Sierra Joint Community College District
Regular Meeting of the Board of Trustees
Tuesday, November 13, 2012

MINUTES

The regular meeting of the Board of Trustees of the Sierra Joint Community College District was held on Tuesday, November 13, 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 (left at 5:50 p.m.), Nancy B. Palmer, and Howard Rudd

Superintendent/President: William H. Duncan, IV

Student Trustee: Carol Geis

Staff/Visitors: Sonbol Aliabadi, Jeannette Bischoff, Mandy Davies, Laura Doty, Jené Hallam, Jane Haproff, Bill Hemphill, Darlene Jackson, Sonja Lolland, Sue Michaels, Gary Moser, Becky Poland, Mike Robinson, Thad Selmants, Stan Spencer, Deb Sutphen, Laurel Thiers, Chris Yatooma

CALL TO ORDER
Board President Aaron Klein called the meeting to order at 3:08 p.m. in Room A-104.

ADJOURN TO CLOSED SESSION
Mr. Klein announced that the Board would be holding a closed session for the purpose listed on the agenda as noted below, and adjourned the meeting.

CLOSED SESSION
Item #13999, Closed Session: At approximately 3:09 p.m., Mr. Klein convened closed session in Room A-104 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

Attendees included: Board members; President William H. Duncan, IV; and staff members Jeannette Bischoff and Jené Hallam.

Continued on next page…
Mr. Klein adjourned the meeting for a break at 3:50 p.m.

RECONVENE OPEN SESSION

Mr. Klein reconvened the meeting at 4:03 p.m. and welcomed those present. Mr. Ferrari led the pledge of allegiance at Mr. Klein’s request. Following the pledge, Mr. Klein reported that no action had been taken during closed session and he read a statement regarding participation in the meeting. He also noted that the Board would reconvene closed session later in the meeting.

APPROVAL OF AGENDA

A motion was made by Nancy Palmer, seconded by Howard Rudd, 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 16, 2012

A motion was made by Howard Rudd, seconded by Nancy Palmer, to approve the Minutes of the October 16, 2012, meeting as presented. Call for the vote: Student Trustee Advisory Vote: Aye; Trustees: Ayes: 7; Noes: 0; Abstentions: 0; Absent: 0. Motion carried unanimously.

FOCUSED ACCESS – STRATEGY 3 (Balanced Schedule of Classes)

Item #14000, Enrollment Trends: Ms. Mandy Davies, Vice President of Student Services, presented information and led discussion regarding the College’s enrollment trends. The discussion included an overview of enrollment funding, historical enrollment data, and College enrollment planning including plans for serving additional students as a result of increased student funding due to the passage of Proposition 30.

PUBLIC HEARING

Item #14001, Public Hearing and Consideration of the Proposal to Rearrange Trustee Area Boundaries: The Board has spent several months researching, discussing, and seeking public input regarding rearrangement of the current trustee areas. Several trustee area map options have been discussed, and two maps were chosen by the Board’s Redistricting Committee at an August 2012 meeting to be presented for public review and discussion. The Board chose to wait until after the November 2012 trustee election before holding the discussion. The maps were published on the College’s website and printed copies were available. The maps were reviewed and discussed by the Board.
Sierra Joint Community College District
Minutes of the Regular Meeting of the Board of Trustees
November 13, 2012

PUBLIC HEARING (Continued)
Item #14001, Public Hearing and Consideration of the Proposal to Rearrange Trustee Area Boundaries (Continued)

Trustee Ferrari expressed on behalf of the Tahoe-Truckee community the interest that a Tahoe-Truckee area of influence trustee seat be protected. The Board has supported this interest to the extent possible and practical, which is why the areas are not in total population balance. Trustee Ferrari requested that the Board continue to support candidates from the Tahoe-Truckee area.

Trustee Halldin stated that there might be concern in the Rocklin community about the City of Rocklin being divided into three separate trustee areas. The Board will wait until the December meeting before proceeding with a proposal to redistrict to allow community members an additional opportunity to provide input.

Mr. Klein opened a public hearing at 4:49 p.m. by inviting public comments on the proposal to redistrict and the map options that have been presented. No comments were received and the hearing was closed at 4:51 p.m.

The Board members were polled and all members expressed support for the maps presented as Plan 2. The Board will hold another public hearing regarding a proposal to adopt new trustee areas as shown in Plan 2 at the December 2012 meeting. Following that public hearing, the Board may act to proceed with the proposal to rearrange trustee areas.

CONSENT AGENDA
The following item was removed from the consent agenda and not considered or acted upon:

- Item #14004, Fiscal Year 2011-2012 Final Budget Revision

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

Item #14002, Course/Program Additions, Deletions, and Inactivations: The Board approved the curriculum revisions as listed in the agenda.

Item #14003, Spring 2013 Community Education Program: The Board approved the list of instructors/presenters and coordinators who will be presenting courses or coordinating activities for Community Education for spring 2013.

Continued on next page…
CONSENT AGENDA (Continued)

Item #14004, Fiscal Year 2011-2012 Final Budget Revision: This item was removed from the Consent Agenda and not acted upon. The item will be brought for discussion at the December Board meeting.

Item #14005, CCFS-311 Annual Report for Period Ending June 30, 2012: The Board accepted the CCFS-311 report for the twelve-month period ending June 30, 2012, which has been forwarded to the appropriate governmental agencies.

Item #14006, Acceptance of Donations: The Board acknowledged receipt of the listed donations.

Item #14007, Warrants and Electronic Disbursements for the Month of September 2012: The Board ratified the warrants and electronic disbursements for the month of September 2012.

Item #14008, Contracts and Agreements – Capital Projects: The Board approved and/or ratified the capital project contracts and agreements listed below:

A. CONTRACTS FOR APPROVAL

1. **Contract/Agreement: Youngs Carpet One**
   
   **Term:** December 10, 2012 – January 18, 2013  
   **Amount:** $3,190  
   **Funding Source:** SFID Bond No. 2, Campus Wide Upgrades  
   **Agreement:** Contractor will remove existing carpet in six classrooms at Nevada County Campus (N1-105, N1-106, N1-206, N1-207, N8-110, N8-111) and replace with commercial vinyl composition tile (except N8-111 will be replaced with new carpet).

2. **Contract/Agreement: Treehenge Construction, Inc.**
   
   **Term:** November 14, 2012 – June 28, 2013  
   **Amount:** $93,600  
   **Funding Source:** SFID Bond No. 2, Campus Wide Upgrades  
   **Agreement:** District is providing a 72’ x 36’ steel building to be installed at Nevada County Campus as building N-20, an extension of the plant operations/shop facilities. Contractor to engineer and install footings and foundation for the steel building. Contractor to erect the building and install District-provided insulation, doors and windows. Contractor to provide and install two rollup doors and provide trenching/backfill for utilities, regrading/compacting, concrete sidewalk and asphalt pad adjacent to new building.

Continued on next page…
CONSENT AGENDA (Continued)

Item #14008, Contracts and Agreements – Capital Projects (Continued)

A. CONTRACTS FOR APPROVAL (Continued)

3. **Contract/Agreement: Capitol Roofing Systems, Inc.**
   - **Term:** November 14, 2012 – December 31, 2012
   - **Amount:** $173,575
   - **Funding Source:** Capital Project Fund
   - **Agreement:** Contractor to remove and dispose of existing roofing materials on the lower portion of the Rocklin Campus Theater Building (T) and replace it with a new roof system.

4. **Contract/Agreement: Madsen Roofing & Waterproofing, Inc.**
   - **Term:** November 14, 2012 – February 1, 2013
   - **Amount:** $174,985
   - **Funding Source:** Capital Project Fund
   - **Agreement:** Contractor to overlay new roofing system over existing roofing material on the U Building.

B. CONTRACT AMENDMENTS FOR APPROVAL

1. **Contract/Agreement: Extreme Roofing**
   - Previous Board Agenda Item No. 13993 (Approved October 16, 2012)
   - **Term:** October 17, 2012 – November 30, 2012
   - **Amount:** $7,900 (new total $29,400)
   - **Funding Source:** SFID Bond No. 2, Campus Wide Upgrades
   - **Agreement:** Amendment No. 1 to original contract to include addition of fascia on gable edges, addition of ice and water self-adhered underlayment, and addition of vent ridge, dry rot repair and 20-year weather-tight warranty on Building N-3 at the Nevada County Campus.

Item #14009, District 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: San Francisco Community College District – California Early Childhood Mentor Program**
   - **Term:** August 1, 2012 – July 31, 2013
   - **Amount:** $25,263
   - **Funding Source:** San Francisco Community College District

Continued on next page...
CONSENT AGENDA (Continued)
Item #14009, District Contracts and Agreements (Continued)
A. OFFICE OF INSTRUCTION - BUSINESS, APPLIED ACADEMICS AND
PHYSICAL EDUCATION DIVISION (Continued)
1. Contract/Agreement: San Francisco Community College District -
California Early Childhood Mentor Program (Continued)
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 for Mentor Teacher Coordinator,
Mentor Teachers and Selection Committee members are paid
by San Francisco Community College, fiscal agent for the
grant, as specified in Attachment A of the contract.
2. Contract/Agreement: California Early Childhood Mentor Program
Term: August 1, 2012 – June 15, 2013
Amount: $1,000
Funding Source: San Francisco 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,
March 1-2, 2013.
B. HUMAN RESOURCES
1. Contract/Agreement: Victoria Simmons
Term: November 14, 2012 – June 30, 2013
Amount: Not to exceed $34,000
Funding Source: General Fund
Agreement: Consultant to provide recommendations on employee
relations matters; provide recommendations and/or
assistance with human resources projects; provide mediation
and/or facilitation services for workplace conflict; and other
mutually agreed upon projects.
2. Contract/Agreement: Alameda County Schools Insurance Group
(ACSIG)/Education Dental Group Enterprise (EDGE)
Term: October 1, 2012 – September 30, 2013
Amount: Approximately $40,000
Funding Source: General Fund
Continued on next page...
Sierra Joint Community College District
Minutes of the Regular Meeting of the Board of Trustees
November 13, 2012

CONSENT AGENDA (Continued)
Item #14009, District Contracts and Agreements (Continued)

B. HUMAN RESOURCES (Continued)

2. Contract/Agreement: Alameda County Schools Insurance Group (ACSIG)/Education Dental Group Enterprise (EDGE) (Continued)
   Agreement: Original agreement was board approved on July 21, 2012.
   This amended agreement reflects an administrative fee reduction from ACSIG. This fee will be reduced from 6.37% to 5.87% and will result in savings of approximately $2,760 per year.

3. Contract/Agreement: Applicant Pro
   Term: January 1, 2013 – December 31, 2013
   Amount: $3,790 per year
   Funding Source: General Fund
   Agreement: Applicant Pro will provide software licenses on a fully hosted basis to assist in automating the acceptance and processing of applicant tracking and employment applications.

C. STUDENT SERVICES

1. Contract/Agreement: Boston Reed College
   Term: February 23, 2013 - September 14, 2013
   Amount: Not to exceed $2,220 per student
   Funding Source: Community Education Program Fees
   Agreement: Contractor to provide instructors and class materials for the Clinical Medical Assistant Training Program.

2. Contract/Agreement: Boston Reed College
   Term: January 26, 2013 - January 11, 2014
   Amount: Not to exceed $2,220 per student
   Funding Source: Community Education Program Fees
   Agreement: Contractor to provide instructors and class materials for the Pharmacy Technician Training Program.

3. Contract/Agreement: Boston Reed College
   Term: February 2, 2013 - September 21, 2013
   Amount: Not to exceed $2,375 per student
   Funding Source: Community Education Program Fees
   Agreement: Contractor to provide instructors, externship placement and class materials for the Phlebotomy Technician Training Program.

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CONSENT AGENDA (Continued)

Item #14009, District Contracts and Agreements (Continued)

C. STUDENT SERVICES (Continued)

4. Contract/Agreement: University of California, Davis
   Term: July 1, 2012 - June 30, 2013
   Amount: Not to Exceed $1,200
   Funding Source: General Fund
   Agreement: This Memorandum of Understanding (MOU) between University California Davis (UCD) and Sierra Joint Community College District is to describe the agreement to continue a Transfer Opportunity Program Agreement intended to improve transfer processes. Sierra College and UCD will share the cost of the program.

5. Contract/Agreement: Nevada City Parks & Recreation
   Term: February 21, 2013 - March 14, 2013
   Amount: $175
   Funding Source: Community Education Funds
   Agreement: Rental of classroom space at Nevada City Veteran’s Memorial Building for Community Education Dance classes for the Spring 2013 Semester.

D. INFORMATION & INSTRUCTIONAL TECHNOLOGY

   Term: January 1, 2013 – December 31, 2013
   Amount: $850
   Funding Source: General Fund
   Agreement: Engineered Monitoring Systems, Inc. has agreed to perform semi-annual inspection/test for our Halon System in the Datacenter Room (lower A building).

E. FACILITIES

   Amount: $9,184
   Funding Source: General Fund
   Agreement: Contractor to provide one thorough maintenance service (in March) and one periodic service (in June) on all chillers and air handlers at the Nevada County Campus.
CONSENT AGENDA (Continued)

Item #14010, Revision to Board Policy: The Board approved revision to BP 7348, Return to Work Program.

A. PROPOSED REVISION

1. BP 7348, Return to Work Program: Changes due to new workers’ compensation legislation and recommendation by ASCIP (insurance carrier); [Governance Process: Initiated by Human Resources; distributed to the senates by Human Resources on 07/09/12, 08/28/12, and 09/17/12; Strategic Council 10/12/12]

PERSONNEL

Item #14011, Personnel Transactions: A motion was made by Howard Rudd, seconded by Dave Ferrari, 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. RETIREMENT RESIGNATIONS

1. Writing Center Coordinator – Mr. Patt McDermid
   Position: Writing Center Coordinator, Faculty
   Position Number: FF0203
   Years of Service: 19 years
   Effective Date: November 2, 2012

2. Administrative Assistant – Ms. Joyce Hansen
   Position: Administrative Assistant, Classified
   Position Number: CL0011
   Years of Service: 10 years
   Effective Date: December 30, 2012

B. COMMENCE SEARCH FOR REPLACEMENT POSITIONS

1. Administrative Assistant
   Personnel Action: Replacement Hire (vice Ms. Coral Reid)
   Position: Administrative Assistant, Classified
   Position Number: CL00045
   Cost: $45,781 plus benefits

C. OTHER PERSONNEL ACTIONS

1. Nurse Practitioner
   Personnel Action: Approve Attached Revised Job Description
   Position: Nurse Practitioner, PT Faculty

Continued on next page…
Sierra Joint Community College District
Minutes of the Regular Meeting of the Board of Trustees
November 13, 2012

PERSONNEL (Continued)

Item #14011, Personnel Transactions (Continued)

C. OTHER PERSONNEL ACTIONS (Continued)

2. Leave of Absence without Pay – Ms. Lina Fedorchuk
   Personnel Action: Leave of Absence without Pay
   Position: Student Services Technician - CalWorks, Classified
   Position Number: CL0258
   Cost Savings: $10,151.04
   Duration: Approximately January 28, 2013 up to April 12, 2013

PUBLIC HEARINGS

Item #14012, Amendment to Classified Collective Bargaining Agreement: Mr. Klein opened a public hearing at 4:57 p.m. by inviting public comments on the initial proposals of the District and the Federation of United School Employees’ (FUSE) Sunshine List for 2012-2013. No comments were received and the hearing was closed. A motion was made by Dave Ferrari, seconded by Howard Rudd, to accept the FUSE Sunshine List for 2012-2013 as presented. Call for the vote: Student Trustee Advisory Vote: Aye; Trustees: Ayes: 7; Noes: 0; Abstentions: 0; Absent: 0. Motion carried unanimously.

Item #14013, Amendment to Management Collective Bargaining Agreement: Mr. Klein opened a public hearing at 4:58 p.m. by inviting public comments on the initial proposals of the District and the Sierra College Management Association (SCMA) Sunshine List for 2012-2013. No comments were received and the hearing was closed. A motion was made by Howard Rudd, seconded by Dave Ferrari, to accept the SCMA Sunshine List for 2012-2013 as presented. Call for the vote: Student Trustee Advisory Vote: Aye; Trustees: Ayes: 7; Noes: 0; Abstentions: 0; Absent: 0. Motion carried unanimously.

COMMENTS FROM THE COMMUNITY

Mr. Klein solicited comments from the community on non-agenda items within the jurisdiction of the Board of Trustees. Mr. Tom Gang addressed the Board regarding his arrest and the subsequent dropping of charges against him during the past few months. He expressed his appreciation for Sierra College.

REPORTS

Item #14014, Reports/Announcements:

Superintendent/President Report: William Duncan commented on activities and opportunities he had recently enjoyed including the following: 1) Open forums being held in order to allow for input into facilities discussions; 2) Receptions for the Natural History Museum and the Foundation Major Donors; 3) A recent trip to the…

Continued on next page…
Sierra Joint Community College District
Minutes of the Regular Meeting of the Board of Trustees
November 13, 2012

REPORTS (Continued)
Item #14014, Reports/Announcements (Continued)
Superintendent/President Report (Continued)

...College of the Canyons University Center; 4) Partnership discussions with Drexel
University, Roseville Joint Union High School District, the Chancellor’s Office Economic
Development Division, and the City of Rocklin; 5) Presentations to the Placer County
Association of Realtors, Leadership Roseville, and the Rocklin Loomis Basin Rotary
Club; and 6) Visit to the Auburn Rotary Club and the Placer County Manufacturers
Forum. Mr. Duncan also noted that he would soon be participating in meetings at the
Community College League of California conference.

Student Trustee Report: Carol Geis commented on the following topics: 1) Pride Days
and ASSC support for the opening of the Pride Center; 2) Foundation Major Donor
Reception; 3) Starting the food drive; and 4) Student Senate sponsored scholarships.

Senate Reports:
• Academic Senate: Jane Haproff shared highlights of the work of the Statewide
  Academic Senate Plenary Session including course repeatability, pre-requisites,
  transfer degrees, and basic skills. Dr. Haproff also provided a policy/procedure
  update.
• Classified Senate: Thad Selmants commented on the following topics: 1) Senate
  work on policies and procedures; 2) Senate review of the revised EEO plan; and
  3) Work to revitalize and fully staff the Classified Senate.
• Management Senate: Sue Michaels commented on the following topics: 1) Senate
  review of policies and procedures; 2) Leadership trainings and workshops; and
  3) Preparation for spring registration.

Foundation Report: Sonbol Aliabadi commented on the following topics: 1) Presentations
to a women in philanthropy group and a national community college advancement
group; 2) Release of a request for proposal for financial planning services; 3) Efforts to
work closely with College groups; 4) Participation in Spring 2013 Convocation; 5)
Foundation Major Donor Reception; and 6) Annual fundraising campaign is underway.
Ms. Aliabadi also shared partnership successes with Wells Fargo Bank and announced
Wells Fargo’s commitment to donate $100,000.

Board Committee Reports: Dave Ferrari reported on a meeting of the Board Audit
Committee held earlier in the day. The draft audit was reviewed and found to be a very
good audit.

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Item #14014, Reports/Announcements (Continued)

Trustee Reports:

- **Howard Rudd** commented on the following topics: 1) Board Audit Committee meeting; 2) Roseville RDA successor committee update; 3) Foundation Major Donor Reception; 4) Foundation RFP for investment advisors; 5) Natural History Museum reception; 6) Rocklin High School Tech Center Grand Opening; and 7) Placer County Manufacturers Forum.
- **Dave Ferrari** acknowledged Veterans Day and thanked those who have served.
- **Bill Halldin** commented on the following topics: 1) Placer County Manufacturers Forum; 2) Natural History Museum reception; 3) Rocklin High School Tech Center Grand Opening; 4) Foundation Major Donor Reception; 5) Political Awareness Day; 6) Represented Sierra College at meeting with newly elected Congressman La Malfa’s staff; and 7) Rocklin Toast of the Town.
- **Scott Leslie** shared his enthusiasm for serving the college for another four years.
- **Nancy Palmer** commented on the following topics: 1) Paint the Town Pink event; 2) Nevada County Leadership Institute; 3) NCC Citizens’ Oversight Committee; 4) Foundation Major Donor Reception; 5) Meetings of the Placer County School Boards Association; 6) Placer County Manufacturers Forum; and 7) Congratulations to Scott Leslie on his reelection.
- **Cari Dawson Bartley** commented on the following topics: 1) Nevada County School Boards Annual Meeting; 2) Placer County Manufacturers Forum; and 3) Volunteered at a polling place on election day.
- **Aaron Klein** commented on the following topics: 1) Congratulations to Scott Leslie on his reelection; 2) Support for education funding in California; 3) Foundation Major Donor Reception; and 4) Thanks to Wells Fargo Bank and to the Foundation.

Upcoming Meetings/Conferences: Ms. Palmer received the support of the Board for service on a committee of the Community College League of California, which will require her to attend meetings.

Board Planning/Future Agenda Items: Mr. Stan Spencer expressed concerns about a college conflict with holding the January Board meeting on January 15.

**ADJOURN TO RECONVENE CLOSED SESSION**

Mr. Klein adjourned the meeting for a break at 5:50 p.m. The Board reconvened at 6:03 p.m. to continue the closed session discussion of the items described earlier in the agenda as Item #13999.

**RECONVENE OPEN SESSION**

Mr. Klein adjourned closed session at 6:47 p.m., reconvened open session, and announced that no action had been taken during closed session.
Sierra Joint Community College District
Minutes of the Regular Meeting of the Board of Trustees
November 13, 2012

ADJOURNMENT

Mr. Klein adjourned the meeting at approximately 6:48 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

Continued on next page…