The regular meeting of the Board of Trustees of the Sierra Joint Community College District was held on Tuesday, May 8, 2012, at 2:00 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

Superintendent/President: William H. Duncan, IV

Student Trustee: Andrew Nelson (in at 4:00 p.m.)


CALL TO ORDER

Board President Aaron Klein called the meeting to order at 2:05 p.m.

BOARD OF TRUSTEES

Item #13904, Technical Assistance Presentation: Michelle Pilati, President of the Academic Senate for California Community Colleges, and Scott Lay, President/CEO of the Community College League of California, led a training session titled, “Participating Effectively in District and College Governance: The Law, Regulation and Guidelines.” Discussion included an overview of the value and challenges of participatory governance and the roles of various parties including the Board of Trustees, Academic Senate, students, and other staff members. A PowerPoint was featured and handouts were distributed. Those materials are available through the Office of the President.

Mr. Klein adjourned the meeting for a break at 3:16 p.m.

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RECONVENE OPEN SESSION

Mr. Klein reconvened the meeting in the Board Room, LR-133, at 4:02 p.m. and welcomed those present. At Mr. Klein’s request, Cari Dawson Bartley led the pledge of allegiance. Mr. Klein then read a statement inviting public participation in the meeting.

APPROVAL OF AGENDA

A motion was made by Howard Rudd, 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 – April 10, 2012

Student Christina Wukmir requested that the minutes be revised to reflect that Mr. Aaron Klein had responded to comments directed at him during the Comments from the Community. There were no objections expressed in response to that request.

PUBLIC HEARING

Item #13905, Public Hearing and Consideration of Initiating a Proposal to Rearrange Trustee Area Boundaries: Mr. Michael Smith of Lozano Smith Attorneys at Law, presented a brief history of Sierra College trustee areas including the recent review of population and other legal factors. He explained that Sierra uses a hybrid approach to trustee elections wherein trustees are elected at large by all registered voters throughout the District but must live in a specifically defined trustee area. He then reviewed two proposed maps that had been drafted by a demographic expert as possible options for redistricting. One option was fully population balanced and one option protected a Tahoe-Truckee community of interest as had been proposed by the Board’s Redistricting Committee.

Mr. Klein opened a public hearing soliciting comments from members of the community at 4:34 p.m. Hearing no comments, he closed the public hearing at 4:35 p.m. Trustee discussion then took place. Each of the trustees expressed interests and asked questions. The trustees shared two specific interests: 1) maintaining a hybrid system of at large voting with trustee areas; and 2) balancing six of the areas by population with a seventh, smaller population Tahoe- Truckee community of interest. The trustees directed that additional maps be drawn up to be reviewed by the Redistricting Committee. Once that has taken place, additional public hearing, further Board discussion, and possible action will take place at a future meeting or multiple meetings. It was requested that the demographer draw up additional map options reflecting the following interests if practical:

- Locate the high schools on the maps
- Consider an option that combines Dry Creek and Center into a single area (currently mapped into areas 1 & 3)

Continued on next page…
PUBLIC HEARING (Continued)
Item #13905, Public Hearing and Consideration of Initiating a Proposal to Rearrange Trustee Area Boundaries (Continued)

- Look at Auburn (currently in areas 5 & 7) to see if it is practical to maintain a community of interest
- Maintain Grass Valley and Nevada City in one area as a single community of interest

EDUCATIONAL EFFECTIVENESS
Item #13906, Program Review Update: Dr. Barry Abrams, Professor of English, and Laura Doty, Director of Facilities and Construction, presented information regarding Instructional, Student Services, and Operations Program Review. Dr. Abrams chairs the Program Review Committee, a standing committee of the Academic Senate that reviews Instructional, Student Services, and Ancillary programs. Ms. Doty chairs the Operations Program Review Committee, which is a subcommittee of the Management Senate. Both committees are comprised of members from campus constituencies including faculty, management, classified staff, and students. Both presentations included the background of the program review work that has been done, an overview of what criteria are measured and metrics used, the cycle of Program review, the process for reporting and discussing the results of program review, and current status of the program review efforts.

BOARD OF TRUSTEES
Item #13907, Board Policy No. 3415, Employee Designee for LGBT Faculty, Staff and Students – First Reading: In response to a request by the California Legislature that “the governing board of each community college district designate an employee at each of their respective campuses as a point of contact for the needs of lesbian, gay, bisexual, and transgender faculty, staff, and students at the respective campus,” a new Board policy has been drafted, reviewed and approved by the College’s senates and Strategic Council, and was presented to the Board for a first reading. Johnnie Terry, Philosophy Professor, presented information regarding the college experience of LGBTQ students and described efforts and activities taking place on campus with the goal of improving success and retention of our LGBTQ students, including activities of the Rainbow Alliance, a student club, and the purpose and projects of the Spectrum Committee, a standing committee of the Academic Senate. Community members Shannon Bradley and Reverend Jackie Kortwright addressed the Board in support of the policy. The trustees expressed their support for the policy and intent to approve it. In accordance with District practice, the policy will be presented for a second reading and adoption at the next Board meeting.
Sierra Joint Community College District
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CONSENT AGENDA

A motion was made by Scott Leslie, seconded by Cari Dawson Bartley, 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 #13908, Course/Program Additions, Deletions and Inactivations: The Board approved the curriculum revisions as listed in the agenda.

Item #13909, Warrants for the Month of March 2012: The Board ratified the warrants for the month of March 2012.

Item #13910, Acceptance of Donations: The Board acknowledged receipt of the listed donations.

Item #13911, Resolution No. 2012-10: Request to Issue Tax and Revenue Anticipation Notes (TRAN): The Board approved Resolution No. 2012-10 authorizing the District to issue a TRAN in an amount not to exceed $15 million for 2012-2013 and participate in the 2012 Placer County Tax and Revenue Anticipation Notes.

Item #13912, Resolution 2012-11: Agreement to Report Directly to California State Teachers’ Retirement System (CalSTRS): The Board approved Resolution No. 2012-11 to allow staff to proceed with initiating the direct reported process for CalSTRS defined benefit contribution collection and reporting.

Item #13913, Revisions to Board Policies: The Board reviewed Board Policy Nos. 1100, 2110, 2130, 2210, 2305, 2310, 2330, 2350, 2355, 2360, 2410, 2428, 2431, 2435, 2717, 2735, and 2740; and approved the revisions to Board Policy Nos. 2320, 3560, and 3720.

A. PERIODIC REVIEW – NO RECOMMENDED REVISIONS

1. BP 1100, The Sierra Joint Community College District
2. BP 2110, Vacancies on the Board of Trustees
3. BP 2130, Term Limits of the Board of Trustees
4. BP 2210, Officers of the Board of Trustees
5. BP 2305, Annual Organizational Meeting of the Board of Trustees
6. BP 2310, Regular Meetings of the Board of Trustees
7. BP 2330, Quorum and Voting of the Board of Trustees
8. BP 2350, Speakers Before the Board of Trustees
9. BP 2355, Decorum at Board of Trustees Meetings
10. BP 2360, Minutes of Meetings of the Board of Trustees
11. BP 2410, Board Policy and Administrative Procedure
12. BP 2428, Civil Litigation

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Sierra Joint Community College District
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CONSENT AGENDA (Continued)
Item #13913, Revisions to Board Policies (Continued)

A. PERIODIC REVIEW - NO RECOMMENDED REVISIONS (Continued)
13. BP 2431, Superintendent/President Selection by the Board of Trustees
14. BP 2435, Board of Trustees Evaluation of the Superintendent/President
15. BP 2717, Board Members Personal Use of Public Resources
16. BP 2735, Board Member Travel
17. BP 2740, Board of Trustees Education

B. RECOMMENDED REFERENCE/TITLE(NUMBERING CHANGES
1. BP 2320, Special and Emergency Meetings of the Board of Trustees
2. BP 3560, Alcoholic Beverages

C. PROPOSED REVISIONS
1. BP 3720, Computer and Network Use: Adds language regarding District’s obligation to protect personal information; adds mobile devices [Governance Process: Initiated by Information and Instructional Technology, Sent to Senates for Review 2/10/12, Strategic Council 4/13/12]

Item #13914, 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: Thomas Durbrow**
   - Term: May 9, 2012 – June 30, 2012
   - Amount: $12,000
   - Funding Source: Capital Projects
   - Agreement: Additional Division of State Architects (DSA) inspector services for the Nevada County Campus solar project. Project work was significantly extended due to the schedule delays resulting from additional DSA review time; additional inspections were also added by DSA.

2. **Contract/Agreement: MHL Enterprises**
   - Term: May 15, 2012 – November 1, 2012
   - Amount: $36,000
   - Funding Source: SFID Bond No. 2, Campus Wide Upgrades
   - Agreement: Inspector of Record (IOR) services, as required by Division of State Architects (DSA), for the Additional Work projects at the Nevada County Campus. Inspector will conduct inspections, attend construction site meetings, submit reports and complete all required IOR related forms to DSA to certify the projects.

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CONSENT AGENDA (Continued)

Item #13915, 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: Chancellor’s Office of the California Community Colleges (CACT Grant No. 12-302)**
   Term: July 1, 2012 – June 30, 2013
   Amount: $205,000 (awarded)
   Funding Source: Chancellor’s Office
   Agreement: Sierra College has received notification of Intent to Award the Development and Career Technical Education Division renewal grant CACT 12-302 for the period of July 1, 2012 to June 30, 2013. Recommend acceptance of the funding for the 2012-2013 year.

2. **Contract/Agreement: Jonathan Schwartz**
   Term: May 9, 2012 – June 30, 2012
   Amount: $2,500
   Funding Source: CTE Community Collaborative Grant 11-140-271
   Agreement: Consultant will prepare instructional materials and deliver workshop for summer teacher institute.

3. **Contract/Agreement: Steven L. Hunter**
   Term: May 9, 2012 – June 30, 2012
   Amount: $2,500
   Funding Source: CTE Community Collaborative Grant 11-140-271
   Agreement: Consultant will prepare instructional materials and deliver workshop for summer teacher institute.

4. **Contract/Agreement: ARW Consulting**
   Term: May 9, 2012 – June 30, 2012
   Amount: $3,000
   Funding Source: CACT Grant 11-302-027
   Agreement: Consultant will provide prototyping consulting services.

5. **Contract/Agreement: Air Systems of Sacramento, Inc.**
   Term: May 1, 2012 – July 31, 2012
   Amount: $2,100 (receivable)
   Funding Source: Air Systems of Sacramento, Inc.
   Agreement: Sierra College will provide Marketing Services: a) Three customer testimonials of approximately 250 words each and b) specific marketing recommendations that can be implemented using testimonials.

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CONSENT AGENDA (Continued)

Item #13915, Contracts and Agreements (Continued)

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

   6. Contract/Agreement: Rory Craig
      Amount: $2,500
      Funding Source: Client Services
      Agreement: Consultant will, under the Direction of the CACT, review and prepare estimates for prototyping services to business and industry clients; prepare files for printing on the CACT 3D printer.

      Term: May 1, 2012 – July 31, 2012
      Amount: $2,900
      Funding Source: Client Services
      Agreement: Consultant will provide customized education training and services to business and industry partners.

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

   1. Amendment to Contract/Agreement: Chancellor’s Office of the California Community Colleges (Foster & Kinship Care Education Grant)
      Previous Board Agenda Item No. 13802 (Approved September 13, 2011)
      Term: July 1, 2011 – June 30, 2012
      Amount: $117,867 (formerly $115,658)
      Funding Source: Chancellor’s Office of the California Community Colleges
      Agreement: This amendment adds additional allocation of $2,209 to the ongoing funding from The Chancellor’s Office to provide Foster & Kinship Care Education for the 2011-12 year.

   2. Contract/Agreement: Kate and Paul Klein, Homeowners
      Term: August 20, 2012 – May 25, 2013
      Amount: Non-applicable
      Funding Source: Non-applicable
      Agreement: Contract will provide students in Construction Technology classes with the opportunity to gain actual construction site experience as specified in Exhibit A of the contract.
CONSENT AGENDA (Continued)
Item #13915, Contracts and Agreements (Continued)

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

3. Amendment to Consultant Agreement: Valaine Hoffmann & Associates
Previous Board Agenda Item No. 13769 (Approved July 12, 2012)
Term: July 1, 2011 - June 30, 2012
Amount: $23,000 (Increase of $3,000)
Funding Source: Chancellor’s Office of the California Community Colleges
Agreement: Change in Scope of Work only. All terms and conditions of the original contract not specifically amended will remain the same.

C. OFFICE OF INSTRUCTION – SCIENCES & MATHEMATICS DIVISION

1. Amendment to Contract/Agreement: Assessment, Retention, & Remediation Grant No. 10-107-011
Previous Board Agenda Item No. 13782 (Approved August 6, 2011)
Term: June 1, 2011 - June 30, 2013 (formerly June 30, 2012)
Amount: $293,374 (formerly $146,687)
Funding Source: California Community Colleges Chancellor’s Office
Agreement: One-year extension and augmentation of grant funding. Sierra College Nursing agrees to use the funds for assessment, retention and remediation for current and newly enrolled students. Funds will support faculty cross-training activities in the areas of pediatrics, mental health geriatric and maternal newborn nursing, further stabilizing the capacity of the program. Funds will also support compliance with the recommendations reported by the California Board of Registered Nursing during the Continuing Approval Visit of April 2011.

D. FINANCE & ADMINISTRATION

1. Contract/Agreement: Transworld Systems
Term: May 9, 2012 – May 9, 2014
Amount: $22,475
Funding Source: General Fund
Agreement: This agreement will provide collection service for all unpaid student account balances. The agreement is for the purchase of 2,500 prepaid accounts to be used prior to May 9, 2014. The accounts can be used in all methods of collections that Transworld provides.

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CONSENT AGENDA (Continued)

Item #13915, Contracts and Agreements (Continued)

D. FINANCE & ADMINISTRATION (Continued)

2. Contract/Agreement: Gold Country Copier
   Amount: $739.28
   Funding Source: General Fund
   Agreement: This agreement will provide copier maintenance service for
               copy machine located at NCC Child Development Center.

E. STUDENT SERVICES

1. Contract/Agreement: Sheila Hirsch
   Term: July 1, 2012 - June 30, 2013, inclusive
   Amount: Not to exceed $14,000
   Funding Source: Health Center Fees
   Agreement: Consultant will provide mental health services to Sierra
               College students seven hours per week.

2. Contract/Agreement: Rita Moeller
   Term: July 1, 2012 - June 30, 2013, inclusive
   Amount: Not to exceed $17,000
   Funding Source: Health Center Fees
   Agreement: Consultant will provide mental health services to Sierra
               College students seven hours per week.

3. Contract/Agreement: Kristen O’Shea
   Term: July 1, 2012 - June 30, 2013, inclusive
   Amount: Not to exceed $7,700
   Funding Source: Health Center Fees
   Agreement: Consultant will provide mental health services to Sierra
               College students four hours per week.

4. Contract/Agreement: Kenneth Johnstone
   Term: July 1, 2012 - June 30, 2013, inclusive
   Amount: Not to exceed $14,000
   Funding Source: Health Center Fees
   Agreement: Consultant will provide mental health services to Sierra
               College students seven hours per week.
PERSONNEL

Item #13916, Personnel Transactions: A **motion** was made by Howard Rudd, seconded by Nancy Palmer, 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**. The Board thanked those who were resigning, either for retirement or other opportunities, for their years of service to the college.

A. RETIREMENT RESIGNATIONS

1. **Administrative Services Technician - Ms. Cathi Barber**
   - **Position:** Administrative Services Technician, Classified
   - **Position Number:** CL0047
   - **Years of Service:** 19 years
   - **Effective Date:** April 30, 2012

B. RESIGNATIONS

1. **Assistant Superintendent/Vice President-Instruction – Dr. Rachel Rosenthal**
   - **Personnel Action:** Resignation
   - **Position:** Assistant Superintendent/Vice President-Instruction, Educational Administrator
   - **Position Number:** EX0004
   - **Years of Service:** 4 ½ years
   - **Effective Date:** June 20, 2012

2. **Instructional Assistant – Foreign Language Lab – Mr. Matthew Daley**
   - **Personnel Action:** Resignation
   - **Position:** Instructional Assistant – Foreign Language Lab, Classified
   - **Position Number:** CL0127
   - **Years of Service:** 7 ½ years
   - **Effective Date:** April 30, 2012

C. COMMENCE SEARCH FOR REPLACEMENT POSITIONS

1. **Assistant Superintendent/Vice President-Instruction (Interim)**
   - **Personnel Action:** Replacement Hire (vice Dr. Rachel Rosenthal)
   - **Position:** Assistant Superintendent/Vice President-Instruction, Educational Administrator
   - **Position Number:** EX0004
   - **Cost:** $155,555 plus benefits, FSLA Exempt

2. **Administrative Services Technician (Internal)**
   - **Personnel Action:** Replacement Hire (vice Ms. Cathi Barber)
   - **Position:** Administrative Services Technician, Classified
   - **Position Number:** CL0047
   - **Cost:** $39,540.80 plus benefits

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PERSONNEL (Continued)

Item #13916, Personnel Transactions (Continued)

D. OTHER PERSONNEL ACTIONS

1. Leave of Absence without Pay – Systems Analyst Programmer, Sr. – Ms. Shilpa Pothula
   
   Personnel Action: Leave of Absence without Pay
   Position: Systems Analyst Programmer, Sr., Classified
   Position Number: CL0223
   Cost Savings: $12,038.40
   Duration: Approximately November 19, 2012 to January 11, 2013

2. Part-Time Instructional and Special Services Faculty – Summer 2012 Semester
   
   Personnel Action: Approve the attached list of part-time instructional and Special Services faculty for employment during the Summer 2012 semester at the appropriate class and step on the Part-Time Hourly Matrix.
   Effective Date: June 4, 2012

COMMENTS FROM THE COMMUNITY

Mr. Klein solicited comments from the community on non-agenda items within the jurisdiction of the Board of Trustees. Students Ryan Parino, Christina Wukmir, and Rebecca Sands addressed the Board regarding the Cesar Chavez speaker series reproductive justice event and expressed their dissatisfaction with certain trustees and the administration. Community members Winette Sills, Susan Money, and Chris Keller addressed the Board regarding the Cesar Chavez speaker series event and expressed their appreciation for the trustees and the administration.

REPORTS

Item #13917, Reports/Announcements:

Superintendent/President Report: William Duncan presented a plaque to Andrew Nelson and thanked him for his year of service as Student Trustee. Mr. Duncan then commented on the College activities he had recently enjoyed including a Phi Theta Kappa induction ceremony and the “A Taste of Excellence” event hosted by the Foundation. He provided an update on other activities during the past month including meetings with legislators and other federal officials during the Cap to Cap event in Washington, D.C., participation in an intersegmental advocacy day with other higher education institutions in the region, a meeting with the high school superintendents in our service area, a meeting with CSUS Provost Joe Sheley, and other meetings with local business and community leaders. Mr. Duncan also provided an update on the recent visit of the Accrediting Commission team and Facilities Master Planning efforts that are ongoing.
REPORTS (Continued)

Item #13917, Reports/Announcements (Continued)

Student Trustee Report: Andrew Nelson thanked the Board and Mr. Duncan for the opportunities he has had serving as Student Trustee. He then commented on the activities of the ASSC including: 1) Support for major student activities and events; 2) Funding of scholarships and programs through the Sierra College Foundation; 3) Participation in statewide efforts such as March in March; 4) Support for a Pride Center by way of a donation to the Spectrum Committee; 5) Changes to funding processes; 6) Completion of a student garden on campus; and 7) Support for the 9-1-1 student emergency campaign.

Senate Reports:

• Academic Senate: Brook Oliver commented on the technical assistance training that had taken place earlier in the meeting. She also commented on the activities of the Academic Senate including the following: 1) Interest and participation in discussions happening at the statewide level regarding student success efforts; 2) Preparation for finals week; 3) Selection of the Outstanding Faculty of the Year; 4) Participation in the development, implementation, and interpretation of policies including attendance policies and program vitality.
• Classified Senate: Thad Selmants commented on the following topics: 1) Greg Brown has been named the new FUSE President; and 2) Continued reorganization and election of new Classified Senate officers.

Board Committee Meetings:

• Cari Dawson Bartley and Howard Rudd reported that the Accreditation Committees on which each serves have either completed or nearly completed their work.

Trustee Reports: Each of the trustees expressed appreciation and offered congratulations to Andrew Nelson and Rachel Rosenthal, as this was the last Board meeting for both in their official capacities. They also commented on the “A Taste of Excellence” event hosted by the Sierra College Foundation.

Future Agenda Items: It was requested that an update to the 2012 Board Calendar be presented at the June meeting.
ADJOURNMENT

Mr. Klein adjourned the meeting at approximately 7:00 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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