

AGENDA  
BOARD OF TRUSTEES  
STATE CENTER COMMUNITY COLLEGE DISTRICT  
District Office Board Room  
1525 E. Weldon Avenue, Fresno, CA 39704  
4:30 p.m., February 3, 2015

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. INTRODUCTION OF GUESTS
- IV. APPROVAL OF MINUTES: Regular Meeting of January 13, 2015
- V. PUBLIC COMMENT [see footnote]
- VI. REPORTS AND PRESENTATIONS
  - A. PG&E Rebate for Proposition 39 Lighting Retrofit  
Christine Miktarian  
Cam Malloy, PG&E  
Aaron Keough, PG&E
  - B. Joint District and Campus Presidents' Reports  
Deborah Ikeda, CCCC
  - C. Academic Senate Report  
Mary Ann Valentino,  
FCC
  - D. Classified Senate Report  
Susi Nitzel, FCC
  - E. 2014 Student Success Scorecard Reports  
George Railey  
Tony Cantu  
Sandra Caldwell
  - F. C6 Consortium, Outcomes for CTE Students at SCCC  
George Railey
  - G. Governor's 2015-2016 January Budget Proposal  
Ed Eng
- VII. REPORTS OF BOARD MEMBERS
- VIII. FUTURE AGENDA ITEMS
- IX. CONSIDERATION OF CONSENT AGENDA  
[15-03HR through 15-09HR]  
[15-11G through 15-16G]

Board Agenda  
February 3, 2015 (continued)

X. GENERAL

- A. Discussion and Action on Recommendation of Ad Hoc Committee Regarding Possible Censure of Trustee Eric Payne [15-06]
- B. Consideration to Nominate Trustee to California Community College Trustees Board [15-07] Ron Nishinaka
- C. Consideration to Approve the Number of 2015-2016 Sabbatical Leaves and the Chancellor's Recommendations [15-08] George Railey
- D. Consideration to Approve Agreements for Charter Bus Transportation and Vehicle Rentals, Districtwide [15-09] Christine Miktarian

XI. HUMAN RESOURCES

- A. Consideration to Appoint Dean of Instruction – Allied Health, Physical Education and Athletics, Fresno City College [15-10] Diane Clerou
- B. Consideration to Approve Chancellor Search, Recruitment Timeline and Process [15-11] Diane Clerou

XII. PUBLIC COMMENT [see footnote]

XIII. CLOSED SESSION

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

XIV. OPEN SESSION

XV. ADJOURNMENT

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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  
February 3, 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  
February 3, 2015

HUMAN RESOURCES

1. Resignation, Retirement, Academic Personnel [15-03HR]
2. Employment, Promotion, Change of Status, Transfer, Leave of Absence, Resignation, Retirement, Classified Personnel [15-04HR]
3. Consideration to Approve Revised Duties with a Proposed Title of District Director of Information Systems [15-05HR]
4. Consideration to Approve Revised Duties with a Proposed Title of Executive Director of Foundation [15-06HR]
5. Consideration to Appoint Interim Dean of Instruction – Math, Science and Engineering, Fresno City College [15-07HR]
6. Consideration to Approve New Positions, Reedley College [15-08HR]
7. Consideration to Approve Increase for Position No.2028, Department Secretary, Fresno City College, from 11 Months to 12 Months [15-09HR]

GENERAL

8. Review of District Warrants and Checks [15-11G]
9. Consideration to Approve Quarterly Budget Transfers and Adjustments Report [15-12G]
10. Acknowledgement of Quarterly Financial Status Report, General Fund [15-13G]
11. Financial Analysis of Enterprise and Special Revenue Operations [15-14G]
12. Consideration to Approve Removal of Ten Acre Parcel from Moonlight/Wawona Farm Lease Agreement, Reedley College [15-15G]
13. Consideration to Adopt Resolution Authorizing Emergency Repair of Hot Water Loop at Portable Classrooms, Reedley College [15-16G]

*(Unapproved)* MINUTES OF REGULAR MEETING OF  
STATE CENTER COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
January 13, 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 4:35 p.m. on January 13, 2015, in the District Office Board Room, 1525 E. Weldon Avenue, Fresno, California.
- Trustees Present                Ron Nishinaka, President  
Richard Caglia, Vice President (5:15 p.m.)  
John Leal, Secretary  
Miguel Arias (4:50 p.m.)  
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
- Approval of Minutes            The minutes of the regular meeting of December 9, 2014, were presented for approval.
- A motion was made by Trustee Kahn and seconded by Trustee Leal to approve the minutes of December 9, 2014, as presented. The motion passed without dissent.

Consideration to Accept 2013-2014 Audit Report [15-01] <u>Action</u>	<p>Ed Eng introduced Jeff Jensen of the audit firm of Crowe Horwath LLP. Mr. Jensen reviewed the findings for the 2013-2014 audit report.</p> <p>A motion was made by Trustee Payne and seconded by Trustee Arias that the Board of Trustees accept the 2013-2014 audit report, as submitted by the firm of Crowe Horwath LLP. The motion carried without dissent.</p>
Public Comment	<p>Student Michael Rutigliano addressed the Board regarding the possibility of student housing for Fresno City College.</p>
Joint District and Campus Presidents' Reports	<p>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.</p>
Academic Senate Report	<p>Clovis Community College Center Academic Senate President Elizabeth Romero reported on several activities taking place at the Clovis Community College Center.</p>
Classified Senate Report	<p>Clovis Community College Center Classified Senate President Leslie Rata reported on several classified employee activities at Clovis Community College Center.</p>
Historical Preservation Award for Old Administration Building	<p>Brian Speece introduced Kurt Schindler who presented the National Trust for Historic Preservation award to the Board for the Old Administration Building.</p>
Districtwide Legislative Committee	<p>Lucy Ruiz presented information on the proposed Districtwide Legislative Committee and its charge. It will serve as advisory to the Chancellor and the Board. She asked for a volunteer from the Board to serve on the committee. Trustee Arias asked if there would be a budget associated with this committee. Trustee Arias asked if the Board will be able to take a position or action, separate from this committee. Ms. Ruiz stated the Board always has the option to make a recommendation on its own without the input of the committee. John Leal will serve as the Board's representative.</p>

Reports of Board Members

RC Student Trustee Matthew Rodriguez reported on student activities taking place in the month of January at Reedley College.

Trustees Arias, Kahn, Payne, Leal and Nishinaka reported on several events they attended throughout the months of December and January. Trustee Payne stated the City of Fresno Martin Luther King Unity Committee will be hosting a candlelight vigil on January 17 at FCC in recognition of the legacy of former City Council Member Mr. Les Kimber, the first African American elected to public office in the City of Fresno. He requested a moment of silence for Mr. Kimber. He asked that his comments be referenced in the minutes and passed on to the family of Les Kimber.

Future Agenda Items

Miguel Arias requested an update on AB540 students in the District. Dr. Stewart will follow up and provide the Board with a written report.

Eric Payne restated his request regarding the West Fresno Center and Facilities Master Plan.

Eric Payne requested a joint meeting with Fresno City Council to discuss some of the issues regarding the general plan. Dr. Stewart recommends a later date after the District and the Board identify the issues regarding the southeast site.

Trustee Kahn would like “Future Board Agenda Items” placed on the Board retreat agenda for discussion. He would recommend removing it from future regular Board agendas. Agenda requests should go through the Board President or the Chancellor. The Board is setting itself up for Brown Act violations by continuing to include “Future Agenda Items” on the regular agendas.

Trustee Arias does not want to discuss major issues in a retreat setting without giving the public the opportunity to participate.

Consideration of Consent Agenda Action

Trustee Arias requested to pull 15-02G, 15-04G, 15-08G, and 15-10G for discussion.

It was moved by Trustee Patterson and seconded by Trustee Arias that the Board of Trustees approve consent agenda items 15-01HR through 15-02HR and 15-01G, 15-03G, 15-05G through 15-07, and 15-09G, as presented. The motion carried without dissent.

Consideration of  
Consent Agenda  
Action (continued)

Trustee Arias asked for additional information on item 15-02. He had concerns about the AB540 students. Doris Griffin, CCCC Dean of Students, stated that students who are potentially going to be charged out-of-state fees are contacted by the centralized admissions and records staff to inform them about the AB540 process and encourage those eligible to apply. There is significant follow-up with the students.

Trustee Arias asked for additional information on items 15-04G, 15-08G, and 15-10G.

It was moved by Trustee Arias and seconded by Trustee Caglia that the Board of Trustees approve consent agenda items 15-02G, 15-04G, 18-08G, and 15-10G as presented. The motion carried without dissent.

Employment, Change  
of Status, Leave of  
Absence, Resignation,  
Retirement,  
Academic Personnel  
[15-01HR]  
Action

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

Employment,  
Promotion, Change of  
Status, Transfer,  
Leave of Absence,  
Resignation,  
Retirement, Classified  
Personnel  
[15-02HR]  
Action

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

Review of District  
Warrants and Checks  
[15-01G]  
Action

Review and approve the warrants register for the following accounts:

<u>Account:</u>	<u>Amount:</u>	<u>For the Period:</u>
District	\$14,678,561.69	11/18/14 to 12/16/14
Fresno City College Bookstore	399,398.68	11/19/14 to 12/22/14
Reedley College Bookstore	419,856.48	11/18/14 to

Review of District Warrants and Checks [15-01G]	Fresno City College Co-Curricular	139,279.27	12/22/14 11/18/14 to 12/21/14
<u>Action</u> (continued)	Reedley College Co-Curricular	72,735.33	11/15/14 to 12/17/14
	Total:	<u>\$ 15,709,831.45</u>	

Consideration to Approve 2015-2016 Tuition Rate, Nonresident Students [15-02G]  
Action

Establish the 2015-2016 tuition rate for nonresident students (students who are not residents of California) at \$235, which includes a \$14 capital outlay fee, for each unit enrolled

Consideration to Approve Summer/Fall 2015 Schedule of Instructional Materials Fees, Districtwide [15-03G]  
Action

Approve the Summer/Fall 2015 Schedules of Instructional Materials Fees for Fresno City College and Reedley College (including Clovis Community College Center)

Consideration to Accept Construction Project, Sidewalk Addition, Clovis Community College Center [15-04G]  
Action

Accept the project for Sidewalk Addition, Clovis Community College Center; and authorize the Interim Chancellor or his designee to file a Notice of Completion with the County Recorder

Consideration to Accept Construction Project, Building A, Veterans Resource Center Remodel, Fresno City College [15-05G]  
Action

Accept the project for Building A, Veterans Resource Center Remodel, Fresno City College; and authorize the Interim Chancellor or his designee to file a Notice of Completion with the County Recorder

Consideration to  
Approve Out-of-State  
Student Travel to  
Music Teachers  
National Association  
Conference  
[15-06G]  
Action

Approve out-of-state travel for students to attend the MTNA Conference in Las Vegas, Nevada, on March 21-25, 2015, with the understanding that the trip will be financed without requiring expenditures of college or district funds

Consideration to  
Approve Netherlands  
Faculty/Administrator  
Exchange  
Program, Spring 2015  
[15-07G]  
Action

Approve the offering of the spring 2015 Faculty/Administrator Professional Development Exchange Program to Gouda, Netherlands, and approve Gretchen Nelson and Anne Watts as participants for this program

Consideration to  
Approve Purchase of  
Portable Building,  
Police Academy,  
Fresno City College  
[15-08G]  
Action

Authorize a purchase order in the amount of \$76,480 to American Modular Systems, utilizing the current Biggs Unified School District contract, for the acquisition of a portable building to be placed at the Police Academy at Fresno City College

Consideration to  
Adopt Resolution  
Authorizing  
Emergency Repair at  
AC1 Classrooms,  
Clovis Community  
College Center  
[15-09G]  
Action

- a) By unanimous vote, authorize Emergency Resolution No. 2015.01 for Emergency Resolution No. 2015.01 for Emergency Repair at AC1 Building, Clovis Community College Center, in accordance with Public Contract Code section 20654(a); and
- b) Accept approval from the County Superintendent of Schools for the Emergency Repair at AC1 Building, Clovis Community College Center; and
- c) Authorize the Interim Chancellor or Vice Chancellor of Finance and Administration to sign an agreement on behalf of the District

Consideration to  
Authorize Agreement  
with California Career  
Pathways Trust for  
the Paramount  
Agriculture Career  
Academy, Reedley  
College  
[15-10G]  
Action

- a) Authorize the District, on behalf of Reedley College, to enter into an agreement with the California Career Pathway Trust for the period March 12, 2014, through June 30, 2017, with funding in the amount of \$148,360;
- 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 an agreement on behalf of the District

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

Second Reading of  
Clovis Community  
College Center Self  
Evaluation Report for  
Initial Accreditation  
[15-02]  
Action

Deborah Ikeda presented the Clovis Community College Center Self Evaluation Report.

A motion was made by Trustee Kahn and seconded by Trustee Leal that the Board of Trustees approve the Clovis Community College Center Self Evaluation Report for Initial Accreditation. The motion carried without dissent.

Consideration to  
Adopt 2015-2016  
Budget Development  
Calendar  
[15-03]  
Action

Ed Eng presented 2015-2016 Budget Development Calendar.

A motion was made by Trustee Caglia and seconded by Trustee Kahn that the Board of Trustees approve the 2015-2016 Budget Development Calendar, as presented. The motion carried without dissent.

Consideration to  
Approve Chancellor  
Search and  
Recruitment Timeline  
[15-04]  
Action

Diane Clerou presented a proposed Chancellor search and recruitment timeline, to begin in April 2015, and a goal of a new chancellor starting on or around March 17, 2016.

Trustee Payne made and Trustee Arias seconded a motion to suspend the administration's recommendation and immediately hire an external search firm. It was pointed out that consideration to hire an external search firm was not on the agenda, and the motion was amended to only reject the administration's proposed timeline. The motion failed.

Trustee Kahn moved to accept the administration's proposed timeline, seconded by Trustee Caglia. The motion failed. Trustee Patterson stated that he voted "no" because he believed that the new chancellor's start date should be July 1, 2016.

Consideration to  
Approve Chancellor  
Search and  
Recruitment Timeline  
[15-04]  
Action (continued)

Trustee Arias, seconded by Trustee Caglia, moved to instruct administration to bring back to the February meeting a recruitment timeline that begins in March 2015. The motion passed.

Consideration to  
Appoint Interim Dean  
of Student Services,  
Reedley College  
[15-05]  
Action

Diane Clerou provided information regarding the recommendation of Julie Preston-Smith for the position of Interim Dean of Student Services, Reedley College.

A motion was made by Trustee Payne and seconded by Trustee Arias that the Board of Trustees appoint Ms. Julie Preston-Smith to serve as Interim Dean of Student Services, Reedley College, with placement on the Management Salary Schedule at Range 62 Step 8 (\$11,460.58 monthly), effective January 14, 2015. The motion carried without dissent.

Public Comment

None

Closed Session

President Nishinaka stated that in closed session the Board will discuss the following:

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

President Nishinaka called a recess at 7:05 p.m.

Open Session

The Board moved into open session at 7:20 p.m.

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

Adjournment

The meeting was adjourned at 7:22 p.m. by unanimous consent.

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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: February 3, 2015

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SUBJECT: Resignation, Retirement, Academic Personnel

ITEM NO. 15-03HR

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EXHIBIT: Academic Personnel Recommendations

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Recommendation:

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

ACADEMIC PERSONNEL RECOMMENDATIONS

A. Recommendation to accept resignation from the following person:

<u>Name</u>	<u>Campus</u>	<u>Effective Date</u>	<u>Position</u>
Blackwood, Jothany L.	FCC	February 6, 2015	Dean of Instruction – Fine, Performing & Communication Arts

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

<u>Name</u>	<u>Campus</u>	<u>Effective Date</u>	<u>Position</u>
Grover, Stephen C.	FCC	May 22, 2015	Mathematics Instructor
Scheid, Anne F.	FCC	May 22, 2015	Art Instructor
Syvertsen, William A.	FCC	May 22, 2015	Business Administration and Marketing Instructor
McCully, Brian J.	FCC	July 1, 2015	Paralegal Instructor

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

PRESENTED TO BOARD OF TRUSTEES

DATE: February 3, 2015

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

ITEM NO. 15-04HR

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EXHIBIT: Classified Personnel Recommendations

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Recommendation:

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

CLASSIFIED PERSONNEL RECOMMENDATIONS

A. Recommendation to employ the following persons as probationary:

Name	Location	Classification	Range/Step/Salary	Date
Hunter, Ulises	RC	Bookstore Seasonal Assistant Position No. 8049	31-A \$12.36/hr.	01/07/2015
Gonzalez, Alissa	FCC	Bookstore Sales Clerk I - Seasonal Position No. 8005	37-A \$14.38/hr.	01/08/2015
Robledo, Arlene	FCC	Bookstore Sales Clerk I - Seasonal Position No. 8010	37-A \$14.38/hr.	01/08/2015
Hinojosa, Daniel	CCCC	Bookstore Sales Clerk I - Seasonal Position No. 8052	37-A \$14.38/hr.	01/09/2015
Aguilar, Emalee	FCC	Department Secretary Position No. 2035	44-C \$3,266.58/mo.	01/16/2015
McGinnis, Rica	CCCC	Educational Advisor Position No. 5065	57-A \$4,063.83/mo.	01/22/2015
Bailey, Vincent	RC	Accounting Clerk III Position No. 3089	48-A \$3,266.58/mo.	01/26/2015

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
Hughes, Trina	FCC	Administrative Aide Position No. 2060	53-C \$23.45/hr.	12/15/2014
Harris, Christopher	DO	Police Communications Dispatcher Position No. 1128	44-B \$19.73/hr.	12/24/2014
Davis, Daneillie	FCC	Office Assistant I Position No. 2024	38-A \$14.73/hr.	01/02/2015
Riojas, Mary	FCC	Office Assistant I Position No. 8518	38-A \$14.73/hr.	01/05/2015

- 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
Rooney, James	DO	Lead Maintenance Person Position No. 1110	69-A \$31.39/hr.	01/08/2015
Sieckman, Cheri	FCC	Sign Language Interpreter III Position No. 2394	48-A \$18.85/hr.	01/12/2015
Quaintance, Jennifer	FCC	Sign Language Interpreter III Position No. 2242	48-A \$18.85/hr.	01/12/2015
Boklund Jr., Peter	FCC	Sign Language Interpreter II Position No. 8078	45-A \$17.49/hr.	01/13/2015
Newsome, Calvin	CCCC	Custodian Position No. 5021	41-A \$15.83/hr.	01/15/2015
Cabrera, Vanessa	CCCC	Orientation Assistant – Seasonal Position No. 5066	41-A \$15.83/hr.	01/16/2015
Rains- Heisdorf, Carol	FCC	Institutional Research Coordinator Position No. 8520	66-A \$29.21/hr.	01/20/2015
Rocha, Andrew	FCC	Micro-Computer Specialist Position No. 2161	60-A \$25.23/hr.	01/20/2015
Mossette, Mary Beth	FCC	Director of College Relations and Outreach Position No. 8513	59-1 (Mgmt.) \$9,086.58/mo.	01/26/2015

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

Name	Location	Classification	Range/Step/Salary	Date
Aguilar, Emalee	DO	Human Resources Technician – Confidential Position No. 1051	51-A (Confidential) \$21.67/hr.	01/16/2015

D. Recommendation to employ the following persons as retiree/hourly (Ed Code 88034):

Name	Location	Classification	Hourly Rate	Date
Shiple, Barbara	CCCC	Office Assistant III Position No. 5060	48-E \$22.89/hr.	01/02/2015

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

Name	Location	Classification	Range/Step/Salary	Date
Thirlwall, Irene	FCC	Department Secretary – PPT Position No. 2008 to	44-E \$20.75/hr. to	01/05/2015
	RC	Educational Advisor Position No. 3032	57-A \$4,063.83/mo.	
Mora, Janine	RC	Bookstore Seasonal Assistant Position No. 8048 to	31-A \$12.36/hr. to	01/08/2015
		Bookstore Sales Clerk I – Seasonal Position No. 8045	37-A \$14.38/hr.	

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

Name	Location	Classification	Range/Step/Salary	Date
Gallegos, Terri	RC	Textbook Purchasing Clerk Position No. 2076 to	48-D \$3,828.92/mo. to	12/01/2014
		Bookstore Sales Clerk III Position No. 2055	43-E \$3,561.00/mo.	
		(Return to regular assignment)		
Wynn, Mary Beth	FCC	Bookstore Manager Position No. 2030 to	44-1 (Mgmt.) \$6,963.92/mo. to	12/18/2014
		Job Placement Specialist Position No. 2482	63-E \$6,190.75/mo.	
		(Return to regular assignment)		
Romero-Blancas, Lisa	RC	Office Assistant III Position No. 3004 to	48-C \$3,687.00/mo. to	01/24/2015
		Office Assistant II Position No. 3052	41-E \$3,425.50/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. 2290	48-E \$4,067.00/mo. to	
(Transfers - Work Location per Article 22 of the CSEA Contract)				
Lopez Pedrosa, Stephanie	FCC	Office Assistant III Position No. 2476 to	48-E \$3,967.83/mo. to	01/20/2015
	MC	Office Assistant III Position No. 4002	48-E \$3,967.83/mo. to	
(Lateral Transfer per Personnel Commission Rule 11-2)				
Hope, Michael	DO	Accounting Technician II Position No. 1067 to	61-E \$5,713.50/mo. to	02/02/2015
	MC	Accounting Technician II Position No. 4046	61-E \$5,713.50/mo. to	
(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
Gong, Terry	DO	Groundskeeper Worker Position No. 1080		01/01/2015 thru 03/31/2015
		(Personal Leave of Absence per Article 13, Section 2 of the CSEA contract)		
Bourbonnais, Michael	FCC	Micro-Computer Specialist Position No. 2161		01/07/2015 thru 06/30/2015
		(Personal Leave of Absence per Article 13, Section 2 of the CSEA contract)		

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

Name	Location	Classification		Date
Botelho, Lori	FCC	Sign Language Interpreter III Position No. 8081		12/24/2014
Nava-Perez, Gonzalo	MC	Upward Bound Assistant Position No. 4043		01/09/2015
Martinez, Alejandra	FCC	Office Assistant III Position No. 2064		01/20/2015

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

Name	Location	Classification	Date
Flanders, Veronica	FCC	Department Secretary Position No. 2028	01/30/2015
Bengtson, John	DO	Director of Information Systems Position No. 1033	03/09/2015

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

PRESENTED TO BOARD OF TRUSTEES

DATE: February 3, 2015

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SUBJECT: Consideration to Approve Revised Duties with a Proposed Title of District Director of Information Systems      ITEM NO.      15-05HR

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EXHIBIT:      None

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Background:

There is currently a vacant Director of Information Systems position within the District. Prior to conducting the recruitment for this position, the Personnel Commission and District Human Resources reviewed the classification specification and determined it needs to be updated to more accurately reflect the duties being performed. Therefore, administration is recommending the approval of the revised examples of duties.

According to Education Code section 88009, the Board of Trustees shall fix and prescribe the duties to be performed by all persons in the classified service. Following the Board of Trustees' approval of these duties, the Director of Classified Personnel will recommend minimum qualifications, along with the knowledge, skills and abilities required for this position. Those revisions will then be forwarded to the Personnel Commission for their approval according to Education Code section 88095.

Examples of Duties:

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

- Provides leadership for a customer-focused Information Systems department that will effectively serve Districtwide instructional, student, and administrative services, and all districtwide information systems operations with innovative and reliable technology solutions.
- Responsible for establishing Districtwide policies, procedures, standards, practices, and security measures to ensure the integrity and reliability of information and communications systems.
- Consults, advises, and provides leadership to instructional, student, and administrative services on matters relating to information technology capabilities.

- Responsible for goal setting, planning, and project management for districtwide information systems and technology needs including, but not limited to, the District's:
  - Enterprise Resource Planning System (ERP)
  - Local Area Network (LAN), Wide Area Network (WAN), and wireless networks
  - Data warehouse
  - Voice, video, and data technology and storage systems
  - System analysis, design, and programming needs
  - Data center
  - Data quality, disaster recovery, and security management including cyber-security
  - Website and portal technologies
- Provides leadership in the purchasing, design, installation, modification and operation of projects related to districtwide information systems and equipment, including, but not limited to:
  - Acquisition, implementation, management, and support of districtwide computer applications and systems (e.g. ERP, Blackboard, software for appointment scheduling and reporting for advising and counseling offices in higher education, email, LAN/WAN, voice, video, storage, and data associated peripherals and software)
  - Districtwide web and portal development
- Improves utilization of technology and applications for instruction, student services, and administrative services including distance education, needs assessment, equipment and software specifications for acquisition, installation, and training.
- Develops districtwide long and short range plans for systems development, systems maintenance, production activities, and support services.
- Provides leadership with innovative technology solutions to serve the instructional, student, and administrative needs of the District by evaluating and promoting the use of new technologies and approaches, and initiating changes in system design, hardware capacity or configuration, and resource allocation as needed.
- Works with the Director of Technology at each campus to identify and prioritize the implementation of information technology to improve programs and services.
- Evaluates staff training and development needs, plans training and educational opportunities for staff to maintain and upgrade technical skills, and coordinates districtwide end-user training and assistance including District Office help desk services.
- Evaluates the merits and costs of information system projects, establish priorities, allocate resources, monitor the progress of projects, and make adjustments to schedules and scope of work as needed.
- Directs the preparation of proposals and bid specifications for procurement of information technology related to districtwide services.
- Evaluates vendor proposals for purchases of hardware, software, and technical services to assure adherence to technical specifications and to assure that expenditures are in the best interest of the District.

- Directs or personally conducts negotiations for the acquisition, lease, modification, installation, and maintenance of computer software, hardware, and related products for the District's information systems.
- Oversees the maintenance of current hardware and software inventory for the District.
- Develops the budget for districtwide information systems expenditures and the Information Systems department, and reviews and controls the expenditure of funds.
- Plans, organizes, develops, and presents management reports and presentations regarding the information systems of the District.
- Supervises the preparation and submission of required reports such as the District's Management Information System (MIS) report.
- Maintains an understanding of current trends and legal requirements in technology and implements as appropriate for the District.
- Develops and enforces policies and procedures to ensure the protection of college technology assets and the integrity, security, recovery, and appropriate confidentiality of data.
- Participates on District and college standing committees as needed, represents the college in county and statewide college information system activities, and chairs the District's Information Systems Priority Committee.
- Supervises, assigns, counsels, and evaluates work of Information Systems staff.
- Performs other duties as assigned.

Recommendation:

It is recommended the Board of Trustees approve the revised duties with a proposed title of District Director of Information Systems.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: February 3, 2015

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SUBJECT: Consideration to Approve Revised Duties with a Proposed Title of Executive Director of Foundation      ITEM NO.      15-06HR

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EXHIBIT:      None

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Background:

There is currently a vacant Executive Director of Foundation position within the District. Prior to conducting the recruitment for this position, the Personnel Commission and District Human Resources reviewed the classification specification and determined it needs to be updated to more accurately reflect the duties being performed. Therefore, administration is recommending the approval of the revised examples of duties.

According to Education Code section 88009, the Board of Trustees shall fix and prescribe the duties to be performed by all persons in the classified service. Following the Board of Trustees' approval of these duties, the Director of Classified Personnel will recommend minimum qualifications, along with the knowledge, skills and abilities required for this position. Those revisions will then be forwarded to the Personnel Commission for their approval according to Education Code section 88095.

Examples of Duties:

Duties/essential functions may include, but are not limited to, the following:

- Works with the Foundation Board to ensure the quality of projects and services to build a strong philanthropic example/focal point for all fundraising endeavors.
- Oversees the business of the Foundation assuring that it maintains balance between a robust fundraising focus, event activity, and other opportunities.
- Assures the accuracy and integrity of Foundation financial accounts.
- Conducts a comprehensive, on-going fund development program to meet the needs of the District.
- Solicits funds via face-to-face solicitations.
- Writes grant proposals.

- Provides leadership in organizing and implementing signature events, campaigns and any other selected fundraising programs as deemed appropriate.
- Identifies philanthropic prospects and assures appropriate cultivation.
- Provides proposal and other support material to the Chancellor, campus presidents, and Foundation Board leaders for major gift solicitations.
- Oversees thoughtful stewardship of donors in partnership with the colleges and centers.
- Develops methods and systems to provide for major gifts, campaigns, corporate giving, estate planning/gifts, annuities and trust funds, and all other methods of support for the District.
- Works in partnership with each college's scholarship representatives, develops new scholarship funds and oversees effective administration and stewardship of all privately funded scholarships and donors.
- Provides staff support for Foundation committees.
- Provides all meeting materials, including written reports as necessary and minutes for the Foundation Board and committees.
- Assures that the talents of the Foundation Board members are fully applied to meet fundraising and organizational objectives.
- Keeps the Foundation Board informed of all donations and key financial reports.
- Maintains the accuracy and integrity of donor and prospect information within the Foundation's database.
- Utilizes appropriate reports to enhance and improve information and decision making for program management.
- Supervises all volunteers supporting the Foundation.
- Performs ongoing review of program effectiveness.
- Provides formal, written reviews of all programs at least annually.
- Represents the Foundation to many external organizations and constituencies.
- Attends District, college, center and community events when the achievement of development objectives will be served.
- Supervises the development of Foundation-based publications including fundraising brochures, annual report, website, etc.
- Develops long-range plans and direction for the Foundation.
- Works closely with faculty, staff, and management to integrate the Foundation, its fundraising activities and endowment use into academic and student services program planning.
- Oversees the preparation of all necessary reports as required by law and assures the annual audit is completed.
- Assigns, supervises and evaluates work of Foundation staff.
- Develops and manages Foundation budget.
- Performs other duties as assigned.

Item No. 15-06HR

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Recommendation:

It is recommended the Board of Trustees approve the revised duties with a proposed title of Executive Director of Foundation.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: February 3, 2015

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SUBJECT: Consideration to Appoint Interim Dean of  
Instruction – Math, Science and Engineering  
Fresno City College

ITEM NO. 15-07HR

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EXHIBIT: None

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Background:

The position of Interim Dean of Instruction – Math, Science and Engineering, Fresno City College, was posted in-house on January 2, 2015, and the District received four completed applications.

The Search Advisory Committee was composed of one administrator, four faculty members, and one classified staff member. The Search Advisory Committee paper screened the applications and invited the four candidates to be interviewed. They recommended three candidates to the Fresno City College President and Chancellor for interviews.

Following those interviews Shirley McManus is being recommended as the Interim Dean of Instruction – Math, Science and Engineering, Fresno City College. Ms. McManus has been employed with Fresno City College since 1992. She began as a full-time faculty member of the Math, Science and Engineering department where she worked until 2001. In 2001 Ms. McManus became the Dean of Math, Science and Engineering for six years. In 2007 she made a decision to return to the classroom within the Math, Science and Engineering Division. Ms. McManus has a Bachelor of Science and Master of Arts in Agriculture and Biology from California State University, Fresno. She also received a Master of Arts in Biotechnology from the School of Medicine, Georgetown, Massachusetts.

Recommendation:

It is recommended the Board of Trustees appoint Shirley McManus as Interim Dean of Instruction – Math, Science and Engineering, Fresno City College, with placement on the Management Salary Schedule at Range 62, Step 8 (\$11,460.58 monthly), effective February 4, 2015.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: February 3, 2015

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SUBJECT: Consideration to Approve New Positions,  
Reedley College

ITEM NO. 15-08HR

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EXHIBIT: None

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Background:

Reedley College administration is requesting three new positions which will be utilized at the different campuses to meet the needs of the growing programs and student support. The positions are:

One new full-time Job Developer – Reedley College. This position will be assigned at Reedley College but will serve all three sites. This position will be critical to multiple programs particularly with the expansion of career pathways in partnership with the K-12 districts. Reedley College has an existing need for this position and there are unmet and expanding needs at Madera Community College Center and Oakhurst Center. The position will be categorically funded. This position was identified as high priority in the Reedley College HR Staffing Plan Prioritization process.

One new full-time, 10-Month College Center Assistant at Madera Community College Center. With the increased focus on student life and meeting student needs, there is a high need to support student related activities on the campus with a full-time College Center Assistant. The Madera Community College Center Associated Student Government is fully functioning and student clubs are active and building momentum with many events. This position will support those efforts through the academic year. The position will be categorically funded. This position was identified as high priority in the Reedley College HR Staffing Plan Prioritization process.

One new full-time Student Services Specialist at Madera Community College Center. Prior to the change of the North Centers and candidacy of Clovis Community College Center, there were several shared positions between Madera Community College Center and Clovis Community College Center including a Student Services Specialist position. Once the transition occurred, the position moved permanently to Clovis Community College Center leaving the Madera Community College Center with no Student Services Specialist position. With the increased need for student support coupled with Madera Community College Center growth, there is a high need to add a full-time Student Services Specialist at Madera Community College Center. This position will require no new funding. The funds are available through reassignment of other

Item No. 15-08HR

Page 2

staff from general funds to categorical funds. This position was identified as high priority in the Reedley College HR Staffing Plan Prioritization process.

Recommendation

It is recommended the Board of Trustees approve the new positions of Full-Time Job Developer, 10-Month College Center Assistant and Full-Time Student Services Specialist, Reedley College.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: February 3, 2015

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SUBJECT:      Consideration to Approve Increase for Position      ITEM NO.      15-09HR  
                 No. 2028, Department Secretary, Fresno City  
                 College, from 11 Months to 12 Months

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EXHIBIT:      None

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Background:

Currently the Social Science Division at Fresno City College has a vacant 11-month Department Secretary position (No. 2028). With the increase in student growth and the offering of four- and six-week summer school sessions, there is a need for this position to be increased to 12 months. This will allow the department to better serve the needs of the students and instructors through the summer months. Fresno City College administration is requesting an increase in work year for position No. 2028 from 11 months to 12 months. This additional one month increase will be budgeted through general fund money.

Recommendation

It is recommended the Board of Trustees approve the increase for Position No. 2028, Department Secretary, Fresno City College, from 11 months to 12 months.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: February 3, 2015

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SUBJECT: Review of District Warrants and Checks

ITEM NO. 15-11G

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EXHIBIT: None

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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	\$12,216,174.38	12/17/14 to 01/12/15
Fresno City College Bookstore	769,249.23	12/23/14 to 01/14/15
Reedley College Bookstore	339,832.27	12/23/14 to 01/14/15
Fresno City College Co-Curricular	19,184.38	12/22/14 to 01/13/15
Reedley College Co-Curricular	44,030.08	12/18/14 to 01/12/15
Total:	<u>\$ 13,388,470.34</u>	

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

PRESENTED TO BOARD OF TRUSTEES

DATE: February 3, 2015

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SUBJECT: Consideration to Approve Quarterly  
Budget Transfers and Adjustments Report

ITEM NO. 15-12G

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EXHIBIT: Budget Transfers and Adjustments Report

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Background:

The enclosed Budget Transfers and Adjustments Report reflects budget adjustments through the period ending December 31, 2014. The adjustments represent changes to meet the ongoing needs of the District, including categorically funded programs, educational needs of the campuses, and new grants and agreements.

Recommendation:

It is recommended the Board of Trustees approve the December 31, 2014, Budget Transfers and Adjustments Report.

**STATE CENTER COMMUNITY COLLEGE DISTRICT  
GENERAL FUND - ALL FUNDING  
Revenue Budget Adjustments/Transfers  
As of 12/31/14**

	Adopted Budget	Budget Adj/Transfers	Current Budget
81000	FEDERAL REVENUES		
81200	\$ 8,067,827	\$ 219,713	\$ 8,287,540
81300	921,782	-	921,782
81400	246,074	(13,433)	232,641
81500	157,778	4,700	162,478
81600	28,582	-	28,582
81700	1,508,704	-	1,508,704
81990	2,360,076	350,429	2,710,505
	Total	561,409	13,852,232
86000	STATE REVENUES		
86100	78,422,388	(845,368)	77,577,020
86200	14,339,114	2,007,347	16,346,461
86300	21,500,000	-	21,500,000
86500	3,039,168	605,748	3,644,916
86700	500,000	-	500,000
86800	5,050,000	-	5,050,000
86900	-	-	-
	Total	1,767,727	124,618,397
88000	LOCAL REVENUES		
88100	32,800,000	-	32,800,000
88300	1,036,717	210,406	1,247,123
88400	17,500	-	17,500
88500	88,000	-	88,000
88600	300,000	-	300,000
88700	8,686,400	-	8,686,400
88800	1,971,000	-	1,971,000
88900	1,399,763	-	1,399,763
	Total	210,406	46,509,786
	Total General Fund Revenues	\$ 2,539,542	\$ 184,980,415
89000	OTHER FIN SOURCES		
89100	10,000	-	10,000
89800	965,864	-	965,864
	Total Other Financing Sources	-	\$ 975,864
	Total District Revenues	\$ 2,539,542	\$ 185,956,279

**STATE CENTER COMMUNITY COLLEGE DISTRICT  
GENERAL FUND - ALL FUNDING  
Expenditure Budget Adjustments/Transfers  
As of 12/31/14**

	Adopted Budget	Budget Adj/Transfers	Current Budget
91000	ACADEMIC SALARIES		
91100	\$ 39,767,191	\$ 1,016,914	\$ 40,784,105
91200	20,270,104	(160,699)	20,109,405
91300	18,748,280	(172,057)	18,576,223
91400	5,563,778	154,071	5,717,849
	<u>84,349,353</u>	<u>838,229</u>	<u>85,187,582</u>
	Total		
92000	CLASSIFIED SALARIES		
92100	28,736,841	40,839	28,777,680
92200	1,752,030	49,592	1,801,622
92300	3,592,746	393,084	3,985,830
92400	1,660,291	283,282	1,943,573
	<u>35,741,908</u>	<u>766,797</u>	<u>36,508,705</u>
	Total		
93000	BENEFITS		
93100	6,944,008	4,598	6,948,606
93200	3,962,741	(4,462)	3,958,279
93300	3,784,520	(27,826)	3,756,694
93400	16,514,436	127,362	16,641,798
93500	90,456	(29)	90,427
93600	2,305,532	4,450	2,309,982
93700	176,338	13,236	189,574
93900	-	-	-
	<u>33,778,031</u>	<u>117,329</u>	<u>33,895,360</u>
	Total		
94000	SUPPLIES & MATERIALS		
94300	1,384,230	25,543	1,409,773
94400	2,555,297	43,167	2,598,464
94500	32,933	(737)	32,196
	<u>3,972,460</u>	<u>67,973</u>	<u>4,040,433</u>
	Total		

**STATE CENTER COMMUNITY COLLEGE DISTRICT  
GENERAL FUND - ALL FUNDING  
Expenditure Budget Adjustments/Transfers  
As of 12/31/14**

	<u>Adopted Budget</u>	<u>Budget Adj/Transfers</u>	<u>Current Budget</u>
95000 OTHER OPER EXPENSES			
95100 Utilities	4,861,544	2,229	4,863,773
95200 Rents, Leases and Repairs	3,266,952	154,132	3,421,084
95300 Travel & Conference	2,633,467	92,916	2,726,383
95400 Dues & Memberships	287,176	26,467	313,643
95500 Pers. & Cons. Services	3,635,708	110,475	3,746,183
95600 Insurance	1,116,562	(10,551)	1,106,011
95700 Advertising & Printing	866,961	43,809	910,770
95900 Other	1,970,756	(42,764)	1,927,992
Total	<u>18,639,126</u>	<u>376,713</u>	<u>19,015,839</u>
96000 CAPITAL OUTLAY			
96200 Site Improvement	30,000	972	30,972
96400 Bldg Renov & Improvements	1,109,920	10,907	1,120,827
96500 New Equipment	7,181,732	279,584	7,461,316
96800 Library Books	687,940	7,808	695,748
Total	<u>9,009,592</u>	<u>299,271</u>	<u>9,308,863</u>
Total General Fund Expenditures	<u>\$ 185,490,470</u>	<u>\$ 2,466,312</u>	<u>\$ 187,956,782</u>
97000 OTHER OUTGO			
97200 Intrafund Transfers	441,464	(87,041)	354,423
97300 Interfund Transfers	4,568,288	-	4,568,288
974000 Other Transfers Out	-	97,464	97,464
97500 Student Financial Aid	98,583	17,159	115,742
97600 Other Payments/Students	903,653	47,421	951,074
97900 Contingencies	19,091	-	19,091
Total Other Outgo	<u>\$ 6,031,079</u>	<u>\$ 75,003</u>	<u>\$ 6,106,082</u>
Total District Expenditures	<u>\$ 191,521,549</u>	<u>\$ 2,541,315</u>	<u>\$ 194,062,864</u>

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

PRESENTED TO BOARD OF TRUSTEES

DATE: February 3, 2015

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SUBJECT: Acknowledgement of Quarterly Financial  
Status Report, General Fund

ITEM NO. 15-13G

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EXHIBIT: Quarterly Financial Status Report

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Background:

Enclosed is the December 31, 2014, Quarterly Financial Status Report (CCFS-311Q) for the District General Fund, as required for California community college districts (ECS 84043). In accordance with state instructions, a copy of the report was forwarded electronically to the State Chancellor's Office.

Projections for the revenue, expenditures, and other sources/uses are based on the adopted final budget and amended for additional funding or programs as they are received. Actual revenues and expenditures through the quarter ending December 31, 2014, when compared to the current budget, are 49.3% and 49.7%, respectively.

Projected FTES for 2014-15 at the first period reporting is 28,100, which is approximately 6.2% above last year's reported FTES.

Recommendation:

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

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

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

**CHANGE THE PERIOD** ▼

**Fiscal Year: 2014-2015**

**District: (570) STATE CENTER**

**Quarter Ended: (Q2) Dec 31, 2014**

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2011-12	Actual 2012-13	Actual 2013-14	Projected 2014-2015
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
A.	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	131,730,319	134,634,694	143,198,774	146,876,959
A.2	Other Financing Sources (Object 8900)	1,021,448	207,124	529,416	878,400
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	<b>132,751,767</b>	<b>134,841,818</b>	<b>143,728,190</b>	<b>147,755,359</b>
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	135,019,378	135,000,899	140,858,102	152,590,445
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	831,061	427,892	2,772,176	3,271,499
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	<b>135,850,439</b>	<b>135,428,791</b>	<b>143,630,278</b>	<b>155,861,944</b>
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	<b>-3,098,672</b>	<b>-586,973</b>	<b>97,912</b>	<b>-8,106,585</b>
D.	<b>Fund Balance, Beginning</b>	<b>41,314,383</b>	<b>38,215,711</b>	<b>37,628,737</b>	<b>37,726,649</b>
D.1	Prior Year Adjustments + (-)	0	-1	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	<b>41,314,383</b>	<b>38,215,710</b>	<b>37,628,737</b>	<b>37,726,649</b>
E.	<b>Fund Balance, Ending (C. + D.2)</b>	<b>38,215,711</b>	<b>37,628,737</b>	<b>37,726,649</b>	<b>29,620,064</b>
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	28.1%	27.8%	26.3%	19%

**II. Annualized Attendance FTES:**

G.1	<b>Annualized FTES (excluding apprentice and non-resident)</b>	26,159	26,126	26,467	28,100
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**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

	Description	As of the specified quarter ended for each fiscal year			
		2011-12	2012-13	2013-14	2014-2015
H.1	Cash, excluding borrowed funds		32,124,433	41,351,987	40,776,717
H.2	Cash, borrowed funds only		0	0	0
H.3	<b>Total Cash (H.1+ H.2)</b>	<b>49,134,444</b>	<b>32,124,433</b>	<b>41,351,987</b>	<b>40,776,717</b>

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
<b>I. Revenues:</b>					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	146,876,959	146,876,959	72,475,210	49.3%
I.2	Other Financing Sources (Object 8900)	878,400	878,400	364,991	41.6%
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	<b>147,755,359</b>	<b>147,755,359</b>	<b>72,840,201</b>	<b>49.3%</b>
<b>J. Expenditures:</b>					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	152,599,095	152,590,445	74,515,222	48.8%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	3,261,076	3,271,499	2,907,488	88.9%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	<b>155,860,171</b>	<b>155,861,944</b>	<b>77,422,710</b>	<b>49.7%</b>
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	<b>-8,104,812</b>	<b>-8,106,585</b>	<b>-4,582,509</b>	
L.	Adjusted Fund Balance, Beginning	37,726,649	37,726,649	37,726,649	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	<b>29,621,837</b>	<b>29,620,064</b>	<b>33,144,140</b>	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	19%	19%		

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

**NO**

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

Contract Period Settled (Specify)	Management	Academic		Classified
		Permanent	Temporary	

YYYY-YY	Total Cost Increase	% *						
<b>a. SALARIES:</b>								
Year 1:								
Year 2:								
Year 3:								
<b>b. BENEFITS:</b>								
Year 1:								
Year 2:								
Year 3:								

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

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

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

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

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

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

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

PRESENTED TO BOARD OF TRUSTEES

DATE: February 3, 2015

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SUBJECT: Financial Analysis of Enterprise  
and Special Revenue Operations

ITEM NO. 15-14G

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EXHIBIT: Financial Analysis

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Background:

The financial reports for the enterprise and special revenue operations for the six month period ending December 31, 2014, are attached. The report consists of a combined balance sheet and combined statement of revenues and expenditures for the enterprise operations, comprised of the bookstores at Fresno City and Reedley College and the special revenue operations, comprised of the Reedley College cafeteria and residence hall.

The enterprise and special revenue operations ended the period reflecting operational losses. The combined bookstore operation ended the period with a net loss of \$46,479. The Reedley College cafeteria and residence hall had operating losses of \$162,025 and \$37,398, respectively.

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

**STATE CENTER COMMUNITY COLLEGE DISTRICT  
ENTERPRISE & SPECIAL REVENUE OPERATIONS  
BALANCE SHEET  
As of DECEMBER 31, 2014**

	ENTERPRISE			SPECIAL REVENUE		
	FCC BOOKSTORE*	RC BOOKSTORE*	TOTAL	RC CAFETERIA*	RC RESIDENCE HALL*	TOTAL
<b>ASSETS</b>						
Cash in County Treasury	\$ -	\$ -	\$ -	\$ 91,302	\$ 255,716	\$ 347,018
Cash in Bank	2,238,146	192,588	2,430,734	143,997	-	143,997
Revolving Cash Fund	20,200	28,000	48,200	2,500	-	2,500
Accounts Receivable	393,843	375,764	769,607	16,019	24,842	40,861
Due from RC Bookstore	1,475,000	-	1,475,000	-	-	-
Due from Other Funds	-	-	-	-	30,702	30,702
Prepaid Expenses	8,762	6,338	15,100	-	-	-
Inventory	2,819,098	1,954,590	4,773,688	19,599	-	19,599
<b>Total Current Assets</b>	<b>\$ 6,955,049</b>	<b>\$ 2,557,280</b>	<b>\$ 9,512,329</b>	<b>\$ 273,417</b>	<b>\$ 311,260</b>	<b>\$ 584,677</b>
Fixed Assets (Net)	\$ -	\$ 92,747	\$ 92,747	\$ -	\$ -	\$ -
<b>TOTAL ASSETS</b>	<b>\$ 6,955,049</b>	<b>\$ 2,650,027</b>	<b>\$ 9,605,076</b>	<b>\$ 273,417</b>	<b>\$ 311,260</b>	<b>\$ 584,677</b>
<b>LIABILITIES &amp; FUND BALANCE</b>						
Accounts Payable	\$ 1,040,105	\$ 422,412	\$ 1,462,517	\$ -	\$ -	\$ -
Due to FCC Bookstore	-	1,475,000	1,475,000	-	-	-
Due to Other Funds	89,898	92,454	182,352	257,096	7,615	264,711
Warrants Payable	-	-	-	231	79,552	79,783
<b>Total Current Liabilities</b>	<b>\$ 1,130,003</b>	<b>\$ 1,989,866</b>	<b>\$ 3,119,869</b>	<b>\$ 257,327</b>	<b>\$ 87,167</b>	<b>\$ 344,494</b>
Unreserved Fund Balance	\$ 2,985,748	\$ (1,322,429)	\$ 1,663,319	\$ (6,009)	\$ 224,093	\$ 218,084
Reserved Fund Balance	2,839,298	1,982,590	4,821,888	22,099	-	22,099
<b>Total Fund Balance</b>	<b>\$ 5,825,046</b>	<b>\$ 660,161</b>	<b>\$ 6,485,207</b>	<b>\$ 16,090</b>	<b>\$ 224,093</b>	<b>\$ 240,183</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b>\$ 6,955,049</b>	<b>\$ 2,650,027</b>	<b>\$ 9,605,076</b>	<b>\$ 273,417</b>	<b>\$ 311,260</b>	<b>\$ 584,677</b>

\*Does Not Include Indirect Charges

**STATE CENTER COMMUNITY COLLEGE DISTRICT  
ENTERPRISE & SPECIAL REVENUE OPERATIONS  
STATEMENT OF REVENUE & EXPENDITURES  
Period Ending DECEMBER 31, 2014**

	ENTERPRISE			SPECIAL REVENUE		
	FCC BOOKSTORE*	RC BOOKSTORE*	TOTAL	RC CAFETERIA*	RC RESIDENCE HALL*	TOTAL
<b>TOTAL SALES</b>	<b>\$ 2,548,206</b>	<b>\$ 1,598,758</b>	<b>\$ 4,146,964</b>	<b>\$ 298,277</b>	<b>\$ 242,014</b>	<b>\$ 540,291</b>
<b>LESS COST OF GOODS SOLD</b>						
Beginning Inventory	\$ 1,162,742	\$ 793,065	\$ 1,955,807	\$ 27,014	\$ -	\$ 27,014
Purchases	3,555,055	2,304,998	5,860,053	162,606	-	162,606
Sub-Total	4,717,797	3,098,063	7,815,860	189,620	-	189,620
Ending Inventory	2,819,098	1,954,590	4,773,688	19,599	-	19,599
Cost of Sales	1,898,699	1,143,473	3,042,172	170,021	-	170,021
<b>GROSS PROFIT ON SALES</b>	<b>\$ 649,507</b>	<b>\$ 455,285</b>	<b>\$ 1,104,792</b>	<b>\$ 128,256</b>	<b>\$ 242,014</b>	<b>\$ 370,270</b>
<b>OPERATING EXPENDITURES</b>						
Salaries	\$ 345,876	\$ 337,375	\$ 683,251	\$ 181,084	\$ 80,595	\$ 261,679
Benefits	106,873	115,342	222,215	91,933	29,067	121,000
Depreciation	44,412	5,490	49,902	-	-	-
Supplies	6,181	3,172	9,353	3,624	11,875	15,499
Utilities & Housekeeping	14,107	12,896	27,003	-	66,397	66,397
Rents, Leases & Repairs	9,022	10,257	19,279	3,989	140	4,129
Other Operating	184,194	148,012	332,206	12,016	12,413	24,429
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 710,665</b>	<b>\$ 632,544</b>	<b>\$ 1,343,209</b>	<b>\$ 292,646</b>	<b>\$ 200,487</b>	<b>\$ 493,133</b>
<b>NET OPERATING REVENUE (LOSS)</b>	<b>\$ (61,158)</b>	<b>\$ (177,259)</b>	<b>\$ (238,417)</b>	<b>\$ (164,390)</b>	<b>\$ 41,527</b>	<b>\$ (122,863)</b>
<b>OTHER REVENUE</b>						
Vending	\$ -	\$ -	\$ -	\$ 1,875	\$ -	\$ 1,875
Interest	-	49	49	490	1,514	2,004
Other	11,710	10,238	21,948	-	2,582	2,582
Book Rental	174,339	70,802	245,141	-	-	-
<b>OTHER EXPENSES</b>						
Transfer to Co-Curricular	\$ 70,200	\$ 5,000	\$ 75,200	\$ -	\$ -	\$ -
Capital Outlay	-	-	-	-	83,021	83,021
<b>NET REVENUE (LOSS)</b>	<b>\$ 54,691</b>	<b>\$ (101,170)</b>	<b>\$ (46,479)</b>	<b>\$ (162,025)</b>	<b>\$ (37,398)</b>	<b>\$ (199,423)</b>
District Provided General Fund Support				\$ 28,184	\$ 15,282	UNAUDITED

\*Does Not Include Indirect Charges

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

PRESENTED TO BOARD OF TRUSTEES

DATE: February 3, 2015

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SUBJECT: Consideration to Approve Removal of Ten  
Acre Parcel from Wawona/Moonlight Farm  
Lease Agreement, Reedley College

ITEM NO. 15-15G

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EXHIBIT: None

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Background:

On October 6, 2009, the Board of Trustees approved a ten-year lease of 132 acres at the Reedley College Farm to Moonlight Packing Corporation and Wawona Packing Company for the farming, maintenance, and development of the balance of the Reedley farm land. On December 7, 2010, an additional ten acre parcel was added to the lease, totaling 142 acres.

Recently, Reedley College requested (for instructional purposes) the removal of ten acres of Diamond Bright Nectarines (Parcel 7) from the existing lease and Wawona/Moonlight partnership has consented to accept this reduction of ten acres. The remaining lease of 132 acres of the Reedley College Farm will effectively remain under control of the Wawona/Moonlight partnership. This change, if approved, will be structured to remove this ten-acre parcel from the current terms and conditions of the Wawona/Moonlight lease.

Fiscal Impact:

Removal of ten acre developed parcel at \$401 per acre annually.

Recommendation:

It is recommended the Board of Trustees approve removal of ten acres of Diamond Bright Nectarines (Parcel 7) of the Reedley College Farm from the lease with the Wawona/Moonlight partnership, with the continuance of existing terms and conditions under the remaining 132 acre farm lease; and authorize the Interim Chancellor or Vice Chancellor of Finance and Administration to sign a lease amendment on behalf of the District.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: February 3, 2015

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SUBJECT: Consideration to Adopt Resolution Authorizing Emergency Repair of Hot Water Loop at Portable Classrooms, Reedley College      ITEM NO. 15-16G

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EXHIBIT: Resolution No. 2015.02

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Background:

On January 9, 2015, it was discovered that underground flooding was occurring due to a failed connection in the hot water piping loop north of the library at Reedley College. This loop runs underneath several portable classroom buildings adjacent to the library and provides heat to the HVAC systems for a number of buildings in the area. This leak requires rerouting of the piping loop around the portables and new connection points to be made to the Library and CC1 classroom building. This hot water leak has created an emergency situation with both the inability to heat facilities serviced by the loop and potential damage to the portable classroom buildings. Temporary heating has been placed in the Library, CC1 Classroom Building and the Forum Hall to allow for continuance of classes during emergency repairs. Work began immediately to identify and curtail the hot water leak and prevent further damage to the facilities. This action was necessary to mitigate property damage and ensure the safety of students and staff. If normal bidding procedures are used, repair and mitigation of the damage could not take place without advertising and Board award. With authorization of an emergency resolution, repairs can be completed immediately to minimize interruption of classes and activities.

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

Fiscal Impact:

While emergency repair costs are unknown at this time, the District anticipates using Capital Project funds for this project. The District is liable for the first \$5,000 with ASCIP insurance covering any remaining balance.

Recommendation:

It is recommended the Board of Trustees:

- a) by unanimous vote, adopt Emergency Resolution No. 2015.02 authorizing Emergency Repair of Hot Water Loop at Portable Classrooms, Reedley College, in accordance with Public Contract Code section 20654(a); and
- b) accept approval from the County Superintendent of Schools for the Emergency Repair of Hot Water Loop at Portable Classrooms, Reedley College; and
- c) authorize the Interim Chancellor or Vice Chancellor of Finance and Administration to sign an agreement on behalf of the District.

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

In the Matter of Emergency Contract    )  
Without Bidding                            )  
\_\_\_\_\_  )

**RESOLUTION NO. 2015.02**  
[Public Contract Code 20654]

**WHEREAS**, Public Contract Code section 20654 authorizes a community college district, in an emergency, to contract for repair, alterations, work, or improvements necessary for any facility in order to allow school classes to continue or in order to avoid danger to life or property. A resolution adopted by unanimous vote of the governing board declaring the need to bypass bidding procedures is required by Public Contract Code section 20650, et seq.; and

**WHEREAS**, on January 9, 2015, it was discovered that the hot water loop under the portable classrooms north of the library at Reedley College was leaking due to a failed connection; and

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

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

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

**NOW, THEREFORE, BE IT RESOLVED**, based on the foregoing, the Board of Trustees of the State Center Community College District, by unanimous vote, declares an emergency exists under public Contract Code section 20654 and hereby requests approval of the Fresno County Superintendent of Schools to enter into a contract for the performance of labor and the furnishing of materials and supplies for the purpose of repairing the damage incurred due to a failed connection to the hot water loop underneath the portable classrooms at Reedley College without advertising for or inviting bids.

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

\*\*\*\*\*

The foregoing Resolution was adopted by unanimous vote of the Board of Trustees of the State Center Community College District at a regular meeting of the Board held on February 3, 2015.

\_\_\_\_\_  
President, Board of Trustees

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

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

In the Matter of Emergency Contract    )  
Without Bidding                            )  
\_\_\_\_\_)

**APPROVAL**

The approval of an expenditure in excess of the statutory minimum is hereby granted pursuant to Public Contract Code section 20654 for the purpose of repairing the damage incurred and caused by a failed underground hot water loop at the portable classroom buildings at Reedley College, a facility of the State Center Community College District.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Superintendent of Schools  
Fresno County, California

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

PRESENTED TO BOARD OF TRUSTEES

DATE: February 3, 2015

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SUBJECT: Consideration to Nominate Trustee to California Community College Trustees Board      ITEM NO. 15-07

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EXHIBIT: Memorandum from CCLC, December 15, 2014  
Official Nominating Form  
Official Biographical Sketch Form  
Official Statement of Candidacy  
CCCT Board Roster

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Background:

The Community College League of California is accepting nominations to its California Community College Trustees (CCCT) board. Nominations will be accepted until February 15, 2015, and the election will take place between March 10 and April 25, 2015.

The District Board has the opportunity to nominate one of its members to the CCCT board. Per CCCT's criteria, the Board can only nominate one person, who must be a trustee, and not a student trustee. The person must consent to the nomination. The nominee must submit a biographical sketch and statement of candidacy to CCCT, using the only the forms attached hereto, postmarked no later than February 15.

Recommendation:

The Board may consider nominating one of its members to the CCCT board.



**Date:** December 15, 2014  
**To:** California Community College Trustees  
California Community College Chancellors/Superintendents  
**From:** Kimi Shigetani, Vice President, Community College League of California  
**Subject:** CCCT Board Election - 2015

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The California Community College Trustees (CCCT) board serves a major role within the Community College League of California. Meeting five times a year, the twenty-one member board provides leadership and direction to ensure a strong voice for locally elected governing board members.

From January 1 through February 15, nominations for membership on the CCCT board will be accepted in the League office. Nominations are to be made by member district board of trustees; and each district may nominate only members of its board.

Each nominee must be a local community college district trustee, other than the student trustee, and must have consented to be nominated. Only one trustee per district may serve on the board.

An official Biographical Sketch Form and Statement of Candidacy **must** accompany the Nomination Form mailed to the League office, and *please use only these forms*. Although not required, it is recommended that nomination materials be sent via certified mail, return receipt requested. Faxed materials will **not** be accepted due to the quality of transmission.

The election of members of the CCCT board will take place between March 10 and April 25. Each member district board of trustees will have one vote for each open seat on the CCCT board. CCCT board members are elected by the institutional member governing boards for three-year terms. No CCCT board member shall serve more than three (3) terms consecutively. This year nine persons will be elected to the board. Of those nine seats, one will be open due to a board member who has opted to not run for re-election to the CCCT board. A second seat is being vacated by a board member that did not win re-election at the district level in November. That seat will be filled by the trustee that receives the least number of votes among the top nine vote getters. Pursuant to the CCCT Governing Policies, that person will complete the term of the vacated seat, which expires in 2016 and will be eligible to run again in the next regular election cycle.

Election results will be announced at the CCCT annual conference. The newly elected members of the board will assume their responsibilities at the conclusion of the annual conference, May 3, 2015 and the President of the CCCT board will administer the Oath of Office at the June 19-20, 2015 meeting in Sacramento.

If you have any questions about the CCCT board election process, please contact Judy Centlivre (916-444-8641 or [jcentlivre@ccleague.org](mailto:jcentlivre@ccleague.org)) at the League office.

Attachments: (mailed only to CCC Chancellors/Superintendents)  
Official Nominating Form  
Official Biographical Sketch Form  
Official Statement of Candidacy  
CCCT Board Roster

6. An officer cannot resign as a CCCT Board member to create a vacancy on the Board. An officer holding a seat as a member may resign the seat as an officer and serve the remaining time as a CCCT Board member.
  7. Thirteen (13) members shall constitute a quorum of the Board. Action shall require a majority vote of those present after a quorum has been declared, unless otherwise provided. The members at the meeting may continue to do business until adjournment notwithstanding the withdrawal of members leaving less than a quorum.
  8. [3]A vacancy on the Board which occurs between June and November 15 of each year, shall be filled by *appointment by secret majority vote of the Board, acting on recommendations of the Executive Committee. The recommendations shall include two – five names which include at least the runner-up in the previous CCCT board election, persons who have demonstrated familiarity with the work of the CCCT and the League, and persons whose backgrounds and districts served would strengthen the balance of the Board. Background on the recommendations shall be provided prior to Board action. The new member may be seated immediately after appointment by the Board. Any such appointment shall be only until the next scheduled election of the CCCT Board, at which time the appointed member will be eligible to run.*
- A vacancy in the student trustee member position shall be filled by appointment of the CCCT Board President, subject to approval of the Board.

The election process will remain the same with the nomination period beginning January 1 through February 15 and the election period is March 10 through April 25. Nominations are to be made by member district board of trustees; and each district may nominate only members of its board. Each nominee must be a local community college district trustee, other than the student trustee, and must have consented to be nominated. Only one trustee per district may serve on the board. Please use only the official forms, which are attached.

This year there will be seven (7) people elected to the board under the new term schedule:

- Five (5) are incumbents
- One (1) seat is open due to a member that opted to not run for re-election to CCCT
- One (1) is a seat vacated by a member that did not win re-election at the district level in November.
- All seven (7) seats will be for a three-year term.

Election results will be announced at the CCCT annual conference. The newly elected members of the board will assume their responsibilities at the conclusion of the annual conference, May 3, 2015 and the President of the CCCT board will administer the Oath of Office at the June 19-20, 2015 meeting in Sacramento.

If you have any questions about the CCCT board election process, please contact Judy Centlivre (916-444-8641 or jcentlivre@cleague.org) at the League office.

- Attachments: (mailed only to CCC Chancellors/Superintendents)
- Official Nominating Form
  - Official Biographical Sketch Form
  - Official Statement of Candidacy
  - CCCT Term Schedule
  - CCCT Board Roster



CCCT BOARD  
NOMINATION FORM  
2015

Must be returned to the League office **postmarked no later than February 15, 2015**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

Mail to:  
CCCT Board Nominations  
Community College League of California  
2017 "O" Street  
Sacramento, CA 95811

The governing board of the \_\_\_\_\_ Community  
College District nominates \_\_\_\_\_ to be a  
candidate for the CCCT Board.

This nominee is a member of the \_\_\_\_\_ Community  
College District governing board, which is a member in good standing of the Community College League of  
California. The nominee has been contacted and has given permission to be placed into nomination.  
Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.

\_\_\_\_\_  
Signature of Clerk or Secretary of Governing Board

**CCCT BOARD**  
**BIOGRAPHIC SKETCH FORM**

Must be returned to the League office **postmarked no later than February 15, 2015**, along with the nomination form and statement of candidacy. **Faxed material will not be accepted.**

**PERSONAL**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ (home) \_\_\_\_\_ (office)

E-Mail: \_\_\_\_\_

**EDUCATION**

Certificates/Degrees: \_\_\_\_\_  
\_\_\_\_\_

**PROFESSIONAL EXPERIENCE**

Present Occupation: \_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMMUNITY COLLEGE ACTIVITIES**

College District Where Board Member: \_\_\_\_\_

Years of Service on Local Board: \_\_\_\_\_

Offices and Committee Memberships Held on Local Board: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State Activities (*CCCT and other organizations boards, committees, workshop presenter; Chancellor's Committees, etc*) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

National Activities (*ACCT and other organizations, boards, committees, etc.*): \_\_\_\_\_

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**CIVIC AND COMMUNITY ACTIVITIES**

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**OTHER**

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CCCT BOARD  
STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2015** along with the nomination form and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

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What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

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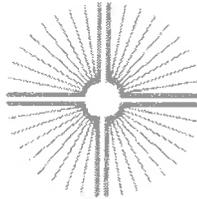
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**CALIFORNIA COMMUNITY COLLEGE TRUSTEES  
2014-15 BOARD ROSTER**

**ISABEL BARRERAS**  
State Center CCD

**SALLY BIGGIN**  
Redwoods CCD

**STEPHEN BLUM**  
Ventura County CCD

**LAURA CASAS**  
Foothill DeAnza CCD

**STEPHAN CASTELLANOS**  
San Joaquin Delta CCD

**NANCY CHADWICK**  
Palomar CCD

**JANET CHANIOT**  
**1<sup>st</sup> Vice President**  
Mendocino-Lake CCD

**PAUL GOMEZ**  
**2<sup>nd</sup> Vice President**  
Chaffey CCD

**ADRIENNE GREY**  
West Valley-Mission CCD

**CY GULASSA**  
Peralta CCD

**JERRY HART**  
Imperial CCD

**PAMELA HAYNES**  
Los Rios CCD

**LOUISE JAFFE**  
**President**  
Santa Monica CCD

**BERNARD "BEE JAY" JONES**  
Allan Hancock Joint CCD

**SUSAN KEITH**  
Citrus CCD

**JIM MORENO**  
Coast CCD

**JOANNA NAVARRO**  
Compton CCD

**MANNY ONTIVEROS**  
**Immediate Past-President**  
North Orange County CCD

**DOUGLAS OTTO**  
Long Beach CCD

**ANN RANSFORD**  
Glendale CA

**LINDA WAH**  
Pasadena CCD

**MARCIA ZABLECKIS**  
Barstow CCD

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

PRESENTED TO BOARD OF TRUSTEES

DATE: February 3, 2015

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SUBJECT: Consideration to Approve the Number of 2015-2016 Sabbatical Leaves and the Chancellor's Recommendations	ITEM NO. 15-08
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EXHIBIT: 2015-2016 Sabbatical Leave Proposal Summaries

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Background:

Provision is made in Article XIV-A, Section 7, of the full-time faculty contract for granting up to a maximum of 12 sabbatical leaves to eligible unit members per year. "Apportionment of sabbatical leaves between the District colleges shall be as follows: the number of leaves assigned to Fresno City College and Reedley College-North Centers shall be based upon the ratio of full-time faculty members at Fresno City College and at Reedley College-North Centers to the total of all faculty employed by the State Center Community College District."

The campuses' sabbatical leave committees have processed the applications for sabbatical leaves and the presidents have approved the recommendations. The Chancellor is recommending the approval of ten (10) sabbaticals for the Board of Trustees' consideration.

Below is a summary of the approval process:

- Each unit member applying for sabbatical leave shall submit a formal application to the appropriate Committee for Sabbatical Leaves prior to November 1 of the academic year preceding the academic year of the proposed leave.
- The committee at each college shall consist of the Vice President of Instruction, acting as chairperson, the Division Dean or comparable position, and an equal number of faculty members appointed by the President of the Academic Senate. The Vice President of Student Services will serve as an ex-officio member when considering applications from the counseling student services staff.
- The committee at each institution shall provide the College President with a recommended rank order of leave applications.
- This rank order shall be submitted to the Chancellor, along with the President's recommendations, if any.
- The recommendations are then presented to the Board of Trustees.

Below is a listing of applications (in alphabetical order) for the ten (10) faculty members recommended for sabbatical leaves:

<b>Name</b>	<b>Campus</b>
Polly A. Begley, Communication Arts	Fresno City College
Ann Brandon, Humanities/English/Reading	Clovis Community CC
David Dominguez, Composition, Literature & Communication	Reedley
Kristine L. Gose, Child Development	Fresno City College
Robyn R. Hart, Business and Technology	Fresno City College
Dr. Erica Johnson, Counseling & Distance Education	Clovis Community CC
Jeannine Koshear, AEG/Social Sciences	Fresno City College
Janice Ledgerwood, Fine Arts and Social Science	Reedley
Dr. Brad Miller, Humanities (Communication)	RC Madera
Jeff Tannen, English	Fresno City College

Recommendation:

It is recommended the Board of Trustees approve sabbatical leaves for the ten (10) employees listed above for the 2015-2016 school year.

## 2015-16 Sabbatical Leave Proposal Summaries

### 1. **Polly Begley - Communication Arts**

Fresno City College

Ms. Begley will explore how social media may be integrated into the classroom to enhance interest, inclusion, engagement, and student retention through research and organized study. She proposes to research how educational institutions and faculty use social media, integrate social media assignments and lessons into every course she teaches, synthesize student online guidelines, take an online course, and write a proposal for a convention panel presentation.

### 2. **Ann Brandon – Humanities/English/Reading**

Clovis Community College Center

Ms. Brandon is requesting a one semester sabbatical leave to focus on research of First Year Experience (FYE) and application of innovative technology in Denmark. This sabbatical leave request directly supports Clovis Community College Center's Strategic Plan under goals: 1. Student Success, 2. Student Access, and 3. Teaching and Learning Effectiveness. Specifically, Ms. Brandon will be researching through site visits and in-depth interviews and document studies the various FYE efforts in California that use the On Course principles with focus on College of the Sequoias, UC Merced, Chaffey College and Modesto Junior College.

Additionally, Ms. Brandon will visit VUC Syd College in Denmark for three weeks focusing on innovative uses of technology in the classroom.

Ms. Brandon will evaluate the FYE programs and evaluate the impact of innovative technology in the classroom. As a result, Ms. Brandon will create a First Year Experience Course that is two units, transfer level and interdisciplinary. She will develop the curriculum using the On Course curriculum principles including appropriate readings, best practices in teaching, and incorporation of innovative technology such as TED Talks and other potential tools. She will move the course through the college curriculum committee to approve. Additionally, Ms. Brandon will make recommendations to other faculty on how to internationalize elements of the curriculum as a result of her Denmark visit.

### 3. **David Dominguez – Composition, Literature and Communication**

Reedley

Mr. Dominguez is requesting a one semester leave to focus on research of grammar, works cited styles such as MLA and APA, student essays, and plagiarism prevention. This sabbatical request directly supports the Reedley College Strategic Plan under goals: 1. Student Success, 2. Student Services and Access, and 3. Teaching and Learning.

Specifically, Mr. Dominguez will research college websites and methods that faculty use to support writing in various content courses such as composition, political science, sociology, psychology, and history. Mr. Dominguez will study successful college websites that promote writing across the curriculum efforts such as the Purdue OWL, research college hosted databases focused on faculty support materials, and survey faculty in multiple disciplines regarding grammar expectations, works cited preferences, and information regarding plagiarism prevention. As a result, Mr. Dominguez will design and launch via Blackboard a database that various instructors and students could use that would provide access to information regarding grammar, works cited styles including MLA and APA, student essays, annotated bibliographies, and plagiarism education and prevention strategies. Mr. Dominguez will target the site toward the needs of Reedley College students, which will be free of charge. Additionally, Mr. Dominguez will work within the district to allow access to students districtwide.

**4. Kristine Gose - Child Development**

Fresno City College

Ms. Gose plans to study successful Early Intervention programs offered in the college lab school settings in California and other states. She would like to "launch," support, administer, adjust, and adapt Early Intervention services at Fresno City College's Child Development Center to best meet the needs of adult students, infants and toddlers, and staff.

**5. Robyn Hart - Business & Technology**

Fresno City College

Ms. Hart plans to research and conduct an organized study of content and delivery options, to establish an Office Occupations Entrepreneurial Learning Lab. This lab will be a culminating part of a new one-person office certificate. The idea is to create an innovative alignment of the academic to a practicum to promote student success. The long-term effect is to establish an incubator for office occupations through the FCC e-center. A secondary indirect outcome would benefit the entire district. Once vetted, the model can be used for various disciplines who are seeking to formally integrate entrepreneurship into their curriculum.

**6. Dr. Erica Johnson – Counseling and Distance Education Subcommittee Co-Chair**

Clovis Community College Center

Dr. Johnson is requesting a one semester sabbatical leave to focus on developing an online tool to prepare students for success in online classes. This sabbatical leave request directly supports Clovis Community College Center's Strategic Plan under goals: 1. Student Success and 3. Teaching and Learning Effectiveness. Additionally, this request directly supports the Counseling Department Program Review to develop Online Services and the Distance Education Subcommittee Purpose and Co- Chair Responsibilities. Specifically, Dr. Johnson will be contracting with Cynosure to research how to develop quality online instruction

environments including creating video tutorials and storyboards and developing strategies to identify expectations for online learning and student readiness for online courses.

Dr. Johnson will research how to prepare quality online assessment, develop resources for general expectations for students and faculty for online learning, and provide counseling with better resources to help guide students in determining whether or not online courses are appropriate for individual students. As a result, Dr. Johnson will create an online tool for faculty to check for student online readiness, and create an online tutorial/assessment to assist students who are planning to take an online course. She will contract with Cynosure to develop video tutorials for faculty and students, formulate a plan and work collaboratively with faculty to identify the expectations for online learning, develop a prioritization for student online readiness, and develop storyboards for online teaching.

#### **7. Ft0Jeannine Koshear - AEG/Social Sciences**

Fresno City College

Dr. Koshear proposes to return to her dissertation study site in rural Costa Rica to document and analyze the changes in both land use practices and rural economy that have taken place over the last 25 years and investigate how they are linked to the larger issues of globalization and its impact on rural communities. She plans to visit the Dureno band of Cofan people living in the Ecuadorian Amazon to learn how they have been able to maintain and extend their stewardship of a significant portion of their traditional lands in the face of enormous pressure to extract oil destined for world markets.

#### **8. Janice Lederwood – Fine Arts and Social Science**

Reedley

Ms. Ledgerwood is requesting a one semester sabbatical leave to focus on research of processing computer language as an element of a comprehensive Science, Technology, Engineering, and Math (STEM) moving to Science, Technology, Engineering, ART, and Math (STEAM curriculum. This sabbatical leave request directly supports Reedley College's Strategic Plan under the goal: II. Student Success, III. Teaching and Learning, and IV. Economic and Workforce Development.

Additionally, this sabbatical leave request supports two of Reedley College's Values: "Strive for Excellence" and "Foster Intellectual Curiosity."

Specifically, Ms. Ledgerwood will learn a computer language called Processing, which is a computer language developed by artists at MIT. She will complete two self-guided, online courses exploring design and technology offered by MIT. As a result, Ms. Ledgerwood will create two original works using Processing with one of 2-D interactive art and the other of 3-D printable art. Additionally, Ms. Ledgerwood will develop a student-oriented presentation on coding, art, and technology for immediate use and will rewrite and submit revised curriculum for ART 3, ART 4, ART 41, and ART 42.

**9. Dr. Brad Miller – Humanities (Communication)**

RC Madera Community College Center

Dr. Millar is requesting a one semester leave to focus on research of on the topic of student apprehension related to presentations and public speaking including the possibility of developing a course called Communication Apprehension and developing best practices for classroom faculty in multiple disciplines for addressing student apprehension. This request directly supports Reedley College’s Strategic Plan under goals: I. Student Success, III. Teaching and Learning and VI. Communication. Further, this also supports the Institutional Learning Outcomes and Communication Department Program Review analysis, summary, and recommendations.

Specifically, Dr. Millar will be researching through support of institutional research office and faculty at all RC locations including Clovis Community College Center, the apprehensive level and college-readiness of communication students. As a result, Dr. Millar will develop strategies to better address student apprehension for public presentation that may be developed in to faculty professional development for FLEX Day activities and potentially a non-transferable Communication Apprehension course. Dr. Millar will also provide valuable research as identified as needed within the Communication Program Review and its plan of action for continuous quality improvement.

**10. Jeff Tannen – English**

Fresno City College

Mr. Tannen would like to institute a Writing Across the Curriculum (WAC) program at FCC. He will research California community college WAC models; assess the needs for an FCC WAC program by distributing surveys, conducting interviews, and analyzing institutional research; identify a WAC model that would work for FCC; and collaborate with the Reading and Writing Center, English faculty, and content course instructors to begin developing a WAC program for the campus.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: February 3, 2015

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SUBJECT: Consideration to Approve Agreements for Charter Bus Transportation and Vehicle Rentals, Districtwide  
ITEM NO. 15-09

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EXHIBIT: None

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Background:

As discussed at the December 2014 Board meeting, administration has continued to explore opportunities to improve the transportation services function of the District. The challenges to current transportation services include the rising capital costs necessary to replace an aging fleet, scheduling and maintenance of an increasingly older vehicle fleet, and the desire to offer an increased level of comfort, safety and reliability to the students and staff utilizing transportation services.

The District's budget constraints over the past years have eliminated the ability to replace buses and other vehicles in the transportation fleet. As a result, the age and mileage of the fleet has increased to the point that a large unbudgeted expenditure would be required to replace vehicles that are becoming unreliable and/or unusable. New air quality standards required the removal of the two oldest buses from service at the end of 2012. These two buses were 1985 MCI's that were purchased by the District as used buses in 1990. Four buses, two late nineties MCI's that were purchased as used buses in 2004, and two 2004 International buses that were purchased as new, comprise the current coach fleet. Additionally, 30 District owned passenger vans are used for student and staff needs. Of these 30 vans, 22 are ten years and older with an excess of 100,000 miles each and should be taken out of service in the next few years. Under current transportation procedures, the bus and passenger van fleets combined will require significant capital expenditures along with a continuing funding strategy to replace an aging vehicle fleet.

In an effort to improve scheduling of large bus services, offer increased comfort and reliability, and avert significant capital expenditures, administration released Request for Proposal #1415-15 for Charter Bus Services to identify and select the best qualified and most cost effective independent firm(s) for charter bus transportation. This RFP was distributed to interested charter bus transportation companies that serve the central San Joaquin Valley. Specifications were developed using historical data for District funded bus trips and firms were invited to submit proposals to accommodate similar future transportation needs. Alternatively, administration requested proposals

on an exclusive basis, with potential award to a single charter bus company, to best leverage trip costs and transportation department time commitments. Each firm was asked to give pricing for various trips based upon coach size, cost per mile and time period, minimum charges and coach amenities. The pricing noted below is this information by vendor, extrapolated across the bus trips scheduled for the past fiscal year. Proposals were received from five companies as noted below.

NON-EXCLUSIVE BID PRICING

<u>Bidder</u>	<u>Projected Charter Service Cost</u>
Best Tours & Travel	\$658,735.60
Awesome Charter and Tours, LLC	\$670,625.75
Golden Eagle Charter	\$693,473.40
Classic Charter, Inc.	\$746,981.97
Orange Belt Stages	\$814,431.05

EXCLUSIVE BID PRICING

<b>Best Tours &amp; Travel</b>	<b>\$596,675.05</b>
Awesome Charter and Tours, LLC	\$640,962.82

Based upon review and evaluation of the RFP responses, administration is recommending approval of charter bus services to Best Tours & Travel in Fresno, CA, as an exclusive provider for charter bus services, on an as-needed basis, for a three-year period with an option to extend for two additional one-year periods.

In conjunction with charter bus services, administration has also identified an existing State of California contract for Commercial Car Rental Services with Enterprise Rent-A-Car to provide vehicle rental services for additional District transportation needs. The term of this commercial travel agreement is through 2015 and allows the District to rent appropriately sized vehicles for District travel at discounted corporate rates at any Enterprise location throughout the state. This program allows for the rental of current model vehicles, shared liability, and safe and reliable transportation under an agreement that is used by all state agencies and many local agencies throughout California. An evaluation of this program has determined that District requirements for van and other vehicle rentals can be procured at a cost less than currently available. Administration is also recommending utilization of this existing state contract for vehicle rentals throughout the District.

Reservations for charter bus and vehicle rentals will still be coordinated and managed by the Transportation Department through these separate agreements. Overall costs for transportation needs will be less than currently available through right sizing of vehicle requirements and trip management, avoidance of necessary maintenance and insurance expenditures, and the ability to avert necessary capital expenditures for vehicle fleet replacement. Included in this recommendation is the potential sale of underutilized and aging vehicles that will no longer be required if these

agreements are approved by the Board of Trustees. Sale of existing excess fleet will be by auction or utilization of special sales by Enterprise Fleet Services.

Funding for these agreements will be provided by various General Fund and Categorical budgets previously approved by the Board of Trustees for transportation services.

Recommendation:

It is recommended that the Board of Trustees:

- a) approve award of Request for Proposal #1415-15 for Charter Bus Services, Districtwide, on an exclusive basis to Best Tours and Travel; and
- b) approve participation in the State of California Contract for commercial vehicle rental car services, Districtwide; and
- c) authorize purchase orders to be issued against these agreements for the purchase of charter bus services and vehicle rentals as may be needed Districtwide; and
- d) authorize disposal of District surplus vehicles by auction or special sale.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: February 3, 2015

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SUBJECT: Consideration to Appoint Dean of Instruction – Allied Health, Physical Education and Athletics, Fresno City College

ITEM NO. 15-10

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EXHIBIT: None

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Background:

The position of Dean of Instruction – Allied Health, Physical Education and Athletics, Fresno City College, was posted on August 29, 2014, and the District received fourteen completed applications.

The Search Advisory Committee was composed of three administrators, five faculty, and one classified staff member. The Search Advisory Committee paper screened the applications, invited seven candidates to be interviewed, and recommended three candidates to the Fresno City College President and Chancellor for interviews.

Following those interviews it is recommended that Ms. Lorraine Smith be appointed as the Dean of Instruction – Allied Health, Physical Education and Athletics, Fresno City College. Ms. Smith has been serving as the Interim Dean of Instruction – Allied Health, Physical Education and Athletics at Fresno City College for the past year. Ms. Smith has been a full-time instructor in the Business and Technology Division at Fresno City College since 2002. She also concurrently served as the Outcomes and Assessment Coordinator at Fresno City College. During her tenure with Fresno City College, she has also served one year as Department Chair. Prior to her teaching career, Ms. Smith worked for San Joaquin Healthcare, Inc., a home health care agency, for four years. She was the business manager for ValueCare/PacifiCare for six years. Ms. Smith earned her Bachelor of Arts degree in English and American Literature and Languages from Harvard University. She earned her Master of Business Administration in Health Care Administration from National University.

Recommendation:

It is recommended the Board of Trustees appoint Lorraine Smith as Dean of Instruction – Allied Health, Physical Education and Athletics, Fresno City College, with placement on the Management Salary Schedule at Range 62, Step 7 (\$11,224.83 monthly), effective February 4, 2015.

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

PRESENTED TO BOARD OF TRUSTEES

DATE: February 3, 2015

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SUBJECT: Consideration to Approve Chancellor Search,  
Recruitment Timeline, and Process

ITEM NO. 15-11

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EXHIBIT: Proposed Timeline

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Background:

At the Board of Trustees' meeting on January 13, 2015, staff was directed to revise the draft timeline and bring it back to the Board in February. The revisions were to provide for a March 2015 timeline start date.

Recommendation:

It is recommended the Board of Trustees approve the Chancellor Search, Recruitment Timeline, and Process.

## Proposed Timeline for New Chancellor Recruitment

Revised January 23, 2015

**HR coordinates recruitment process except:**

- **Consultant actively recruits for individual applicants**
- **Consultant does in-depth reference checking**

February 2015	<ul style="list-style-type: none"> <li>● Feb. 3<sup>rd</sup> - Regular Board meeting – <b><u>discussion/approval of:</u></b> <ul style="list-style-type: none"> <li>○ revised timeline and process</li> <li>○ current job description and/or revisions to job description</li> <li>○ whether to go out for RFP for recruitment firm or if HR should run the recruitment process</li> <li>○ whether to go out for RFP for consultant to actively recruit individual applicants</li> <li>○ whether to go out for RFP for external firm to do the in-depth background checks</li> </ul> </li> <li>● Feb. 4<sup>th</sup> – 12<sup>th</sup> - Board emails HR suggested changes to job description</li> <li>● February 18<sup>th</sup> – HR mails revised job description incorporating Board’s comments to Board for discussion at March 3<sup>rd</sup> regular meeting</li> </ul>
March 2015	<ul style="list-style-type: none"> <li>● March 3<sup>rd</sup> - Regular Board meeting - <b><u>discussion/approval of</u></b> (or topic(s) may be held over for April Board Retreat): <ul style="list-style-type: none"> <li>○ revisions to job description</li> <li>○ constituent makeup of Search Committee</li> <li>○ assign Board representative(s) to serve on Search Committee</li> </ul> </li> <li>● March 4<sup>th</sup> and 5<sup>th</sup> – HR revises job description based on Board input</li> <li>● March 11<sup>th</sup>, 12<sup>th</sup>, and 13<sup>th</sup> - <b>Optional:</b> Hold forums at all SCCCD locations to get employee and public input on personal qualities they are looking for in a Chancellor</li> <li>● March 16<sup>th</sup> – 20<sup>th</sup> - HR develops <b>draft</b> position announcement</li> </ul>
March 30 thru April 3, 2015	<ul style="list-style-type: none"> <li>● <b>Spring Break</b></li> </ul>
April 2015	<ul style="list-style-type: none"> <li>● April 7<sup>th</sup> – Regular Board meeting <ul style="list-style-type: none"> <li>○ finalize job description (if necessary)</li> </ul> </li> <li>● April 10<sup>th</sup> and 11<sup>th</sup> - Board Retreat – discussion of chancellor’s search</li> <li>● April 13<sup>th</sup> – 14<sup>th</sup> - HR <b>finalizes</b> the position announcement</li> <li>● April 15<sup>th</sup> – 30<sup>th</sup> – Position announcements are printed (if needed)</li> <li>● April 30<sup>th</sup> - HR begins the process of identifying Search Committee members from constituent groups</li> </ul>
May 2015	<ul style="list-style-type: none"> <li>● May 5, 2015– Regular Board meeting</li> <li>● <b>May 22, 2015 – Spring Semester ends</b></li> </ul>
June 2015	<ul style="list-style-type: none"> <li>● June 1<sup>st</sup> - <b><u>Recruitment Begins (3 months)</u></b></li> <li>● June 1<sup>st</sup> - Consultant begins active recruitment of individual applicants</li> <li>● June 2<sup>nd</sup> - Regular Board meeting</li> </ul>

July 7, 2015	<ul style="list-style-type: none"> <li>• Regular Board meeting</li> </ul>
August 2015	<ul style="list-style-type: none"> <li>• August 4<sup>th</sup> – Regular Board meeting</li> <li>• August 13<sup>th</sup> - Fall Semester begins (1<sup>st</sup> duty day)</li> </ul>
September 2015	<ul style="list-style-type: none"> <li>• September 1<sup>st</sup> – Regular Board meeting</li> <li>• <b>September 1<sup>st</sup> - Deadline for applicants to apply (3 months)</b></li> <li>• September 7<sup>th</sup> - (Labor Day)</li> <li>• September 8<sup>th</sup> - (Week of) – Search Committee holds first meeting for orientation, EEO training and selects interview questions</li> <li>• September 9<sup>th</sup> – 23<sup>rd</sup> - Search Committee members individually paper screen</li> <li>• September 28<sup>th</sup> (Week of) - Search Committee meets and selects 5-8 semi-finalists</li> </ul>
October 2015	<ul style="list-style-type: none"> <li>• October 6<sup>th</sup> – Regular Board meeting</li> <li>• October 19<sup>th</sup> (Week of) - Search Committee interviews the semi-finalists and selects 3-5 finalists</li> <li>• October 26<sup>th</sup> - In-depth reference checking begins</li> </ul>
November 2015	<ul style="list-style-type: none"> <li>• November 3<sup>rd</sup> – Regular Board meeting</li> <li>• November 9<sup>th</sup> - (Week of) - Individual forums are conducted on the campuses for each of the 3-5 finalists</li> <li>• November 9<sup>th</sup> (Week of) Board conducts interviews of the finalists</li> <li>• November 9<sup>th</sup> (Week of) - Board decides whether or not to conduct site visits</li> <li>• November 16<sup>th</sup> - December 1<sup>st</sup> - site visits can occur</li> <li>• November 26<sup>th</sup> -27<sup>th</sup> - Thanksgiving Holidays</li> </ul>
December 2015	<ul style="list-style-type: none"> <li>• December 1<sup>st</sup> - Regular Board meeting- Board approves contract for new Chancellor</li> <li>• December 21- January 6, 2016 – Winter Holiday Break</li> </ul>
January 2016	<ul style="list-style-type: none"> <li>• January 7<sup>th</sup> Spring Semester begins (1<sup>st</sup> duty day)</li> <li>• January 12<sup>th</sup> Regular Board meeting- Board approves contract for new Chancellor if not approved in December</li> </ul>