Sierra Joint Community College District
Regular Meeting of the Board of Trustees
Saturday, July 21, 2012

MINUTES

The regular meeting of the Board of Trustees of the Sierra Joint Community College District was held on Saturday, July 21, 2012, at 8:30 a.m. at the Sierra College – Rocklin Campus, 5000 Rocklin Road, Rocklin, California, in Rooms A-104 and J-2.

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: Carol Geis (in at 10:30 a.m.)

Staff/Visitors: Jeannette Bischoff, Mandy Davies, Jené Hallam, Jane Haproff, John Healy, Jane Hemmerling, Sue Michaels, Cindra Smith, Stan Spencer, Deb Sutphen

CALL TO ORDER

Board President Aaron Klein called the meeting to order at 8:33 a.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.

ADJOURN TO CLOSED SESSION

Item #13943, Closed Session: At approximately 8:34 a.m., Mr. Klein convened closed session for the purpose listed below.

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Superintendent/President

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

Mr. Klein adjourned the meeting for a break at 10:20 a.m.

RECONVENE OPEN SESSION

Mr. Klein reconvened the meeting at 10:35 a.m., welcomed those present, and reported that no action had been taken during closed session. He also noted that the Board would return to closed session later in the meeting. At Mr. Klein’s request, Mr. Scott Leslie led the pledge of allegiance.

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APPROVAL OF AGENDA
A motion was made by Scott Leslie, 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 – June 12, 2012
A motion was made by Nancy Palmer, seconded by Bill Halldin, to approve the Minutes of the June 12, 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.

CONSENT AGENDA
A motion was made by Scott Leslie, seconded by Nancy Palmer, 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 #13945, Acceptance of Donations: The Board acknowledged receipt of the listed donations.

Item #13946, Warrants for the Month of May 2012: The Board ratified the warrants for the month of May 2012.

Item #13947, 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: ANOVA Nexus Architects
   Amount: $15,900
   Funding Source: SFID Bond No. 2, Campus Wide Upgrades
   Agreement: Consultant to provide general architectural consultation services to the NCC Expansion and Renovations Project – Campus Wide Upgrades, to include the new N20 Maintenance Building.

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CONSENT AGENDA (Continued)
Item #13947, Contracts and Agreements – Capital Projects (Continued)

A. CONTRACTS FOR APPROVAL (Continued)

2. **Contract/Agreement: ANOVA Nexus Architects**
   - **Term:** July 23, 2012 – June 28, 2013
   - **Amount:** $8,350
   - **Funding Source:** SFID Bond No. 2, Campus Wide Upgrades
   - **Agreement:** Consultant to provide architectural services needed to complete the remodel of building N3 on the Nevada County campus.

3. **Contract/Agreement: West Coast Cabinets, Inc.**
   - **Term:** July 23, 2012 – September 30, 2012
   - **Amount:** $5,787
   - **Funding Source:** SFID Bond No. 2, Campus Wide Upgrades
   - **Agreement:** Contractor to provide cabinetry for completing the renovations of the Nevada County campus building N3 as part of the NCC Expansion and Renovations Project.

4. **Contract/Agreement: Younghs Carpet One**
   - **Term:** July 23, 2012 – September 30, 2012
   - **Amount:** $6,294
   - **Funding Source:** SFID Bond No. 2, Campus Wide Upgrades
   - **Agreement:** Contractor to furnish and install commercial grade flooring in the Nevada County campus building N3 as part of the final renovations to the building under the NCC Expansion and Renovations Project.

5. **Contract/Agreement: Koch & Koch, Inc.**
   - **Term:** July 23, 2012 – October 15, 2012
   - **Amount:** $78,200
   - **Funding Source:** SFID Bond No. 2, Campus Wide Upgrades
   - **Agreement:** Contractor to furnish and install additional campus site lighting, upgrade the generator controls for building N2, and install new gallery lighting in building N12 as part of the NCC Expansion and Renovations Project.
CONSENT AGENDA (Continued)
Item #13947, Contracts and Agreements – Capital Projects (Continued)

B. CONTRACT AMENDMENTS FOR APPROVAL
   1. Contract/Agreement: ANOVA Nexus Architects
      Previous Board Agenda Item No. 13871 (Approved February 14, 2012)
      Term: July 23, 2012 – April 25, 2013
      Amount: $4,500 (new total $61,500)
      Funding Source: SFID Bond No. 2, Campus Wide Upgrades
      Agreement: Additional consultant time needed for construction
                  administration services for the N9 and N10 ventilation
                  upgrades resulting from a schedule delay when additional
                  engineering work was required during the design phase. This
                  work is a part of the Nevada County Campus Expansion and
                  Renovations Project.

C. CONTRACTS FOR RATIFICATION
      Term: July 11, 2012 – September 30, 2012
      Amount: $34,800
      Funding Source: SFID No. 2 Bond Funds, Campus Wide Upgrades
      Agreement: Construction of the second phase of the renovation of building
                  N3 at the Nevada County campus as part of the Nevada
                  County Campus Expansion and Renovations Project -
                  Campus Wide Upgrades.

      Term: July 11, 2012 – September 30, 2012
      Amount: $14,000
      Funding Source: SFID No. 2 Bond Funds, Campus Wide Upgrades
      Agreement: Electrical upgrades for the second phase of the renovation of
                  building N3 at the Nevada County campus as part of the
                  Nevada County Campus Expansion and Renovations Project -
                  Campus Wide Upgrades.

Item #13948, Contracts and Agreements: The Board approved and/or ratified the
contracts and agreements listed below:
CONSENT AGENDA (Continued)
Item #13948, Contracts and Agreements (Continued)

A. OFFICE OF INSTRUCTION – GRANT DEVELOPMENT & CAREER
   TECHNICAL EDUCATION
   1. Amendment to Sub-Grant Contract/Agreement: North Orange County
      Community College District CACT – Responsive Training Fund
      Previous Board Agenda Item No. 13715 (Approved April 2, 2011)
      Term: January 26, 2011 – August 31, 2012
      Amount: No change
      Funding Source: Responsive Training Fund Grant No. 10-332-064
      Agreement: This amendment extends the term of the agreement from June
                  30, 2012 to August 31, 2012. All terms and conditions of the
                  original contract not specifically amended will remain the same.

   2. Amendment to Sub-Grant Contract/Agreement: North Orange County
      Community College District CACT – Job Development Incentive Fund Grant
      Previous Board Agenda Item No. 13715 (Approved April 2, 2011)
      Term: January 26, 2011 – August 31, 2012
      Amount: No change
      Funding Source: Job Development Incentive Fund Grant No. 10-336-070
      Agreement: This amendment extends the term of the agreement from June
                  30, 2012 to August 31, 2012. All terms and conditions of the
                  original contract not specifically amended will remain the same.

      Term: July 2, 2012 – August 31, 2012
      Amount: $4,200
      Funding Source: Sub-Grant Contract Agreement: North Orange County
                      Community College District (NOCCCD) CACT – Job
                      Development Incentive Fund Grant No. 10-336-070
      Agreement: Consultant will assist trainees in identifying and applying for
                  employment opportunities in technical operations, with the goal
                  of placing a minimum of two students into new jobs.

      Amount: $1,600
      Funding Source: Client Services
      Agreement: In partnership with the Continuous Improvement Network of
                  Employers, the Sierra College CACT will provide two 1-day
                  workshops on Lean Principles.

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CONSENT AGENDA (Continued)
Item #13948, Contracts and Agreements (Continued)

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

1. **Contract/Agreement: Nicole Cheslock dba NC Communications**
   Term: July 22, 2012 – June 30, 2013
   Amount: $22,500
   Funding Source: CTEA 1C Grant No. 12-C01-58
   Agreement: Nicole Cheslock will perform the duties of a Career Education Liaison working with local businesses, high schools, and the college to coordinate activities promoting career and technical education programs (i.e. internships, job shadows, guest speakers, career information events and program orientation sessions) in the Tahoe Truckee area.

2. **Contract/Agreement: Tanya Hanrihan**
   Term: July 22, 2012 – June 30, 2013
   Amount: $22,500
   Funding Source: CTEA 1C Grant No. 12-C01-58
   Agreement: Tanya Hanrihan will perform the duties of a Career Education Liaison working with local businesses, high schools, and the college to coordinate activities promoting career and technical education programs (i.e. internships, job shadows, guest speakers, career information events and program orientation sessions).

3. **Contract/Agreement: Tanya Hanrihan**
   Term: July 22, 2012 – June 30, 2013
   Amount: $2,500
   Funding Source: CTEA 1C Grant No. 12-C01-58
   Agreement: Tanya Hanrihan will work as a team member with the College Career and Technical Education Committee, Career Connections Coordinator, Marketing Departments, CTEA Grant Administrator and staff to maintain the CTE website and develop and distribute the CTE e-newsletter and other marketing materials as needed.
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CONSENT AGENDA (Continued)
Item #13948, Contracts and Agreements (Continued)
B. OFFICE OF INSTRUCTION – BUSINESS, APPLIED ACADEMICS AND
PHYSICAL EDUCATION DIVISION (Continued)

4. Contract/Agreement: Christina Hinderman
Term: July 22, 2012 – June 30, 2013
Amount: $10,000
Funding Source: CTEA 1C Grant No. 12-C01-58
Agreement: Chris Hinderman will perform the duties of a Career Education Liaison working with local businesses, high schools, and the college to coordinate activities promoting career and technical education programs (i.e. internships, job shadows, guest speakers, career information events and program orientation sessions) at the Nevada County Campus.

5. Contract/Agreement: Valaine Hoffmann, dba Hoffmann & Associates
Term: July 22, 2012 – June 30, 2013
Amount: $22,500
Funding Source: CTEA 1C Grant No. 12-C01-58
Agreement: Valaine Hoffmann will perform the duties of a Career Education Liaison working with local businesses, high schools, and the college to coordinate activities promoting career and technical education programs (i.e. internships, job shadows, guest speakers, career information events and program orientation sessions).

6. Contract/Agreement: Connie Raynor
Term: July 22, 2012 – June 30, 2013
Amount: $18,500
Funding Source: CTEA 1C Grant No. 12-C01-58
Agreement: Connie Raynor will perform the duties of a Career Education Liaison working with local businesses, high schools, and the college to coordinate activities promoting career and technical education programs (i.e. internships, job shadows, guest speakers, career information events and program orientation sessions).
CONSENT AGENDA (Continued)

Item #13948, Contracts and Agreements (Continued)

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

7. Contract/Agreement: Rachelle Smith, dba Rachelle Smith College and
Career Advising
Term: July 22, 2012 – June 30, 2013
Amount: $22,500
Funding Source: CTEA 1C Grant No. 12-C01-58
Agreement: Rachelle Smith will perform the duties of a Career Education
Liaison working with local businesses, high schools, and the
college to coordinate activities promoting career and technical
education programs (i.e. internships, job shadows, guest
speakers, career information events and program orientation
sessions).

8. Contract/Agreement: Nicole Cheslock dba NC Communications
Term: July 22, 2012 – June 30, 2013
Amount: $2,500
Funding Source: Transitions Grant No. 12-112-270
Agreement: Nicole Cheslock will perform the duties of a Career Education
Liaison working with local businesses, high schools, and the
college to coordinate activities promoting career and technical
education programs (i.e. internships, job shadows, guest
speakers, career information events and program orientation
sessions).

9. Contract/Agreement: Tanya Hanrihan
Term: July 22, 2012 – June 30, 2013
Amount: $4,000
Funding Source: Transitions Grant No. 12-112-270
Agreement: Tanya Hanrihan will perform the duties of a Career Education
Liaison working with local businesses, high schools, and the
college to coordinate activities promoting career and technical
education programs (i.e. internships, job shadows, guest
speakers, career information events and program orientation
sessions).

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CONSENT AGENDA (Continued)

Item #13948, Contracts and Agreements (Continued)

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

10. Contract/Agreement: Christina Hinderman
    Term: July 22, 2012 – June 30, 2013
    Amount: $2,500
    Funding Source: Transitions Grant No. 12-112-270
    Agreement: Christina Hinderman will perform the duties of a Career
    Education Liaison working with local businesses, high
    schools, and the college to coordinate activities promoting
    career and technical education programs (i.e. internships, job
    shadows, guest speakers, career information events and
    program orientation sessions).

11. Contract/Agreement: Valaine Hoffmann, dba Valaine Hoffmann &
    Associates
    Term: July 22, 2012 – June 30, 2013
    Amount: $4,000
    Funding Source: Transitions Grant No. 12-112-270
    Agreement: Valaine Hoffmann will perform the duties of a Career
    Education Liaison working with local businesses, high
    schools, and the college to coordinate activities promoting
    career and technical education programs (i.e. internships, job
    shadows, guest speakers, career information events and
    program orientation sessions).

12. Contract/Agreement: Connie Raynor
    Term: July 22, 2012 – June 30, 2013
    Amount: $15,000
    Funding Source: Transitions Grant No. 12-112-270
    Agreement: Connie Raynor will perform the duties to support the
    Transitions Grant, specifically: attend CTE Transitions
    planning meetings, work with Outreach Coordinator and
    conduct outreach activities. Expand outreach to local
    businesses to identify opportunities for work-based learning
    and new job opportunities.

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CONSENT AGENDA (Continued)
Item #13948, Contracts and Agreements (Continued)

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

13. Contract/Agreement: Rachelle Smith, dba Rachelle Smith, College & Career
   Advising
   Term:    July 22, 2012 – June 30, 2013
   Amount: $4,000
   Funding Source: Transitions Grant No. 12-112-270
   Agreement: Rachelle Smith will perform the duties of a Career Education
               Liaison working with local businesses, high schools, and the
               college to coordinate activities promoting career and technical
               education programs (i.e. internships, job shadows, guest
               speakers, career information events and program orientation
               sessions).

   Term:    July 1, 2012 - June 30, 2013
   Amount: $400 per month (receivable) and one half cost of utilities
           (receivable)
   Funding Source: N/A
   Agreement: Little Orchard Preschool, Inc. will continue to operate a year
              round, fee based Early Childhood Program on the Rocklin
              Campus and work collaboratively with the District to provide
              a lab site for the early childhood education program students.
              Little Orchard Preschool agrees to pay $400 per month for the
              use of the facility and one half of the cost of utilities (gas and
              electricity only). This Memorandum of Understanding is to
              continue that relationship during the 2012/2013 school year.

15. Amendment to Contract/Agreement: Chancellor’s Office of the California
    Community Colleges (Foster & Kinship Care Education Grant)
    Previous Board Agenda Item No. 13915 (Approved May 8, 2012)
    Term:    July 1, 2011 – June 30, 2012
    Amount: $118,806 (formerly $117,867)
    Funding Source: Chancellor’s Office of the California Community
                    Colleges
    Agreement: This amendment adds additional allocation of $939 to the
               ongoing funding from The Chancellor’s Office to provide
               Foster & Kinship Care Education for the 2011-12 year.

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CONSENT AGENDA (Continued)
Item #13948, Contracts and Agreements (Continued)

B. OFFICE OF INSTRUCTION – BUSINESS, APPLIED ACADEMICS AND PHYSICAL EDUCATION DIVISION (Continued)
16. Contract/Agreement: Sierra Nevada Memorial Hospital
   Term: July 23, 2012 – July 22, 2014
   Amount: N/A
   Funding Source: N/A
   Agreement: This is an agreement to provide Sierra College Health Science EMT-1 students with practical experience in an Emergency Room to comply with State certification requirements.

C. OFFICE OF INSTRUCTION – NEVADA COUNTY CAMPUS
   1. * Contract/Agreement: Memorandum of Understanding with Nevada Joint Union High School for Ghidotti Early College High School
      Term: July 1, 2012 - June 30, 2014
      Amount: N/A
      Funding Source: N/A
      Agreement: Sierra College, in partnership with Nevada Joint Union High School District (NJUHSD), will continue operation of Ghidotti Early College High School (GECHS) for grades 9-12 with approximately 40 students per grade level. Students receive a high school diploma and earn college credits up to an associates degree/two years of transferable college credit within four years at no cost to students and their families. This program uses a small schools approach for students who are culturally and/or ethnically diverse, from low-income families, first-in-family to attend college, and other high school students for whom a smooth transition into postsecondary education is beneficial.

D. HUMAN RESOURCES
   1. Contract/Agreement: Liebert Cassidy Whitmore
      Term: July 1, 2012 – June 30, 2013
      Amount: Not to exceed $2,500
      Funding Source: General Fund
      Agreement: The agreement with Liebert Cassidy Whitmore will provide the District with training workshops for covering employment relations topics and availability of an attorney for consultation services.

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CONSENT AGENDA (Continued)
Item #13948, Contracts and Agreements (Continued)

D. HUMAN RESOURCES (Continued)

2. Contract/Agreement: Liebert Cassidy Whitmore
Term: July 22, 2012 – June 30, 2013
Amount: Not to exceed $25,000
Funding Source: General Fund
Agreement: The agreement with Liebert Cassidy Whitmore will provide the
District consultation services for employment and personnel related matters.

3. Contract/Agreement: Self-Insured Schools of California (SISC)
Term: October 1, 2012 – September 30, 2013
Amount: N/A
Funding Source: N/A
Agreement: This agreement is a notification of plan change. The SISC Kaiser
Traditional HMO plan will be changing from a “$10 copay for office visits, $10 copay for Rx” to a “$20 copay for office visits, $10 copay for generic Rx/$20 copay for brand Rx.” There are no plan changes to the Kaiser DHMO, Blue Shield Plan G, F and B.

4. Contract/Agreement: County of Placer
Term: June 28, 2012
Amount: $55 + $250 refundable deposit
Funding Source: Management Senate
Agreement: The agreement with County of Placer Facility Services secures Loomis Basin Community Park for a management retreat on June 28, 2012. Fee includes a $55 reservation fee and $250 refundable deposit.

5. 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: District
Agreement: ACSIG/EDGE provides administrative and eligibility services at a rate of $0.65 for each employee per month of enrollment and Delta Dental Administration rate is 6.37% of paid claims.

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E. FINANCE & ADMINISTRATION

1. Contract/Agreement: Wells Fargo Insurance Services USA, Inc.
   Term: July 1, 2012 – June 30, 2013
   Amount: $94,075
   Funding Source: General Fund
   Agreement: This agreement is for the Student & Athletic Insurance Policy Renewal. The annual cost is comprised of a base coverage policy rate of $76,075 and a catastrophic coverage policy rate of $18,000. This represents a $14,425 decrease over the 2011-12 policy rates. This annual renewal process was conducted through the District’s insurance broker, Wells Fargo Insurance Services USA, Inc.

2. Contract/Agreement: SixTen and Associates
   Term: Service for fiscal year ending June 30, 2013
   Amount: Not to exceed $24,000
   Funding Source: General Fund
   Agreement: State mandate reimbursement consulting services for Sierra Joint Community College for the year ending June 30, 2013. Cost of SixTen services and District staff time spent on mandated reporting is submitted to the state through the Mandate Reimbursement Process Annual Claim.

3. Contract/Agreement: Crowe Horwath LLP
   Term: Services for fiscal year ending June 30, 2012
   Amount: $4,500 (Estimate)
   Funding Source: Associated Students of Sierra College
   Agreement: Federal and California exempt organization information tax returns with supporting schedules for the tax year ended June 30, 2012.

4. Contract/Agreement: Commercial Appliance
   Term: July 22, 2012 – June 30, 2013
   Amount: $1,580
   Funding Source: General Fund
   Agreement: Commercial Appliance will provide quarterly maintenance of ice machines which are located in the Rocklin campus cafeteria.
E. FINANCE & ADMINISTRATION (Continued)

5. **Contract/Agreement: 403(b) Investment Provider Service Agreement – American Century Services, Inc.**

   **Term:** July 23, 2012 – Until terminated
   **Amount:** n/a
   **Funding Source:** n/a
   **Agreement:** This agreement allows American Century Services, Inc. to offer multiple investment products and services to participants of the District’s 403(b) Plan. Services include execution of all Plan transactions in accordance with applicable Internal Revenue Service regulations including contributions, distributions, transfers, Qualified Domestic Relations Orders (QDRO’s), exchanges and rollovers.

6. **Contract/Agreement: Crowe Horwath LLP**

   **Term:** Agreed Upon Procedures Audit for fiscal year ending June 30, 2011
   **Amount:** Not to exceed $4,000
   **Funding Source:** Sierra College Unrestricted General Fund
   **Agreement:** California Community College Chancellor’s Office request for additional procedures related to the District’s compliance with State Compliance Section 424 For Weekly and Daily Census Courses for the 2009-10 & 2010-11 fiscal years. These additional procedures were an added request from the Chancellor’s Office after arrangements for the regular annual audit were in place.

F. STUDENT SERVICES

1. **Contract/Agreement: Boston Reed College**

   **Term:** October 6, 2012 - January 26, 2013
   **Amount:** Not to exceed $66,600
   **Funding Source:** Community Education Program Fees
   **Agreement:** Contractor to provide instructors and class materials for the Clinical Medical Assistant Training Program.
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CONSENT AGENDA (Continued)
Item #13948, Contracts and Agreements (Continued)
F. STUDENT SERVICES (Continued)

2. **Contract/Agreement: Boston Reed College**
   Term: September 29, 2012 - March 16, 2013
   Amount: Not to exceed $77,700
   Funding Source: Community Education Program Fees
   Agreement: Contractor to provide instructors and class materials for the Pharmacy Technician Training Program.

3. **Contract/Agreement: Dance with Laura Bishop**
   Term: September 15, 2012 - December 8, 2012
   Amount: $300
   Funding Source: Community Education Funds
   Agreement: Rental of classroom space at Dance with Laura Bishop, 540 Searls Avenue, Nevada City, CA for Community Education Dance and Fitness classes for the Fall 2012 semester.

4. **Contract/Agreement: Nevada City Parks & Recreation**
   Term: September 20, 2012 - October 11, 2012
   Amount: $175
   Funding Source: Community Education Funds
   Agreement: Rental of classroom space at Nevada City Veteran’s Memorial Building, 317 Broad St, Nevada City, CA for Community Education Dance classes for the Fall 2012 Semester.

5. **Contract/Agreement: iParadigms, LLC**
   Term: January 1, 2013 - December 31, 2015
   Amount: $77,587.50
   Funding Source: General Fund
   Agreement: The purpose of this three-year agreement is to provide Sierra College faculty with the ability to submit student work electronically to a specialized database to check for plagiarism.

6. **Contract/Agreement: Kevin Bray**
   Term: July 22, 2012 - June 30, 2013
   Amount: $20,000
   Funding Source: General Fund
   Agreement: Kevin Bray shall provide services related to the Sierra College Educational Master Plan (EMP) including an outline of the proposed structure and content, draft of key issues, updated demographic, census and labor market information and a final draft of the EMP.

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CONSENT AGENDA (Continued)
Item #13948, Contracts and Agreements (Continued)

G. INFORMATION & INSTRUCTIONAL TECHNOLOGY

1. Amendment to Contract/Agreement: Ellucian Company, L.P.
   Amount: Not to exceed $20,000
   Funding Source: General Fund
   Agreement: Ellucian Company, L.P. will continue to provide consulting services. This amendment increases the fees for service by $20,000 and extends service through May 30, 2013.

2. Contract/Agreement: Memorandum of Understanding (MOU) with Butte-Glenn Community College District
   Term: July 1, 2012 - June 30, 2013
   Amount: $15,168.06
   Funding Source: General Fund
   Agreement: This agreement provides a secondary circuit for internet service that serves as a back-up should the primary circuit fail and serves to balance traffic during peak traffic times.

3. Amendment to Contract/Agreement: NWN Corporation
   Previous Board Agenda Item No. 13802 (Approved September 13, 2011)
   Term: September 14, 2012 – September 13, 2013
   Amount: Not to exceed $56,200 (increase of $20,000)
   Funding Source: General Fund
   Agreement: NWN will continue to provide technical services for the Banner infrastructure upgrade project. This amendment increases the fees for service by $20,000.

H. FACILITIES

1. Contract/Agreement: ANOVA Nexus Architects
   Amount: $15,000
   Funding Source: General Fund
   Agreement: Consultant to provide general architectural services for miscellaneous facilities issues on the Rocklin campus, to include code compliance guidance and cost estimating.
CONSENT AGENDA (Continued)
Item #13948, Contracts and Agreements (Continued)
H. FACILITIES (Continued)

2. **Contract/Agreement: AP Architects**
   Amount: $40,000
   Funding Source: General Fund
   Agreement: Consultant to provide facilities master planning consultation services to the District.

3. **Contract/Agreement: ANOVA Nexus Architects**
   Amount: $8,490
   Funding Source: General Fund
   Agreement: Consultant to provide architectural services needed to complete the ADA upgrade work in the women’s and men’s locker rooms on the Rocklin campus.

4. **Contract/Agreement: Nor-Cal Construction**
   Amount: $21,500
   Funding Source: General Fund
   Agreement: Contractor to remove and dispose of modular building XT from the Rocklin campus.

5. **Contract/Agreement: Far West Business Systems**
   Amount: $12,150
   Funding Source: General Fund
   Agreement: Contractor to remove existing media stations in building XT on the Rocklin campus and relocate to the warehouse. Agreement also includes an annual service agreement.

6. **Contract/Agreement: Nor-Cal Construction**
   Amount: $2,500
   Funding Source: General Fund
   Agreement: Contractor to provide on-call unanticipated heavy equipment related work as needed at the Nevada County campus.

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CONSENT AGENDA (Continued)
Item #13948, Contracts and Agreements (Continued)

H. FACILITIES (Continued)

7. **Contract/Agreement: Economy Pest Control, Inc.**
   - **Term:** July 23, 2012 – June 28, 2013
   - **Amount:** $1,512
   - **Funding Source:** General Fund
   - **Agreement:** Contractor to provide monthly pest control for the Student Services (building N1) and Cafeteria (building N5) on the Nevada County campus.

8. **Contract/Agreement: Economy Pest Control, Inc.**
   - **Term:** July 23, 2012 – June 28, 2013
   - **Amount:** $1,500
   - **Funding Source:** General Fund
   - **Agreement:** Contractor to provide regular rodent pest control as needed on the Nevada County campus.

9. **Contract/Agreement: Youngs Carpet One**
   - **Term:** July 23, 2012 – August 31, 2012
   - **Amount:** $1,736
   - **Funding Source:** General Fund
   - **Agreement:** Contractor to provide and install new vinyl flooring in two toilet rooms on the Nevada County campus.

10. **Contract/Agreement: CBRE, Inc.**
    - **Term:** July 23, 2012 – June 28, 2013
    - **Amount:** $6,000
    - **Funding Source:** General Fund
    - **Agreement:** Consultant to provide market information and real estate guidance to the District, and represent the District as requested with real estate leases, purchases, etc.

11. **Contract/Agreement: Pacific Parking Systems, Inc.**
    - **Term:** September 1, 2012 – June 30, 2013
    - **Amount:** $6,208.33
    - **Funding Source:** Parking Fund
    - **Agreement:** Annual maintenance contract agreement covering the M400 parking permit dispensers currently installed on all the District campuses.

Continued on next page…
Sierra Joint Community College District
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July 21, 2012

PERSONNEL
Item #13949, Personnel Transactions: A motion was made by Nancy Palmer, seconded by Cari Dawson Bartley, 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. Spanish Instructor – Ms. Paubay “Betty” Gudz
   Position: Spanish Instructor, Faculty
   Position Number: FF0235
   Years of Service: 14 years
   Effective Date: May 19, 2012

2. Financial Aid Specialist – Ms. Barbara Brown
   Position: Financial Aid Specialist, Classified
   Position Number: CL0099
   Years of Service: 38 ½ years
   Effective Date: June 30, 2012

3. Human Resources Specialist – Ms. Susan Ortiz
   Position: Human Resources Specialist, Classified
   Position Number: CL0263
   Years of Service: 38 ½ years
   Effective Date: December 30, 2012

4. Administrative Assistant – Ms. Coral Reid
   Position: Administrative Assistant, Classified
   Position Number: CL0045
   Years of Service: 28 years
   Effective Date: Not later than June 30, 2013

B. OTHER PERSONNEL ACTIONS
1. Information Systems Specialist - Finance
   Personnel Action: Approve Attached Revised Job Description and Title Change (currently Accounting Specialist) per the 10-11 FUSE Classification Study. This concludes this study.
   Position: Information Systems Specialist - Finance, Classified
   Cost: $12,563.20
   Effective Date: July 1, 2012

Continued on next page…
PERSONNEL (Continued)

B. OTHER PERSONNEL ACTIONS (Continued)

2. Information Systems Specialist – Human Resources
   Personnel Action: Approve Attached Revised Job Description
   Position: Information Systems Specialist – Human Resources, Classified
   Cost: There are no costs associated with this change
   Effective Date: July 1, 2012

3. Voluntary Furlough – Health Center/DSPS Technician – Ms. Dena
   Lockwood
   Personnel Action: Voluntary Furlough
   Position: Health Center/DSPS Technician, Classified
   Position Number: CL0079
   Cost Savings: $1,596.80
   Hours: 80 hours
   Effective Dates: July 30, 2012 to August 10, 2012

4. Voluntary Furlough – Student Services Technician – Ms. Aracely Canon
   Personnel Action: Voluntary Furlough
   Position: Student Services Technician, Classified
   Position Number: CL0205
   Cost Savings: $1,016.84
   Hours: 44 hours
   Duration: June 1, 2012 to August 10, 2012

5. Leave of Absence without Pay – Counselor – Ms. Nancy Martinis
   Personnel Action: Leave of Absence without Pay
   Position: Counselor, Faculty
   Position Number: FF0151
   Cost Savings: $8,110.88
   Duration: June 1, 2012 to June 30, 2012

   Personnel Action: Leave of Absence without Pay
   Position: Records Evaluator, Classified
   Position Number: CL0247
   Cost Savings: $9,915.36
   Duration: July 9, 2012 to September 4, 2012

Continued on next page…
PERSONNEL (Continued)

Item #13949, Personnel Transactions (Continued)

B. OTHER PERSONNEL ACTIONS (Continued)

7. Temporary Increase in Hours Worked – Administrative Assistant – Ms. Gayle Hage

Personnel Action: Temporary Increase in Hours Worked
Position: Administrative Assistant, Classified
Position Number: CL0043
Hours: From 20 hours to 32 hours per week
Cost: $3,069.04
Duration: July 2, 2012 to August 31, 2012

8. Increase in Load – Philosophy Instructor – Mr. Vernon Martin

Personnel Action: Increase in Load
Position: Philosophy Instructor, Faculty
Position Number: FF0131
Load: From 61% to 100% Load
Cost: $29,957.20
Effective Date: July 1, 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 2012-2013 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>Folsom, Matthew</td>
<td>LRC</td>
<td>Production Tech.</td>
<td>$22.01</td>
<td>8/13/12-12/8/12</td>
</tr>
<tr>
<td>Gilbert, Sheryl</td>
<td>LRC (NCC)</td>
<td>Library Assistant</td>
<td>$19.01</td>
<td>7/1/12-7/31/12</td>
</tr>
<tr>
<td>Hawkinson, Sarah</td>
<td>A&amp;R</td>
<td>SST</td>
<td>$19.93</td>
<td>6/20/12-9/30/12</td>
</tr>
<tr>
<td>Marcussen, Kimberly</td>
<td>LRC</td>
<td>IA-Writing Center</td>
<td>$22.01</td>
<td>7/2/12-5/31/13</td>
</tr>
<tr>
<td>Mato, Joene</td>
<td>Community Education</td>
<td>AA</td>
<td>$22.01</td>
<td>7/1/12-12/30/12</td>
</tr>
<tr>
<td>Mejia, Olivia</td>
<td>DSPS</td>
<td>DSPS Technician</td>
<td>$20.96</td>
<td>7/1/12-8/31/12</td>
</tr>
<tr>
<td>Saturnino, Michael</td>
<td>Residence Life</td>
<td>SST</td>
<td>$19.96</td>
<td>7/1/12-6/30/13</td>
</tr>
</tbody>
</table>
PERSONNEL (Continued)
Item #13949, 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 2012-2013 school year in accordance with Article 2 of the Classified Agreement.

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Position</th>
<th>Rate</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 Positions</td>
<td>Transportation</td>
<td>Bus Driver</td>
<td>$14.90</td>
<td>7/1/12-6/30/13</td>
</tr>
<tr>
<td>1 Position</td>
<td>Assessment (TT)</td>
<td>SST</td>
<td>$19.96</td>
<td>7/11/12-7/15/12</td>
</tr>
</tbody>
</table>

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 Board Self-Evaluation portion of the agenda.

BOARD OF TRUSTEES

Item #13950, Board Self-Evaluation: With the assistance of California Community College board development expert Cindra Smith, the Board reviewed its self-evaluation for the 2011-2012 year. A compilation of the Board’s self-evaluation instrument that had been completed by the trustees in advance of the meeting was reviewed.

Trustee Evaluation Survey Results

Participants reviewed the Board’s average scores on the Trustee Evaluation Instrument. Items with averages of A and A- were noted; those with B’s and the one C+ were discussed in more depth. Discussion of specific items included:

Item 3(b). The Board assessed itself as performing well as policy-makers for the College by thorough study and discussion of recommendations. Ratings were slightly lower on the item related to the Board taking independent initiative on policy, due to the rare occasion when the Board requests a policy or policy review and there is no or a significantly delayed response. Participants discussed the dynamics of the policy review process, appropriate time expectations for College policy development, and the Superintendent’s role in implementing Board direction.

Item 8. Trustees noted that the budget and financial information they receive has improved and that the subcommittee on the budget has been working well.

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BOARD OF TRUSTEES (Continued)
Item #13950, Board Self-Evaluation (Continued)

Items 9, 10, 13, 14. Discussion of the Board’s role in planning included how to best contribute its perspective on long-range goals in the planning process, strengthen individual trustees’ understanding of the work plans that implement the plan strategies, and engage in collaborative discussions to identify annual priorities related to the strategic plan. It was clarified that the Board’s setting annual areas of focus for the strategic plan helps set expectations for the work of the Superintendent, as well as topics for board meeting agendas and workshops.

Item 12. The Board rated itself as a C+ (acceptable), the lowest rating of all items. Trustee Palmer discussed the reasons behind her low rating on the item. Discussion included that there has been significant improvement, and that the S/P has been active and supportive in this area (e.g. the involvement in Cap-to-Cap and individual trustees responding to requests from the S/P to be involved in specific activities). Suggestions included increasing the visibility of trustees as advocates in Sacramento; capitalizing on the community involvement of each trustee; maintaining good communication with local legislators and influential community members; ensuring advocacy focus by identifying specific messages for trustees to use in the community and state; and collaborating with advocacy efforts of other groups in the college as well as the community (e.g. LEED and Valley Vision). Further discussion of specific strategies will take place at future board meeting.

Item 15. During the discussion of the Board’s role in initiating policy (Item 3b), trustees noted the Board’s request for and expectation that the College develop a policy related to program vitality and viability. It was noted that Board direction for policy development is to the Superintendent/President, and that the Board holds the CEO accountable for ensuring that policies are developed within a reasonable time frame. The Board has the right and responsibility to act if there is no response to Board direction.

Item 16. Physical plant maintenance continues to be a challenge. The Board commended the innovative approaches being considered.

Item 19. The newer trustees were asked about their experience with learning about the college and their role as board members. Strategies to become more knowledgeable about campus buildings and programs were discussed. It was noted that “orientation” is an ongoing process over time.
Item 20. Trustees are supported in attending conferences and seminars; the board relies on individual trustees to determine the benefit of attendance at state and national events.

Item #13951, End-of-Year Report 2011-2012: Mr. Duncan introduced Dr. Deb Sutphen, Interim Vice President of Instruction, to provide an end-of-year status report/annual planning update on the District’s strategic priorities. A review of metrics showed progress has been made in many areas. It was noted that benchmarks are important, but the goal is student success. Information provided and discussion included the following topics:

- Efforts to improve success in distance learning were shared and praised. It was noted that Canvas will replace Blackboard.
- Reduction in FTES is due to limiting enrollment. We are able to serve fewer students.
- A reduction in transfer prepared students may be partially attributed to the reduction in the number of students we are able to serve.
- Fewer degrees awarded largely due to elimination of duplicate degrees and greater focus in degrees.
- Progress is being made on the ratio of full-time to part-time faculty.
- Productivity and fill rates remain very high.
  - Waitlists will be piloted in Summer 2013 and implemented in Fall 2013. This will be more equitable for students while the faculty retain discretion as to whether it is appropriate to exceed the class enrollment cap. Classes will continue to be filled on a first come, first served basis according to registration priorities, and a waitlist will place students in class on a first come, first served basis as seats become available through the first class period.
  - It was noted that students in certain zip codes should be made aware of class availability at the Nevada County and Tahoe Truckee campuses, which are somewhat less impacted.
- Student Learning Outcomes: Significant progress has been made on program outcomes and the faculty are working to improve the process of documenting assessment and improvement for course outcomes.
- Retention rates are high.
- Increasing numbers of students are qualifying for financial aid.

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BOARD OF TRUSTEES (Continued)

Item #13952, Priorities and Goals 2012-2014: The Board reviewed the Board
Initiatives in Support of District Priorities for 2011-2013. Trustees reviewed progress on
these initiatives and discussed interests and areas of focus for 2012-2013. Discussion
included the following topics:

- Strategic Plan Leadership: The Board will continue to provide leadership for and
  monitor implementation of the Strategic Plan, including deepening the Board’s
  understanding of how the goals and strategies are linked to operational and
  budget decisions.
- Accreditation Self-Study: The Board recognizes that a great deal of work has
  been done and will continue to be done in preparation for the 2013 Accreditation
  Self-Study. The Board requested that updates be provided.
- Innovative Educational Delivery: The Board requested that faculty and staff
  consider innovations to educational delivery that would allow the College to
  serve increased numbers of students even when resources are declining.
- Fiscal Stability
- Facility Needs at the Rocklin Campus and in Western Placer County
- Legislative Advocacy: Hold a Board discussion regarding the development of a
  legislative advocacy agenda and another discussion regarding implementation of
  that agenda.
- The Board will stay abreast of the following:
  o Student success initiatives
  o CTE programs and activities with emphasis on community partnerships
  o Workforce partnerships
  o Transfer pathways

REPORTS

Item #13953, Reports/Announcements: Ms. Nancy Palmer announced an
upcoming meeting of the Citizens’ Oversight Committee for the Nevada County
Campus.

ADJOURN TO RECONVENE CLOSED SESSION

Mr. Klein adjourned the meeting for a break at 2:12 p.m. The Board reconvened at
2:30 p.m. to continue the closed session discussion of the items described earlier in the
agenda as Item #13943.

RECONVENE OPEN SESSION

Mr. Klein adjourned closed session at 4:00 p.m., reconvened open session, and
announced that no action had been taken during closed session.

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ADJOURNMENT
Mr. Klein adjourned the meeting at approximately 4:01 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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