Sierra Joint Community College District
Regular Meeting of the Board of Trustees
Tuesday, January 10, 2012

MINUTES

The regular meeting of the Board of Trustees of the Sierra Joint Community College District was held on Tuesday, January 10, 2012, at 3:00 p.m. at the Sierra College – Rocklin Campus, 5000 Rocklin Road, Rocklin, California, in Rooms A-104 and LR-133.

Board Members Present: Cari Dawson Bartley, Dave Ferrari, Bill Halldin, Aaron Klein, Scott Leslie, Nancy B. Palmer, and Howard Rudd

Superintendent/President: William H. Duncan, IV

Student Trustee: Andrew Nelson


CALL TO ORDER
Board President Aaron Klein called the meeting to order at 3:03 p.m., announced that the Board would be holding a closed session for the purpose listed on the agenda as noted below, and adjourned the meeting to closed session.

CLOSED SESSION
Item #13855, Closed Session: At approximately 3:04 p.m., Mr. Klein convened closed session for the purpose listed below.

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9
2 Potential Cases

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CLOSED SESSION (Continued)
Item #13855, Closed Session (Continued)
Attendees included: Board members; President William H. Duncan, IV; staff members Jeannette Bischoff and Jené Hallam; attorney Michael Smith and consultant Douglas Johnson.

Mr. Klein adjourned the meeting for a break at 3:59 p.m.

RECONVENE OPEN SESSION
Mr. Klein reconvened the meeting in the Board Room, LR-133, at 4:05 p.m., welcomed those present, announced that no action had been taken in closed session, and read a statement inviting public participation in the meeting. At Mr. Klein’s request, Mr. Howard Rudd led the pledge of allegiance.

APPROVAL OF AGENDA
A motion was made by Howard Rudd, seconded by Scott Leslie, to approve the Agenda as presented. Call for the vote: Student Trustee Advisory Vote: Aye; Trustees: Ayes: 7; Noes: 0; Abstentions: 0; Absent: 0. Motion carried unanimously.

APPROVAL OF MINUTES – December 13, 2011
A motion was made by Howard Rudd, seconded by Nancy Palmer, to approve the Minutes of the December 13, 2011, meeting as presented. Call for the vote: Student Trustee Advisory Vote: Aye; Trustees: Ayes: 7; Noes: 0; Abstentions: 0; Absent: 0. Motion carried unanimously.

EDUCATIONAL EFFECTIVENESS – STRATEGY 7 (Workforce Partnerships)
Item #13856, Sierra College Center for Applied Competitive Technologies: Ms. Carol Pepper-Kittredge, Manager of the Sierra College Center for Applied Competitive Technologies (CACT), presented information regarding the College’s CACT program and workforce development efforts including workforce partnerships, business training, college partnerships, and high school connections. Mr. Dave Baker, President of RobbJack Corporation and manufacturing representative on the Placer County Economic Development Board, spoke of the benefits of RobbJack’s partnership with Sierra College including training opportunities and process improvements that have been of value to the company. Mr. Wade Wolff, Instructor at Colfax High School, discussed collaborative efforts between the high schools and Sierra College to offer innovative STEM (Science, Technology, Engineering, and Mathematics) programs that have been very successful and beneficial to students. Ms. Pepper-Kittredge also noted that it has been announced that the College will be awarded significant additional Career Technical Education Community Collaborative grant funds. The trustees asked questions and congratulated the program on its successes.

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ORGANIZATIONAL EFFECTIVENESS – STRATEGY 2 (Fiscal Stability)

Item #13857, 2011-2012 Budget Revision #1: Ms. Kerri Hester, Director of Finance, reviewed the recommended budget revision and answered trustee questions. The changes to the budget included a reduction in budgeted expenses due in part to reduced staffing costs related to vacancies and reduced overtime, reduced operating expenses, and a reduction in the interest paid on Tax and Revenue Anticipation Notes (TRANS). A motion was made by Nancy Palmer, seconded by Scott Leslie, to approve Budget Revision #1 of the 2011-2012 budget as presented. Call for the vote: Student Trustee Advisory Vote: Aye; Trustees: Ayes: 7; Noes: 0; Abstentions: 0; Absent: 0. Motion carried unanimously.

PUBLIC HEARING

Item #13858, Public Hearing and Consideration of Resolution No. 2012-01 Approving and Authorizing Dedication of Real Property as Easement to Placer County Water Agency: Mr. Klein opened a public hearing at 4:35 p.m. and called for public comments regarding the proposed dedication of real property as easement to Placer County Water Agency. Hearing no comments, the public hearing was closed at 4:36 p.m. A motion was made by Howard Rudd, seconded by Nancy Palmer, to adopt Resolution No. 2012-01, “Resolution Approving and Authorizing Dedication of Real Property as Easement to Placer County Water Agency.” In adopting Resolution No. 2012-01, the Board thereby directed the President, or his designee, to execute the dedication of the real property and deed for public utility easement so described in the Resolution. Roll call vote: Student Trustee Advisory Vote: Aye; Trustees: Ayes: 7; Noes: 0; Abstentions: 0; Absent: 0. Motion carried unanimously.

CONSENT AGENDA

A motion was made by Scott Leslie, seconded by Howard Rudd, to approve the Consent Agenda items listed below as presented. Roll call vote: Student Trustee Advisory Vote: Aye; Trustees: Ayes: 7; Noes: 0; Abstentions: 0; Absent: 0. Motion carried unanimously.

Item #13859, Warrants for the Month of November 2011: The Board ratified the warrants for the month of November 2011.

Item #13860, Contracts and Agreements – Capital Projects: The Board approved and/or ratified the capital project contracts and agreements listed below:

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CONSENT AGENDA (Continued)

Item #13860, Contracts and Agreements – Capital Projects (Continued)

A. CONTRACT AMENDMENTS FOR RATIFICATION

1. **Contract/Agreement: DKM Heating & Air Conditioning, Inc.**
   
   Previous Board Agenda Item Nos. 13801 (Approved September 13, 2011) and 13843 (Approved December 13, 2011)


   Amount: $1,416.10 (a new total $144,777.44)

   Funding Source: SFID Bond No. 2, Campus Wide Upgrades

   Agreement: Change Order No. 2 to the contract for Nevada County Campus Central Plant modifications. Amendment to include a decrease for time and materials for not removing three excess valves on chiller lines, and an increase to provide and install a shop-manufactured shroud to weatherproof the boiler burner in Yard 4. The net increase is $1,416.10.

   Item #13861, Contracts and Agreements: The Board approved and/or ratified the contracts and agreements listed below:

   A. OFFICE OF INSTRUCTION – BUSINESS, APPLIED ACADEMICS AND PHYSICAL EDUCATION DIVISION

   1. **Contract/Agreement: Gold Country Copier**

   Term: November 1, 2011 – June 30, 2012

   Amount: Not to exceed $428.43

   Funding Source: General Fund

   Agreement: Contractor to provide maintenance and labor necessary for copier donated by Nevada County Superintendent of Schools to the SC-NCC Child Development Center.

   2. **Contract/Agreement: The Flower Farm Country Inn**

   Term: February 10, 2012

   Amount: $300

   Funding Source: CTEA 1C Grant (11-C01-058) Board Approved #13769 on July 12, 2011

   Agreement: The Career & Technical Education Advisory Committee wishes to conduct a half day planning retreat to be held at the Flower Farm Country Inn in Loomis. Rental of the meeting facility requires a contract.

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CONSENT AGENDA (Continued)  
Item #13861, Contracts and Agreements (Continued)  

B. OFFICE OF INSTRUCTION – STAFF DEVELOPMENT  
1. **Contract/Agreement: Granlibakken Conference Center & Lodge**  
   Term: March 7, 2012 – March 9, 2012  
   Amount: $14,640  
   Funding Source: Sierra College Foundation  
   Agreement: The 3-day SC4 retreat will be held at the Granlibakken Conference Center & Lodge at Lake Tahoe for 42 participants/facilitators. Food and lodging are included.  

C. FINANCE & ADMINISTRATION  
1. **Contract/Agreement: US Bank**  
   Term: January 13, 2012 – January 12, 2017 (estimated start & end dates)  
   Amount: $5,910.84/per year  
   Funding Source: General Fund  
   Agreement: This agreement initiates operating leases for five copier units for a five-year period. The copier units will be returned to the vendor at the end of the lease term. The pricing utilizes the California State University piggyback contract (CSU-MEA 70818).  

2. **Contract/Agreement: Ray Morgan Company**  
   Term: January 13, 2012 – January 12, 2017 (estimated start & end dates)  
   Amount: $621.60/per year (estimated) + applicable taxes  
   Funding Source: General Fund  
   Agreement: This maintenance agreement provides all parts, labor and consumable toner for copier unit to be located in the Rocklin Financial Aid Office (L-131). The cost estimate is based on a fixed $0.0074 per-copy charge and estimated usage of 84,000 copies per year.  

3. **Contract/Agreement: Ray Morgan Company**  
   Term: January 13, 2012 – January 12, 2017 (estimated start & end dates)  
   Amount: $239.76/per year (estimated) + applicable taxes  
   Funding Source: General Fund  
   Agreement: This maintenance agreement provides all parts, labor and consumable toner for copier unit to be located in the Rocklin EOPS Office (L-141). The cost estimate is based on a fixed $0.0074 per-copy charge and estimated usage of 32,400 copies per year.  

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CONSENT AGENDA (Continued)
Item #13861, Contracts and Agreements (Continued)

C. FINANCE & ADMINISTRATION (Continued)

   Term: January 13, 2012 – January 12, 2017 (estimated start & end dates)
   Amount: $222.00/per year (estimated) + applicable taxes
   Funding Source: General Fund
   Agreement: This maintenance agreement provides all parts, labor and consumable toner for copier unit to be located in the Nevada County Campus Library Resource Center (NCC-LRC). The cost estimate is based on a fixed $0.0074 per-copy charge and estimated usage of 30,000 copies per year.

5. Contract/Agreement: Ray Morgan Company
   Term: January 13, 2012 – January 12, 2017 (estimated start & end dates)
   Amount: $88.80/per year (estimated) + applicable taxes
   Funding Source: General Fund
   Agreement: This maintenance agreement provides all parts, labor and consumable toner for copier unit to be located in the Nevada County Campus Facilities Maintenance Office (NCC-N21). The cost estimate is based on a fixed $0.0074 per-copy charge and estimated usage of 12,000 copies per year.

6. Contract/Agreement: Ray Morgan Company
   Term: January 13, 2012 – January 12, 2017 (estimated start & end dates)
   Amount: $177.60/per year (estimated) + applicable taxes
   Funding Source: General Fund
   Agreement: This maintenance agreement provides all parts, labor and consumable toner for copier unit to be located in the Roseville-Gateway Resource Center Lobby (RG-601). The cost estimate is based on a fixed $0.0074 per-copy charge and estimated usage of 24,000 copies per year.

7. Amendment to Contract/Agreement: Sodexo America, LLC
   Previous Board Agenda Item No. 13812 (Approved 10/11/11)
   Term: August 1, 2011 – July 30, 2016
   Amount: N/A
   Funding Source: N/A
   Agreement: This amendment revises contract language with regard to the handling of food, beverages and supplies inventories.

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CONSENT AGENDA (Continued)
Item #13861, Contracts and Agreements (Continued)

D. STUDENT SERVICES

1. Amendment to Contract/Agreement: The Regents of the University of California, Puente Project
   Previous Board Agenda Item No. 13333 (Approved May 12, 2009)
   Term:        July 1, 2011 – June 30, 2013
   Amount:      $36,500 (Receivable)
   Funding Source:  The Regents of the University of California
   Agreement:  This agreement is to continue the Puente Project to better support the underserved student population and improve transfer and persistence rates for these students. For 2011-12, Puente will provide capacity-building funding of $30,000 and operational costs of $5,000. For 2012-13, Puente will provide mentor support funding of $1,500.

E. INFORMATION & INSTRUCTIONAL TECHNOLOGY

   Term:        January 1, 2012 – December 31, 2012
   Amount:      $7,200
   Funding Source:  General Fund
   Agreement:  SunGard has agreed to renew the ADAP (Luminis Active Directory Account Provisioning) maintenance and support for another year.

PERSONNEL

Item #13862, Personnel Transactions: A motion was made by Scott Leslie, seconded by Howard Rudd, to approve the Personnel Transactions listed below with one motion. Call for the vote: Student Trustee Advisory Vote: Aye; Trustees: Ayes: 7; Noes: 0; Abstentions: 0; Absent: 0. Motion carried unanimously.

A. REPLACEMENT POSITION HIRES

1. Acting Associate Dean - Nursing – Ms. Nancy Schwab
   Personnel Action:  Replacement Hire (vice Ms. Cheryl Kenner)
   Position:        Associate Dean – Nursing, Educational Administrator
   Position Number: EA0015
   Cost:            $54,316.70 plus benefits, FSLA Exempt
   Effective Date:  January 11, 2012 – June 30, 2012

Continued on next page…
PERSONNEL (Continued)

Item #138, Personnel Transactions (Continued)

A. REPLACEMENT POSITION HIRES (Continued)

2. Facilities Maintenance Specialist – Extension Site – Mr. Dana Baskett

Personnel Action: Replacement Position/Promotion (vice Mr. James Wirtz)
Position: Facilities Maintenance Specialist – Extension Site, Classified
Position Number: CL0268
Range: Range CL20 on the Classified Hourly Schedule
Hours: 40 hours per week, 12 months per year
Cost of Promotion: $4,819.14
Effective Date: January 11, 2012

3. Custodian – Mr. Kevin Ross

Personnel Action: Replacement Position (vice Mr. Gerald Maris)
Position: Custodian, Classified
Position Number: CL0068
Range: Range CL15 on the Classified Hourly Schedule
Hours: 40 hours per week, 12 months per year
Cost: $35,880.00 plus benefits
Effective Date: January 11, 2012

B. OUT-OF-CLASS ASSIGNMENTS

1. Accounting Specialist – Ms. Kourtney Crandell

Position: Accounting Specialist, Classified
Position Number: CL0031
Out-of-Class Pay: 15% above regular rate of pay per Article 29, Section 1-B2 of FUSE contract
Cost: $4,351.12
Effective Dates: January 1, 2012 up to June 30, 2012

C. SHORT-TERM/SUBSTITUTE EMPLOYEES

1. Substitute Replacement for Absent Employees

Personnel Action: Approve the employment of the substitute employees listed.
Position: The substitute employees listed below for the department, position, and hourly rate of pay indicated up to 175 days for the 2011-2012 school year in accordance with Article 2 of the Classified Agreement per Ed Code Section 88003.

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Position</th>
<th>Hourly Rate</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lockwood, Dena</td>
<td>A&amp;R (NCC)</td>
<td>ASST</td>
<td>$19.96</td>
<td>8/1/11-2/3/12</td>
</tr>
<tr>
<td>Mato, Joene</td>
<td>Community Ed</td>
<td>AST</td>
<td>$19.01</td>
<td>1/3/12-6/30/12</td>
</tr>
</tbody>
</table>
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PERSONNEL (Continued)
Item #13862, Personnel Transactions (Continued)

C. SHORT-TERM/SUBSTITUTE EMPLOYEES (Continued)

2. Short-Term Employees

Personnel Action: Approve the employment of the short-term employees listed.

Position: The short-term employees listed below for the department, position, and hourly rate of pay indicated up to 175 days for the 2011-2012 school year in accordance with Article 2 of the Classified Agreement.

<table>
<thead>
<tr>
<th>Department</th>
<th>Positions</th>
<th>Number of Positions</th>
<th>Hourly Rate</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Services</td>
<td>SST - Assessment</td>
<td>1</td>
<td>$19.96</td>
<td>1/23/12-2/6/12</td>
</tr>
<tr>
<td>Student Services</td>
<td>SST - Assessment (NCC)</td>
<td>1</td>
<td>$19.96</td>
<td>1/11/12-6/11/12</td>
</tr>
<tr>
<td>Student Services</td>
<td>SST - A &amp; R (NCC)</td>
<td>2</td>
<td>$19.96</td>
<td>1/23/12 - 2/3/12</td>
</tr>
<tr>
<td>Student Services</td>
<td>SST - Assessment (TT)</td>
<td>1</td>
<td>$19.96</td>
<td>1/11/12-6/30/12</td>
</tr>
</tbody>
</table>

REPORTS

Item #13863, Reports/Announcements:

Superintendent/President Report: William Duncan commented on the College activities he had recently enjoyed including a holiday coffee reception at the Rocklin Campus. He provided an update on other activities during the past month including meetings and interviews with local and regional media, a tour with the trustees of the local campus of Telefunken, and discussions with Sutter Health regarding regional healthcare/allied health needs. He also commented on the Governor’s recently released budget proposal for 2012/13.

Student Trustee Report: Andrew Nelson commented on preparations for the spring semester and review of the Student Success Taskforce recommendations.

Senate Reports:

- Academic Senate: Brook Oliver commented on the activities of the Academic Senate including the following: 1) Plans for an episode of “Roadtrip Nation,” a Public Broadcasting Service (PBS) television show to be filmed at Sierra College in March; and 2) An upcoming Academic Senate retreat to prepare for the spring semester.
- Classified Senate: Matthew Daley commented on the following topics: 1) The first Classified Senate meeting of the semester; and 2) Difficulties in finding people who are available to participate in the shared governance process.
REPORTS (Continued)

Item #13863, Reports/Announcements (Continued)

Sierra College Foundation Report: Sonbol Aliabadi commented on the activities of the Sierra College Foundation including the following: 1) Feasibility study research continues and a preliminary report is expected before the end of the month; 2) The annual campaign began in December and more than $32,000 has been raised already; 3) Fundraising continues in order to build a small endowment to fund the 911 Fund in an ongoing way; 4) Sponsorships are being sought for the 2012 Taste of Excellence event; and 5) New office space for the Foundation is nearing completion.

Board Committee Meetings: No Board committee meetings have been held since the last Board meeting. The trustees requested an update on the ad hoc electronic agendas committee and a meeting will likely be held prior to the February Board meeting.

Trustee Reports:
- Dave Ferrari commented on the recent court decision regarding redevelopment agencies and the potential impact on the Truckee and Kings Beach communities.
- Scott Leslie commented on the following topics: 1) The state budget proposal’s impact on Sierra College; 2) The upcoming Community College League of California Legislative Conference; and 3) The upcoming Patrons/Aquatics Crab Feed.
- Nancy Palmer commented on the following topics: 1) The recent tour of the Telefunken facility; and 2) The upcoming Sierra College Convocation.
- Cari Dawson Bartley commented on the following topics: 1) Interactions with Telefunken including the recent tour of their facility; and 2) Sierra College internship opportunities.
- Aaron Klein commented on the Governor’s budget proposal and the economy.

COMMENTS FROM THE COMMUNITY

Mr. Klein solicited comments from the community on non-agenda items within the jurisdiction of the Board of Trustees. Hearing none, Mr. Klein proceeded to adjourn the meeting.
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ADJOURNMENT

Mr. Klein adjourned the meeting at approximately 5:05 p.m.

Respectfully submitted,

Mr. William H. Duncan, IV
Sierra College President and
Secretary to the Board of Trustees

Aaron Klein, President
Board of Trustees

ATTEST:

Scott T. Leslie, Vice President/Clerk
Board of Trustees

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