Board of Directors [15-17] Lucy Ruiz
 - B. Consideration of Bids, Replacement of Chilled Water Pump and Boiler, Utility Building, Reedley College [15-18] Christine Miktarian

Board Agenda
April 7, 2015 (continued)

- C. Consideration of Bids, Parking and Concrete Improvements, Madera Center and Oakhurst Center [15-19] Christine Miktarian
- D. Consideration of Bids, Parking Improvements, Fresno City College and Clovis Community College Center [15-20] Christine Miktarian
- E. Consideration of Bids, Concrete Improvements, Gym Entrance, Fresno City College [15-21] Christine Miktarian
- F. Consideration of Bids, Reroof Utility Building, Weight Room at Gym, and Racquetball Courts, Reedley College [15-22] Christine Miktarian
- G. Consideration of Bids, Exterior Lighting Retrofit, Phase 2, Districtwide [15-23] Christine Miktarian
- H. Consideration to Adopt Resolution Regarding Use of Outside Counsel [15-24] Greg Taylor

XI. HUMAN RESOURCES

- A. Consideration to Approve Agreement for Executive Search Services, Chancellor [15-25] Diane Clerou
- B. Consideration to Approve New Position with Proposed Title of Director of Oakhurst Community College Center [15-26] Diane Clerou
- C. Consideration to Appoint Vice President of Student Services, Reedley College [15-27] Diane Clerou
- D. Consideration to Appoint Dean of Student Services, Reedley College [15-28] Diane Clerou

XII. ADJOURNMENT

Any person with a disability may request this agenda be made available in an appropriate alternative format. A request for a disability-related modification or accommodation may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting to the Chancellor's office, 1525 E. Weldon Avenue, Fresno, CA 93704, (559) 244-5902, 8:00 a.m. to 5:00 p.m., Monday – Friday, as soon as possible before the meeting.

Under Board Policy 2350, there is a limit of three minutes per speaker per topic, and thirty minutes is the maximum time allotment for public speakers on any subject, regardless of the number of speakers; these time limits may be extended at the discretion of the Board of Trustees. Individuals

Board Agenda
April 7, 2015 (continued)

wishing to address the Board should fill out a request form and submit it to Vice Chancellor of Human Resources Diane Clerou or Executive Secretary to the Chancellor Nina Acosta before the beginning of the meeting.

CONSENT AGENDA
BOARD OF TRUSTEES MEETING
April 7, 2015

HUMAN RESOURCES

1. Employment, Change of Status, Resignation, Retirement, Academic Personnel [15-19HR]
2. Employment, Promotion, Change of Status, Transfer, Leave of Absence, Resignation, Retirement, Classified Personnel [15-20HR]
3. Consideration to Approve Four-Month Extension of Limited Term Executive Director, Foundation, Position [15-21HR]
4. Consideration to Approve Six-Month Extension of Limited Term Programmer Position, District Office [15-22HR]

GENERAL

5. Review of District Warrants and Checks [15-26G]
6. Consideration to Authorize Agreement with Humboldt State University for Forestry and Natural Resources Grant, Reedley College [15-27G]
7. Consideration of Bids, Underground Hot Water Loop Repairs, Fresno City College [15-28G]
8. Consideration of Bids, ADA Improvements, Clovis Community College Center – Herndon Campus [15-29G]
9. Consideration to Accept Construction Project, CalWORKs Office Remodel, T200 Building, Fresno City College [15-30G]
10. Consideration to Adopt Resolution Authorizing Vendor Relationship with Central Valley Regional Center, Fresno City College [15-31G]
11. Consideration to Approve Study Abroad Program, Costa Rica, Summer 2016 [15-32G]
12. Consideration to Approve Study Abroad Program, Republic of Cuba, Summer 2016 [15-33G]

Consent Agenda
April 7, 2015 (continued)

13. Consideration to Approve Out-of-State Student Travel for IHSA Equestrian Competition, Reedley College [15-34G]

(Unapproved) MINUTES OF MEETING OF
BOARD OF TRUSTEES
STATE CENTER COMMUNITY COLLEGE DISTRICT
February 17, 2015

Call to Order A regular meeting of the Board of Trustees of the State Center Community College District was called to order by Secretary John Leal at 4:40 p.m. on February 17, 2015, at District Office board room, 1525 E. Weldon Avenue, Fresno, California.

Trustees Present Ron Nishinaka, President (4:45)
Richard Caglia, Vice President (4:45 pm)
John Leal, Secretary (4:40 pm)
Miguel Arias
Robert "Bobby" Kahn Jr.
Pat Patterson
Eric Payne
Garret Hale, Student Trustee, FCC
Matthew Rodriguez, Student Trustee, RC

Also present were:
Bill F. Stewart, Interim Chancellor, SCCCCD
Ed Eng, Vice Chancellor of Finance and Administration, SCCCCD
George Railey, Vice Chancellor of Educational Services and Institutional Effectiveness, SCCCCD
Tony Cantu, President, Fresno City College
Sandra Caldwell, President, Reedley College
Deborah Ikeda, Campus President, Clovis Community College Center
Diane Clerou, Vice Chancellor of Human Resources, SCCCCD
Christine Miktarian, Interim Associate Vice Chancellor of Business and Operations, SCCCCD
Greg Taylor, General Counsel, SCCCCD
Lucy Ruiz, Interim Executive Director, Public and Legislative Relations, SCCCCD
Pedro Avila, Assistant to the Chancellor, Enrollment Management, Admissions, Records, and Information Services
Nina Acosta, Executive Secretary to the Chancellor, SCCCCD

Public Comment FCC student Kia Karbassi addressed the Board concerning the Eric Payne investigation.

2015-2016 Budget Study Session Vice Chancellor Ed Eng reviewed the District's preliminary budget estimates based on the Governor's January budget proposal. He provided information on the restricted and unrestricted funding

2015-2016 Budget
Study Session
(continued)

allocations. The following is the link to the presentation located on the District's web page.

<http://www.scccd.edu/Modules/ShowDocument.aspx?documentid=4966>

Public Comment

None

Adjournment

The meeting was adjourned at 5:30 p.m. by unanimous consent.

John Leal
Secretary, Board of Trustees
State Center Community College District

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(Unapproved) MINUTES OF SPECIAL MEETING OF
STATE CENTER COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
March 3, 2015

- Call to Order A special meeting of the State Center Community College District Board of Trustees was called to order by Board President Ron Nishinaka at 3:35 p.m. on March 3, 2015, in the Reedley College Student Center, Room STC-104, 995 N. Reed Avenue, Reedley, California.
- Trustees Present Ron Nishinaka, President
Richard Caglia, Vice President
John Leal, Secretary
Robert “Bobby” Kahn Jr.
Pat Patterson
Eric Payne
- Absent: Miguel Arias
- Also present were:
Sandra Caldwell, President, Reedley College
Deborah Ikeda, Campus President, Clovis Community College Center
Kelly Fowler, CCCC
- Public Comment None
- Accreditation Clovis Community College Center Campus President Deborah Ikeda
Workshop reviewed with the Board, the ACCJC Power Point presentation on Accreditation and Trustee Roles and Responsibilities prepared by Dr. Barbara Beno, ACCJC President.
- Adjournment The meeting was adjourned at 4:20 p.m. by unanimous consent.

John Leal
Secretary, Board of Trustees
State Center Community College District

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(Unapproved) MINUTES OF REGULAR MEETING OF
STATE CENTER COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
March 3, 2015

Call to Order A regular meeting of the State Center Community College District Board of Trustees was called to order by Board President Ron Nishinaka at 4:32 p.m. on February 3, 2015, in the District Office Board Room, 1525 E. Weldon Avenue, Fresno, California.

Trustees Present Ron Nishinaka, President
Richard Caglia, Vice President
John Leal, Secretary
Miguel Arias (4:35 p.m.)
Robert "Bobby" Kahn Jr.
Pat Patterson
Eric Payne
Matthew Rodriguez, Student Trustee, RC

 Absent: Garret Hale, Student Trustee, FCC

 Also present were:
Bill F. Stewart, Interim Chancellor, SCCCC
Ed Eng, Vice Chancellor of Finance and Administration, SCCCC
George Railey, Vice Chancellor of Educational Services and Institutional Effectiveness, SCCCC
Tony Cantu, President, Fresno City College
Sandra Caldwell, President, Reedley College
Deborah Ikeda, Campus President, Clovis Community College Center
Diane Clerou, Vice Chancellor of Human Resources, SCCCC
Christine Miktarian, Interim Associate Vice Chancellor of Business and Operations, SCCCC
Greg Taylor, General Counsel, SCCCC
Lucy Ruiz, Interim Executive Director, Public and Legislative Relations, SCCCC
Pedro Avila, Assistant to the Chancellor, Enrollment Management, Admissions, Records, and Information Services
Nina Acosta, Executive Secretary to the Chancellor, SCCCC

Introduction of Sandra Caldwell introduced Fowler Unified Superintendent Eric
Guests Cederquist, Sanger Unified Superintendent Matt Nava, Deborah Marvin-Deeter from Valley Regional Occupational Program, Dinuba Unified Superintendent Dr. Joe Hernandez, and Kings Canyon Unified Superintendent Juan Garza. They thanked the Board and the District

for the partnerships regarding dual enrollment programs, including the Paramount Ag Academy program and Reedley Middle College High School.

Approval of Minutes

The minutes of the regular meeting of February 3, 2015, were presented for approval. Trustee Arias requested to include more detailed information regarding the discussion about the Governor's 2015-2016 budget proposal or to attach the presentation to the minutes.

A motion was made by Trustee Caglia and seconded by Trustee Kahn to approve the minutes of February 3, 2015, as presented. The motion passed without dissent.

Public Comment

SCFT President Dr. Lacy Barnes addressed the Board regarding National Adjunct Walkout Day. The February 25 event took place to raise the level of understanding of adjunct faculty working conditions. SCFT staffed tables at SCCC campuses to discuss the issues with faculty, staff and students. Dr. Barnes stated adjunct faculty members represent over 70 percent of the faculty workforce. She looks forward to future dialogue regarding adjunct faculty and how to fully embrace and institutionalize them. She said adjunct faculty has a direct impact on the success of students.

Joint District and
Campus Presidents'
Reports

Reedley College President Sandra Caldwell reported on topics of interest from the District, Fresno City College, Reedley College, the Oakhurst and Madera Centers, and the Clovis Community College Center.

Academic Senate
Report

Reedley College Academic Senate President Stephanie Curry reported on several activities taking place at Reedley College.

Classified Senate
Report

Reedley College Classified Senate President Corinna Lemos reported on several classified employee activities at Reedley College, Fresno City College and Clovis Community College Center.

Partnerships &
Pathways

Reedley College Vice President of Instruction Jan Dekker presented information on dual enrollment programs, in particular CTE (Career Technical Education) programs. He reviewed the new dual enrollment pathways funded by CCPT grants.

Reedley Middle
College High School

Reedley College President Sandra Caldwell and Kings Canyon Superintendent Juan Garza provided an update on the status and progress of the Reedley Middle College High School program and the building of the permanent campus.

Trustee Arias stated he had concerns about the admissions process for the charter school. Because there is a waiting list for the school and it is not determined purely by lottery, the District is vulnerable to challenges of the admission criteria.

Reports of Board
Members

RC Student Trustee Matthew Rodriguez reported on student activities taking place during the months of February and March at Reedley College.

Trustees Kahn, Payne, Leal and Nishinaka reported on several events they attended throughout the month of February.

Future Agenda Items

Eric Payne requested a follow-up to his request regarding the rubric for the State Chancellor's Office baccalaureate degree program.

Consideration of
Consent Agenda
Action

President Nishinaka announced there was an amendment to both the item and exhibit for 15-10HR.

It was moved by Trustee Kahn and seconded by Trustee Arias that the Board of Trustees approve consent agenda items 15-10HR through 15-18HR and 14-17G through 15-25G, as amended. The motion passed without dissent.

Trustee Arias referenced item 15-19G stating that after the legal publication of the notice is complete, the Board should consider transferring the funds back to the student association fund instead of the general fund. These funds were student association funds to begin with; it should be sent to the student association to assist with more resources.

Employment,
Transfer, Change of
Status, Leave of
Absence, Retirement,
Academic Personnel
[15-10HR]
Action

Approve the academic personnel recommendations, items A through F, as amended

Employment,
Promotion, Change of
Status, Transfer,
Leave of Absence,
Resignation,
Classified Personnel
[15-11HR]
Action

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

Consideration to
Approve Academic
Personnel Teaching in
Secondary Subject
Area
[15-12HR]
Action

Adopt the following resolution:

WHEREAS, in accordance with Section 52060 of the California Code of Regulations, the governing board of a district may authorize holders of the Community College Instructor Credential issued before January 15, 1977, to teach courses in those secondary subject areas designated on their credential documents; and, for holders of the Community College Instructor Credential issued after January 15, 1977, to teach courses in a subject matter area in which the holders have completed a minor; and

WHEREAS, it is the intention of this Board to provide such authorization as needed to carry out the educational programs of the institutions of this District during the 2015-2016 academic year;

NOW, THEREFORE, BE IT RESOLVED that whenever the College/Campus Presidents and the Chancellor believe it is necessary and in the best interest of the District's students, the Board of Trustees of the State Center Community College District hereby authorizes holders of the Community College Instructor Credential issued:

- 1) before January 15, 1977, to teach courses in those secondary subject areas designated on their credential documents, and*
- 2) after January 15, 1977, to teach courses in the subject matter area in which the credential holders have completed a minor.*

Consideration to
Approve 2015-2016
Contract Status of
Academic Personnel
[15-13HR]
Action

Pursuant to Education Code Sections 87605, 87608 and 87609, approve the list of academic personnel for re-employment for the 2015-2016 academic year, subject to assignment by the Chancellor and salary placement, as adopted by the Board of Trustees

Consideration to
Approve Extension of
Limited Term Office
Assistant III Position,
State Center
Consortium
[15-14HR]
Action

Approve an extension of the limited term Office Assistant III position,
State Center Consortium, through June 30, 2015

Consideration to
Appoint Interim Dean
of Instruction – Fine,
Performing &
Communication Arts,
Fresno City College
[15-15HR]
Action

Appoint Ms. Rebecca Sarkisian as Interim Dean of Instruction – Fine,
Performing & Communication Arts, Fresno City College, with
placement on the Management Salary Schedule at Range 62, Step 1
(\$9,185.92 monthly), effective March 4, 2015

Consideration to
Approve New
Permanent Part-Time
DSP&S Mobility
Driver Position,
Fresno City College
[15-16HR]
Action

Approve a new permanent part-time DSP&S Mobility Driver position,
Fresno City College

Consideration to
Approve New Office
Assistant III Position,
Clovis Community
College Center
[15-17HR]
Action

Approve a new Office Assistant III position, Clovis Community College
Center

Consideration to Approve New Positions Contingent on Funding, Fresno City College, Reedley College, Clovis Community College Center
[15-18HR]
Action

Approve new positions at Fresno City College, Reedley College and Clovis Community College Center contingent upon receiving growth funding from the state

Review of District Warrants and Checks
[15-17G]
Action

Review and approve the warrants register for the following accounts:

<u>Account:</u>	<u>Amount:</u>	<u>For the Period:</u>
District	\$15,140,791.58	01/13/15 to 02/09/15
Fresno City College Bookstore	666,175.49	01/15/15 to 02/10/15
Reedley College Bookstore	545,087.84	01/15/15 to 02/10/15
Fresno City College Co-Curricular	103,019.17	01/14/15 to 02/09/15
Reedley College Co-Curricular	98,279.30	01/13/15 to 02/09/15
Total:	<u>\$ 16,553,353.38</u>	

Consideration of Report of Investments
[15-18G]
Action

Accept the Quarterly Investment Report, as provided by the County of Fresno, for the quarter ending December 31, 2014

Consideration to Authorize Process for Transfer of Student Credit Balances to General Fund
[15-19G]
Action

Authorize the Interim Chancellor or his designee to initiate the process for the transfer of long-standing credit balances by placing a public notice in The Fresno Bee with board action to approve the transfer of funds at the May board meeting

Consideration to Approve 2015-2016 Residence Hall and Meal Plan Rates, Reedley College [15-20G]
Action

- a) Establish the residence hall annual rate for 2015-2016 at \$3478 (\$1,739 per semester) plus a non-refundable contract fee of \$150
- b) Establish the mandatory residence hall meal plan rates at \$1,790 (\$895 per semester) with an optional augmented plan at \$2,500 (\$1,250 per semester)

Consideration to Accept Construction Project, Herdsman Housing Site Work, Reedley College [15-21G]
Action

- a) Accept the project for Herdsman Housing Site Work, Reedley College; and
- b) Authorize the Interim Chancellor or his designee to file a Notice of Completion with the County Recorder

Consideration of Bids, Purchase of Chromatography Equipment, Chemistry, Fresno City College [15-22G]
Action

Award Bid #1415-11 in the amount of \$119,767.83 to Waters Technologies Corporation, the lowest responsible bidder for the Purchase of Chromatography Equipment, Chemistry, at Fresno City College, and authorize purchase orders to be issued to complete this purchase

Consideration to Authorize Renewal of Licensing Agreement for Online Education Courseware and Hosting Services, Districtwide [15-23G]
Action

- a) Authorize a two-year renewal of the licensing agreement with Blackboard, Inc., for online education courseware, hosting services and 24/7 support districtwide;
- b) Authorize future renewals of the licensing agreement with similar terms and conditions and/or under agreement with the State Chancellor's Office; and
- c) Authorize the Interim Chancellor or Vice Chancellor of Finance and Administration to sign the licensing extension agreement on behalf of the District

Consideration to Approve Offering Field Archaeology Class in Utah, Summer 2015 [15-24G]
Action

Approve Fresno City College offering Anthropology 6 Field Archaeology at Milford Archaeological Research Institute in Milford, Utah, during summer 2015. No district funds will be expended to support the student travel

Consideration to
Approve Spring 2015
Curriculum Proposals,
Fresno City College
and Reedley College
[15-25G]
Action

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

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

Assignment of Board
Representatives for
Graduation
Ceremonies
[15-12]
No Action

Board President Ron Nishinaka asked the Board members which graduation ceremonies they planned to attend in May. The assignments are as follows:

- Reedley College – Ron Nishinaka and John Leal
- Fresno City College – Miguel Arias and Eric Payne
- Madera Center – Ron Nishinaka, John Leal, Richard Caglia, Bobby Kahn, and Eric Payne
- Clovis Community College Center – Pat Patterson and Richard Caglia

Consideration of Bids,
Gymnasium ADA
Upgrades, Fresno City
College
[15-13]
Action

Interim Associate Vice Chancellor of Business and Operations Christine Miktarian presented information regarding the bids and the project for the Gymnasium ADA upgrades. Ms. Miktarian stated the District received three responsive bids and the recommendation is to award bid #1415-12 in the amount of \$548,341 to Davis Moreno Construction, the lowest responsible bidder, rejecting MPI Prime's protest; and authorize the Interim Chancellor or VC of Finance and Administration to sign an agreement on behalf of the District.

Justin Morales, owner of MPI Prime Construction addressed the Board regarding his rejected bid. He stated he did not have any communication with the District until March 2, 2015. He assumed he would have been informed earlier if his bid was not accepted. He said his bid bond was based on the District's estimate of the contract, not the bid amount and he believed that would be sufficient. Second, he stated he wasn't aware of any state or District law requiring an electrical subcontractor for the project.

Christine Miktarian stated the primary reason MPI Prime Construction was disqualified was because they did not meet bid bond requirements, as it is defined in the District's project manual. The bid bond requirement issue stands on its own as singular sufficient grounds for disqualification. The remaining issues were

Consideration of Bids,
Gymnasium ADA
Upgrades, Fresno City
College
[15-13]
Action (continued)

noted for the contractor's future consideration when submitting a bid proposal to the district. The bid documents requirements follow public contract code in which bid proposals should be accompanied by a cashier's check or bidders bond from a State of California Surety for not less than 10 percent of the amount bid. The requirements of the project must be consistent. The District is required to disqualify the bid, in accordance with the contact documents and public contract code. In addition, Ms. Miktarian stated the District's Purchasing Director did leave messages for the construction company, without a return call. Brian Speece, Assistant to the Chancellor on Special Projects, stated he supported the analysis of the process provided by Christine Miktarian.

It was moved by Trustee Arias and seconded by Trustee Payne that the Board of Trustees award Bid #1415-12 in the amount of \$548,341 to Davis Moreno Construction, Inc., the lowest responsible bidder for the Gymnasium ADA Upgrades at Fresno City College; and authorize the Interim Chancellor or Vice Chancellor of Finance and Administration to sign an agreement on behalf of the District. The motion passed without dissent.

Consideration to
Approve Measure E
Bond Refinancing
[15-14]
Action

Ed Eng presented information on the refinancing of the Measure E bond.

It was moved by Trustee Payne and seconded by Trustee Kahn that the Board of Trustees

- a) adopt Resolution No. 2015.05, Authorizing the Issuance of State Center Community College District (Fresno, Kings, Madera and Tulare Counties, CA) 2015 General Obligation Refunding Bonds; and
- b) authorize the Vice Chancellor of Finance and Administration to refinance the bonds

The motion passed without dissent.

Consideration to
Approve
Reorganization of
Enrollment
Management,
Admissions, Records,
and Information
Services
[15-15]
Action

Diane Clerou presented information on the reorganization of Enrollment Management, Admissions, Records, and Information Services.

It was moved by Trustee Payne and seconded by Trustee Kahn that the Board of Trustees

- a) approve the reorganization of Enrollment Management, Admissions, Records, and Information Services, and
- b) appoint Pedro Avila as the Associate Vice Chancellor of Enrollment Management, Admissions, Records, and Information Systems, with placement on the Management Salary Schedule at Range 66, Step 7 (\$12,146 monthly), effective March 4, 2015.

The motion passed without dissent.

Consideration to
Approve Elements of
Chancellor's Search
[15-16]
Action

It was moved by Trustee Payne and seconded by Trustee Leal that the Board of Trustees approve the composition and process for the RFP Evaluation Committee as amended to include one additional board member, and appoint the Board's representative(s) to the RFP Evaluation Committee. The motion passed without dissent.

John Leal and Miguel Arias will serve as the Board representatives on the RFP Evaluation Committee.

It was moved by Trustee Arias and seconded by Trustee Leal to table the remainder of the item for discussion during the Board retreat. The remainder of the item will be considered at the April board meeting.

Adjournment

The meeting was adjourned at 6:52 p.m. by unanimous consent.

John Leal
Secretary, Board of Trustees
State Center Community College District

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 7, 2015

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

ITEM NO. 15-19HR

EXHIBIT: Academic Personnel Recommendations

Recommendation:

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

ACADEMIC PERSONNEL RECOMMENDATIONS

A. Recommendation to employ the following person:

<u>Name</u>	<u>Campus</u>	<u>Class & Step</u>	<u>Salary</u>	<u>Position</u>
Rubalcaba, Jacquelyn C.	FCC	III, 1	\$20,119	Counselor for Deaf and Hard of Hearing and other Disabilities

(Current Adjunct Faculty)
(First Contract – April 8, 2015 through June 30, 2015)

Vasquez, Guadalupe	FCC	V, 6	\$26,840	Coordinator of Psychological Services
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(Current Adjunct Faculty)
(One Semester Temporary Contract – April 8, 2015 through June 30, 2015)

Dhillon, Karanjit K.	FCC	II, 6	\$70,968	TILE Counselor
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(New Hire)
(Categorically Funded Contract – April 20, 2015 through June 30, 2015)

Kawagoe, Jodi L.	FCC	III, 5	\$71,400	Chemistry Instructor
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(Current Adjunct Faculty)
(First Contract – August 13, 2015 through May 20, 2016)

Stavytska-Barba, Marina V.	FCC	V, 5	\$79,786	Chemistry Instructor
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(New Hire)
(First Contract – August 13, 2015 through May 20, 2016)

B. Recommendation to approve the transfer of the following person:

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>	<u>Position</u>
Piper, Victoria P.	OC	CCCC	August 13, 2015	Economics Instructor

- C. Recommendation to accept change of status from the following person:

Name	Campus	Effective Date	Position
Tjahjadi, Ray	CCCC	August 13, 2015	Information Systems Instructor

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

- D. Recommendation to approve the reassignment for the following person:

Name	From	To	Effective Date
Mester, Thomas C.	Dean of Instruction	Biology Instructor	August 13, 2015

(Per Administrative Regulation 7250, Voluntary Reassignment of Administrators)

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

Name	Campus	Effective Date	Position
Conner, Shelly L.	DO	March 29, 2015	Director of Grants

- F. Recommendation to accept resignation for the purpose of retirement from the following persons:

Name	Campus	Effective Date	Position
Bates, Robyn L.	FCC	May 23, 2015	Art Instructor
Hughes, Keith M.	RC	May 23, 2015	Mathematics Instructor
Roberts, Michael D.	FCC	May 23, 2015	English Instructor

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 7, 2015

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

ITEM NO. 15-20HR

EXHIBIT: Classified Recommendations

Recommendation:

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

CLASSIFIED PERSONNEL RECOMMENDATIONS

A. Recommendation to employ the following persons as probationary:

Name	Location	Classification	Range/Step/Salary	Date
Romero, Beri	CCCC	Early Childhood Education Associate – PPT Position No. 5042	38-A \$14.73/hr.	02/24/2015
Yang, Pa Nhia	FCC	Early Childhood Education Associate Position No. 8517	38-A \$2,552.75/mo.	02/27/2015
Condry, Cory	FCC	Instructional Technician – Art Position No. 2479	50-A \$3,429.00/mo.	03/02/2015
Van Buren, Ruthann	FCC	Office Assistant I Position No. 8518	38-A \$2,552.75/mo.	03/20/2015
Lee, Sypher	DO	Accounting Technician II Position No. 1067	61-A \$4,479.00/mo.	03/24/2015
McCowan, Athena	FCC	Custodian Position No. 2178	41-A \$2,948.75/mo.	03/30/2015

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
Avila, Moses	FCC	Audio Visual Technician – PPT Position No. 8506	32-A \$12.71/hr.	01/26/2015
Martin, Christopher	FCC	Micro-Computer Resource Technician Position No. 8132	63-E \$33.78/hr.	01/26/2015
Keithley, Jodi	CCCC	Early Childhood Education Associate – PPT Position No. 5041	38-A \$14.73/hr.	01/27/2015 thru 03/13/2015
Ashford, Krystle	FCC	Sign Language Interpreter III Position No. 2242	48-A \$18.85/hr.	02/17/2015
Carbajal, Norberto	MC	Upward Bound Assistant Position No. 4043	52-A \$20.75/hr.	02/17/2015

- 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
Lambert, Sumner	FCC	Research Assistant Position No. 8511	60-A \$25.23/hr.	02/18/2015
Harris, Elizabeth	DO	Administrative Assistant Position No. 1052	55-E \$27.14/hr.	02/19/2015
Holford, Christin	FCC	Food Service Worker I Position No. 8519	33-A \$13.00/hr.	02/23/2015
Cooley, Jody	RC	Instructional Technician – Farm, Agriculture & Natural Resources Position No. 3051	50-E \$26.47/hr.	02/24/2015 thru 03/17/2015
Davis, Daneillie	FCC	Department Secretary Position No. 2035	44-A \$17.06/hr.	02/24/2015
Zavala- Martinez, Jane	RC	Administrative Aide Position No. 3020	53-C \$25.20/hr.	03/01/2015
Romero- Blancas, Lisa	RC	Office Assistant III Position No. 3004	48-B \$20.28/hr.	03/02/2015
Conrad, Michelle	CCCC	Department Secretary – PPT Position No. 5016	44-A \$17.06/hr.	03/10/2015
Keithley, Jodi	CCCC	Early Childhood Education Associate Position No. 5015	38-A \$14.73/hr.	03/16/2015
Lynott, Shannon	FCC	Program Development Assistant Position No. 2274	60-A \$25.23/hr.	03/16/2015
Douglass, Diana	DO	Office Assistant I – PPT Position No. 1017	38-A \$14.73/hr.	03/17/2015

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

Name	Location	Classification	Range/Step/Salary	Date
Adams, Allyson	DO	Office Assistant III Position No. 9016	48-A \$18.85/hr.	03/04/2015

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

Name	Location	Classification	Flat Rate	Date
Rush, Patricia	FCC	Art Model	\$10.25/hr.	01/28/2015
Hill, David	FCC	Art Model	\$10.25/hr.	03/10/2015

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

Name	Location	Classification	Range/Step/Salary	Date
Golden, Heather	FCC	Office Assistant I Position No. 2406 to Office Assistant II Position No. 2406	38-A \$2,552.75/mo. to 41-B \$2,885.92/mo.	03/01/2015
(Alternate Series Promotion per Personnel Commission Rule 3-9.5)				
Mull, Kendra	RC	Early Childhood Education Associate – PPT Position No. 3073 to Early Childhood Education Specialist Position No. 3036	38-C \$16.25/hr. to 53-A \$3,683.17/mo.	03/02/2015
Saari, Nathan	RC	Assistant Residence Hall Supervisor – On-site Position No. 3158 to Director of Student Success, Equity, and Outreach Position No. 3165	24-5 (Mgmt.) \$4,963.67/mo. to 59-1 (Mgmt.) \$8,653.92/mo.	03/18/2015
Aguilar, Emalee	FCC	Department Secretary Position No. 2035 to CalWORKs Assistant Position No. 2336	44-C \$3,266.58/mo. to 48-C \$3,597.08/mo.	03/30/2015

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

Name	Location	Classification	Range/Step/Salary	Date
Zavala- Martinez, Jane	RC	Office Assistant III Position No. 3113 to Administrative Aide Position No. 3113	48-E \$4,265.42/mo. to 53-D \$4,588.08/mo.	01/09/2015 thru 01/30/2015
(Working Out of Class per Article 33, Section 8 of the CSEA contract)				
Harris, Christopher	DO	Police Communications Dispatcher Position No. 1128 to Police Communications Dispatcher – PPT Position No. 1208	44-B \$19.73/hr. to 44-B \$19.29/hr.	02/19/2015
(Return to regular assignment)				
Hedstrom, Christy	DO	Buyer Position No. 1014 to Director of Purchasing Position No. 1038	61-E \$5,763.50/mo. to 61-E +15% \$6,620.50/mo.	02/24/2015
(Working Out of Class per Article 33, Section 8 of the CSEA contract)				
Mull, Kendra	RC	Early Childhood Education Specialist Position No. 3036 to Early Childhood Education Associate – PPT Position No. 3073	53-A \$21.25/hr. to 38-C \$16.25/hr.	02/27/2015
(Return to regular assignment)				
Farrell, Leslie	FCC	Office Assistant III Position No. 2006 to Office Assistant II Position No. 2346	48-C \$3,787.00/mo. to 41-E \$3,525.50/mo.	03/05/2015
(Return to regular assignment)				
Aguilar, Emalee	DO	Human Resources Technician – Confidential Position No. 1051 to	51-A \$3,755.42/mo. to 44-C	03/29/2015
	FCC	Department Secretary Position No. 2035	\$3,266.58/mo.	
(Return to regular assignment)				

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

Name	Location	Classification		Date
DiPinto, Valerie	FCC	Office Assistant III Position No. 2290 to	48-E \$4,067.00/mo. to	01/16/2015
	CCCC	Office Assistant III Position No. 5060	48-E \$4,067.00/mo.	
(Transfer per Memorandum of Understanding with CSEA)				
Harris, Christopher	DO	Police Communications Dispatcher – PPT Position No. 1208 to	44-B \$19.29/hr. to 44-B	02/20/2015
		Police Communications Dispatcher Position No. 1128	\$3,420.67/mo.	
(Lateral Transfer per Personnel Commission Rule 11-2)				
Lopez Pedrosa, Stephanie	MC	Office Assistant III Position No. 4002 to	48-E \$3,967.83/mo. to	03/02/2015
	FCC	Office Assistant III Position No. 2476	48-E \$3,967.83/mo.	
Clark, Joyce	CCCC	Department Secretary – PPT Position No. 5016 to	44-E \$21.42/hr. to	03/06/2015
	FCC	Department Secretary – PPT Position No. 2008	44-E \$21.42/hr.	
(Lateral Transfer per Personnel Commission Rule 11-2)				
Rodriguez, Heather	RC	Office Assistant III Position No. 3004 to	48-E \$3,992.83/mo. to	03/06/2015
	FCC	Office Assistant III Position No. 2006	48-E \$3,992.83/mo.	
(Lateral Transfer per Personnel Commission Rule 11-2)				
Silva, Jessica	FCC	Financial Aid Assistant I Position No. 2190 to	57-E \$5,062.67/mo. to	03/09/2015
	RC	Financial Aid Assistant I Position No. 3116	57-E \$5,062.67/mo.	
(Lateral Transfer per Personnel Commission Rule 11-2)				

G. Recommendation to approve the transfer of the following employees (regular) (cont'd):

Name	Location	Classification		Date
Riddle, Rebecca	FCC	Financial Aid Assistant I Position No. 2448 to	57-D \$4,704.08/mo. to	03/25/2015
	CCCC	Financial Aid Assistant I Position No. 5068	57-D \$4,704.08/mo.	
(Lateral Transfer per Personnel Commission Rule 11-2)				
Edwards, Leah	MC	Department Secretary Position No. 4038 to	44-E \$3,597.08/mo. to	03/30/2015
	FCC	Department Secretary Position No. 2028	44-E \$3,597.08/mo.	
(Lateral Transfer per Personnel Commission Rule 11-2)				
Martin, Nora	DO	Accounting Clerk II Position No. 1134 to	41-E \$3,341.92/mo. to	03/30/2015
	FCC	Accounting Clerk II Position No. 8500	41-E \$3,341.92/mo.	
(Lateral Transfer per Personnel Commission Rule 11-2)				
Celaya, Anthony	FCC	Micro-Computer Resource Technician Position No. 2280 to	63-E \$5,855.17/mo. to 63-E	04/06/2015
	RC	Micro-Computer Resource Technician Position No. 3028	\$5,855.17/mo.	
(Lateral Transfer per Personnel Commission Rule 11-2)				

H. Recommendation to approve the leave of absence of the following employees (regular):

Name	Location	Classification		Date
Castro, John	FCC	Physical Education Attendant Position No. 2149		03/13/2015 thru 04/12/2015
		(Unpaid Health Leave of Absence per Article 14 of the CSEA contract)		
Saari, Nathan	RC	Assistant Residence Hall Supervisor – On-site Position No. 3158		01/01/2015 thru 03/17/2015
		(Leave of Absence Without Pay per Personnel Commission Rule 15-30)		
Caldwell, Christopher	DO	Police Officer Position No. 1123		03/30/2015 thru 05/29/2015
		(Unpaid Health Leave of Absence per Article 14 of the POA contract)		

H. Recommendation to approve the leave of absence of the following employees (regular) (cont'd):

Name	Location	Classification	Date
Williams, Steven	FCC	Custodian Position No. 2185	04/06/2015 thru 04/30/2015

(Unpaid Health Leave of Absence per Article 14 of the CSEA contract)

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

Name	Location	Classification	Date
Vargas Arredondo, Diana	RC	Bookstore Sales Clerk II Position No. 3081	06/30/2015

J. Recommendation to accept the retirement of the following regular employees:

Name	Location	Classification	Date
Buck-Friis, William	DO	Groundskeeper Worker Position No. 1142	02/27/2015
Harrison, Richard	FCC	Print, Media & Communications Manager Position No. 2120	04/30/2015
Friesen, Gail	RC	Cook Position No. 3068	05/22/2015
Kemp, Betty	RC	Food Service Worker II Position No. 3078	05/22/2015
Johnson, Cathie	FCC	Scholarship Specialist/Financial Aid Assistant I Position No. 2103	06/30/2015

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 7, 2015

SUBJECT: Consideration to Approve Four-Month Extension ITEM NO. 15-21HR
 of Limited Term Executive Director, Foundation,
 Position

EXHIBIT: None

Background:

The Board of Trustees approved a six-month limited term Executive Director of the Foundation position at its regular board meeting on October 7, 2014. Per Education Code 88105, limited term appointments may not exceed six months at one time. The current limited term position began on November 1, 2014 and will end on April 30, 2015. Administration is recommending an extension of the limited term position for four additional months to allow for full and open recruitment with the goal of having a new Executive Director on board no later than September 1, 2015.

Recommendation:

It is recommended the Board of Trustees approve a four-month extension of the limited term Executive Director, Foundation, position through August 31, 2015.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 7, 2015

SUBJECT: Consideration to Approve Six-Month Extension
 of Limited Term Programmer Position, District
 Office

ITEM NO. 15-22HR

EXHIBIT: None

Background:

The Board of Trustees approved a six-month limited term Programmer position at its meeting on October 7, 2014, due to a vacant Programmer Analyst position. Administration is recommending an extension of the limited term position to allow input from the new Director of Information Systems who will be hired by the middle of May. At that time, the new Director of Information Systems will decide the appropriate replacement for this position

In the meantime, this six-month limited term position will cover programming duties previously completed by the vacant Programmer Analyst position.

Recommendation:

It is recommended the Board of Trustees approve a six-month extension of the limited term Programmer position in the District's IS Department.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 7, 2015

SUBJECT: Review of District Warrants and Checks

ITEM NO. 15-26G

EXHIBIT: None

Recommendation:

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

<u>Account:</u>	<u>Amount:</u>	<u>For the Period:</u>
District	\$15,131,307.73	02/10/15 to 03/16/15
Fresno City College Bookstore	298,835.72	02/11/15 to 03/17/15
Reedley College Bookstore	167,761.16	02/11/15 to 03/17/15
Fresno City College Co-Curricular	81,875.95	02/10/15 to 03/16/15
Reedley College Co-Curricular	100,259.12	02/10/15 to 03/13/15
Total:	<u>\$ 15,780,039.68</u>	

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 7, 2015

SUBJECT: Consideration to Authorize Agreement with
Humboldt State University for Forestry and
Natural Resources Grant, Reedley College

ITEM NO. 15-27G

EXHIBIT: None

Background:

Reedley College has been awarded a sub recipient agreement from Humboldt State University (HSU) for the recruitment, advising, and support of Hispanic students who want to pursue a bachelor degree in natural resources from HSU. The Hispanic Serving Institutions Education Grants Program will provide funding to develop a pathway for natural resources students to pursue a four-year degree.

The agreement is for the period September 1, 2014, through August 31, 2018, with funding in the amount of \$175,500 (FY 2014-15 - \$42,500; FY 2015-16 - \$48,500; FY 2016-17 - \$48,500; and FY 2017-18 - \$36,000).

Recommendation:

It is recommended that the Board of Trustees:

- a) authorize the District, on behalf of Reedley College, to enter into a sub recipient agreement with Humboldt State University for the period September 1, 2014, through August 31, 2018, with funding in the amount of \$175,500;
- b) authorize renewal of the agreement with similar terms and conditions; and
- c) authorize the Interim Chancellor or Vice Chancellor of Finance and Administration to sign the agreement on behalf of the District.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 7, 2015

SUBJECT: Consideration of Bids, Underground Hot
Water Loop Repairs, Fresno City College

ITEM NO. 15-28G

EXHIBIT: None

Background:

Bid #1415-15 provides for the work necessary to repair existing hot water piping between the utility and math/science buildings at Fresno City College. The work for this project consists of excavation of the work area, underground camera investigation of the existing hot water pipe, replacement of various pipe sections and slip joints, traffic control and other related items of work. This project is scheduled to take place during the summer break while the hot water loop is shut down to help minimize the impact on students and staff. The project was necessitated by the need to eliminate leakage of hot water that provides heating to the south side of the Fresno City College campus.

Funding for this project will be provided by scheduled maintenance funds. Bids were received from three contractors as follows:

<u>Bidder</u>	<u>Award Amount</u>
Lawson Mechanical Contractors	\$123,623.00
New England Sheet Metal Works, Inc.	\$124,139.00
Hobbs Construction, Inc.	\$144,715.00

Fiscal Impact:

\$123,623.00 – Scheduled Maintenance Funds

Recommendation:

It is recommended the Board of Trustees award Bid #1415-15 in the amount of \$123,623.00 to Lawson Mechanical Contractors, the lowest responsible bidder for the Underground Hot Water Loop Repairs, Fresno City College; and authorize the Interim Chancellor or Vice Chancellor of Finance and Administration to sign an agreement on behalf of the District.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 7, 2015

SUBJECT: Consideration of Bids, ADA Improvements,
Clovis Community College Center – Herndon
Campus

ITEM NO. 15-29G

EXHIBIT: None

Background:

Bid #1415-24 provides for necessary site upgrades to improve accessibility and address requirements of the Americans with Disabilities Act at the Clovis Community College Center – Herndon Campus. This project is a continuation of improvements to the Herndon Campus to allow for increased instructional offerings. The project includes accessibility modifications to the parking and path of travel to the one story and two story buildings, as well as the existing relocatable buildings. Improvements include changes to accessible parking stalls and signage and the removal and replacement of non-compliant walks and ramps in the path of travel. The project addresses the District’s accessibility goals established in the Facilities Master Plan.

Funding for this project will be provided by District capital projects funds. Bids were received from nine contractors as follows:

<u>Bidder</u>	<u>Award Amount</u>
Davis Moreno Construction, Inc.	\$121,521.00
Hobbs Construction, Inc.	\$128,999.00
Avison Construction, Inc.	\$129,000.00
Todd Companies	\$137,500.00
D.H. Williams Construction, Inc.	\$139,490.00
Marko Construction Group, Inc.	\$146,680.00
R & H Construction	\$167,315.00
Cooper Chase Construction	\$206,320.00
Maxwell Smart Construction, Inc.	\$225,184.00

Fiscal Impact:

\$121,521.00 – District Capital Projects Fund

Item No. 15-29G

Page 2

Recommendation:

It is recommended the Board of Trustees award Bid #1415-24 in the amount of \$121,521.00 to Davis Moreno Construction, Inc., the lowest responsible bidder for the ADA Improvements, Clovis Community College Center – Herndon Campus; and authorize the Interim Chancellor or Vice Chancellor of Finance and Administration to sign an agreement on behalf of the District.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 7, 2015

SUBJECT: Consideration to Accept Construction Project,
CalWORKs Office Remodel, T200 Building,
Fresno City College

ITEM NO. 15-30G

EXHIBIT: None

Background:

The project for CalWORKs Office Remodel, T200 Building, Fresno City College, is now substantially complete and ready for acceptance by the Board of Trustees.

Recommendation:

It is recommended the Board of Trustees:

- a) accept the project for CalWORKs Office Remodel, T200 Building, Fresno City College; and
- b) authorize the Interim Chancellor or his designee to file a Notice of Completion with the County Recorder.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 7, 2015

SUBJECT: Consideration to Adopt Resolution Authorizing ITEM NO. 15-31G
 Vendor Relationship with Central Valley
 Regional Center, Fresno City College

EXHIBIT: Resolution No. 2015.06

Background:

The Central Valley Regional Center (CVRC) requires a board resolution in order for an entity to become a CVRC vendor. Fresno City College (FCC) is in the process of contracting services with CVRC in order to provide Child Development Center (CDC) students an opportunity to work with special needs children. This experience will prepare our students for employment in child care settings.

The contract is anticipated to enable CVRC to refer 32 children each month for a maximum of six hours of early intervention with the faculty and staff at the CDC. The contract will allow FCC's early intervention program students a place on campus to do their practicum work. Until now, these students had to find placements at off-campus sites in order to complete their certificates and/or degrees.

Recommendation:

It is recommended the Board of Trustees:

- a) adopt Resolution No. 2015.06 authorizing the District, on behalf of Fresno City College, to become a Central Valley Regional Center vendor;
- b) authorize future annual renewal of the agreement with similar terms and conditions;
 and
- c) authorize the Interim Chancellor or Vice Chancellor of Finance and Administration to sign the agreement on behalf of the District.

**STATE CENTER COMMUNITY COLLEGE DISTRICT
FRESNO COUNTY, CALIFORNIA**

RESOLUTION NO. 2015.06

**AUTHORIZING VENDOR RELATIONSHIP WITH
THE CENTRAL VALLEY REGIONAL CENTER (CVRC),
FRESNO CITY COLLEGE**

WHEREAS, the Central Valley Regional Center (CVRC) requires this board resolution in order for an entity to become a CVRC vendor;

WHEREAS, Fresno City College (FCC) is in the process of developing a contract with CVRC;

WHEREAS, in order to have a contract with CVRC, FCC must first be designated a vendor;

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees adopt Resolution No. 2015.06 authorizing the District, on behalf of Fresno City College, to become a vendor of the Central Valley Regional Center (CVRC).

PASSED AND ADOPTED on this 7th day of April 2015, by the following vote:

AYES: _____ NOES: _____ ABSENT: _____

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: April 7, 2015

SUBJECT: Consideration to Approve Study Abroad
Program, Costa Rica, Summer 2016

ITEM NO. 15-32G

EXHIBIT: None

Background:

The District is offering a 10-day summer 2016 study abroad program to Costa Rica. Participants will experience the differences between U.S. and Costa Rican cultures by visiting a museum and attending cultural events. They will compare healthcare by touring a large modern hospital and, if in session, visiting a school of nursing. They will travel to the Monteverde cloud forest for two to three days where they will experience that unique microenvironment and learn about its health effects. Students will discuss and experience first-hand cultural differences and identify ways culture impacts application, acceptance, and availability of health care practices. After researching local health care needs, students will have the opportunity to develop and implement health promotion activities appropriate for the local community. Each participant will be included in all activities, regardless of whether enrolled in RN 177, RN 33I, or both.

A third party provider will handle travel arrangements, accommodations, school facilities and general promotion. Program implementation will be in accordance with current district policies, regulations and college procedures.

Recommendation:

It is recommended that the Board of Trustees approve the offering of the Summer 2016 Study Abroad Program in Costa Rica and approve Gretchen Esaki and Gretchen Nelson as instructors for this program.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 7, 2015

SUBJECT: Consideration to Approve Study Abroad
Program, Republic of Cuba, Summer 2016

ITEM NO. 15-33G

EXHIBIT: None

Background:

The District is offering a summer 2015 study abroad program to the Republic of Cuba. Participants in this 12-day study abroad program will travel to the Republic of Cuba, situated on the largest and most pristine island in the Caribbean. With exceptional biodiversity that includes 3,000 species of endemic plants and animals, as well as a controversial, yet interesting economic system, it is hard to imagine a more ideal location to teach a laboratory life science course (Biology 47) and an introductory economics course (Economics 1A) than Cuba. Each participant will engage in an itinerary that includes locations, events, and activities relevant to life science and/or economics. Each participant will be included in all activities, regardless of whether enrolled in Biology 47, Economics 1A, or both.

Academic Programs International (API), a third party provider, will handle travel arrangements, accommodations, school facilities and general promotion. Program implementation will be in accordance with current District policies, regulations and college procedures.

Recommendation:

It is recommended that the Board of Trustees approve the offering of the Summer 2016 Study Abroad Program to the Republic of Cuba and approve Vikki Piper and Frank Yancey as instructors for this program.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 7, 2015

SUBJECT: Consideration to Approve Out-of-State Student ITEM NO. 15-34G
 Travel for IHSA Equestrian Competition,
 Reedley College

EXHIBIT: None

Background:

During the past year, the Reedley College equestrian program has transitioned from a co-curricular club to a competitive intercollegiate women's team. They have been very successful against four-year universities in the region and have been invited to compete in the Junior College Nationals hosted by West Texas A&M. This event is approved by the Intercollegiate Horse Show Association (IHSA) and will provide an opportunity for the team to contend with other two-year colleges at a national level.

Recommendation:

It is recommended that the Board of Trustees approve out-of-state travel for five students to attend the Junior College Nationals in Canyon, Texas from April 16-19, 2015, with the understanding that the trip will be financed without requiring expenditures of college or district funds.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 7, 2015

SUBJECT: California Community College Trustees
2015 Ballot for Board of Directors

ITEM NO. 15-17

EXHIBIT: List of Candidates and Sample Ballot

Background

The election of members of the CCCT board will take place between March 10 and April 25, 2014. There are seven (7) seats up for reelection on the board; one of those seven is a vacancy created by a board member that was not reelected at the district level in November.

Each community college district governing board shall have one vote for each of the seven seats on the CCCT board. Only one vote may be cast for any nominee or write-in candidate. The seven candidates who receive the most votes will serve a three-year term. The deadline for mailing the ballot is April 25, 2015. Candidate bios and statements may also be accessed on the League's website at www.ccleague.org.

Recommendation

It is recommended the Board of Trustees authorize the Board Secretary to cast a ballot for up to seven individuals, as directed, from the list of candidates for the 2015 California Community College Trustees board election.



2015 CCCT BOARD ELECTION
CANDIDATES LISTED IN SECRETARY OF STATE'S
RANDOM DRAWING ORDER OF JANUARY 26, 2015

1. *Ann H. Ransford, Glendale CCD
2. *Janet Chaniot, Mendocino-Lake CCD
3. Richard Watters, Ohlone CCD
4. *Bernard "Bee Jay" Jones, Allan Hancock CCD
5. Don Edgar, Sonoma County CCD
6. Brent Hastey, Yuba CCD
7. Janet Green, Riverside CCD
8. Bill Freeman, Hartnell CCD
9. *Doug Otto, Long Beach CCD
10. *M. Tony Ontiveros, North Orange County CCD

* Incumbent



CCCT 2015 BOARD OFFICIAL BALLOT

Vote for no more than seven (7) by checking the boxes next to the names.

NOMINATED CANDIDATES

List order based on Secretary of State's January 26, 2015 random drawing.

- *Ann H. Ransford, Glendale CCD
- *Janet Chaniot, Mendocino-Lake CCD
- Richard Watters, Ohlone CCD
- *Bernard "Bee Jay" Jones, Allan Hancock CCD
- Don Edgar, Sonoma County CCD
- Brent Hastey, Yuba CCD
- Janet Green, Riverside CCD
- Bill Freeman, Hartnell CCD
- *Doug Otto, Long Beach CCD
- *M. Tony Ontiveros, North Orange County CCD

WRITE-IN CANDIDATES

Type each qualified trustee's name and district on the lines provided below.

* Incumbent

Board Secretary and Board President or Board Vice President must sign below:

This ballot reflects the action of the board of trustees cast in accordance with local board policy.

District: _____

Secretary of the Board

President or Vice President of the Board

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 7, 2015

SUBJECT: Consideration of Bids, Replacement of Chilled Water Pump and Boiler, Utility Building, Reedley College

ITEM NO. 15-18

EXHIBIT: None

Background:

Bid #1415-17 provides for the work necessary to replace two boilers and a chilled water pump and boiler in the utility building at Reedley College campus. The work for the project includes selective demolition, replacement of the existing two boilers with one high-efficiency boiler, upgraded direct digital controls for precise management of the hot water supply system, new piping and related electrical work. The new boiler is designed for lower greenhouse emissions and increased efficiency to lower current energy use. Also included is the removal and replacement of the chilled water pump with a more efficient model.

Funding for this project will be provided by scheduled maintenance funds. Bids were received from five contractors, as follows:

<u>Bidder</u>	<u>Award Amount</u>
American Incorporated	\$227,400.00
New England Sheet Metal Works, Inc.	\$229,787.00
Strategic Mechanical Inc.	\$232,526.00
Lawson Mechanical Contractors	\$241,703.00
HPS Mechanical, Inc.	\$248,241.00

Fiscal Impact:

\$227,400.00 – Scheduled Maintenance Funds

Recommendation:

It is recommended the Board of Trustees award Bid #1415-17 in the amount of \$227,400.00 to American Incorporated, the lowest responsible bidder for the Replacement of Chilled Water Pump

Item No. 15-18

Page 2

and Boiler, Utility Building, Reedley College; and authorize the Interim Chancellor or Vice Chancellor of Finance and Administration to sign an agreement on behalf of the District.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 7, 2015

SUBJECT: Consideration of Bids, Parking and Concrete Improvements, Madera Center and Oakhurst Center ITEM NO. 15-19

EXHIBIT: None

Background:

Bid #1415-18 provides for parking lot and concrete improvements at locations to include Madera Center and Oakhurst Center. The work for the project at Madera Center includes, in general, removing the northernmost section of asphalt concrete in parking lot A, in front of the bookstore and cafeteria building, and reconstructing it with concrete. Also included in the project are drainage and ADA improvements and other related items of work. At the Oakhurst Center, this project will construct walkways adjacent to Civic Circle Drive in front of the science classroom (OC 9), improvements to the storm drainage system, irrigation and landscaping, which will provide safer access into and around the campus with areas for student seating.

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

<u>Bidder</u>	<u>Award Amount</u>
Serna Construction, Inc.	\$248,700.00
Seal Rite Paving and Grading	\$256,933.00
Davis Moreno Construction, Inc.	\$257,857.00
Avison Construction Inc.	\$269,200.00
Todd Companies	\$276,000.00
Bush Engineering, Inc.	\$279,100.00
D.H. Williams Construction, Inc.	\$294,800.00
R & H Construction	\$306,200.00
V & G Builders, Inc.	\$315,891.03

Fiscal Impact:

\$248,700.00– A combination of Districtwide Parking Fee Revenues and Campus Reserves.

Item No. 15-19

Page 2

Recommendation:

It is recommended the Board of Trustees award Bid #1415-18 in the amount of \$248,700.00 to Serna Construction, Inc., the lowest responsible bidder for the Parking and Concrete Improvements, Madera Center and Oakhurst Center; and authorize the Interim Chancellor or Vice Chancellor of Finance and Administration to sign an agreement on behalf of the District.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 7, 2015

SUBJECT: Consideration of Bids, Parking Improvements, Fresno City College and Clovis Community College Center

ITEM NO. 15-20

EXHIBIT: None

Background:

Bid #1415-19 provides for parking lot and pavement improvements at locations to include Fresno City College and Clovis Community College Center. Pavement rehabilitation has typically been an annual project utilizing funds from parking revenues to maintain the paved surfaces throughout the district. The work for this year's project at Fresno City College includes, placing asphalt concrete overlay on parking lot T and on the north portion of parking lot V, and placing slurry seal coat and restripe in parking lots T, U, V. Included in this project are placing slurry seal coat and restriping parking lots S1, S2 and access roads at Clovis Community College Center.

Funding for this project will be provided by districtwide parking fees and fines revenues. Bids were received from six contractors as follows:

<u>Bidder</u>	<u>Award Amount</u>
Central Valley Asphalt	\$217,500.00
Avison Construction, Inc.	\$226,000.00
B & B Construction Services	\$236,250.00
Bush Engineering, Inc.	\$273,100.00
Yarb's Grading and Paving, Inc.	\$289,370.00
Todd Companies	\$294,800.00

Fiscal Impact:

\$217,500.00– District Parking Revenue Funds

Item No. 15-20

Page 2

Recommendation:

It is recommended the Board of Trustees award Bid #1415-19 in the amount of \$217,500.00 to Central Valley Asphalt, the lowest responsible bidder for the Parking Improvements, Fresno City College and Clovis Community College Center; and authorize the Interim Chancellor or Vice Chancellor of Finance and Administration to sign an agreement on behalf of the District.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 7, 2015

SUBJECT: Consideration of Bids, Concrete Improvements, ITEM NO. 15-21
 Gym Entrance, Fresno City College

EXHIBIT: None

Background:

Bid #1415-20 provides for concrete improvements at the south main entrance to the gymnasium at Fresno City College. Work consists mainly of removal of existing concrete and aggregate walks, vegetation and tree roots; addition of concrete seating and trees to new campus locations; adjustment of exiting utilities to new finished grades; and the construction of new concrete walks, installation of exterior lighting, irrigation and landscape improvements. Work related to this project will happen concurrently with the bleacher and ADA improvements that were bid under separate contract. The gymnasium renovations were previously approved using campus reserve funds. All work to be scheduled during the summer months to allow for minimal disruption.

Funding for this project will be provided by campus reserve funds. The lowest responsive bid amount is determined by the base bid plus two alternates. Bids were received from eight contractors as follows:

<u>Bidder</u>	<u>Award Amount</u>
Todd Companies	\$388,400.00
D.H. Williams Construction, Inc.	\$398,850.00
Davis Moreno Construction, Inc.	\$411,285.00
R & H Construction	\$420,900.00
Seal Rite Paving & Grading	\$428,332.00
Hobbs Construction, Inc.	\$428,790.00
Avison Construction, Inc.	\$450,800.00
Steve Dovali Construction, Inc.	\$467,875.00

Fiscal Impact:

\$388,400.00– Campus Reserve Funds

Item No. 15-21

Page 2

Recommendation:

It is recommended the Board of Trustees award Bid #1415-20 in the amount of \$388,400.00 to Todd Companies, the lowest responsible bidder for the Concrete Improvements, Gym Entrance, Fresno City College; and authorize the Interim Chancellor or Vice Chancellor of Finance and Administration to sign an agreement on behalf of the District.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 7, 2015

SUBJECT: Consideration of Bids, Reroof Utility Building,
Weight Room at Gym, and Racquetball Courts,
Reedley College

ITEM NO. 15-22

EXHIBIT: None

Background:

Bid #1415-21 provides for the work necessary to reroof the utility building, the weight room at the gym and the racquetball courts at the Reedley College campus. To comply with Title 24, this project includes the removal and replacement of existing roofing, roofing insulation, and roof crickets; removal and replacement of existing flashings and counter flashings; and the removal and re-installation of existing flashings and sheet metal. Additional work to be performed includes the installation of new overflow drains and roof insulation, finish surfacing of existing and new roof surfaces, removal and reinstallation of designated existing mechanical equipment and curbs, including utility connections, and installation of roof walkway pads, plus installation of an exterior mounted roof access ladder and other related items of work.

Funding for this project will be provided by scheduled maintenance funds. Bids were received from two contractors as follows:

<u>Bidder</u>	<u>Award Amount</u>
Fresno Roofing Company, Inc.	\$330,783.00
Graham Prewett, Inc.	\$339,000.00

Fiscal Impact:

\$330,783.00 – Scheduled Maintenance Funds

Recommendation:

It is recommended the Board of Trustees award Bid #1415-21 in the amount of \$330,783.00 to Fresno Roofing Company, Inc., the lowest responsible bidder for the Reroof Project at Reedley

Item No. 15-22

Page 2

College; and authorize the Interim Chancellor or Vice Chancellor of Finance and Administration to sign an agreement on behalf of the District.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 7, 2013

SUBJECT: Consideration of Bids, Exterior Lighting
Retrofit, Phase 2, Districtwide

ITEM NO. 15-23

EXHIBIT: None

Background:

Bid #1415-28 provides for the retrofitting and/or replacement of exterior lighting across Fresno City College, Reedley College, and the Madera Center. With the passage of Proposition 39, the District is well positioned to take advantage of funding allocated under this legislation for the purpose of improving energy efficiency.

Under Proposition 39, the second year funds include LED lighting in parking lots and exterior pathways throughout all locations to increase safety districtwide. Included in this project is replacement of the remaining exterior light fixtures not replaced during year 1 of this project. This new lighting will provide energy efficient LED fixtures to be attached to existing poles and/or arms with existing branch circuit wiring and circuit controls to remain in place. This project is the second and final phase of exterior lighting.

The total funding will allow the District to cover the cost of construction as well as design, oversight and contingency costs. The work for this project will be scheduled for installation primarily during the summer months to allow for minimum disruption to District activities. Funding for this project will be provided by Proposition 39. Bids were received from five contractors, as follows:

<u>Bidder</u>	<u>Bid Amount</u>
Contra Costa Electric, Inc.	\$191,448.00
Steven's Electrical Contracting	\$201,534.00
A-C Electric Company	\$206,000.00
Tim R. Trull Electric, Inc.	\$221,000.00
City Service Lighting	\$257,494.00

Item No. 15-23

Page 2

Fiscal Impact:

\$191,448.00 – Proposition 39 Funds

Recommendation:

It is recommended the Board of Trustees award Bid #1415-28 in the amount of \$191,448.00 to Contra Costa Electric, Inc., the lowest responsible bidder for the Exterior Lighting Retrofit, Phase 2, Districtwide; and authorize the Interim Chancellor or Vice Chancellor of Finance and Administration to sign an agreement on behalf of the District.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 7, 2015

SUBJECT: Consideration of resolution regarding
use of outside counsel

ITEM NO. 15-24

EXHIBITS: Draft Resolution No. 2015.07
Eng letter of February 4, 2015
Taylor letter of March 4, 2015
Lipton letter of March 5, 2015

Background:

On February 2, 2010, the Board took official action to authorize a panel of outside law firms selected and interviewed through an RFP process. The authorized panel consisted of the following firms: Atkinson, Andelson, Loya, Ruud & Romo, P.C.; Liebert Cassidy & Whitmore, PC; Law Offices of Hilda Cantu Montoy; Best Best & Krieger, LLP; Zampi, Determan & Erickson, LLP; Lozano Smith, P.C.; and Remy Thomas Moose & Manley, LLP. The District consults with those firms as needed for specialized legal matters at the direction of District General Counsel and the Chancellor.

On October 31, 2014, at the direction of then-Board President Trustee Pat Patterson, attorney Jack Lipton of the firm Burke, Williams & Sorenson, not on the panel, sent to General Counsel Gregory Taylor a draft "retainer agreement" to "provide legal advice to the District's Board of Trustees, as directed." Mr. Lipton had previously advised the Board on matters relating to chancellors' contracts, without having an agreement between himself and the District. Mr. Taylor responded to Mr. Lipton that Trustee Patterson acting as an individual trustee did not have authority to retain outside counsel, and that the District administration did not intend to execute the retainer agreement.

No individual trustee has the authority to engage counsel or otherwise contract on behalf of the District. The District employs a systematic RFP process for the selection of professional firms. The Board acted to approve a panel of firms selected through this process. It does not include Mr. Lipton's firm. Without a contract or formal board action appointing him, Mr. Lipton is not counsel to the District.

On February 4, 2015, Vice Chancellor Ed Eng sent Mr. Lipton a letter in which he clarified that Mr. Lipton has no ongoing attorney-client relationship with the District. Mr. Lipton did not respond to the letter and continued to advise individual trustees on Board matters.

On March 4, 2015, General Counsel Gregory Taylor sent a letter to Mr. Lipton reiterating that he has no ongoing attorney-client relationship with the District, and demanding that he return District files to Interim Chancellor Stewart, as is his duty under California Rule of Professional Conduct 3-700(D).

Mr. Lipton responded by letter on March 5, 2015. He stated his refusal to turn over client files to the Interim Chancellor without first being expressly instructed to do so by the Board, and his intention to continue to advise the Board on the basis of a proposed retainer agreement that he expected would be approved by the Board in the future.

Given Mr. Lipton's refusal to turn over District files to the Interim Chancellor as required by the California Rules of Professional Conduct for attorneys unless expressly directed to do so by a majority of the Board, it is necessary for the Board to adopt the attached resolution clarifying his relationship to the District and instructing him to follow the direction of the District's General Counsel. Any documents held by Mr. Lipton will be made available to the trustees to review, consistent with the requirements of confidentiality and the attorney-client privilege as they may apply.

Recommendation:

It is recommended that the Board pass Resolution 2015.07.

Item No. 15-24

Page 3

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**STATE CENTER COMMUNITY COLLEGE DISTRICT
FRESNO COUNTY, CALIFORNIA**

RESOLUTION NO. 2015.07

**REGARDING ATTORNEY JACK P. LIPTON,
BURKE, WILLIAMS & SORENSON, LLP**

WHEREAS, Attorney Jack P. Lipton, of the firm Burke, Williams & Sorenson, LLP purports to be engaged to provide legal services to the District; and

WHEREAS, there is no agreement in place between Mr. Lipton and District, nor record of Board action appointing him counsel to the District; and

WHEREAS, Mr. Lipton refuses to cooperate with District General Counsel Gregory Taylor or Interim Chancellor Dr. Bill F. Stewart regarding the legal affairs of the District; and

WHEREAS, Mr. Lipton possesses files that belong to the District that he refuses to turn over to the District without the express authorization of the Board; and

WHEREAS, Mr. Lipton continues to advise individual trustees on the District's legal matters without consultation or coordination with the District's General Counsel or Interim Chancellor; and

WHEREAS, it is desirable that the Board make a clear statement regarding the relationship between Mr. Lipton and the District so as to resolve any confusion that Mr. Lipton or any individual trustee might have on the matter; therefore

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees adopt Resolution No. 2015.07 as follows:

1. There is no ongoing attorney-client relationship with the State Center Community College District and Mr. Lipton or the Burke, Williams & Sorenson firm;
2. Any future engagement of Mr. Lipton or his firm will be done on the basis of action by a majority of the Board in open session as reported in its minutes;
3. Mr. Lipton is instructed to turn over all District files to Interim Chancellor Dr. Stewart as instructed in General Counsel Gregory Taylor's letter of March 4, 2015 (attached), and is further instructed to cease holding himself out as counsel to the District, and to refer any individual purporting to seek advice or counsel on behalf of the District to General Counsel Gregory Taylor;

4. Dr. Stewart and Mr. Taylor are instructed to make those files available for the Board to review as appropriate consistent with the requirements of confidentiality, the Brown Act, and preservation of the attorney-client privilege.

PASSED AND ADOPTED on this 7th day of April 2015, by the following vote:

AYES: _____ NOES: _____ ABSENT: _____

Board of Trustees Secretary
State Center Community College District



State Center Community College District

1525 East Weldon Avenue • Fresno, California 93704-6398 • (559) 226-0720 • FAX 559-229-7039 • www.scccd.edu

February 4, 2015

VIA EMAIL to: jlipton@bwslaw.com

Mr. Jack P. Lipton
BURKE, WILLIAMS & SORENSEN, LLP
444 South Flower Street, Suite 2400
Los Angeles, California 90071-2953

Re: Investigation of Trustee Eric Payne

Dear Mr. Lipton:

Thank you for your services in this matter. With the Board's action, your representation of the District is concluded. Please prepare your final invoice and remit to me.

I understand that in the past there has been some confusion about whether you are retained to provide ongoing advice to the Board in other matters, and it is important that we be clear on this point. With the conclusion of the Eric Payne investigation, you are not presently retained to advise the Board on any other matters. Should you receive any further requests for legal advice from a trustee, administrator, or other employee of the District, please refer the individual to General Counsel Gregory Taylor.

Very truly yours,

A handwritten signature in dark ink, appearing to read 'Eng', is written over a light-colored background.

Edwin Eng
Vice Chancellor, Finance and Administration

EE/pg

C: Ron Nishinaka, Board President, Ad-hoc Board Subcommittee Member
Trustee Pat Patterson, Ad-hoc Board Subcommittee Member
Trustee Richard Caglia, Ad-hoc Board Subcommittee Member
Dr. Bill F. Stewart, Interim Chancellor
Gregory Taylor, General Counsel



State Center Community College District

1525 East Weldon Avenue • Fresno, California 93704-6398 • (559) 226-0720 • FAX 559-229-7039 • www.scccd.edu

March 4, 2015

VIA U.S. MAIL AND EMAIL to: jlipton@bwsllaw.com

Mr. Jack P. Lipton
BURKE, WILLIAMS & SORENSEN, LLP
444 South Flower Street, Suite 2400
Los Angeles, California 90071-2953

Dear Mr. Lipton:

I write to demand that you turn over all client papers and property regarding your representation of State Center Community College District, pursuant to California Rule of Professional Conduct 3-700(D). This includes, without exclusion, all correspondence, reports, drafts, research notes, records of telephone calls, expert or investigator reports and drafts, and any other documents or records prepared in the course of the representation of the District, whether in paper or electronic format.

Please send the files to:

Dr. Bill F. Stewart, Interim Chancellor
State Center Community College District
1525 E. Weldon Ave.
Fresno, CA 93704-6398

Further, it has come to my attention that, notwithstanding the attached letter from Vice Chancellor Ed Eng from February 4 confirming that your representation is concluded, you continue to advise individual trustees, and purport to be counsel to the District. You do this without even bothering to responding to Mr. Eng to explain why you believe, contrary to his letter, that you are authorized to continue to advise and represent the District and its trustees. You continue to advise this minority of trustees while refusing to inform me as General Counsel, or Interim Chancellor Bill Stewart, as chief executive officer of the District, regarding the substance of the matters on which you continue to advise certain Board members.

Kindly direct me to the contract or official record of Board action that you believe appoints you ongoing outside counsel to the District. To my knowledge, it does not exist.

Apparently you persist in this conduct based on the representation of one or more trustees (but not a majority acting in a lawful meeting) that your continued representation of the District will be subsequently ratified by a majority of the Board in some future meeting,

Mr. Jack P. Lipton
March 4, 2015
Page 2

presumably with an instruction to pay your invoices for work previously done without authorization. That has not happened to date.

I reiterate Vice Chancellor Eng's February 4 letter: Your representation of the District is over. If the District wants your services again, a majority of the Board acting in open session at a noticed, public meeting will so indicate by authorizing a contract with you for that purpose. Presently, all we require from you is that you comply with the demand for our file, and cease providing advice on District matters to the trustees while purporting to be legal counsel to the District.

We expect the file in Dr. Stewart's office by the close of business this Friday, March 6. We will reimburse you overnight courier expenses; if you copy the file for your own records, that expense is your own.

Very truly yours,



Gregory Taylor
General Counsel

GST:jl

Enclosure

C: Dr. Bill F. Stewart, Interim Chancellor
Ed Eng, Vice Chancellor, Finance & Administration
Ron Nishinaka, Board President
Richard M. Caglia, Vice President to the Board
John Leal, Secretary to the Board
Miguel Arias, Trustee
Bobby Kahn, Trustee
Patrick E. Patterson, Trustee
Eric Payne, Trustee

March 5, 2015

Gregory Taylor
General Counsel
State Center Community College District
1525 East Weldon Avenue
Fresno, California 93704-6398

Re: Legal Services

Dear Mr. Taylor:

I am in receipt of your letter of March 4, 2015.

By way of background, as you may know, my law firm and I have been providing legal services to the Board of Trustees of State Center Community College District since 2010. The legal issues with which I have provided legal services have dealt primarily with the District's Chancellor, including the appointment, employment contract, and performance evaluation of the Chancellor and other significant issues. As an example, last year I was involved in the issues that culminated in the resignation of Chancellor Deborah Blue and the appointment of Dr. Bill Stewart as Interim Chancellor.

More recently, as you and Mr. Eng have acknowledged, I was appointed as legal counsel to the Board Committee that was created to consider the possible censure of a trustee. In this regard, and contrary to Mr. Eng's letter of February 4, 2015, the Committee has not yet completed its work in that additional findings from the censure investigation remain to be discussed with the full Board of Trustees in Closed Session. I certainly did not mean any disrespect in not responding to Mr. Eng's letter, but I had understood from the Board President that he advised Dr. Stewart that the work of the Committee has not concluded, that there would be a subsequent Closed Session to discuss the remaining findings, and that I did not need to respond to Mr. Eng's letter.

With respect to your request for me to send to you documents regarding my firm's representation of the District, with all due respect, I will need to review this situation further and seek guidance from the Board of Trustees. Indeed, as I have explained, my legal work with the Committee has not completed. Additionally, I frankly will need an opportunity to consult with the Board of Trustees regarding the propriety of releasing documents to you and to Dr. Stewart in light of the attorney-client privilege. In

Gregory Taylor
March 5, 2015
Page 2

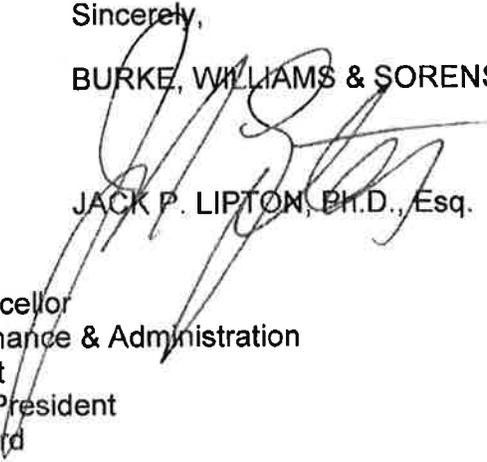
other words, without disclosing the substance of my communications with the Board, including my recent legal work with the Committee and going back to my work involving Dr. Blue and even prior to that, I have not been authorized to share these confidential communications with any individuals outside of the Board. I will get back to you on this issue after I receive guidance from the Board.

I have appreciated the opportunity to provide legal services to the District and to the Board of Trustees over the years, and I hope to continue to be able to do so. In this regard, it has been my impression that the trustees have appreciated my legal advice and guidance. And I take pride in providing high quality legal services at a reasonable cost.

Based on my discussions with the Board President, it is my expectation that a new retainer agreement will be placed on the Board Agenda at an upcoming Board meeting for the Board to consider in Open Session, clarifying my role to provide legal advice to the Board of Trustees on an as-needed basis. The Board's approval of this agreement certainly will clarify the issues that you and Mr. Eng have raised in your respective letters.

Sincerely,

BURKE, WILLIAMS & SORENSEN, LLP


JACK P. LIPTON, Ph.D., Esq.

JPL:da

cc: Dr. Bill F. Stewart, Interim Chancellor
Edwin Eng, Vice Chancellor, Finance & Administration
Ron Nishinaka, Board President
Richard M. Caglia, Board Vice President
John Leal, Secretary to the Board
Miguel Arias, Trustee
Bobby Kahn, Trustee
Patrick E. Patterson, Trustee
Eric Payne, Trustee

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 7, 2015

SUBJECT: Consideration to Approve Agreement for
Executive Search Services, Chancellor

ITEM NO. 15-25

EXHIBIT: None

Background:

In February 2015, the District released a Request for Proposals (RFP) for executive search services to coordinate the recruitment for a new chancellor. In response, the District received four proposals. On March 19, 2015, a committee composed of Trustee Miguel Arias, Trustee John Leal, Vice Chancellor of Finance and Administration Ed Eng, Vice President of Instruction and Students Kelly Fowler, Vice President of Administrative Services Cheryl Sullivan, purchasing department representative Christy Hedstrom, and Vice Chancellor of Human Resources Diane Clerou interviewed all four consulting firms.

The executive search firms interviewed included Association of Community College Trustees (ACCT), Community College Search Services, The Educational Leadership Search (ELS) Group, and Greenwood Asher, Inc. At the conclusion of the initial interviews by the full committee, two firms were identified as finalists. On March 24, 2015, Trustees Arias and Leal conducted supplemental telephone interviews with these two firms. Following those interviews, Trustee Arias and Trustee Leal are recommending entering into a contract agreement with The ELS Group.

Fiscal Impact:

Funding for the executive search process will be paid by the 2014-2015 and 2015-2016 General Fund. The ELS Group fee to facilitate the chancellor executive search is \$28,500, plus travel expenses.

Recommendation:

It is recommended the Board of Trustees authorize entering into an agreement with The Educational Leadership Search (ELS) Group for executive search services for the Chancellor's recruitment, and authorize the Vice Chancellor of Finance and Administration to sign an agreement on behalf of the District.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 7, 2015

SUBJECT: Consideration to Approve New Position
with Proposed Title of Director of Oakhurst
Community College Center

ITEM NO. 15-26

EXHIBIT: None

Background:

The Oakhurst Community College Center (OCCC) is currently staffed with a ten-month Faculty Coordinator position. The person in this position has accepted a transfer to the Clovis Community College Center as an instructor. A review was conducted by Reedley College administration and Human Resources to assess the duties and requirements of this Faculty Coordinator position. It is determined that this position was incorrectly categorized; the duties are clearly academic administrator duties based on Education Code 87002(b). It defines an educational administrator, as designated by the governing board of the district, as having direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services program of the college or district. Additionally, the recommendation is for the Director of the Oakhurst Community College Center to be a full-time, twelve-month academic administrator.

The closest educational administrator is the Vice President of the Madera and Oakhurst Centers located 45 miles away at the Madera Community College Center. Therefore, the Oakhurst position must plan, direct and monitor the instructional and student services programs as well as the faculty and classified staff. The OCCC has 24 faculty members, 4 staff members and serves 572 students.

Examples of Duties:

1. Recruits and hires adjunct faculty.
2. Assists in the development and management of the Oakhurst Community College Center budget.
3. Supervises and evaluates classified staff assigned to the Oakhurst Community College Center.
4. Supervises student workers at the Oakhurst Community College Center.

5. Serves as liaison between Oakhurst Community College Center and the community, and manages outreach activities.
6. Serves as liaison between Reedley College, Madera Community College Center, and the Oakhurst Community College Center faculty, staff, and administration.
7. Coordinates instructional and student services programs of the Oakhurst Community College Center in consultation with the Vice President of Madera and Oakhurst Community College Centers, Vice President of Instruction, and Vice President of Student Services.
8. Develops the schedule of courses for the Oakhurst Community College Center.
9. Assists in the process of developing and recommending annual instructional and student services goals in consultation with the Vice President of Madera and Oakhurst Community College Centers, Vice President of Instruction, and Vice President of Student Services and is responsible for the attainment of these goals.
10. Recommends the purchase of services, supplies, and equipment necessary to successfully carry out the instructional and student services programs of the Oakhurst Community College Center.
11. Provides input into the performance evaluations of faculty and management staff assigned to or are an integral part of the instructional and student services programs of the Oakhurst Community College Center.
12. Serves on committees.
13. Manages the Oakhurst Community College Center's facilities, equipment, and technology.
14. Coordinates and supervises distance learning courses and technology needs of these courses.
15. Coordinates development of new academic programs with the advisory committees, dean of instruction, and division representatives.
16. Serves as host for community events and activities.
17. Writes press releases and works with local news agencies in conjunction with the PIO.
18. Performs other duties as required.

Recommendation:

It is recommended the Board of Trustees approve a new position with a proposed title of Director of Oakhurst Community College Center.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 7, 2015

SUBJECT: Consideration to Appoint Vice President of
Student Services, Reedley College

ITEM NO. 15-27

EXHIBIT: None

Background:

The position of Vice President of Student Services, Reedley College, was posted on January 7, 2015, and the District received 23 completed applications.

The Search Advisory Committee was composed of three academic administrators, nine faculty members, three classified staff members, and one student. The Search Advisory Committee paper screened the applications and invited nine candidates to be interviewed, of which eight accepted. The Search Advisory Committee recommended four candidates to the Reedley College President and Chancellor for interviews.

Following those interviews it is recommended that Dr. Claudia Lourido-Habib be appointed as the Vice President of Student Services, Reedley College. Dr. Lourido-Habib has been serving the as the Interim Vice President of Student Services at Reedley College for the last eight months. She also served as the Interim Dean of Instruction at FCC for nine months. Prior to that, Dr. Lourido-Habib served as Interim Dean of Instruction, Reedley College, for nine months. Prior to serving in the interim assignments, Dr. Lourido-Habib served as architect/drafting instructor at Fresno City College for ten years. Also, during her tenure at Fresno City College, Dr. Lourido-Habib served as the Academic Senate President. Dr. Lourido-Habib worked as a project manager and interior designer for business furnishing companies and architect firms prior to coming to State Center Community College District. Dr. Lourido-Habib earned her Bachelor of Arts in Interior Design from California State University, Fresno, and her Master of Science in Industrial Technology from National University. Dr. Lourido-Habib received her Doctorate of Educational Leadership from California State University, Fresno.

Recommendation:

It is recommended the Board of Trustees appoint Dr. Claudia Lourido-Habib as Vice President of Student Services, Reedley College, with placement on the Management Salary Schedule at Range 66, Step 7 (\$12,406.50 monthly), effective April 8, 2015.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: April 7, 2015

SUBJECT: Consideration to Appoint Dean of Student
Services, Reedley College

ITEM NO. 15-28

EXHIBIT: None

Background:

The position of Dean of Student Services, Reedley College, was posted on January 7, 2015, and the District received 47 completed applications.

The Search Advisory Committee was composed of two academic administrators, six faculty members, three classified staff members, and one student. The Search Advisory Committee paper screened the applications and invited eight candidates to be interviewed, of which five accepted. The Search Advisory Committee recommended three candidates to the Reedley College President and the Chancellor for interviews.

Following those interviews it is recommended that Jermain Pipkins be appointed as the Dean of Student Services, Reedley College. Mr. Pipkins currently serves as the Associate Dean, Student Success, at El Centro College in Dallas, TX. He has held this position for one year. Mr. Pipkins began his academic career at El Centro College in Dallas County Community College District in 2003 as an Academic Advisor/Department Assistant and held that position for two years. He was promoted to Program Services Coordinator and held that position for four years prior to his promotion to Assistant Director, Academic Advising; a position he held for two years until he was promoted to Director, Academic Advising and Texas Success Initiative. He was in that position for three years. Mr. Pipkins earned his Bachelor of Arts in Liberal Arts from the University of Texas at Arlington and his Master of Science in Education – Leadership for Higher Education from Capella University.

Recommendation:

It is recommended the Board of Trustees appoint Mr. Jermain Pipkins as Dean of Student Services, Reedley College, with placement on the Management Salary Schedule at Range 62, Step 2 (\$9,526 monthly), effective July 1, 2015.