Sierra Joint Community College District
Regular Meeting of the Board of Trustees
Tuesday, December 11, 2012

MINUTES

The regular meeting of the Board of Trustees of the Sierra Joint Community
College District was held on Tuesday, December 11, 2012, at 3:00 p.m. at the Sierra
College – Rocklin Campus, 5000 Rocklin Road, Rocklin, California, in Rooms A-104 and
LR-133.

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

Superintendent/
President: William H. Duncan, IV

Student Trustee: Carol Geis (in at 4:05 p.m.)

Staff/Visitors: Cameron Abbott, Sonbol Aliabadi, Jeannette Bischoff, Don
Brophy, Cliff Burns, Paul Cooper, Mandy Davies, Laura
Doty, Linda Fisher, Dalton France, Norman Gonzales, Peg
Grady, Jené Hallam, Kathryn Halldin, Michael Halldin,
Susan Halldin, Jon Hamblen, Jane Haproff, Jane
Hemmerling, Bill Hemphill, Kerri Hester, Colin Irwin,
Darlene Jackson, Cacey Klein, Danny Klein, Emma Klein,
Spencer Klein, Sonja Lolland, Sue Michaels, Gary Moser,
Arthur Ngo, Carol Pepper-Kittredge, Nancy Schwab, Thad
Sel mant s, Stan Spencer, Deb Sutphen, Laurel Thiers, Chris
Yatooma, Beverly Yoha

CALL TO ORDER
Board President Aaron Klein called the meeting to order at 3:38 p.m. and
welcomed those present, including friends and family who were in attendance.

BOARD OF TRUSTEES

Item #14015, Administration of Oaths of Office – Board Members: Mr. William
Duncan administered the Oaths of Office as follows:

• Scott Leslie, Trustee Area 3 Term of Office: 2012 – 2016
• Bill Halldin, Trustee Area 4 Term of Office: 2012 – 2016
• Aaron Klein, Trustee Area 7 Term of Office: 2012 – 2016

Mr. Klein adjourned the meeting for a break at 3:42 p.m.

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RECONVENE OPEN SESSION
Mr. Klein reconvened the meeting at 4:00 p.m., welcomed those present, and made a statement regarding participation in the meeting. Mr. Rudd led the pledge of allegiance at Mr. Klein’s request.

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: Absent; Trustees: Ayes: 7; Noes: 0; Abstentions: 0; Absent: 0. Motion carried.

APPROVAL OF MINUTES – November 13, 2012
A motion was made by Howard Rudd, seconded by Nancy Palmer, to approve the Minutes of the November 13, 2012, meeting as presented. Call for the vote: Student Trustee Advisory Vote: Absent; Trustees: Ayes: 7; Noes: 0; Abstentions: 0; Absent: 0. Motion carried.

ORGANIZATIONAL EFFECTIVENESS – STRATEGY 2 (Fiscal Stability)
Item #14016, Fiscal Year 2011-2012 Final Budget Revision: Mr. Chris Yatooma, Vice President of Administrative Services, presented a final budget summary for 2011-2012 in preparation for presentation of the 2011-2012 audit.

Item #14017, Draft 2011-2012 Independent Financial Audit: Ms. Tina Treis of Crowe Horwath LLP was introduced to review the Independent Financial Audit for the period ending June 30, 2012. Following review and discussion, a motion was made by Howard Rudd, seconded by Nancy Palmer, to accept the independent financial audit for the period ending June 30, 2012. Call for the vote: Student Trustee Advisory Vote: Aye; Trustees: Ayes: 7; Noes: 0; Abstentions: 0; Absent: 0. Motion carried unanimously.

Item #14018, Memorandum of Understanding – Western Placer Unified School District: A Memorandum of Understanding was discussed granting Western Placer Unified School District the exclusive right and option to purchase property currently owned by Sierra College at the Twelve Bridges site in Lincoln, California, subject to negotiation by the parties of mutually agreeable terms. A motion was made by Nancy Palmer, seconded by Dave Ferrari, to approve the Memorandum of Understanding between Sierra Joint Community College District and Western Placer Unified School District. Call for the vote: Student Trustee Advisory Vote: Aye; Trustees: Ayes: 7; Noes: 0; Abstentions: 0; Absent: 0. Motion carried unanimously.

BOARD OF TRUSTEES
Item #14019, Revisions to Board Policy No. 4021, Program Discontinuance Vitality - First Reading: Dr. Jane Haproff, Philosophy Professor and Academic Senate President, reviewed the draft Program Vitality policy and described the process that had been...
BOARD OF TRUSTEES (Continued)

Item #14019, Revisions to Board Policy No. 4021, Program Discontinuance Vitality - First Reading (Continued)

...undertaken to draft a policy documenting the College’s Program Vitality process as defined in Administrative Procedure No. 4021, Program Vitality. Dr. Haproff explained that additional policies and procedures were being developed to address situations in which program suspension or discontinuance might be considered necessary outside of the program vitality process.

PUBLIC HEARING

Item #14020, Public Hearing and Resolution No. 2012-21: Resolution Initiating a Proposal to Rearrange Trustee Area Boundaries for District Board Members: 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, with the goal of balancing trustee area population while still protecting a Tahoe-Truckee community of interest. Two options with maps were reviewed, discussed, and presented to the public for input at the meeting. A public hearing was opened. Mr. Cliff Burns and Ms. Laurel Thiers asked questions about the proposed trustee areas.

Trustee Ferrari stated his continued concern that the Tahoe-Truckee community be protected as a community of interest, and the Board discussed maps presented as Option B that were developed to further address the goal of protecting that community of influence.

Mr. Klein sought additional comments from the community. Hearing none, the public hearing was closed at 5:00 p.m. A motion was made by Nancy Palmer, seconded by Dave Ferrari, to select the maps presented as Option B and adopt Resolution No. 2012-21, Resolution Initiating a Proposal to Rearrange Trustee Area Boundaries for District Board Members, with the direction to modify the resolution to appropriately reflect the selection of the maps presented as Option B. Roll call vote: Student Trustee Advisory Vote: Aye; Trustees: Ayes: 7; Noes: 0; Abstentions: 0; Absent: 0. Motion carried unanimously.

CONSENT AGENDA

A motion was made by Howard Rudd, seconded by Scott Leslie, 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 #14021, Course/Program Additions, Deletions, and Inactivations: The Board approved the curriculum revisions as listed in the agenda.

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CONSENT AGENDA (Continued)

Item #14022, CCFS-311Q for Period Ending September 30, 2012: The Board accepted the CCFS-311Q Quarterly Report for the three-month period ending September 30, 2012, which has been forwarded to the appropriate governmental agency.

Item #14023, Acceptance of Donations: The Board acknowledged receipt of the listed donations.

Item #14024, Warrants and Electronic Disbursements for the Month of October 2012: The Board ratified the warrants and electronic disbursements for the month of October 2012.

Item #14025, Invitation to Bid – Interpreting Services: The Board authorized the staff to issue an Invitation to Bid for Interpreting Services.


Item #14027, Resolution No. 2012-23: California Department of Education, Annual Agreement Amendment 01 Fiscal Year 2012-2013, Family Child Care Home Program: The Board adopted Resolution No. 2012-23 to accept the grant award amendment of $149,648 and authorize staff to execute Contract No. CFCC-2019 Amendment 01 with the California Department of Education for Child Development Services for the period of July 1, 2012 through June 30, 2013.

Item #14028, Notice of Completion: Cabinetry Work for N3 – Nevada County Campus Expansion and Renovations Project – West Coast Cabinets, Inc.: The Board accepted the N3 cabinetry work for the Nevada County Campus Expansion and Renovations Project as being complete as of December 11, 2012, and directed staff to execute the “Notice of Completion,” to be filed with the Nevada County Recorder’s Office within ten days of Board action.

Item #14029, Notice of Completion: Completion of Building N3 Renovations – Nevada County Campus Expansion and Renovations Project – Treehenge Construction, Inc.: The Board accepted the N3 construction work for the Nevada County Campus Expansion and Renovations Project as being complete as of December 11, 2012, and directed staff to execute the “Notice of Completion,” to be filed with the Nevada County Recorder’s Office within ten days of Board action.

Continued on next page…
CONSENT AGENDA (Continued)

Item #14030, Notice of Completion: Relocation of Fire Alarm Annunciator Panel – Nevada County Campus Expansion and Renovations Project – Sierra Building Systems, Inc.: The Board accepted the work to relocate the fire alarm annunciator panel for the Nevada County Campus as being complete as of December 11, 2012, and directed staff to execute the “Notice of Completion,” to be filed with the Nevada County Recorder’s Office within ten days of Board action.

Item #14031, Notice of Completion: Electrical Upgrades for N3 – Nevada County Campus Expansion and Renovations Project – Gray Electric, Inc.: The Board accepted the N3 electrical upgrade work for the Nevada County Campus Expansion and Renovations Project as being complete as of December 11, 2012, and directed staff to execute the “Notice of Completion,” to be filed with the Nevada County Recorder’s Office within ten days of Board action.

Item #14032, Notice of Completion: Installation of New Flooring in Building N3 – Nevada County Campus Expansion and Renovations Project – Youngs Carpet One: The Board accepted the N3 flooring work for the Nevada County Campus Expansion and Renovations Project as being complete as of December 11, 2012, and directed staff to execute the “Notice of Completion,” to be filed with the Nevada County Recorder’s Office within ten days of Board action.

Item #14033, 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: LP Consulting Engineers, Inc.**
   Term: December 12, 2012 – February 28, 2013
   Amount: $4,000
   Funding Source: SFID Bond No. 2, Campus Wide Upgrades
   Agreement: Contractor will perform engineering review of existing hydronic (water distribution) system in Mechanical Yard 2C on the Nevada County Campus. This hydronic system provides heating/cooling to Buildings N7, N9, N10, N12, N13 and N14. Services include one site visit, analysis and report of recommendations for system improvements.
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CONSENT AGENDA (Continued)
Item #14033, Contracts and Agreements – Capital Projects (Continued)
A. CONTRACTS FOR APPROVAL (Continued)

   Term: December 12, 2012 – June 28, 2013
   Amount: $52,232.53
   Funding Source: SFID Bond No. 2, Campus Wide Upgrades
   Agreement: Contractor to fill cracked areas in pavement of Robert Ross Way at Nevada County Campus damaged during the Expansion and Renovations Project. Contractor will provide slurry seal on approximately 18,000 square feet of damaged roadway, replace 14 Christy boxes in repaired areas, and remove/replace thermal plastic crosswalk striping in repaired areas. This agreement replaces previously approved agreement for the same scope of work and same fees for service (Previous Board Agenda Item No. 13993.A.2. - approved October 16, 2012). Previous contract expired due to weather delays.

   Term: December 12, 2012 – June 28, 2013
   Amount: $6,500
   Funding Source: SFID Bond No. 2, Campus Wide Upgrades
   Agreement: Contractor to provide all labor and material to install, terminate and place into service a networked E3 fire alarm system for Building N20 at the Nevada County Campus.

   Term: December 12, 2012 – June 28, 2013
   Amount: $100,000
   Funding Source: Capital Projects Fund
   Agreement: Contractor to provide engineering services for replacement of Rocklin Campus heating system (heat loop). Engineering services to include mechanical/plumbing, electrical and structural designs.

5. Contract/Agreement: Coblentz, Patch, Duffy & Bass LLP
   Term: December 12, 2012 – Until Terminated
   Amount: Standard Hourly Rates of $176 - $784
   Funding Source: Capital Projects Fund
   Agreement: Firm to provide legal counsel related to the development of the 72-acre parcel with services to be performed at the request of the District.

Continued on next page…
Item #14034, District Contracts and Agreements: The Board approved and/or ratified the contracts and agreements listed below:

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

1. **Contract/Agreement: Valaine Hoffmann & Associates**
   - **Term:** January 1, 2013 – February 28, 2013
   - **Amount:** Not to exceed $3,904
   - **Funding Source:** CTE Community Collaborative Grant 10-140-271
   - **Agreement:** Consultant will process and disseminate instructional materials and supplies to participating Sierra STEM schools; assist with a spring industry advisory committee meeting; and provide technical assistance to Sierra STEM CTE teachers to strengthen programs and leverage resources.

2. **Contract/Agreement: Patricia L. Cremeen**
   - **Term:** January 1, 2013 – February 28, 2013
   - **Amount:** Not to exceed $4,000
   - **Funding Source:** CTE Community Collaborative Grant 10-140-271
   - **Agreement:** Consultant will conduct analysis on data collected and reported to the Chancellor’s Office and WestEd; assemble project final report; and assist with a spring industry advisory committee meeting.

3. **Contract/Agreement: Marketing Action, Inc.**
   - **Term:** January 1, 2013 – February 28, 2013
   - **Amount:** Not to exceed $8,000
   - **Funding Source:** CTE Community Collaborative Grant 10-140-271
   - **Agreement:** Consultant will coordinate with Project Director to provide strategic planning and oversight of project deliverables and outcomes; coordinate technical assistance and evaluation in strengthening Sierra College’s Mechatronics, Engineering, Drafting & Engineering Support, Energy Technology, and Welding degree and certificate programs and partnering high school and middle school programs and regional business partners; coordinate and facilitate a spring advisory meeting engaging business and industry partners; develop communication strategies connecting employers to educational pathways and programs; develop press releases on project events as appropriate for submittal to the Sierra College PIO; provide updates to the Sierra College website; and develop written content for promotional materials announcing project-related events.

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CONSENT AGENDA (Continued)
Item #14034, District Contracts and Agreements (Continued)

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

4. Contract/Agreement: Christina Hinderman
   Term: January 1, 2013 – February 28, 2013
   Amount: Not to exceed $3,000
   Funding Source: CTE Community Collaborative Grant 10-140-271
   Agreement: Consultant will provide technical support to participating teachers and counselors using Career Cruising software to improve linkages between high school CTE programs and Sierra College’s Mechatronics, Engineering, Drafting & Engineering Support, Energy Technology, and Welding degree and certificate programs.

5. Contract/Agreement: Sandra Scott
   Term: January 1, 2013 – February 28, 2013
   Amount: Not to exceed $5,000
   Funding Source: CTE Community Collaborative Grant 10-140-271
   Agreement: Consultant will coordinate a working group of master teachers and curriculum experts to pilot a lesson plan targeting a broad array of elementary and high school students and applies math in an authentic context, including STEM skills such as critical thinking, active learning and problem solving, and aligned with the Common Core Standards; coordinate and evaluate a professional development workshop for teachers and faculty that examines and evaluates the lesson plan; and provide an overview at a spring advisory committee meeting.

6. Contract/Agreement: Ryan Hinderman
   Term: January 1, 2013 – February 28, 2013
   Amount: Not to exceed $2,000
   Funding Source: CTE Community Collaborative Grant 10-140-271
   Agreement: Consultant will assist in a pilot study targeting a broad array of elementary and high school students and applies math in an authentic context, including STEM skills such as critical thinking, active learning and problem solving, and aligned with the Common Core Standards and report on project outcomes; research effectiveness of career exploration activities for middle and high school students; and prepare brief of research findings.
CONSENT AGENDA (Continued)

Item #14034, District Contracts and Agreements (Continued)

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

7. Contract/Agreement: Virginia Horowitz
   Term: January 1, 2013 – February 28, 2013
   Amount: Not to exceed $4,000
   Funding Source: CTE Community Collaborative Grant 10-140-271
   Agreement: Consultant will provide technical assistance in the development of curriculum at participating high school and middle school programs, and review and present two lesson plans for posting on the project website.

8. Contract/Agreement: RobbJack Corporation
   Amount: Not to exceed $8,400 (receivable)
   Funding Source: RobbJack Corporation
   Agreement: Sierra College will provide contract instruction (up to 60 hours) of Lean Principles Consulting/Training) to RobbJack Corporation.

9. Contract/Agreement: Rex Moore Electrical Contractors & Engineers
   Amount: Not to exceed $28,000 (receivable)
   Funding Source: Rex Moore Electrical Contractors & Engineers
   Agreement: Sierra College will provide contract instruction (up to 200 hours) of Process Improvement Consulting/Training to Rex Moore Electrical Contractors and Engineers.

10. Amendment to Contract/Agreement: Progressive Technology Ceramics, Inc.
    Previous Board Agenda Item No. 13994.A.4 (Approved October 16, 2012)
    Amount: N/A
    Funding Source: Progressive Technology Ceramics, Inc.
    Agreement: This amendment extends the term of the agreement from December 31, 2012 to June 30, 2013. All terms and conditions of the original contract not specifically amended will remain the same.

Continued on next page…
CONSENT AGENDA (Continued)

Item #14034, District Contracts and Agreements (Continued)

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

11. Contract/Agreement: California Community College Chancellor’s Office
   Pathways Community Collaborative Project Grant No. 12-140-271
   Term: November 1, 2012 – November 30, 2013
   Amount: $387,023 (awarded)
   Funding Source: Chancellor’s Office
   Agreement: Sierra College has received notification of Intent to Award the
               Career and Technical Education – Pathways Community
               Collaborative Project Grant No. 12-140-271 for the period of
               November 1, 2012 to November 30, 2013. Recommend
               acceptance of the funding for the 2012-2013 year.

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

1. Contract/Agreement: Jennifer Scalzi, dba Connections Consultants
   Amount: $43,000
   Funding Source: Foster and Kinship Care Education (FKCE) Grant
   Agreement: Connections Consultants will continue to operate the Foster
               and Kinship Care Education Program according to established
               guidelines for the 2012-13 year.

2. Contract/Agreement: The Research and Planning Group for California
   Community Colleges (RP Group)
   Term: November 7, 2012 - August 1, 2013
   Amount: $12,000
   Funding Source: Career & Technical Education, CTEA 1-C Grant
   Agreement: Enter into an agreement with the Research & Planning Group
               for California Community Colleges (RP Group) to participate
               in the CTE Employment Outcomes Survey. This survey will
               gather information on employment outcomes for Sierra
               College students participating in CTE programs. It will
               include a 2,000 student sample, contacted through email and
               phone call wave.

Continued on next page…
CONSENT AGENDA (Continued)

Item #14034, District Contracts and Agreements (Continued)

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

   3. Amendment to Contract/Agreement: Valaine Hoffmann, dba Hoffmann & Associates
      Term: July 22, 2012 - June 30, 2013
      Amount: $24,100 (Increase of $1,600)
      Funding Source: CTEA 1C Grant No. 12-C01-058
      Agreement: Contract amendment expands the scope of work and increases the fees for service by $1,600. All terms and conditions of the original contract not specifically amended will remain the same.

   4. Contract/Agreement: Rugby Club Cooperative Agreement
      Term: December 12, 2012 - May 24, 2013
      Amount: N/A
      Funding Source: N/A
      Agreement: This Rugby Program Cooperative Agreement allows the Sierra College Rugby Club to continue to operate as an Associated Students of Sierra College Club through May 24, 2013. The club will be allowed to use district athletic facilities and they will compete in approved rugby competitions under the Sierra College name.

C. HUMAN RESOURCES

1. Contract/Agreement: Custom Benefit Administrators (CBA)
   Term: January 1, 2013 - December 31, 2013
   Amount: $34,686
   Funding Source: General Fund
   Agreement: Custom Benefits Administrators will serve as a third party administrator for Federal COBRA administration services and Flexible Benefits Plan administration services.

2. Contract/Agreement: Brandman University
   Term: Effective Spring 2013 Semester
   Amount: N/A
   Funding Source: N/A
   Agreement: The agreement with Brandman University would allow partnering to award scholarships to Sierra College employees who wish to pursue graduate degrees. The University will offer and fund up to five MBA scholarships equivalent to $300 per credit.

Continued on next page…
CONSENT AGENDA (Continued)

Item #14034, District Contracts and Agreements (Continued)

C. HUMAN RESOURCES (Continued)

3. Contract/Agreement: Brandman University
   Term: Effective Spring 2013 Semester
   Amount: N/A
   Funding Source: N/A
   Agreement: The agreement with Brandman University would allow partnering to award scholarships to Sierra College employees who wish to pursue graduate degrees. The University will offer graduate degree scholarships of $90 per unit.

D. STUDENT SERVICES

1. Amendment to Contract/Agreement: WASH Multifamily Laundry Systems, LLC
   Term: December 15, 2012 - March 31, 2013
   Amount: Approximately $300 (receivable)
   Funding Source: WASH Multifamily Laundry Systems, LLC
   Agreement: This agreement amends the current Laundry Equipment Agreement with WASH Multifamily Laundry Systems, LLC (formerly Web Service Company, Inc.) which is set to expire December 14, 2012. Amendment will extend the term of the contract to March 31, 2013 to provide adequate time to solicit, evaluate and select a vendor that will provide coin or card operated laundry equipment for the Residence Halls. Amended contract may be terminated with 30 days written notice.

2. Amendment to Contract/Agreement: Tanya Hanrihan dba Tanya Hanrihan Consultants
   Term: July 1, 2012 - June 30, 2013
   Amount: Not to exceed $10,000 ($2,000 increase)
   Funding Source: General Fund
   Agreement: Fees for services to be increased from $8,000 to $10,000 for the additional utilization of the homestay placement services through Summer 2013.

3. Contract/Agreement: Credentials Solutions
   Term: January 12, 2013 - January 11, 2014
   Amount: N/A
   e transcript services for students and colleges at the request of students. Transcript Services will include electronic transcripts as well as Print & Mail services. Fee for processing transcript request covers Credentials processing charges. Renewal extends the agreement to January 11, 2014.
CONSENT AGENDA (Continued)
Item #14034, District Contracts and Agreements (Continued)
D. STUDENT SERVICES (Continued)
4. Contract/Agreement: Alive! Mental Health Fair - Suicide Prevention Tour
   Term: February 27, 2013
   Amount: $2,500 + 1 hotel room
   Funding Source: Cal MHSA Mental Health Grant
   Agreement: Alive! Mental Health Fair contract will produce the following
               components on campus: 1) Art Therapy exhibit hands on graffiti
               art exhibit on a pre-populated canvas promoting hope and
               intervention. 2) “A Reason To Live Documentary” winner of the
               choice awards depicts young suicidal adults and crisis
               interventionists help them. 3) Keynote Reese Butler founder of
               National Hopeline Network 1-800-SUICIDE presentation of
               inspirational lives saved. 4) Post Secret Exhibit from Sierra
               College students and national examples of hope from despair. 5)
               One hour QPR (question, persuade, and refer) for students to
               learn how to help a suicidal friend.

PERSONNEL
Item #14035, Personnel Transactions: A motion was made by Scott Leslie,
seconded by Howard Rudd, to approve the Personnel Transactions listed below with
one motion. Call for the vote: Student Trustee Advisory Vote: Aye; Trustees: Ayes: 7;
Noes: 0; Abstentions: 0; Absent: 0. Motion carried unanimously.

A. REPLACEMENT POSITION HIRES
1. Associate Dean – Allied Health – Ms. Nancy Schwab
   Personnel Action: Replacement Position (vice Ms. Cheryl Kenner)
   Position: Associate Dean – Allied Health, Educational Administrator
   Position Number: EA0015
   Cost: $111,724.60 plus benefits
   Effective Date: January 1, 2013
   Note: The cost of the replacement includes a reduction in pay for
   scheduled furloughs.

2. Human Resources Specialist – Ms. Joan Basque
   Personnel Action: Temporary Vacancy Replacement Position (vice Ms.
   Susan Ortiz)
   Position: Human Resources Specialist, Classified
   Position Number: CL0263
   Cost: $833.33
   Effective Date: December 12, 2012 up to March 8, 2013
   Note: The cost of the replacement includes a reduction in pay for
   scheduled furloughs.

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PERSONNEL (Continued)
Item #14035, Personnel Transactions (Continued)

B. OTHER PERSONNEL ACTIONS
1. Part-Time Instructional and Special Services Faculty – Spring 2013 Semester
Personnel Action: Approve the attached list of part-time instructional and special services faculty for employment during the Spring 2013 semester at the appropriate class and step on the Part-Time Hourly Matrix
Effective Date: January 28, 2013

Item #14036, Equal Employment Opportunity (EEO) Plan – Interim Draft: Mr. Cameron Abbott, Director of Human Resources, briefly reviewed the EEO Plan. A motion was made by Dave Ferrari, seconded by Cari Dawson Bartley, to approve the updated Equal Employment Opportunity Plan. Call for the vote: Student Trustee Advisory Vote: Aye; Trustees: Ayes: 7; Noes: 0; Abstentions: 0; Absent: 0. Motion carried unanimously.

REPORTS
Item #14037, Reports/Announcements:

Superintendent/President Report: William Duncan thanked the faculty and staff for another successful semester and commented on activities and opportunities he had recently enjoyed including the following: 1) Holiday events at Rocklin Campus, Nevada County Campus, and with the Sierra College Foundation; 2) Events and meetings associated with the recent CCLC Convention including a statewide CEO meeting and a statewide technology consortium meeting; 3) A Big 8 Athletics meeting; 4) Becoming a member of the Roseville Rotary; and 5) Serving as Chair of the Cap-to-Cap Workforce and Education Committee. Mr. Duncan also mentioned upcoming events including LEED events and the Rocklin State of the City event to be hosted at Sierra College.

Student Trustee Report: Carol Geis commented on the following topics: 1) Successful food drive; 2) Request for increased participation in Region II of the Student Senate of the California Community Colleges; 3) Preparations for the March in March; 4) Work at the Student Senate Retreat including re-evaluation of goals; and 5) Planned work on the Student Senate bylaws.

Senate Reports:
- Academic Senate: Jane Haproff commented on the Academic Senate’s participation in making sure all requirements are met for transfer degrees. Dr. Haproff also distributed copies of the Academic Freedom policy to help the trustees respond to any questions community members might have about college activities.

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REPORTS (Continued)

Item #14037, Reports/Announcements (Continued)

Senate Reports (Continued)
- Classified Senate: No report.
- Management Senate: Sue Michaels commented on the following topics: 1) Senate participation in development of policies and procedures; 2) Senate efforts to improve communication; 3) Changes coming soon include waitlists and pay-to-print; and 4) Senate participation in the updating of the Educational Master Plan.

Foundation Report: Sonbol Aliabadi commented on the following topics: 1) Congratulations to the newly sworn in Board members; 2) Foundation annual campaign to include letters to parents of new students; 3) Encouragement to participate in contributions via payroll deduction and online giving; 4) Meetings with donors; 5) Wells Fargo has been chosen as portfolio manager; 6) A new brochure has been produced; 7) Scholarship cycle has begun; 8) Alumni Association efforts including reaching out to nursing graduates; and 9) Preparations for convocation with a focus on external community.

Trustee Reports:
- Cari Dawson Bartley commented on the Placer County Board Member annual meeting with Scott Leslie being honored as Trustee of the Year.
- Nancy Palmer commented on the following topics: 1) Congratulations to Scott Leslie as Trustee of the Year and to Brian Haley for his work on the Western Placer Unified Board; and 2) Annual Board holiday dinner.
- Scott Leslie commented on the following topics: 1) Appreciation for Trustee of the Year award; and 2) Upcoming LEED events.
- Bill Halldin commented on the following topics: 1) Rocklin RDA successor committee update; and 2) Rocklin business awards.
- Dave Ferrari commented on the following topics: 1) Truckee RDA successor committee update; 2) Annual Board holiday dinner; and 3) Willingness of citizens in the Tahoe Truckee area to support tax and bond initiatives for education.
- Howard Rudd commented on the following topics: 1) Foundation committee interviews of investment brokers; 2) Roseville RDA successor committee update; 3) Pleased to have Mr. Duncan join the Roseville Rotary; and 4) The Roseville City Manager paid compliments to Willy Duncan for his work on the Higher Education Taskforce at a Roseville Chamber event.
- Aaron Klein commented on holiday events with the Board and with the Foundation. He also complimented the Marketing staff on the production of the Foundation’s new brochure.

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, he proceeded to the Board Organization portion of the agenda.

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BOARD ORGANIZATION

Item #14038, Board of Trustees Calendar 2013: A discussion took place regarding the advantages and disadvantages of holding Board meetings in locations other than Rocklin and whether there might be more effective methods of providing avenues for community participation at the Nevada County and Tahoe Truckee campuses. A motion was made by Bill Halldin, seconded by Nancy Palmer, to approve the 2013 Board of Trustees Calendar as presented. Call for the vote: Student Trustee Advisory Vote: Aye; Trustees: Ayes: 7; Noes: 0; Abstentions: 0; Absent: 0. Motion carried unanimously.

Item #14039, Designation of District Voting Representative for 2013 Placer County Committee on School District Organization: A motion was made by Scott Leslie, seconded by Bill Halldin, to appoint Nancy Palmer to act as voting representative in the 2013 Placer County Committee on School District Organization election. Call for the vote: Student Trustee Advisory Vote: Aye; Trustees: Ayes: 7; Noes: 0; Abstentions: 0; Absent: 0. Motion carried unanimously.

Item #14040, Board Member Compensation: A motion was made by Scott Leslie, seconded by Nancy Palmer, to maintain the current level of Board member compensation. Call for the vote: Student Trustee Advisory Vote: Aye; Trustees: Ayes: 7; Noes: 0; Abstentions: 0; Absent: 0. Motion carried unanimously.

Item #14041, Election of Board Officers: Mr. Klein shared his appreciation for working with this Board, President Willy Duncan, and his staff during the past two years as he has served as Board President. The floor was then opened to nominations for the following positions:

- Board President: Mr. Klein solicited nominations for the office of Board President. Nancy Palmer nominated Howard Rudd for the office of Board President. Scott Leslie seconded the nomination. Call for the vote: Student Trustee Advisory Vote: Aye; Trustees: Ayes: 7; Noes: 0; Abstentions: 0; Absent: 0. Motion carried unanimously. Mr. Rudd thanked the Board for the nomination and the vote of support.

- Board Vice President/Clerk: The floor was opened to nominations for the office of Board Vice President/Clerk. Nancy Palmer nominated Scott Leslie for the office of Board Vice President/Clerk. Bill Halldin seconded the nomination. No other nominations were received for the position of Board Vice President/Clerk. Call for the vote: Student Trustee Advisory Vote: Aye; Trustees: Ayes: 7; Noes: 0; Abstentions: 0; Absent: 0. Motion carried unanimously.

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Sierra Joint Community College District  
Minutes of the Regular Meeting of the Board of Trustees  
December 11, 2012

BOARD ORGANIZATION (Continued)  
Item #14041, Election of Board Officers (Continued)

- Board Secretary: Nominations were sought for the office of Board Secretary. A nomination was made by Nancy Palmer, seconded by Howard Rudd, to elect Superintendent/President William H. Duncan, IV, to serve as Secretary to the Board of Trustees. Call for the vote: Student Trustee Advisory Vote: Aye; Trustees: Ayes: 7; Noes: 0; Abstentions: 0; Absent: 0. Motion carried unanimously.

ADJOURN TO CLOSED SESSION  
Mr. Klein passed the gavel to Mr. Rudd, and Mr. Rudd announced that the Board would be holding a closed session for the purposes listed on the agenda as noted below and adjourned the meeting for a break at 5:52 p.m.

CLOSED SESSION  
Item #14042, Closed Session: At approximately 6:05 p.m., Mr. Rudd convened closed session in Room A-104 for the purposes listed below.

a) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9 1 Potential Case

b) PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/COMPLAINT  
[Government Code Section 54957]

Attendees included: Board members; President William H. Duncan, IV; staff members Chris Yatooma, Jeannette Bischoff and Jené Hallam; attorney Addison Covert; and Mark Perlberger and Franklin Burris.

The Board reviewed an appeal to a complaint filed by a faculty member, including various documents associated with the initial investigation and findings, taking into account the information presented in the appeal. A motion was made by Aaron Klein, seconded by Dave Ferrari, to uphold the initial findings of the investigation. Call for the vote: Trustees: Ayes: 7; Noes: 0; Abstentions: 0; Absent: 0. Motion carried unanimously.

RECONVENE OPEN SESSION  
Mr. Rudd adjourned closed session at 8:13 p.m., reconvened open session in the Boardroom (LR-133) at 8:15 p.m., and announced that the following action had been taken during closed session:

The Board reviewed an appeal to a complaint filed by a faculty member, including various documents associated with the initial investigation and findings, taking into account the information presented in the appeal. The Board determined that the complaint was without merit. On a motion by Aaron Klein, seconded by Dave Ferrari, the Board voted unanimously to uphold the initial findings of the investigation.

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ADJOURNMENT

Mr. Rudd adjourned the meeting at approximately 8:16 p.m.

Respectfully submitted,

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

Howard Rudd, President
Board of Trustees

ATTEST:

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