Sierra Joint Community College District  
Regular Meeting of the Board of Trustees  
Tuesday, November 12, 2013

**MINUTES**

The regular meeting of the Board of Trustees of the Sierra Joint Community College District was held Tuesday, November 12, 2013, at 4:00 p.m. at the Sierra College – Rocklin Campus, 5000 Rocklin Road, Rocklin, California, in Room LR-133.

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

**Student Trustee:** Marisa Magallanes

**Staff/Visitors:** Sonbol Aliabadi, Levi Bennin, Jeannette Bischoff, Clifford Burns, Heather Cianciolo, Addison Covert, Suzanne Davenport, Mandy Davies, Laura Doty, Jimmy Feytser, Brian Haley, Jane Haproff, Greg Harnage, Roger Hooper, Bill Hemphill, Colin Irwin, Matthew Jewett, Matthew Lantz, Alex Lawton, Sonja Lolland, Nathan Lopez, Sue Michaels, Gary Moser, Jamie Pepin, Mark Perlberger, Michael Prouty, Rebecca Santos, Thad Selmants, Stan Spencer, Deb Sutphen, Justin Tenney, Thomas Trevor, Melanie Twombly, Curtis Williams, Chris Yatooma

**CALL TO ORDER**

Board President Howard Rudd called the meeting to order at 4:01 p.m. and welcomed those present. At Mr. Rudd’s request, Aaron Klein led the pledge of allegiance and then Mr. Rudd read a statement regarding public participation in the meeting.

**APPROVAL OF AGENDA**

A motion was made by Aaron Klein, seconded by Nancy Palmer, 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 – October 22, 2013**

A motion was made by Nancy Palmer, seconded by Bill Halldin, to approve the Minutes of the October 22, 2013, 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

Item #14200, Distance Learning Update: Ms. Mandy Davies, Vice President of Student Services, introduced Ms. Suzanne Davenport, Distance Learning Coordinator, who presented information about the College’s distance learning offerings including online instruction and televised instruction. Topics of discussion included a history of the program, enrollment trends, retention rates, and strategies that are being used to increase student success. An overview of the new course management system was also provided. A PowerPoint was featured. It was noted that the College was commended by the accreditation visiting team for its distance learning program.

Item #14201, Fire Technology Program Update: Dr. Deb Sutphen, Vice President of Instruction, introduced Ms. Sonja Lolland, Dean of Business, Applied Academics, and Physical Education, to present information about the College’s Fire Technology Program. Ms. Lolland introduced Matthew Jewett, Jamie Pepin, and Heather Cianciolo to share information about the program and a Fill the Boot fundraiser to benefit the Muscular Dystrophy Association. A PowerPoint was featured.

ORGANIZATIONAL EFFECTIVENESS

Item #14202, Citizens’ Oversight Committee for SFID No. 2 – Western Nevada County Campus Area 2011-2012 Annual Report: Mr. Chris Yatooma, Vice President of Administrative Services, introduced Mr. Curtis Williams, Chair of the Citizens’ Oversight Committee of the School Facilities Improvement District No. 2 for the Western Nevada County Campus Area. Mr. Williams reviewed the work of the Citizens’ Oversight Committee, referenced the 2011-2012 annual report, reported that the bond funds had been spent as intended, and reported that the work of the committee is winding down as most of the bond funds have been spent. The Board thanked Mr. Williams.

CONSENT AGENDA

The following item was removed from the Consent Agenda and not acted upon:

- Item #14207.D.1., Golden Gate Dispute Resolution

A motion was made by Aaron Klein, seconded by Nancy Palmer, to approve the Consent Agenda items listed below with the exception noted above. Roll call vote: Student Trustee Advisory Vote: Aye; Trustees: Ayes: 7; Noes: 0; Abstentions: 0; Absent: 0. Motion carried unanimously.

Item #14203, Resolution 2013-20: Declare and Authorize Disposition of Surplus Property: The Board adopted Resolution 2013-20 declaring the listed personal property as obsolete/surplus and directed staff to take the appropriate action as per Section 81450 of the Education Code.

Continued on next page…
CONSENT AGENDA (Continued)

Item #14204, Warrants and Electronic Disbursements for the Month of September 2013: The Board ratified the warrants and electronic disbursements for the month of September 2013.

Item #14205, Contract Award – Rocklin Campus Heating System: The Board awarded the contract to Mark III Construction Inc. and authorized staff to execute a contract effective November 13, 2013, for the addition of ten new boiler yards on the Rocklin Campus.

Item #14206, Contracts and Agreements – Capital Projects: The Board approved and/or ratified the capital project contracts and amendments listed below:

A. CONTRACTS FOR APPROVAL

1. Contract/Agreement: Robert E. Diesel
   Term: November 13, 2013 – November 7, 2014
   Amount: $10,000
   Funding Source: General Fund
   Agreement: Architect consultant to provide project management services for Proposition 39 energy efficiency projects, which will include evaluating potential energy savings, project documentation and submittals, verify code compliance, preparation of bid packages and construction administration.

2. Contract/Agreement: Thomas A. Dubrow, P.E.
   Term: November 13, 2013 – November 7, 2014
   Amount: $10,000
   Funding Source: General Fund
   Agreement: Consultant to provide expert advice and consultation services regarding (ADA) accessibility assessments and requirements of District facilities. Services may include reviews, assessments, and analysis of existing facilities and review of new projects for compliance with requirements.

3. Contract/Agreement: MHL Enterprises
   Term: November 13, 2013 – November 7, 2014
   Amount: $5,000
   Funding Source: SFID Bond No. 2, Campus Wide Upgrades
   Agreement: Consultant to provide Inspector of Record (IOR) services as required by the Division of State Architects (DSA) for additional work projects on the Nevada County Campus being completed under the Expansion and Renovations Project.

Continued on next page…
CONSENT AGENDA (Continued)

Item #14207, District Contracts and Agreements: The Board approved and/or ratified the contracts and agreements listed below:

A. OFFICE OF INSTRUCTION – GRANT DEVELOPMENT & CAREER TECHNICAL EDUCATION

1. **Contract/Agreement: Judith Schmidt, Ph.D.**
   Term: November 13, 2013 – February 28, 2014
   Amount: $2,500
   Funding Source: Client Services
   Agreement: Consultant will assist CACT Director with activities related to contract education services.

2. **Contract/Agreement: Sandra Scott**
   Amount: $46,200
   Funding Source: Deputy Sector Navigator, Advanced Manufacturing Grant 13-152-001
   Agreement: Consultant will assist the Project Director in establishing a North Region Faculty Collaborative; conducting a North Region Advanced Manufacturing program inventory; conduct a competency assessment and comparison referencing the U.S. Department of Labor Employment Training Agency Competency Model Curriculum Analysis tool; convene an employer skills panel to identify competency gaps; develop and deliver a “learning by doing” professional development webinar to disseminate Advanced Manufacturing Sector competency gaps information to North Region colleges and schools and facilitate curriculum enhancement; provide technical assistance to North Region colleges seeking to deliver credit courses to employers and incumbent workers; and develop strategies for articulation and the delivery of stackable credentials aligned with Advanced Manufacturing Sector occupational ladders/lattices.

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CONSENT AGENDA (Continued)

Item #14207, District Contracts and Agreements (Continued)

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

1. **Contract/Agreement: Yosemite Community College District, Child Development Training Consortium Instructional Agreement**

   - **Term:** September 1, 2013 – June 30, 2014
   - **Amount:** Not to exceed $11,250
   - **Funding Source:** Yosemite Community College District, Child Development Training Consortium
   - **Agreement:** Contract from the Department of Education, Child Development Division (Agreement Number #13-14-3619) to continue the operation of Sierra College’s Child Development Training Consortium for 2013-14.

2. **Contract/Agreement: Chabot-Las Positas Community College District – California Mentor Program Grant #CN130165**

   - **Term:** August 1, 2013 – July 31, 2014
   - **Amount:** N/A
   - **Funding Source:** Chabot-Las Positas Community College District
   - **Agreement:** One-year agreement to benefit students at Sierra College who are enrolled in the Early Childhood Practicum Class. Students are placed with selected mentors in the community who have been qualified on the Early Childhood Mentor Program. All stipends and program costs are paid directly by Chabot-Las Positas Community College District, fiscal agent for the grant, as specified in Attachment A of the contract: $3,168 paid to the Local Coordinator for the Mentor Seminar and Director Seminar instructional costs; up to $1,584 paid to the Local Coordinator to offer the Mentor Teacher/Adult Supervision Course; $3,300 paid to the Local Coordinator to implement and develop the program; up to $2,500 paid as $250 honorariums for up to 10 Selection Committee Mentors to review applications, visit and evaluate applicants’ teaching practices and evaluate Director Mentor; $14,207 paid in stipend support for 9 Mentors and all selected Director Mentors; $150 for materials for Mentors and Director Mentors; and unspecified travel expenses for Local Coordinator to attend statewide meetings.

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CONSENT AGENDA (Continued)
Item #14207, District Contracts and Agreements (Continued)

B. OFFICE OF INSTRUCTION – BUSINESS, APPLIED ACADEMICS AND PHYSICAL EDUCATION DIVISION (Continued)
3. Contract/Agreement: California Early Childhood Mentor Program
   Term: August 1, 2013 – June 15, 2014
   Amount: Not to exceed $1,000
   Funding Source: Chabot-Las Positas Community College District
   Agreement: Supplemental support funding for mentor teachers in serving and benefiting students at Sierra College by providing funding for travel expenses and conference support for the Annual Northern California Mentor Director Seminar in March 2014.

C. OFFICE OF INSTRUCTION – SCIENCE & MATHEMATICS
1. Amendment to Contract/Agreement: Heritage Oaks Hospital
   Previous Board Agenda Item No. 13994.C.3 (approved October 16, 2012)
   Term: October 16, 2012 – October 16, 2014
   Amount: N/A
   Funding Source: N/A
   Agreement: Business Associates Agreement with Heritage Oaks as a clinical psychiatric site for the District’s nursing program. This Agreement has been added to current contract by Heritage Oaks and will be integrated in future contracts. The Agreement provides HIPAA guidelines as they apply to nursing students completing their clinical experience per the original contract.

D. HUMAN RESOURCES
1. Contract/Agreement: Golden Gate Dispute Resolution
   This item was removed from the consent agenda and not acted upon.

2. Contract/Agreement: Jay Resendez, Attorney at Law
   Amount: Not to exceed $10,000
   Funding Source: General Fund
   Agreement: This agreement with Jay Resendez, Attorney at Law will provide Sierra Joint Community College with legal services as required.

Continued on next page…
Sierra Joint Community College District
Minutes of the Regular Meeting of the Board of Trustees
November 12, 2013

CONSENT AGENDA (Continued)
Item #14207, District Contracts and Agreements (Continued)
D. HUMAN RESOURCES (Continued)

   Term: February 20, 2014
   Amount: $7,000 plus travel expenses
   Funding Source: EEO Funds/Other Contributions
   Agreement: This agreement with American Program Bureau will grant
   Diane Nash, guest speaker, to speak during Black History
   Month regarding the topic “The Movements of the 60’s: A
   Legacy for Today.”

E. FINANCE & ADMINISTRATION

   Term: December 1, 2013 – November 30, 2018 (estimated dates)
   Amount: $4,888.52/per year + applicable taxes
   Funding Source: General Fund
   Agreement: This agreement initiates operating leases for three copier units
   for a five-year period. The copier units will be returned to the
   vendor at the end of the lease term. Copiers are to be located at
   the District’s Tahoe Truckee Campus in the library, main office
   and faculty work room. The pricing utilizes the Shasta Union
   High School District contract (SUHSD #A77-2013).

2. Contract/Agreement: Ray Morgan Company
   Term: December 1, 2013 – November 30, 2018 (estimated dates)
   Amount: $717.80/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 faculty work
   room at the Tahoe Truckee Campus. The cost estimate is based on
   a fixed $0.0074 per-copy charge for black and white copies with an
   estimated usage of 97,000 copies per year.

3. Contract/Agreement: Ray Morgan Company
   Term: December 1, 2013 – November 30, 2018 (estimated dates)
   Amount: $64.80/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 main office
   at the Tahoe Truckee Campus. The cost estimate is based on a
   fixed $0.008 per-copy charge for black and white copies and a
   fixed $0.0553 per-copy charge for color copies with an estimated
   usage of 8,100 copies per year.

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CONSENT AGENDA (Continued)
Item #14207, District Contracts and Agreements (Continued)

E. FINANCE & ADMINISTRATION (Continued)

   Term: December 1, 2013 – November 30, 2018 (estimated dates)
   Amount: $23.09/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 library at
   the Tahoe Truckee Campus. The cost estimate is based on a
   fixed $0.0074 per-copy charge with an estimated usage of
   3,100 copies per year.

5. Contract/Agreement: School Services of California, Inc.
   Term: November 1, 2013 – November 1, 2014
   Amount: $3,420
   Funding Source: General Fund
   Agreement: This subscription agreement provides district access to
   Community College Update, which contains information on
   issues of community college finance, budgets, or practice that
   impact district fiscal policies. It also provides updates from
   Chancellor’s Office and Board of Governors meetings, as well
   as fifteen direct service hours of consultation per year.

F. INFORMATION & INSTRUCTIONAL TECHNOLOGY

1. Contract/Agreement: AT&T
   Term: December 4, 2013 – December 4, 2017
   Amount: $73,968
   Funding Source: General Fund
   Agreement: AT&T has agreed to provide the OPT-E-MAN basic connect
   (data circuit) for Rocklin/NCC site.

2. Contract/Agreement: AT&T
   Amount: $1,540
   Funding Source: General Fund
   Agreement: AT&T has agreed to provide the OPT-E-MAN basic connect
   (data circuit) for Rocklin/Roseville Gateway
G. STUDENT SERVICES

1. Contract/Agreement: Boston Reed
   Term: February 8, 2014 – June 14, 2014
   Amount: Not to exceed $2,220 per student
   Funding Source: Community Education
   Agreement: Contractor to provide instructors and class materials for the Clinical Medical Assistant Training program.

2. Contract/Agreement: Boston Reed
   Amount: Not to exceed $1,755 per student
   Funding Source: Community Education
   Agreement: Contractor to provide instructors and class materials for the Medical Administrative Assistant program.

3. Contract/Agreement: Boston Reed
   Term: February 8, 2014 – August 9, 2014
   Amount: Not to exceed $2,220 per student
   Funding Source: Community Education
   Agreement: Contractor to provide instructors and class materials for the Pharmacy Technician Training program.

4. Contract/Agreement: Boston Reed
   Term: February 22, 2014 – April 26, 2014
   Amount: Not to exceed $2,375 per student
   Funding Source: Community Education
   Agreement: Contractor to provide instructors and class materials for the Phlebotomy Technician Training program.

5. Contract/Agreement: Boston Reed
   Term: April 26, 2014 – July 5, 2014
   Amount: Not to exceed $2,375 per student
   Funding Source: Community Education
   Agreement: Contractor to provide instructors and class materials for the Phlebotomy Technician Training program.
CONSENT AGENDA (Continued)
Item #14207, District Contracts and Agreements (Continued)
G. STUDENT SERVICES (Continued)
   Term: April 5, 2014 – April 12, 2014
   Amount: $201
   Funding Source: Community Education
   Agreement: Rental of classroom space at Seven Hills School, 700 Hoover
               Lane, Nevada City, CA for Community Education Bicycle
               Maintenance & Repair class for the Spring 2014 semester.

PERSONNEL
Item #14208, Personnel Transactions: A motion was made by Dave Ferrari,
seconded by Scott Leslie, 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. Health Services/DSPS Technician – Ms. Catherine Callas
   Personnel Action: Replacement Position (vice Ms. Dena Lockwood)
   Position: Health Services/DSPS Technician, Classified
   Location: Nevada County Campus
   Position Number: CL0079
   Cost: $41,516.68 plus benefits
   Effective Date: November 18, 2013

2. Administrative Assistant – NCC (Temporary) – Ms. Erica Reich-Zuazo
   Personnel Action: Replacement Position (vice Ms. Ginger Dial)
   Position: Administrative Assistant, Classified
   Position Number: CL0018
   Cost: $607.65
   Effective Date: November 4, 2013 – December 20, 2013

3. Records Evaluator (Temporary) – Ms. Karin McGuire
   Personnel Action: Replacement Position (vice Ms. Corrine Vieira)
   Position: Records Evaluator, Classified
   Position Number: CL0186
   Cost: $1,765.14
   Effective Date: November 13, 2013 – June 30, 2014
PERSONNEL (Continued)
Item #14208, Personnel Transactions (Continued)

B. OTHER PERSONNEL ACTIONS

1. Change in Assignment End Date – Lead Custodian – Mr. Grady Raley
   
   Personnel Action: Change in Assignment End Date
   Position: Custodian, Classified
   Position Number: CL0059
   Previous End Date: March 31, 2014
   Revised End Date: October 27, 2013

2. Lead Assignment - Custodian - Mr. Ryan Kyle
   
   Personnel Action: Lead Assignment
   Position: Custodian, Classified
   Position Number: CL0060
   Stipend: 10% above regular rate of pay
   Cost of Assignment: $1,986.40
   Effective Dates: October 28, 2013 to April 30, 2014

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 2013-2014 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>Taylor, Wednesday</td>
<td>Human Resources</td>
<td>Admin Secty</td>
<td>$19.96</td>
<td>10/23/13-12/31/13</td>
</tr>
<tr>
<td>Machiya, Chihiro</td>
<td>Marketing</td>
<td>Marketing Asst</td>
<td>$19.96</td>
<td>10/23/13-11/20/13</td>
</tr>
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</table>

PUBLIC HEARING

Item #14209, Amendment to Classified Collective Bargaining Agreement: Mr. Rudd opened a public hearing by inviting public comments on the initial proposals of the District and the Federation of United School Employees’ (FUSE) Sunshine List for 2013-2014. No comments were received and the hearing was closed.

Continued on next page…
Sierra Joint Community College District
Minutes of the Regular Meeting of the Board of Trustees
November 12, 2013

COMMENTS FROM THE COMMUNITY
Mr. Rudd solicited comments from the community on non-agenda items within the jurisdiction of the Board of Trustees. Hearing none, the Board proceeded to the reports portion of the agenda.

REPORTS

Item #14210, Reports/Announcements:

Student Trustee Report: Marisa Magallanes reported that the Student Senate has started its annual canned food drive.

Senate Reports:
- Academic Senate: Jane Haproff spoke about work that is taking place to make sure every course and program has SLO’s. A special day will be dedicated to completing those before the end of the semester. Dr. Haproff also commented on the spring plenary session with topics including accreditation and a trend in business surveys to want colleges to produce educated individuals more than trained individuals.
- Classified Senate: Thad Selmant commented on the following topics: 1) Biweekly senate meetings; 2) A presentation to the senate on proposed organizational changes in the Business, Applied Academics, and Physical Education division; 3) Review of the Technology Master Plan; and 4) Participation in staff rankings for the Planning and Resource Allocation Committee.
- Management Senate: Sue Michaels shared a resolution that the Management Senate had adopted in support of Classified participation in College governance. She also commented on senate participation in staff rankings for the Planning and Resource Allocation Committee.

Sierra College Foundation Report: Sonbol Aliabadi commented on the following topics: 1) Success of the Veterans Center Grand Opening and the At Ease Training; 2) Partnership opportunities with several large and small companies; 3) Guardian Scholar project for former foster youth; and 4) Hosting the Chancellor’s Circle luncheon in January.

Trustee Reports:
- Bill Halldin commented on the following topics: 1) Rocklin Joint Governmental Committee meeting; 2) Wolverine Athletic Association golf tournament fundraiser; 3) Sierra College Foundation Major Donor Reception; and 4) Sierra College Veterans Center Grand Opening event activities.
- Nancy Palmer commented on volunteer work with veterans at a local nursing home.
- Dave Ferrari commented on the activities of the Sierra College Pride Days.

Continued on next page…
Sierra Joint Community College District
Minutes of the Regular Meeting of the Board of Trustees
November 12, 2013

REPORTS (Continued)
Item #14210, Reports/Announcements (Continued)
Trustee Reports (Continued)

- Scott Leslie commented on the following topics: 1) Accreditation; and 2) Veterans Center Grand Opening event.
- Cari Dawson Bartley commented on the following topics: 1) Volunteer educational project in Africa; and 2) Veterans Center Grand Opening event activities.
- Aaron Klein commented on the following topics: 1) Veterans Center work of the Foundation and Grand Opening event activities; and 2) Volunteer educational project in Africa.
- Howard Rudd commented on the activities of the Roseville Redevelopment Oversight committee.
Sierra Joint Community College District
Minutes of the Regular Meeting of the Board of Trustees
November 12, 2013

ADJOURNMENT
Mr. Rudd adjourned the meeting at approximately 5:40 p.m.

Respectfully submitted,

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

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Howard Rudd, President
Board of Trustees

ATTEST:

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

NOTE

Please see the following page for the Minutes of the Special Meeting of the Sierra College Land Corporation Board of Directors. These minutes are included for the public’s convenience, and they are also available in separate format.