AGENDA

Facilitator: Joan Smith
Recorder: Graciela Molina

1. Approval of Minutes of the Meeting of September 28, 2011 – Joan Smith
2. Budget Update – Teresa Scott
3. Accreditation Report Updates – Dennis Gervin & Larry Calderon
4. Policy & Procedures Update – Nick Stavrianoudakis
5. District-wide Strategic Planning – Joan Smith
6. Other Items

★ Attachments

Next DC Meeting – January 25, 2012 – Gene Bianchi Community Center
Members Present: Adrienne Peek, Raelene Juarez, Rhonda Green, Dennis Gervin, Joan Smith, Jillian Daly, Larry Calderon (arrived 3:24pm), Rose LaMont (arrived 3:35pm), Rosanne Faughn (arrived late)

Members Absent: Jeff Swank, Gene Womble, Sam Pierstorff

Other’s Present: Teresa Scott, Gina Rose, Nick Stavrianoudakis, Diane Wirth, Graciela Molina (recorder)

Meeting called to order at 3:05 p.m. in YCCD Conference Room B.

1. Approval of Minutes of the Meeting of September 28, 2011
   Jillian Daly made a motion to approve the minutes of the meeting of September 28, 2011, and it was seconded by Diane Wirth. District Council members voted 6-0 in favor to approve the minutes.

2. Budget Update
   Teresa Scott, Executive Vice Chancellor reported that the second level triggers will be imposed. YCCD is prepared as the District has set aside $1.2 million to cover the triggers. The State is still looking at a $10-$12 billion shortfall next year. There will be a proposal on the November ballot to raise several million dollars in taxes. It is expected that triggers may be written into the budget when it is finalized in June. It was reported that 235 FTES will not be funded, which translates to $330 thousand. It is expected we will be funded less. Teresa Scott stated that the way triggers are affecting YCCD will be 11% below our normal. The K-12 system has come out better off. Discussion ensued regarding the K-12 system, Governor Brown’s commitment to CTA, and the agreement to unite K-14 systems. Teresa Scott briefly spoke to exemptions then further discussion regarding the November tax ballot resumed.

3. Accreditation Report Updates
   President Dennis Gervin reported that Columbia College is preparing to address accreditation recommendations beginning in the spring at In-Service; some discussion has begun and he hopes to get the energy up and pushing forward. Raelene Juarez and President Gervin will be presenting the agenda and timeline needed to address the planning agendas, and establish an action plan. Jillian Daly inquired if the 11 recommendations are easy to deal with. In response, President Gervin reported that there were some things that were missed in the evidence. He will be working with the college community to address recommendations.

   Interim President Larry Calderon reported that MJC is taking issue with the findings. Much of the evidence was an error, the college found 25 exceptions to the facts. He reported that the timeline MJC was provided to respond to the Accreditation Team’s final report was less than one hour, due to a contact having the wrong email address. Dr. Calderon stated he
will prepare a one-page summary to address each finding one by one; he reported that many of the recommendations identified in the last report are still in progress. He assembled an emergency meeting with Academic Senate to come to agreement over governance structures and to begin to develop a guide to clearly define roles in the governance process. He reported that there is a lot of work to do, however not insurmountable. He mentioned that there are wonderful things going on in the classroom. Discussion ensued regarding the accrediting process; Dr. Calderon informed DC members that MJC will have five minutes before the ACCJC committee to respond to the final report. Discussion ensued regarding particular recommendations from the accreditation report.

4. Policy & Procedures Update

Nick Stavrianoudakis presented an active list of policy and procedures under review and reported that the updates are either California Community College League (CCLC) or internal suggestions. Reviews have been broken down into cycles. Cycle #1 consists of 9 policies and procedures that have gone through all formal reviewing groups. Cycle #2 was provided for information. In response to an inquiry from Teresa Scott, Nick Stavrianoudakis reported that updates vary; modifications can range from code change to full rewrites. He reported that there is also a Cycle #3 which consists of approximately 70 policy and procedures that are legally required; YCCD’s policy and procedures need to be compared or combined. There is a goal to coincide both YCCD and CCLC numbering for easier referencing. Nick Stavrianoudakis reported that the agenda item attachments are a preview of the information that will be presented to the Board of Trustees at their January Board meeting. Any recommendations for changes from DC members should be forwarded to the Chancellor prior to the board meeting.

5. District-wide Strategic Planning

Chancellor Joan Smith is planning a District-wide Strategic Planning Session(s). She mentioned analyzing student serving populations, understanding how each group responds, and conducting workshops in a series of group settings. She foresees using In-Service and Institute Day to bring bigger planning and exposing a larger group to the idea of District-wide Strategic Planning. This is a long term process. In response to accreditation reports, Dr. Smith is looking at how, as a District, we budget our resources. With respect to health discussion, what is our priority as a District. An inquiry regarding how, as a District, are we addressing the issue of orphaned programs was mentioned. Dr. Smith stated that we need to start looking at managing our resources, see how we review data, and look at core information. Dr. Smith suggested looking at data in the spring, gathering information for presentation so that in the fall a District-wide strategic planning discussion could begin.

6. Other Items

**MJC Presidential Search:** Chancellor Joan Smith reported that there were 4 applicants, 2 dropped out, one was offered a higher pay at another job. Dr. Smith is working on a plan to address vacancy and will share it once she has spoken to the Board of Trustees.

The District Council meeting adjourned at 4:15 p.m.
AGENDA

Facilitator: Joan Smith
Recorder: Graciela Molina

1. Approval of Minutes of the Meeting of December 15, 2011 – Joan Smith
2. Budget Update – Teresa Scott
   a. Enrollment Fee Deficit Percentage
3. Accreditation Report Updates – Dennis Gervin & Larry Calderon
4. Policy & Procedures Update – Nick Stavrianoudakis
5. Hiring Frost - deeper than last frost – Joan Smith
6. Other Items

★ Attachments
Members Present: Adrienne Peek, Raelene Juarez, Stephen Stroud, Rhonda Green, Dennis Gervin, Joan Smith, Jeff Swank, Larry Calderon, Jillian Daly, Rose LaMont, Gene Womble

Members Absent: Rosanne Faughn, Kelly Acridge

Other's Present: Teresa Scott, Gina Rose, Nick Stavrianoudakis, Diane Wirth, Graciela Molina (recorder)

Meeting called to order at 3:10 p.m. in Oakdale at the Gene Bianchi Community Center, Conference Room 1.

1. Approval of Minutes of the Meeting of December 15, 2011

   Jillian Daly made a motion to approve the minutes of the meeting of December 15, 2011, and it was seconded by Adrienne Peek. District Council members voted all in favor to approve the minutes.

2. Budget Update

   a. Enrollment Fee Deficit Percentage

   Executive Vice Chancellor Teresa Scott provided a report on the budget. The January 10 State budget came out early. Chancellor Joan Smith and Teresa Scott are reviewing budget figures provided by CCLC and will present information to all groups at the college in the near future.

   When the Board adopted the September budget, it addressed the worst case scenario; YCCD set aside a 10% reserve of $2 million and $1.2 million for the mid-year trigger. Teresa Scott reported that the District still feels that it can cover the budget for two years. She reported that the reduction to apportionment and the mid-year trigger has an approximate price tag of $6.4 million for the period 2011-2013.

   Teresa Scott reported that late last week, she heard that enrollment fees were overestimated to balance the State holes; K-12 has a backfill for overestimation, but community colleges are not backfilled. Enrollment fees are tied to BOG waivers; the State reported a $100 million hit equating to a 2% hit for YCCD of $1.4 million for 2011-2012. YCCD will not be affected in 2012-2013 but will need to begin planning for 2013-2014.

   Discussion ensued regarding enrollment fees and changes in funding. It was reported that community colleges are funded by state apportionment which includes property taxes, enrollment fees, and the State making up the difference. Further discussion on State apportionment followed.

   Teresa Scott reported that current FTES funding was reduced by 1,074; in filing our 320 Report (FTES) we were close to being fully funded. She suggested that the colleges discuss FTES so to not fall too far below the funding level. Further discussion ensued regarding FTES and the importance of planning, especially for the future in 2012-2013. It was reported that if the November tax initiative ballot does not pass then there is a $4 million loss in revenue and the State will reduce funded FTES by 900; the percentage would be down about 12.7% in revenue from the base 2011-2012. To our advantage YCCD has a reserve and has done some planning. If we use reserves next year then we will need to plan for future years.

   Chancellor Smith would like DC to act as the mouthpiece and provide as much information as possible regarding the budget, at the same time being cognizant that figures change on a weekly basis. As a system and as districts we could be more united. Chancellor Joan Smith reported if the tax initiative does pass then the District would have a flat budget for next year. We can make it to June 2013, but would need to address what happens in June 2014.
Chancellor Joan Smith suggested that as the colleges are working toward accreditation, she encourages everyone to work together to package the response. Chancellor Smith reported she will be working with Legislators, and will be attending the upcoming CCLC Legislative Conference in Sacramento. Board Faculty Consultant Stephen Stroud suggested that DC minutes be distributed to the YCCD community. It was agreed that an email should be distributed when unapproved minutes are posted to the web, within two weeks of the meeting.

YFA President Jillian Daly inquired about vacation accrual funding; it was reported that the District has set aside $2 million, and the cash out option should fall under the figure.

Within the next few weeks, Chancellor Smith and Teresa Scott will be conducting college forums, to review the 1st period reports and the two sources that are estimating the budget figures. In response to an inquiry from Raelene Juarez about District Strategic Planning, Chancellor Joan Smith stated that it will be done sometime in February. In addition, the Chancellor suggested DC conduct summer meetings to continue discussions through the summer break.

Chancellor Joan Smith stated the good news is that we have a year to plan and sees more unification among her colleagues in order to try and pass the tax initiative.

3. Accreditation Reports

Interim President Larry Calderon reported that no new accreditation information has been provided to Modesto Junior College. Chancellor Joan Smith stated that it has been her experience that colleges penalized on their eligibility requirements typically get sanctions. Discussion ensued regarding the college’s recourse which is to continually address matters with the commission. President Dennis Gervin had no update on the Columbia College accreditation report.

4. Policy & Procedures Update

Nick Stavrianoudakis, Director of Public Affairs, provided DC members with three board policies and/or procedures that had minor modifications: 4002 Nepotism, 3840 Safety in District Vehicles, and 3800 Authorization to Drive District Vehicles. He provided an overview of the modifications presented for DC review. Adrienne Peek suggested changes to Procedure 4002 Nepotism to read “No Employees of the District shall...” It was noted that changes will be presented to the Board of Trustees at their February meeting.

5. Hiring Frost

Chancellor Joan Smith stated she met with Cabinet members and reported that a hiring frost is in effect. Chancellor Joan Smith stated she has requested justification from Presidents for any hiring. The budget update helps DC members understand the reason for the hiring frost.

6. Other Items

None discussed

The District Council meeting adjourned at 4:13 p.m.
AGENDA

Facilitator: Teresa Scott
Recorder: Graciela Molina

1. Approval of Minutes of the Meeting of January 25, 2012 – Teresa Scott
2. Budget Update – Teresa Scott
3. Other Items

☆ Attachments
Members Present: Raelene Juarez, Stephen Stroud, Rhonda Green, Dennis Gervin, Mary Retterer, Rose LaMont, Jeff Swank, Jillian Daly, Gene Womble, Adrienne Peek

Members Absent: Rosanne Faughn, Kelly Acridge, Joan Smith

Other's Present: Teresa Scott, Gina Rose, Nick Stavrianoudakis, Deborah Campbell, Michael Guerra, Gary Whitfield, Graciela Molina (recorder)

Meeting called to order at 3:00 p.m. in Oakdale at the Gene Bianchi Community Center, Conference Room 1, by Executive Vice Chancellor Teresa Scott.

1. Approval of Minutes of the Meeting of January 25, 2012

Rose LaMont made a motion to approve the minutes of the meeting of January 25, 2012, and it was seconded by President Dennis Gervin. District Council members voted all in favor to approve the minutes.

2. Budget Update

Executive Vice Chancellor Teresa Scott provided DC members with a budget update. She reviewed the 2012-13 Budget Planning Timeline and noted that Jane Chawinga is currently working on providing Budget Managers with salary and fringe benefit data for the new fiscal year. Discussion regarding faculty retirements ensued; it was reported that when a retirement is approved by the YCCD Board, Fiscal Services then has a discussion with the college to determine if the position will be filled or not. If the decision is to not fill the position, typically the position funding stays in the college budget. Further discussion ensued regarding Full-Time Obligation Number (FON) and retirement calculations.

Teresa Scott distributed a presentation packet for DC members titled State of California Budget California Community Colleges (CCC). The packet included information on the State budget cycle, an overview of the 2011-12 CCC Budget, and listed the budget triggers based on the $4 billion shortfall; it also provided the 2011-12 mid-year budget cuts, impact to YCCD’s 2011-12 budget, and the January proposed budget for 2012-2013.

It was reported that the budget cycle starts with the State budget between January and May the budget is being refined and a revised budget is provided in May. The 2011-12 Budget included a community college apportionment cut of $313 million, a reduction of FTES funding by 6.2%, no funding for COLA and no funding for restoration for categorical programs. A brief discussion arose regarding categoricals and flexibility of funding.

A $4 billion shortfall was associated with the budget triggers; the District was poised to handle two years in light of the triggers being enacted. Teresa Scott reviewed mid-year cuts to the 2011-12 budget which included: cuts made in January 2012, revenue estimates of $3.7 billion below the June adopted budget, Tier 1 and Tier 2 triggers invoked at the cost of $102 million, an enrollment fee shortfall of $106 million, a property tax shortfall of $40 million, and mid-year deficits add an additional 4.8% to the cuts of $3
million. Overall cuts to date for the fiscal year 2011-2012 total 11%; the apportionment cut is approximately $9 million or 11% and funded FTES reduced approximately 1,322 or 7.6%. Discussion ensued regarding workload reduction, FTES, summer class offerings, and FTES targets for PTOL.

Teresa Scott reviewed the January proposed budget for 2012-13. It was reported that if the November 2012 Tax Package passes, there is no new funding the first year, however it will buy back $218 million back to the 2011-12 budget assuming that property and enrollment fees are filled. A review of a five-year period from 2008 to 2013 of State-Funded FTES showed that the District has seen a decline each year with the exception of 2010-11 where a slight growth of 2% was seen.

Teresa Scott provided the figures for the proposed deficit reduction plan for 2012-2013 totaling $3 million and noted that the amount per cost center (CC, CS, and MJC) was identified using the existing funding model. Discussion ensued regarding the post mid-year cut scenarios and the reality of how things will play out. Teresa Scott will be consulting with the Chancellor to run through different scenarios. Discussion ensued regarding strategic planning and program review.

Teresa Scott provided a partial list of new costs which included step-and-column, energy costs, and state unemployment insurance. In addition, STRS, PERS, and other rate driven benefits are unknown costs at this time. The increase cost to health benefits is also unknown and the cost of staffing new facilities will need to be addressed. Teresa Scott mentioned possible cost saving measures which included cost of a 1% salary adjustment, employee contribution to benefits, implementing a hiring freeze, reduction of sections and PTOL, possible expenditure transfers to other funding sources, budget reductions to offsite instructional locations, program review, furlough days and other options.

Jillian Daly expressed a faculty concern of smaller programs being consolidated with larger programs. She reported receiving complaints regarding the program review process, stressing the accuracy of program data is important. Discussion ensued regarding furlough days. Jeff Swank reported that last year the topic of furloughs was suggested but no action taken. Rhonda Green inquired when discussions on possible cost saving measures would occur. Teresa Scott reported that bargaining items would go through the negotiations process, items outside of negotiations started with today’s discussion, and stated further discussions are needed to plan for the $4 million deficit. It was suggested that the colleges begin these discussions on their campuses. It was suggested that planning for next year, the fall schedule and early start summer should be discussed as well.

3. Other Items

The Facilities Master Plan process dialogue has been positive; a taskforce is being established to keep discussion moving forward. Following an inquiry from Rhonda Green, it was reported that there will be a June early start summer session. Jillian Daly suggested researching Supplemental Early Retirement Programs (SERP) agreements. Deborah Campbell reported that they were researched a few years ago however did not look favorably for the District. Finally, it was reported that District wide forums will be presented at the colleges and Central Services; the Board of Trustees will receive the information at their upcoming Study Session.

The District Council meeting adjourned at 4:43 p.m.
AGENDA

Facilitator: Joan E. Smith
Recorder: Graciela Molina

1. ★ Approval of Minutes of the Meeting of February 22, 2012 – Joan Smith
3. Budget Updates – Joan Smith
   a. Central Services – Teresa Scott
   b. Columbia College – Dennis Gervin
   c. Modesto Junior College – Mary Retterer
4. ★ Policy & Procedures Update – Nick Stavrianoudakis
5. ★ Tentative 2012-2013 Meeting Schedule – Joan Smith
6. Other Items

★ Attachments

Next DC Meeting – April 25, 2012 – Gene Bianchi Community Center
Members Present: Raelene Juarez, Stephen Stroud, Rhonda Green, Dennis Gervin, Mary Retterer, Rose LaMont, Jeff Swank, Jillian Daly, Gene Womble, Adrienne Peek

Members Absent: Rosanne Faughn, Kelly Acridge, Joan Smith

Other's Present: Teresa Scott, Gina Rose, Nick Stavrianoudakis, Deborah Campbell, Michael Guerra, Gary Whitfield, Graciela Molina (recorder)

Meeting called to order at 3:00 p.m. in Oakdale at the Gene Bianchi Community Center, Conference Room 1, by Executive Vice Chancellor Teresa Scott.

1. Approval of Minutes of the Meeting of January 25, 2012
   Rose LaMont made a motion to approve the minutes of the meeting of January 25, 2012, and it was seconded by President Dennis Gervin. District Council members voted all in favor to approve the minutes.

2. Budget Update
   Executive Vice Chancellor Teresa Scott provided DC members with a budget update. She reviewed the 2012-13 Budget Planning Timeline and noted that Jane Chawinga is currently working on providing Budget Managers with salary and fringe benefit data for the new fiscal year. Discussion regarding faculty retirements ensued; it was reported that when a retirement is approved by the YCCD Board, Fiscal Services then has a discussion with the college to determine if the position will be filled or not. If the decision is to not fill the position, typically the position funding stays in the college budget. Further discussion ensued regarding Full-Time Obligation Number (FON) and retirement calculations.

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million. Overall cuts to date for the fiscal year 2011-2012 total 11%; the apportionment cut is approximately $9 million or 11% and funded FTES reduced approximately 1,322 or 7.6%. Discussion ensued regarding workload reduction, FTES, summer class offerings, and FTES targets for PTOL.

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3. Other Items

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The District Council meeting adjourned at 4:43 p.m.
Columbia College Mission Statement

Columbia College is a dynamic institution of learners and creative thinkers dedicated to high standards of student success. We prepare students to be fully engaged in an evolving world by offering comprehensive and high quality programs and services. Columbia College is committed to a culture of improvement through measuring student learning across the institution. We strive for excellence, foster a spirit of professionalism and embrace diversity.

Approved by the YCCD Board of Trustees on March 14, 2012
Adopted by Columbia College Council on February 3, 2012

Modesto Junior College Mission Statement

Modesto Junior College provides a comprehensive student-centered learning community for all who can benefit by offering innovative instructional and student support programs that respond to the educational needs of our diverse community.

We fulfill this mission as an institution of higher education through:

- University Transfer Education
- General Education
- Career and Technical Education
- Basic Skills Education
- Workforce Development
- Civic Engagement
- Comprehensive Student Services
- Community Education
- Partnerships with the Community
- Economic Development

Approved by the YCCD Board of Trustees on July 9, 2008

Yosemite Community College District Mission

The Yosemite Community College District is committed to responding to the needs of our diverse community through excellence in teaching, learning and support programs contributing to social, cultural, and economic development and wellness.

Approved by the YCCD Board of Trustees on May 11, 2011
Adopted by District Council on April 27, 2011
POLICY and PROCEDURE Change
Comment: Internal recommendation by Foundation.
Draft – 2/23/12

KEY:
Shaded = new language
Strikethrough = deleted language

5040 - Student Records, Directory Information and Privacy

Policy

The Chancellor shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

The Chancellor may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Any currently enrolled or former student of the District has a right of access to any and all student records relating to him or her maintained by the District.

No District representative shall release the contents of a student record to any third party without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.

Directory information shall include:

- Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members.
- Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's/P President's List recognition.
- Start/end date of enrollment
- Part time/Full time enrollment (Current and past semesters)
- Major (academic program)
- Units/credits completed (Current and past semesters)
- Awards received, including type of degree or certificate awarded/date awarded

Reference: Education Code Sections 76200, et seq.; Title 5, Sections 54600, et seq.

Adopted: June 28, 2004
Revision adopted: February 11, 2009
**Procedure**

I. A cumulative record of enrollment, scholarship, and educational progress shall be kept for each student by the Admissions and Records Office of each College.

II. Release of Student Records. The institution or designated school official shall authorize access to student records to any person only under the following circumstances:

A. Student records shall be released pursuant to a student's written consent.

B. Directory information may be released (without the student’s written consent) in accordance with the definitions in Board Policy 5040.

   1. Currently enrolled students may request that even directory information be kept confidential by filing a “Notice to Deny Disclosure of Personal Information” in the Admissions and Records Office.

C. Student records shall be released pursuant to a judicial order or a lawfully issued subpoena.

   1. Upon receipt of a judicial order or lawfully issued subpoena, the Admissions and Records Office notifies the student of the request. If there is no objection from the student, the requested records are released.

D. Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.

E. Student records may be released to officials and employees of the District by the appropriate administrator only when they have a legitimate educational interest to inspect the record.

   1. In addition to the directory information provided in policy, both college Foundations shall have access to the following student information:

      - Name
      - Last known address
      - Last known phone number
      - Year degree was conferred
      - Date of birth

   The addition to Section E.1 is moving forward to District Council/Chancellor for direction. This language is being added at the request of the Foundation.

F. Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees or the United States Office of Civil Rights, where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to federal or state law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements.

G. Student records may be released to officials of other public or private schools or school systems, including local, county or state correctional facilities where education programs are provided, where the student seeks or intends to enroll or is directed to enroll. The release is subject to the conditions in Education Code 76225.
H. Student records may be released to agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, or conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid.

I. Student records may be released to organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering financial aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted.

J. Student records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or state law.

K. The following information shall be released to the federal military for the purposes of federal military recruitment: student names, addresses, telephone listings, dates and places of birth, levels of education, degrees received, prior military experience, and/or the most recent previous educational institutions enrolled in by the students.

III. Charge for Transcripts or Verifications of Student Records: A student/former student shall be entitled to two free copies of the transcript of his/her record or to two free verifications of various student records. Additional copies shall be made available to the student, or to an addressee designated by him/her, at the Board approved rate per copy. Students may request special processing of a transcript for an additional fee.

IV. Use of Social Security Numbers

A. Effective January 1, 2007, the District shall not do any of the following:

1. Publicly post or publicly display an individual’s social security number.

2. Print an individual’s social security number on a card required to access products or services.

3. Require an individual to transmit his or her social security number over the internet using a connection that is not secured or encrypted.

4. Require an individual to use his or her social security number to access an Internet Web site without also requiring a password or unique personal identification number or other authentication devise.

5. Print, in whole or in part, an individual’s social security number that is visible on any materials that are mailed to the individual, except those materials used:

   a) For application or enrollment purposes.

   b) To establish, amend, or terminate an account, contract, or policy.

   c) To confirm the accuracy of the social security number.
B. If the District has, prior to January 1, 2004, used an individual’s social security number in a manner inconsistent with the above restrictions, it may continue using that individual’s social security number in that same manner only if:

1. The use of the social security number is continuous.

2. The individual is provided an annual disclosure that informs the individual that he or she has the right to stop the use of his or her social security number in a manner otherwise prohibited.

3. The District agrees to stop the use of an individual’s social security number in a manner otherwise prohibited upon a written request by that individual.

4. No fee shall be charged for implementing this request; and the District shall not deny services to an individual for making such a request.

Reference: Education Code Section 76200 et seq.; Title 5, 54600 et seq., US Patriot Act; Civil Code Section 1798.85

Procedure Last Revised: 04/11/07
5550 - Time, Place & Manner

Policy

The Colleges of the District are non-public forums, except for those areas designated as “free speech areas”, which are limited public forums. The Chancellor shall enact such administrative procedures as are necessary to reasonably regulate the time, place and manner of the exercise of free expression in the limited public forums.

The administrative procedures promulgated by the Chancellor shall not prohibit the right of students to exercise free expression, including but not limited to the use of bulletin boards designated for such use, the distribution of printed materials or petitions in those parts of the College designated as “free speech areas”, and the wearing of buttons, badges, or other insignia. Nothing in this policy shall prohibit the regulation of hate violence, so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of Article 1 of the California Constitution.

Reference: Education Code Section 76067, 76120, 66301

Adopted June 28, 2004
Last Revision May 13, 2009

Procedure

I. The students of the District shall be permitted to exercise their rights of free expression subject to the time, place, and manner policies and procedures contained in Board Policy 5550 and these procedures.

II. The Colleges of the District are non-public forums, except for designated areas generally available to students and the community, as follows:

A. Modesto Junior College (East Campus) the area(s) generally available to students and the community is designated as the stage area Northeast section of the Quad. The Free Speech boards are located in front of the Student Center.

B. At Modesto Junior College (West Campus) generally available to students and the community is designated in the Quad area in between Yosemite and Sierra Halls. The Free Speech boards are located inside outside the Mary Stuart Rogers Student Learning Center.

C. At the Columbia Campus, the area(s) generally available to students and the community is designated.

III. The areas generally available to students and the community are limited public forums. The District reserves the right to revoke that designation and apply a non-public forum designation at its discretion.
A. The District reserves the right to designate areas as non-public forums as necessary to prevent the substantial disruption of the orderly operation of the Colleges. Areas of the Colleges that are non-public forums specifically include campus offices, classrooms, warehouses, maintenance yards, and locker rooms.

IV. The use of area(s) generally available to students and the community is subject to the following:

A. Persons using the area(s) generally available to students and the community and/or distributing material in the areas generally available to students and the community shall not impede the progress of passersby, nor shall they force passersby to take material.

B. No person using the area(s) generally available to students and the community shall touch, strike or impede the progress of passersby, except for incidental or accidental contact, or contact initiated by a passerby.

C. Persons using an area(s) generally available to students and the community shall not use any means of amplification that creates a noise or diversion that disturbs or tends to disturb the orderly conduct of the campus or classes taking place at that time.

D. No persons using the area(s) generally available to students and the community shall solicit donations of money, through direct requests for funds, sales of tickets or otherwise, except where he or she is using the area(s) generally available to students and the community on behalf of and collecting funds for an organization that is registered with the Secretary of State as a nonprofit corporation or is an approved Associated Students Organization or club.

E. Persons using the area(s) generally available to students and the community shall not camp overnight and/or erect tents or other structures; lie down on the ground, or lie down on benches; place tarps or sleeping bags or other coverings on the property; store or place personal property on the ground, benches, sitting areas or walkways which unreasonably interfere with college business, the use of such areas by others.

F. Unauthorized overnight camping is prohibited.

V. All persons using the area(s) generally available to students and the community of the colleges shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within the area(s) generally available to students and the community. Material distributed in the area(s) generally available to students and the community that is discarded or dropped in or around the area(s) generally available to students and the community other than in an appropriate receptacle must be retrieved and removed or properly discarded by those persons distributing the material prior to their departure from the area(s) generally available to students and the community that day.

VI. Posting: Students shall be provided with bulletin boards for use in posting student materials at campus locations convenient for student use. All materials displayed on a bulletin board shall clearly indicate the author or agency responsible for its production, the name of the person requesting the posting, and shall be dated and approved by the Student Development and Campus Life Office on the East and West Campus for Modesto Junior College, and the designee of the Learning Support Services office at Columbia College.

Reference: Education Code Section 76120

Procedure Last Revised: 04/11/07
PROCEDURE Change
Comment: Procedure is legally required.
Draft – 2/23/12

KEY:
Shaded = new language
Strikethrough = deleted language

6220 - Standards of Scholarship

Policy

Each College shall establish procedures that establish standards of scholarship consistent with the provisions of Title 5, Sections, 55020 et seq., 55030 et seq., 55040 et seq. and Board policy.

These procedures shall address: grading practices, units and hours, academic record symbols, grade point average, credit by examination, academic and progress probation, academic and progress dismissal, academic renewal, course repetition, limits on remedial coursework, and grade changes.

Reference: Education Code Section 70902(b)(3); Title 5, Sections 55020 et seq., 55030 et seq., 55040 et seq.

Adopted: June 28, 2004
Revision adopted: February 11, 2009

NEW Procedure 6220.1 - WITHDRAWAL

WITHDRAWAL

The Yosemite Community College District (YCCD) Board of Trustees provides the following withdrawal procedure for credit courses:

1. Withdrawal from a course or courses shall be authorized through the last day of the fourteenth week of instruction or 75% of the term, whichever is less (or 75% of the length of a short-term class).
2. No notation (W) or other shall be made on the academic record of the student who withdraws within the first two weeks or by census day whichever comes first.
3. No notation (W) or other shall be made on the academic record of the student who is withdrawn by the instructor prior to census day.
4. Faculty are required by Education Code, Title V, Section 58004 to clear their rolls prior to census day of students who were no shows or those who attended but are no longer attending.
   A. For a full-term and short-term course, census is defined as the day the course meets that is closest to one-fifth of the number of days the course is scheduled to meet, excluding holidays and finals. In the case of very short classes, the date by which faculty must drop students who are no shows may be the first day the class meets.
      i. No notation (W) or other shall be made on the academic record of the student who is dropped by a faculty member prior to census day.
ii. Faculty receives an electronic email notice 10 days prior to census date, reminding them to clear their rolls.

5. Withdrawal between census day and the last day of the fourteenth week of instruction or 75% of the term, whichever is less (census day and 75% of the length of a short-term class) shall be authorized provided that the appropriate faculty is informed:

A. The student’s academic record for a withdrawal between the census day and the 75% point of the term, whichever is less (or between census day and 75% of the length of a short-term class) shall be annotated with a W.

B. For purposes of withdrawal procedures, the W shall not be used in calculating grade point averages, but shall be used in determining progress probation and dismissal pursuant to Article Three of this Subchapter.

C. For purposes of withdrawal procedures, the term “appropriate faculty” means the instructor of record for each course section in question or, in the event the instructor cannot be contacted, the appropriate educational administrator.

D. Appropriate faculty are notified electronically by email the day after the withdrawal transaction, except that if a withdrawal is approved by petition process, notification may take up to 10 working days.

6. The YCCD authorizes withdrawal from a course or courses due to extenuating circumstances after the census day or 75% of the term, whichever is less (or 75% of the length of a short-term class), upon petition of the student after consultation with the appropriate faculty.

A. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances (such as, but not limited to, death in the family, evidence of caretaking responsibilities, verifiable disability) beyond the control of the student and verified by official written documentation provided by the student. The request must be received by the college within 30 days of the last day of the class.

B. Such withdrawal after the census day or 75% of the term, whichever is less (or 75% of the length of a short-term course), when the district has authorized such withdrawal because of an extenuating circumstance, shall be recorded as W.

C. Military Withdrawal occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders by the Admissions Office, a withdrawal symbol may be assigned at any time after the period established by the board during which no notation is made for withdrawals. The withdrawal symbol so assigned shall be an MW (Military Withdrawal).
   a. An MW grade notation shall not be counted in progress probation and dismissal calculations.
   b. An MW grade notation is not calculated into the permitted number of withdrawals.
   c. The MW shall not count as an attempt in the Improvement of Grade rule.
   d. The MW withdrawal symbol shall remain on the student’s academic record so that all work remains legible, ensuring a complete academic history.
   e. There is no deadline date by which a person must request withdrawal caused by military orders.

7. A W shall not be assigned, or if assigned, shall be removed from a student’s academic record if a determination is made (pursuant to Section 53900) that the student withdrew from the course due to discriminatory treatment or due to retaliation for alleging discriminatory treatment.
8. An extraordinary circumstance applies when a college was closed or the college was unable to provide all or substantially all of the instruction in a course(s) in which the student was enrolled due to fire, flood, or other conditions qualifying for adjustment of state apportionment.
   A. A student who withdraws due to fire, flood, and other extraordinary conditions will not receive a “W” on his/her record, pursuant to Section 58509.
   B. A student withdrawing because of fire or flood must present evidence of such calamity to the Admissions Office.

NEW Procedure 6220.2 - COURSE REPETITION ABSENT SUBSTANDARD ACADEMIC WORK

COURSE REPETITION ABSENT SUBSTANDARD ACADEMIC WORK

The Yosemite Community College District (YCCD) Board of Trustees provides the following repetition procedure for credit courses. These procedures are adopted pursuant to Section 55040 and designate as repeatable only those credit courses described in this section:

1. Repetition shall be permitted, without petition, in instances of legally mandated courses when the student provides appropriate documentation that the course meets legally mandated training requirements as a condition of continued paid or volunteer employment.
   A. The grade and units received each time shall be included for the purpose of calculating the student’s GPA.

2. Repetition in activity courses may be permitted, subject to the following conditions (Section 55041):
   A. The district colleges must identify the activity courses which are to be repeatable, and designate such courses in its catalog.
   B. The district colleges must determine and certify that each identified “activity” course is one in which the course content differs each time it is offered or that the student who repeats the course is gaining an expanded educational experience for one of the following reasons:
      i. Skills or proficiencies are enhanced by supervised repetition and practice within class periods; or
      ii. Active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained.
      iii. An activity course may only be repeated three times

3. A student with a disability may repeat a "special class for students with disabilities" any number of times based on an individualized determination that such repetition is required as a disability-related accommodation for the particular student for one of the reasons specified in section 56029.
   A. When continuing success of the student in other general and/or special classes is dependent on additional repetitions of a specific "special" class;
   B. When additional repetitions of a specific "special" class are essential to completing a student’s preparation for enrollment into other regular or "special" classes; or
C. When the student has a student educational contract which involves a goal other than completion of the special class in question and repetition of the course will further achievement of that goal.

4. For courses defined as repeatable, but not legally mandated:
   A. A W counts as an enrollment.
   B. If a student repeats a repeatable course and a substandard grade has been recorded, district policy may allow the previous grade and credit to be disregarded. No more than two substandard grades may be alleviated.


COURSE REPETITION TO ALLEVIATE SUBSTANDARD ACADEMIC WORK (Improvement of Grade)

YCCD’s procedure permits a student to repeat a course which is not designated as a repeatable course pursuant to Section 55041 in an effort to alleviate substandard academic work. If a student repeats the course and receives a satisfactory grade, then he or she may not repeat the course again pursuant to this section, and any further repetition of the course must be authorized by another provision of this division.

1. If a student earns a substandard grade (D, F, NP, NC, W) in a non-repeatable course from one of the colleges in the district, the student has one opportunity to enroll in the course to improve the grade.

2. The grade that the student earns on this repeat will replace the previous grade and/or units of the first enrollment.
   i. The most recent grade will be used to calculate the student’s GPA, even if the most recent grade is lower than the previous grade.

3. When a student withdraws from a course that they are repeating to alleviate a substandard grade and if that withdrawal results in a W notation on the student’s academic record, that enrollment will serve as the student’s one opportunity to repeat the course to alleviate substandard work.

4. A student may be considered for a third enrollment upon formal request to the college.
   A. A third enrollment may be approved by the college; however, student success interventions may be imposed upon the student to assist the student to satisfactorily complete the course the third time.
   B. If, during the third attempt, the student earns another substandard grade, the most recent grade, even if the grade is lower than the previous grade, will replace the second grade. No additional units will be awarded.
   C. The student’s most recent grade will be used to calculate the student’s grade point average.
   D. The previous grade(s) and units will remain on the student’s academic record as a true and legible record of all work completed.
   E. The college will earn apportionment for enrollments 1, 2, and 3.

5. The YCCD procedures related to course repetition when a student transfers in a course from another college shall:
   A. Permit repetition of any course which was taken in a regionally accredited college or university recognized by YCCD and for which substandard academic work has been recorded as follows:
i. Allow any course completed at a regionally accredited college or university recognized by YCCD to alleviate a substandard grade that was previously earned at a college of the YCCD.

B. If the repetition causes the student to exceed YCCD’s procedure to alleviate substandard grades, the college will accept the course, but will not award any additional units nor grade points to improve the substandard grade.

C. In determining acceptability of a student’s credits from another regionally accredited college or university recognized by YCCD, the colleges of the YCCD will honor that college’s course repetition actions; unless by applying other rules, the student benefits. (For example, if student earned a D and then an F; the college will bring in the D, rather than the F.)

D. When the student has exceeded the maximum number of times a course has been taken at one of the colleges of the YCCD to improve a substandard grade, including W’s, the course transferred in can only be used to:
   i. Satisfy an “area” in the general education requirements of the college’s graduation requirement when there are no other course choices that can be used to satisfy the requirement. The college will show completion of the area and award a grade but will not award units.
   ii. Satisfy a major or certificate requirement; however, units and grade will not be awarded. Course substitutions, caused by the unit deficiency, may be required to comply with state mandated minimum unit requirements for degrees and certificates of achievement.
   iii. Satisfy a prerequisite.

b. The YCCD college will not use the course to improve the student’s substandard grade.

E. The college where the course was taken will be responsible for certification for GE breadth and/or the IGETC pattern.

NOTE: Authority cited: Sections 66700 and 70901, Education Code, Reference: Sections 70901 and 70902

COURSE REPETITION DUE TO SIGNIFICANT LAPSE OF TIME

In addition to permitting course repetition in the circumstances described in other provisions of this article, YCCD may also permit repetition of a course where the student received a satisfactory grade the last time he or she completed the course, and the district determines that there has been a significant lapse of time since that grade was obtained and:

1. The district has properly established a recency prerequisite for a course or program pursuant to section 55003; or
2. Another institution of higher education to which the student seeks to transfer has established a recency requirement which the student will not be able to satisfy without repeating the course in question; or
3. Student has reached the maximum number of enrollments in an Activity course, and it has been five or more years since the student last completed the course.
   A. Activity courses include, but are not limited to physical education (activity) courses, visual or performing arts classes in music, fine arts, theatre or dance, and career technical classes where the content differs each time the course is offered.
4. A student may repeat a course due to a significant lapse of time once.
5. When a course is repeated pursuant to this section, the district colleges will disregard the previous grade and credit in computing the student’s grade point average. The most current grade and units will be used in calculating the student’s grade point average.

6. Apportionment for repeats due to significant lapse of time will be claimed for apportionment.


COURSE REPETITION DUE TO EXTENUATING CIRCUMSTANCES

The YCCD procedure on course repetition, adopted pursuant to Section 55040, permits a student to repeat a course only if:

1. The repetition is expressly authorized by another provision of this article; or
2. The student files a petition and the board of the district or its designee grants written approval of the petition based on a finding that the student’s previous grade (whether substandard or passing) was, at least in part, the result of extenuating circumstances.

A. Extenuating circumstances are verified cases of accidents, illness, or other circumstances (including, but not limited to: death in the family, evidence of caretaking responsibilities, verifiable disability) beyond the control of the student, and verified by official written documentation.

B. The petition citing the extenuating circumstance must be received by the college within 30 days of the end of the semester in which the course would have ended.

C. When course repetition is approved due to an extenuating circumstance, the previous grade and units will be disregarded in computing the student’s grade point average.

D. The course will remain on the student’s academic record as a true and legible record of the student’s academic history.

E. Courses can only be approved to be repeated two times due to extenuating circumstances.

3. Enrollment for repeats due to extenuating circumstances will be claimed for apportionment.


ACADEMIC RENEWAL WITHOUT COURSE REPETITION

See Board Policy on Academic Renewal

COLLEGE CREDIT AND REPETITION FOR WORK EXPERIENCE

For the satisfactory completion of all types of Cooperative Work Experience courses, students may earn up to a total of 16 semester units, subject to the following limitations:

1. General Work Experience Education
   A. A maximum of six units may be earned in general work experience courses.

2. Occupational Work Experience Education
A. A maximum of eight units may be earned in occupational work experience courses during one enrollment period.

3. If a college offers only one course in occupational work experience in a given field and that course is not offered as a variable unit open entry/open exit course, this procedure will permit a student to repeat that course any number of times so long as the student does not exceed the limits on the number of cooperative work experience education set forth in subdivision (A). Consistent with section 58161, attendance of a student repeating a cooperative work experience course pursuant to this subdivision may be claimed for state apportionment.

NEW POLICY and PROCEDURE

Comment: This policy and procedure is legally required by CCLC
Draft – 2/23/12

KEY:
Shaded = new language
Strikethrough = deleted language

3440 - Service Animals

In order to prevent discrimination on the basis of disability, the District will allow an individual with a disability to use a service animal in District facilities and on District campuses in compliance with state and federal law.

References:
- 28 Code of Federal Regulations Part 35;
- 28 Code of Federal Regulations Part 36;
- 34 Code of Federal Regulations Part 104.44(b)

3440 - Service Animals

The District will allow an individual with a disability to use a service animal in District facilities and on District campuses in compliance with state and federal law.

The District will allow an individual with a disability to use a miniature horse as a service animal in District facilities and on District campuses if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability and the District has determined, based on the assessment factors provided in this procedure, that a reasonable accommodation can be made.

The District will allow an individual with a disability to be accompanied by his/her service animal in all areas of the District’s facilities where members of the public, invitees, clients, customers, patrons, or participants in services, programs or activities, as relevant, are allowed to go.

These procedures shall also be applicable to an individual who is training a service animal.

Service Animal Defined

A “service animal” for purposes of this procedure means any dog (or miniature horse, as provided herein) that is individually trained to do work or perform tasks
for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.

The work or tasks performed by a service animal must be directly related to the handler's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

**Exceptions**
The District may ask an individual with a disability to remove a service animal from the premises if:

- The animal is out of control and the animal's handler does not take effective action to control it; or
- The animal is not housebroken.

If a service animal is excluded under one of these exceptions, the District will give the individual with a disability the opportunity to obtain goods, services, and accommodations or to participate in the service, program, or activity without having the service animal on the premises.

**Assessment Factors for Miniature Horses**
The District shall consider the following factors:

- The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- Whether the handler has sufficient control of the miniature horse;
- Whether the miniature horse is housebroken; and
- Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

**Control**
The service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

**Care or Supervision**
The District is not responsible for the care or supervision of the animal.

**Inquiries by the District**
The District may make two inquiries to determine whether an animal qualifies as a service animal:
• Whether the animal is required because of a disability; and
• What work or task the animal has been trained to perform.

The District will not make either of these inquiries when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person’s wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

An individual may choose to produce a county service dog license or identification tag as proof that the animal is a service animal. Licensure or certification is not required in order to meet the definition of service animal under this procedure. There are no licensing or certification requirements for miniature horses.

No Surcharge
The District will not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. If the District normally charges individuals for damage caused by pets, an individual with a disability may be charged for damage caused by his or her service animal.

References:
Civil Code Sections 54 et seq.;
Penal Code Section 365.5;
The Americans with Disabilities Act of 1990 -- 42 United States Code Sections 12101 et seq.;
28 Code of Federal Regulations Part 35;
28 Code of Federal Regulations Part 36;
34 Code of Federal Regulations Part 104.44(b)
NEW POLICY and PROCEDURE

Comment:  This policy and procedure is legally advised by CCLC.
Draft – 2/23/12

KEY:
Shaded = new language
Strikethrough = deleted language

NEW POLICY - 4518 Child Abuse Reporting

The Chancellor shall establish procedures related to the responsibility of employees, within the scope of employment or in their professional capacity, to report suspected abuse and neglect of children.

The Chancellor shall ensure that all employees are informed of their reporting responsibilities and indicate their willingness to comply with these codes.

References:
Penal Code Sections 261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 647a, and 11164-11174.3;
Welfare and Institutions Code Sections 300, 318, and 601;
Family Code Sections 7802, 7807, 7808, 7820-7829, 7890, and 7892

NEW PROCEDURE – 4518 Child Abuse Reporting

The District recognizes the responsibility of its employees, staff, to report to the appropriate agency when there is a reasonable suspicion that an abuse or neglect of a child may have occurred. All employees are mandated reporters. Include faculty, educational administrators, and classified staff. Volunteers are not mandated reporters, but are encouraged to report suspected abuse or neglect of a child.

Child abuse is defined as physical abuse, neglect, sexual abuse and/or emotional maltreatment. This procedure addresses the sexual assault, sexual exploitation, and/or sexual abuse of a child; the willful cruelty or unjustifiable punishment of a child; incidents of corporal punishment or injury against a child; abuse in out-of-home care; and the severe and/or general neglect of a child (definitions contained in Penal Code Section 11165).

“Reasonable suspicion” occurs when “it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position drawing when appropriate on his/her training and experience, to suspect child abuse” (Penal Code Section 11166(a)).

A child protective agency is a police or sheriff’s department, a county probation department, or a county welfare department. The YCCD Campus Safety/Security department is not a child protective agency (Penal Code Section 11165.9).

Any person not mandated by law to report suspected child abuse has immunity unless the report is proven to be false and the person reporting knows it is false, or the report is made with
reckless disregard of the truth or falsity of the incident (Penal Code Section 11172(a)). Reporting is an individual responsibility. An employee making a report cannot be required to disclose his/her identity to the employer (Penal Code Section 11166(h)). However, a person who fails to make a required report is guilty of a misdemeanor punishable by up to six months in jail and/or up to a $1,000 fine (Penal Code Section 11172(e)).

Mandated reporters must report immediately any reasonable suspicion of child abuse to a local child protective agency and follow up with a written report within 36 hours. The written report may be mailed or submitted by facsimile or electronic transmission to the following agencies, where child abuse reporting forms are also available:

**STANISLAUS**
Stanislaus County CWS Agency
251 East Hackett Road
Modesto, CA 95353
209-558-3665
800-558-3665
www.co.stanislaus.ca.us

**TOULUMNE**
Tuolumne County CWS Agency
20075 Cedar Road North
Sonora, CA 95370
209-533-5717 days
209-533-4357 after hours
www.tuolumnecounty.ca.gov

**MERCED**
Merced County CWS Agency
PO Box 112
Merced, CA 95341
209-385-3104 days
209-722-9915 after hours
www.co.merced.ca.us

**SAN JOAQUIN**
San Joaquin County CWS Agency
333 E Washington Street
Stockton, CA 95202
209-468-1333
209-468-1330
www.sjgov.org

**CALAVERAS**
Calaveras County CWS Agency
509 E St. Charles Street
San Andreas, CA 95249
209-754-6452 days
209-754-6500 after hours
www.co.calaveras.ca.us/cc/

No mandated reporter who reports a known or suspected instance of child abuse shall be civilly or criminally liable for any report required or authorized by the Penal Code. Any person other
than a child care custodian reporting a known or suspected instance of child abuse shall not incur any liability as a result of making any report of child abuse, unless it can be proven that a false report was made and the person knew that the report was false. (Penal Code Section 11172(a))

When a district official releases a minor pupil to a peace officer for the purpose of removing the minor from the campus, that official shall take immediate steps to notify the parent or guardian regarding the release of the minor to the officer, and regarding the place to which the minor is reportedly being taken (Education Code Section 87044), except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Penal Code Section 11165 or pursuant to Welfare and Institutions Code Section 305. In those cases, the official shall provide the peace officer with the address and telephone number of the minor's parent or guardian.

Non-accidental physical injury is considered to be a health and safety emergency; and parental consent is not required for release of student information under the Family Education Rights and Privacy Act, or the California Student Records Act (Education Code Sections 76200 et seq.).

Information relevant to the incident of child abuse may be given to an investigator from a child protective agency who is investigating the known or suspected cause of child abuse (Penal Code Section 11167(b)).

The District shall provide a mandated reporter with a statement informing the employee that he/she is a mandated reporter and inform the employee of his/her reporting obligations under Penal Code Section 11166 and of his/her confidentiality rights under subdivision (d) of Penal Code Section 11167. The District shall provide a copy of Penal Code Sections 11165.7, 11166, and 11167 to the employee. Prior to commencing his/her employment and as a prerequisite to that employment, employee shall sign and return the statement to the District. The signed statements shall be retained by the District (Penal Code Section 11166.5).

The District will distribute this procedure to all employees.

References:
Penal Code Sections 261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 647a, and 11164-11174.3;
Welfare and Institutions Code Sections 300, 318, and 601;
Family Code Sections 7802, 7807, 7808, 7820-7829, 7890, and 7892
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<tr>
<th>Date</th>
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<tr>
<td>Wednesday, August 22, 2012</td>
<td>3:00-5:00 p.m.</td>
<td>TBD</td>
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<tr>
<td>Wednesday, September 26, 2012</td>
<td>3:00-5:00 p.m.</td>
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<td>Wednesday, October 24, 2012</td>
<td>3:00-5:00 p.m.</td>
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<td>Wednesday, November 28, 2012</td>
<td>3:00-5:00 p.m.</td>
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<td>Wednesday, December 19, 2012</td>
<td>3:00-5:00 p.m.</td>
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<td>Wednesday, January 23, 2013</td>
<td>3:00-5:00 p.m.</td>
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<td>Wednesday, February 27, 2013</td>
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<td>Wednesday, March 27, 2013</td>
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<td>Wednesday, April 24, 2013</td>
<td>3:00-5:00 p.m.</td>
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Members Present: Raelene Juarez, Rhonda Green, Dennis Gervin, Joan Smith, Jeff Swank, Mary Retterer, Rosanne Faughn, Rose LaMont

Members Absent: Gene Womble, Jillian Daly, Stephen Stroud, Adrienne Peek

Other’s Present: Teresa Scott, Gina Rose, Nick Stavrianoudakis, Diane Wirth, Graciela Molina (recorder)

Meeting called to order at 2:56 p.m. in Oakdale at the Gene Bianchi Community Center, Conference Room 1.

1. Approval of Minutes of the Meeting of February 22, 2012
   Rose LaMont made a motion to approve the minutes of the meeting of February 22, 2012, and it was seconded by Raelene Juarez. District Council members voted all in favor to approve the minutes.

2. Mission Statement for Accreditation
   Chancellor Joan Smith informed DC members of the Yosemite Community College District Recommendation #2 from the Accrediting Commission and asked DC members to take the missions back to their colleges and councils for discussion. The accreditation report has to be completed before the fall and she plans to begin writing the report in May.

   Action Items:
   • Discuss missions within the college councils and constituencies.

3. Budget Updates
   a. Central Services
   The District’s portion of the $2.8 million deficit is $775k. The District has been working with Human Resources, Information Technology and Central Services to determine where to make necessary cuts. The primary bulk of cuts are coming from the open positions. The formal positions are not being eliminated however they are not being funded. The District has yet to identify the increased energy cost and rate increases; the most recent estimate is about $250k. With new facilities coming online there lies an extreme facilities staffing need and their operating budget need is about $250k which has been severely cut. It was reported that energy and facilities operations is a funding exposure we have and will have to address in the near future.

   a. Columbia College
   President Dennis Gervin reported that Columbia College’s portion of the $2.8 million deficit is $420k. Personnel costs are going up about $40k and overall are experiencing a $1.4 million gap. Columbia College is holding college-wide forums to continue dialogue regarding the budget. They have addressed most of the deficit with the exception of about $250k. The college hopes that as budgets close this year, there will be at least $150k
carryover which will address all but $100k that will need to be identified. President Gervin invited the group to view the information the college has made available online.

a. Modesto Junior College

Interim President Mary Retterer stated she asked the divisions and departments to provide a priority list that addresses their needs (i.e., cannot do without, must have, and could lose if had to). Information will be compiled onto a spreadsheet to view from a college perspective for future discussion. Some areas like library staffing will be held harmless. The information will be reviewed the next two Friday's.

Chancellor Joan Smith provided information regarding YCDD's declining budget; a few years ago the district's total budget was $115 million and now with all cuts the budget is at $79 million. She stated that if the tax ballot does not pass then the budget will be reduced to $75 million; additional funding may arise due to Redevelopment Agency (RDA). Chancellor Smith stated the District does not have additional pockets of money; we were hit hard last year due to the lack of reserves and the health benefit increase. She addressed FTES reduction, the state cutting back services and the services we provide as a district. She asked leadership to think about what our operation will look like with our new reality/perspective. Chancellor Smith stated the good news is that we have reserves and have something to fall back on; Cabinet held back filling positions which provided funding to cover reductions. She reminded DC members that reserves are onetime money, however the costs are ongoing.

Chancellor Joan Smith pointed out another issue, new bond projects, every time we bring a new building online we have new expenses; we cannot stop building but need to address costs with existing funding. She discussed the impact of cuts being made at the District and stated we need to be careful to not impact the colleges and pose a double hit. Chancellor Smith informed DC members that she is collaborating with CEOS on a weekly basis and noted the effects being felt statewide. Discussion ensued regarding taxes, 50% rule, and FTO/FON. In response to inquiries by Rose LaMont, Chancellor Smith confirmed that if the tax ballot does not pass then community colleges will endure additional cuts; in addition, our reserves are being spent down in light of the reductions. Cuts have been coming so fast and furious there has been no time to stabilize. She stated we cannot dismantle to the extent that when an upswing occurs we are not able to provide the services needed by the community.

Chancellor Joan Smith reported that she and President Gervin attended the Northern California CEO Conference. They were provided information regarding the additional $147 million statewide cut and were informed that the LAO is starting to research classes being offered to life-long learners. The state of California is denying students due to the lack of funding. Chancellor Joan Smith stated that there will have to be concessions from the Chancellor on down or else we will not make it through this year; the good news when things turn around there will be an upswing and we the district will get through it. The State Chancellor's Office is opposing Santa Monica’s plan to charge $200 per unit for courses; the State says this denies open access. Chancellor Joan Smith has been advocating to the State on behalf of community colleges; has sent several letters to legislators, and is in communication with CCLC. She noted the reduction or acceptances at the California State Universities and stated students will be seeking education at the community colleges.
4. Policy & Procedures Update

Nick Stavrianoudakis provided an update on Policy and Procedures. He pulled Policy 3440 from the discussion and reviewed each draft with DC members. Policy 5040 - the procedure language was proposed by the Foundation. Policy 5550 - a suggestion to remove the word “unreasonably” from section IV.E in the procedure was made. Policy 6220 - the new procedure addresses withdrawals and course repetitions; language was provided by Martha Robles and Melissa Raby. Policy 3440 - further information needs to be added and was pulled from the discussion. Policy 4518 - is a new policy. Nick Stavrianoudakis stated that a summer project will be to renumber YCCD policies to match CCLC sequencing.

5. Tentative 2012-2013 Meeting Schedule

Chancellor Joan Smith reported that April 25, is the last scheduled meeting for the academic year; if the need for arises for an emergency meeting during the summer one will be scheduled. The Chancellor’s Office will keep in communication with membership, as needed. DC reviewed the tentative meeting schedule and a correction was noted - March 27, 2013. DC membership approved the FY 2012-2013 meeting schedule, as amended.

6. Other Items

Chancellor Joan Smith had planned to discuss the topic of planning; however, the current budget has diverted most of her time and direction. District wide planning will be addressed in the fall. Accreditation and budget will be the focus of the last DC meeting.

Chancellor Smith extended appreciation to the leadership of DC and their efforts in working with their constituency groups. She reported this has been a great year and thanked DC members for their service.

The District Council meeting adjourned at 4:10 p.m.
AGENDA

Facilitator: Joan E. Smith
Recorder: Graciela Molina

1. Approval of Minutes of the Meeting of March 28, 2012
2. College Mission Statement for Accreditation
3. Budget Updates
4. Year in Review
5. Other Items

☆ Attachments

Next DC Meeting – August 22, 2012 – TBD
Members Present: Raelene Juarez, Rhonda Green, Dennis Gervin, Joan Smith, Jeff Swank, Mary Retterer, Rosanne Faughn, Rose LaMont

Members Absent: Gene Womble, Jillian Daly, Stephen Stroud, Adrienne Peek

Other’s Present: Teresa Scott, Gina Rose, Nick Stavrianoudakis, Diane Wirth, Graciela Molina (recorder)

Meeting called to order at 2:56 p.m. in Oakdale at the Gene Bianchi Community Center, Conference Room 1.

1. Approval of Minutes of the Meeting of February 22, 2012

Rose LaMont made a motion to approve the minutes of the meeting of February 22, 2012, and it was seconded by Raelene Juarez. District Council members voted all in favor to approve the minutes.

2. Mission Statement for Accreditation

Chancellor Joan Smith informed DC members of the Yosemite Community College District Recommendation #2 from the Accrediting Commission and asked DC members to take the missions back to their colleges and councils for discussion. The accreditation report has to be completed before the fall and she plans to begin writing the report in May.

Action Items:
- Discuss missions within the college councils and constituencies.

3. Budget Updates

a. Central Services

The Districts portion of the $2.8 million deficit is $775k. The District has been working with Human Resources, Information Technology and Central Services to determine where to make necessary cuts. The primary bulk of cuts are coming from the open positions. The formal positions are not being eliminated however they are not being funded. The District has yet to identify the increased energy cost and rate increases; the most recent estimate is about $250k. With new facilities coming online there lies an extreme facilities staffing need and their operating budget need is about $250k which has been severely cut. It was reported that energy and facilities operations is a funding exposure we have and will have to address in the near future.

a. Columbia College

President Dennis Gervin reported that Columbia College’s portion of the $2.8 million deficit is $420k. Personnel costs are going up about $40k and overall are experiencing a $1.4 million gap. Columbia College is holding college-wide forums to continue dialogue regarding the budget. They have addressed most of the deficit with the exception of about $250k. The college hopes that as budgets close this year, there will be at least $150k
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Chancellor Joan Smith provided information regarding YCCD’s declining budget; a few years ago the district’s total budget was $115 million and now with all cuts the budget is at $79 million. She stated that if the tax ballot does not pass then the budget will be reduced to $75 million; additional funding may arise due to RDA. Chancellor Smith stated the District does not have additional pockets of money; we were hit hard last year due to the lack of reserves and the health benefit increase. She addressed FTES reduction, the state cutting back services and the services we provide as a district. She asked leadership to think about what our operation will look like with our new reality/perspective. Chancellor Smith stated the good news is that we have reserves and have something to fall back on; Cabinet held back filling positions which provided funding to cover reductions. She reminded DC members that reserves are onetime money, however the costs are ongoing.

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6. Other Items

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Chancellor Smith extended appreciation to the leadership of DC and their efforts in working with their constituency groups. She reported this has been a great year and thanked DC members for their service.

The District Council meeting adjourned at 4:10 p.m.
Members Present: Raelene Juarez, Rhonda Green, Dennis Gervin, Joan Smith, Jeff Swank, Mary Retterer, Rose LaMont, Jillian Daly, Stephen Stroud

Members Absent: Kelly Acridge, Gene Womble, Adrienne Peek, Rosanne Faughn

Other’s Present: John Zamora, Diane Wirth, Graciela Molina (recorder)

Meeting called to order at 3:10 p.m. in Oakdale at the Gene Bianchi Community Center, Conference Room 1.

1. Approval of Minutes of the Meeting of March 28, 2012
   A motion to approve the minutes of the meeting of March 28, 2012 was made by Interim President Mary Retterer and seconded by Jeff Swank. District Council members voted all in favor to approve the minutes.

2. College Mission Statement for Accreditation
   Both college councils at Modesto Junior College and Columbia College have agreed to align their respective college missions with that of the Yosemite Community College District Mission.

3. Budget Updates
   Chancellor Joan Smith reported the budget continues to be a moving target; there is nothing new to present. On Monday, a group of Chancellor’s is scheduled to meet with Sacramento representatives to advocate on behalf of community colleges. Advocacy has been tiresome, but we are not giving up. Stephen Stroud thanked the Chancellor for her advocacy on behalf of the District and community colleges. Chancellor Joan Smith reported she has drafted a partial response to a previous article in the Bee regarding subsidizing student classes saying that we cannot let these things go unanswered. Gina Rose is gathering data to provide back-up facts to the response.
   Chancellor Smith reported on the presidential search. The Board has narrowed the selection down to two finalists and reference checks are being conducted. Chancellor Smith reported that the candidates interviewed with the committee, participated in community forums, and interviews with the Board and Chancellor.
   Chancellor Joan Smith reported that the May Revise typically comes in around May 15th; Prop 25 encourages legislators to provide a timely State budget. She stated DC meetings will be scheduled during the summer, if necessary. Discussion ensured regarding PTOL and reserves. She reported the State is “deferring” funds and putting a strain on the District. Yosemite CCD is holding onto reserves, and hopes to hold 3-4 months of payroll in case the State does not provide us funding. Discussion ensued regarding accreditation, the commission, Measure E bonds and deferrals. In addition, this year the District addressed the issue of vacation accrual liability and in order to address increase in utilities across the District, Dr. Smith has been looking into solar options.
District Council  
Meeting Minutes  
April 25, 2012

Chancellor Smith encouraged this group to continue being the voice, carrying information to and from their constituency groups. Next year she would like to address class scheduling and will be working with Presidents, VPs and deans on efficiencies and summer utilities. Also, there is a need to address where the District is at fiscally today with respect to the Measure E Bond. For example, rather than creating a new building, IT may need to move their department to John Muir in order to address MJC space utilization. Discussion ensued regarding educational centers. She encouraged discussion within the constituency groups to address these kinds of possibilities. Possible suggestions for the future were offered by DC members: Rent space in lieu of building educational centers; and offer CSU Stanislaus and/or UC Merced opportunities to rent out part of the new Science Building that will come on line soon, generating income for the District. Chancellor Smith reported that the Central Services Master Plan is coming along.

4. Year in Review

Chancellor Joan Smith asked the college to welcome the incoming president. With the existing challenges that currently exist she encouraged DC leadership to establish positive working relationships with the college president. If there are issues to address, make an appointment and discuss them. She stated leadership can provide the opportunity to build trust. Chancellor Smith thanked both college presidents Mary Retterer and Dennis Gervin for their efforts within their colleges. In addition, she thanked the DC leadership for a good year, and looks forward to the new year.

5. Other Items

**Vice President of Instruction**

Chancellor Smith responded to an inquiry regarding the VPI search stating the search and process is being put together this week with the consultant. It will be announced in a couple of weeks. Dr. James Fay will continue through August or September.

The District Council meeting adjourned at 4:35 p.m.
Yosemite Community College District

District Council Meeting
July 18, 2012
3:00 p.m. – 5:00 p.m.
Gene Bianchi Community Center

AGENDA

Facilitator: Joan E. Smith
Recorder: Graciela Molina

1. Approval of Minutes of the Meeting of April 25, 2012 – Joan Smith
2. Budget Update – Teresa Scott
3. Accreditation – Joan Smith
4. Policy & Procedures Update – Nick Stavrianoudakis
5. Other Items

☆ Attachments

Next DC Meeting – August 22, 2012 – Gene Bianchi Community Center, Oakdale
Members Present: Raelene Juarez, Rhonda Green, Dennis Gervin, Joan Smith, Jeff Swank, Mary Retterer, Rose LaMont, Jillian Daly, Stephen Stroud

Members Absent: Kelly Acridge, Gene Womble, Adrienne Peek, Rosanne Faughn

Other’s Present: John Zamora, Diane Wirth, Graciela Molina (recorder)

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   Chancellor Joan Smith reported that the May Revise typically comes in around May 15th; Prop 25 encourages legislators to provide a timely State budget. She stated DC meetings will be scheduled during the summer, if necessary. Discussion ensued regarding PTOL and reserves. She reported the State is “deferring” funds and putting a strain on the District. Yosemite CCD is holding onto reserves, and hopes to hold 3-4 months of payroll in case the State does not provide us funding. Discussion ensued regarding accreditation, the commission, Measure E bonds and deferrals. In addition, this year the District addressed the issue of vacation accrual liability and in order to address increase in utilities across the District, Dr. Smith has been looking into solar options.
Chancellor Smith encouraged this group to continue being the voice, carrying information to and from their constituency groups. Next year she would like to address class scheduling and will be working with Presidents, VPs and deans on efficiencies and summer utilities. Also, there is a need to address where the District is at fiscally today with respect to the Measure E Bond. For example, rather than creating a new building, IT may need to move their department to John Muir in order to address MJC space utilization. Discussion ensued regarding educational centers. She encouraged discussion within the constituency groups to address these kinds of possibilities. Possible suggestions for the future were offered by DC members: Rent space in lieu of building educational centers; and offer CSU Stanislaus and/or UC Merced opportunities to rent out part of the new Science Building that will come on line soon, generating income for the District. Chancellor Smith reported that the Central Services Master Plan is coming along.

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5. Other Items

**Vice President of Instruction**

Chancellor Smith responded to an inquiry regarding the VPI search stating the search and process is being put together this week with the consultant. It will be announced in a couple of weeks. Dr. James Fay will continue through August or September.

The District Council meeting adjourned at 4:35 p.m.
7002 - District Mission

Policy

The Yosemite Community College District is committed to responding to serve the needs of our diverse community through excellence in teaching, learning and support programs contributing to social, cultural and economic development and wellness.

Adopted: May 7, 2002
Revision adopted: February 21, 2007
# 7430 - Delegation of Authority to the Chancellor and Presidents

## Policy

The Board delegates to the Chancellor the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action. The Chancellor is empowered to reasonably interpret Board policy. In situations where there is no Board policy direction, the Chancellor shall have the power to act, but such decisions shall be subject to review by the Board.

The Chancellor may delegate any powers and duties entrusted to him or her by the Board, including the administration of Colleges and centers, but will be specifically responsible to the Board for the execution of such delegated powers and duties. **The Chancellor supervises, evaluates and delegates authority to the college presidents. The college presidents serve as the chief executive officer of the college.**

The Chancellor is expected to perform the duties contained in the Chancellor job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the Board in consultation with the Chancellor.

The Chancellor shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

The Chancellor shall make available any information or give any report requested by the Board as a whole. Individual trustee requests for information shall be met. If the Chancellor considers a request to be unduly burdensome or disruptive to District operations, then the request will be reviewed by the Board as a whole. Information provided to any Trustee shall be available to all trustees.

The Chancellor shall act as the professional advisor to the Board in policy formation.

**Reference:** Education Code Sections 70902(d), 72400; Accreditation Standard 10.A.3

**Adopted:** August 6, 2002

**Revision adopted:** September 2, 2003
**Procedure**

The Chancellor may delegate any powers and duties entrusted to him or her by the Board (including the administration of Colleges and centers), but will be specifically responsible to the Board for the execution of such delegated powers and duties. **The delegated authority comes from the Board to the Chancellor to the college presidents.**

The Chancellor shall be responsible for reasonable interpretation of Board policy. In situations where there is no Board policy direction, the Chancellor shall have the power to act, but such decisions shall be subject to review by the board. It is the duty of the Chancellor to inform the Board of such action and to recommend written Board policy if one is required.

The Chancellor is expected to perform the duties contained in the Chancellor’s job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions.

The Chancellor shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in a timely fashion.

Reference: *Education Code Section 70902(d), 72400 Accreditation Standard 40.A-3 IV.B.3.e*

*Procedure Last Revised: 04/11/07*
Members Present: Brian DeMoss, Dennis Gervin, Joan Smith, Jeff Swank, Jill Stearns, Stephen Stroud, Gene Womble, Rosanne Faughn

Members Absent: John Zamora, Douglas Dyrssen, John Leamy, Jillian Daly, Rose LaMont

Other's Present: Diane Wirth, Gina Rose, Teresa Scott, Nick Stavrianoudakis, Shelley Akiona, Michael Guerra, James Fay, Leslie Buckalew, Brenda Thames, Gary Whitfield, Debra Bolter, Raelene Juarez, Graciela Molina (recorder)

Meeting called to order at 3:05 p.m. in Oakdale at the Gene Bianchi Community Center, Conference Room 1.

Chancellor Smith welcomed the DC members and guests in attendance.

1. Approval of Minutes of the Meeting of April 25, 2012

A motion to approve the DC minutes of the meeting of April 25, 2012, was made by Stephen Stroud and seconded by Dennis Gervin. District Council members voted all in favor to approve the minutes.

2. Budget Update

Chancellor Joan Smith reported that the District has enough reserves in the budget. The District planned for the 5.6% budget reduction; a 7.3% budget reduction arose and the balance was covered by reserves. The “planning for a rainy day” has saved the District from taking any additional hit this year. Guarantee backfill for the RDA has been provided by an effort made by the CBO and CEO group after talking with legislators; YCCD’s portion is between $5-6 million. Chancellor Smith stated the only way to make it through is to work together. If the tax initiative passes there would be 1% of restoration for growth. The District is solid for two years. She thanked the Board of Trustees for their support of the direction Teresa Scott encouraged the District to take.

Teresa Scott shared with DC members the Bond Rating for the District mentioning our ratings have been held at the same rate.

With respect to the budget, leadership was asked to share the following with their constituencies:

- 1% restoration for growth, if tax initiative passes.
- YCCD is going to receive a guarantee backfill of $5-6 million in light of the RDA for 2013-14. Because of this backfill the cut to employees is 5-6% from 11%.

3. Accreditation

Chancellor Joan Smith asked Nick Stavrianoudakis to provide DC the presentation on accreditation that he shared with the Board. His presentation provided a general overview of accreditation, standards, team’s purpose and the commission. Nick Stavrianoudakis also shared his first-hand experience and perspective serving on the visiting team.
Chancellor Joan Smith encouraged everyone to focus on accreditation; she called upon the leadership and colleges to work on SLOs, program review and planning. Columbia College is on warning and MJC has been on probation twice over the past 5 years. The visiting accreditation team’s job is to ensure we meet the standards. As college leaders we need to work together.

Chancellor Joan Smith stated the next DC meeting would be held on August 29. Commission Staff will provide a presentation; this will be a time to ask good solid questions. She encouraged full participation and has extended invitations beyond DC membership. We need to be proficient by October 2012. She recognized that many people have spent many hours on accreditation.

Both college presidents encouraged DC members to work collaboratively in addressing the recommendations/sanctions. President Jill Stearns shared her experience having been on several accreditation teams.

4. Policy & Procedures Update

Nick Stavrianoudakis provided the update to the Policy 7002-District Mission. In addition, Policy 7430-Delegation of Authority to the Chancellor was updated to include the delegation of authority to the presidents.

5. Other Items

None

The District Council meeting adjourned at 4:50 p.m.
AGENDA

Facilitator: Joan E. Smith
Recorder: Graciela Molina

1. Approval of Minutes of the Meeting of July 18, 2012 – Joan Smith
2. Report Out – Joan Smith
3. New Expectation – Jill Stearns and Dennis Gervin
4. Budget – Teresa Scott
5. Accreditation Update – Dennis Gervin and Jill Stearns
6. Other Items

★ Attachments
Yosemite Community College District
District Council Meeting Minutes
Gene Bianchi Community Center, Conference Room 1
July 18, 2012

Members Present: Brian DeMoss, Dennis Gervin, Joan Smith, Jeff Swank, Jill Stearns, Stephen Stroud, Gene Womble, Rosanne Faughn

Members Absent: John Zamora, Douglas Dyrssen, John Leamy, Jillian Daly, Rose LaMont

Other's Present: Diane Wirth, Gina Rose, Teresa Scott, Nick Stavrianoudakis, Shelley Akiona, Michael Guerra, James Fay, Leslie Buckalew, Brenda Thames, Gary Whitfield, Debra Bolter, Raelene Juarez, Graciela Molina (recorder)

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4. Policy & Procedures Update

Nick Stavrianoudakis provided the update to the Policy 7002-District Mission. In addition, Policy 7430-Delegation of Authority to the Chancellor was updated to include the delegation of authority to the presidents.

5. Other Items

None

The District Council meeting adjourned at 4:50 p.m.
The YCCD 2012-2013 Final Budget

On June 13, 2012, the Board of Trustees adopted the 2012-2013 Yosemite Community College District Tentative Budget. As has been discussed previously, the 2011-2012 District General Fund budget was based on the state’s worst-case scenario for community colleges. In February 2012, we were advised that the worst-case scenario deteriorated even further. The impact to YCCD was an additional $2.8 million cut to state apportionment. This additional cut to revenue was included as part of the 2012-2013 Tentative Budget adoption.

Multiple year cuts to state apportionment have impacted the Yosemite Community College District in extremely damaging ways. Programs, staff, and services have suffered significantly due to these substantial cuts to the District’s operating fund.

The 2012-2013 state budget is again looking grim and is predicated on the passage of a tax ballot initiative in November 2012. The assurance of the tax ballot initiative passing in November is quite uncertain at this time. The 2012-2013 state budget poses significant challenges and risks for all California community colleges, which means deeper cuts to programs and reduced access and services to students. The uncertainty of the passage of the tax ballot initiative has required the Yosemite Community College District to once again plan and budget based on the worst-case scenario.

The worst-case scenario for YCCD, if the tax ballot initiative fails, calls for an additional cut to state apportionment revenue in the amount of $5.3 million. This amount has been set aside in the 2012-2013 General Fund balance as a reserve for midyear cuts, allowing the colleges and Central Services some time to make the necessary expenditure cuts to offset the additional $5.3 million drop in revenue should that become necessary. In addition to the cut to revenue, funded FTES will be reduced by 1,164. Plans are underway to address these cuts through various program and service reviews and compensation concessions.

The Colleges carried over funds from the prior year, which will be allocated back to them on a one-time expenditure basis for 2012-2013. Modesto Junior College received a one-time augmentation to their General Fund allocation in the amount of $700,000, and Columbia College received a $650,000 one-time augmentation. The District also has a 10% General Fund reserve as part of the 2012-2013 Final Budget.

Also presented are the District’s 2012-2013 budgets for the Capital Project Fund and the General Obligation Measure E Bond Fund.
Yosemite Community College District
General Fund Revenue Budget

Notes
2011-2012 FINAL ACTUAL TRANSACTIONS

1. Midyear cuts to community college funding for 2011-2012 resulted in an additional drop in state apportionment revenue of $2.8 million. State apportionment funding dropped from $85.3 million down to $77.8 million.

2. Prior year revenue is the result of systemwide adjustments to revenue after all community colleges reported their final FTES and prior year deferred cash was reconciled and transferred to the community colleges.

3. Part-time equity apportionment has been distributed to the Colleges and is included in the part-time overload budgets for each College.

4. The state allows community colleges to keep 2% of student enrollment fees collected as an offset towards the administrative cost of charging and collecting student enrollment fees.

5. Nonresident students were charged $204 per credit unit enrolled.

6. Interest income is earned primarily on funds held with Stanislaus County. The average interest percentage earned on cash balances was 1.08%.

7. Other income includes one-time cash receipts for prior year state mandates, rental receipts, and other miscellaneous sources.

8. State lottery was funded at approximately $140 per FTES. The unrestricted fund received about $117 per FTES and the restricted fund $23 per FTES. Lottery funding has remained fairly consistent over the past several years.

9. Restricted Programs include state categorical programs, federal programs, College Trust accounts, Community and Economic Development programs, grants, and other special programs. In addition, the Health and Parking Funds are included in the Restricted General Fund.

10. The Colleges and Central Services underspent their 2011-2012 budget allocations with the understanding that some of the savings created would be carried over.

Continued on Page 5
Notes (Continued from Page 4)

to the 2012-2013 fiscal year to be spent in 2012-2013 on a one-time basis. These savings were part of the District’s deficit reduction plan.

11. A transfer to the Retiree Medical Trust was made according to the District’s Retiree Liability Actuarial Study. The annual amount that the District must set aside in an irrevocable trust account to fund the outstanding accrued liability is $2,130,000. This sum includes the normal cost and the Unfunded Actuarial Accrued Liability (UAAL). The UAAL is $1.2 million per year.

12. The ending General Fund balance at June 30, 2012, is comprised of:

a. Restrictions for encumbrance carryover, Parking Fund balance, prepaid expenses, and warehouse inventory balances.

b. Health Fee Fund balance.

Continued on Page 6
c. A 10% designated reserve of one-time funds to protect the District against future economic downturns.

d. A reserve for midyear cuts should the November tax initiative fail.

e. Accrued vacation liability.

f. Budget carryover from deficit reduction plan cuts included in the undesignated fund balance.

2012-2013 FINAL GENERAL FUND BUDGET

13. The District’s 2012-2013 state apportionment budget is based on the state budget adopted in June 2012. State apportionment revenue assumes passage of a tax initiative on the November 2012 ballot, which will provide state apportionment at the same level as 2011-2012 prior to a deficit caused by an enrollment fee and property tax shortfall in 2011-2012. A contingency budget is set aside in the ending fund balance to address additional cuts should the November 2012 tax initiative fail. The amount set aside is $5.3 million.

14. The Nonresident Tuition budget is established based on the Board approved nonresident tuition fee of $204 per semester unit. The District serves approximately 150 nonresident FTES. This number fluctuates from year to year.

15. Interest income reflects current earnings on cash held with Stanislaus County.

16. The Unrestricted Lottery Revenue Budget line item assumes $117 per FTES. The Proposition 20 restricted lottery is estimated at $23 per FTES.

17. Restricted programs include state categorical programs, federal programs, College Trust accounts, Community and Economic Development programs, grants, and other special programs.

18. Modesto Junior College and Columbia College Health Service Funds are restricted per state directive.

19. One-time budget allocation to be spent on priority needs. These are not ongoing funds.

20. The Modesto Junior College 2012-2013 budget includes budget savings carried from 2011-12, budget cuts, and the cost to fund step-and-column salary schedule movement.


22. Central Services 2012-2013 budget includes the cost to fund step-and-column salary schedule movement and an augmentation to legal accounts and energy accounts.

23. Annual contribution to the Retiree Liability Trust per the June 2010 actuarial study.


26. An $8,500,000 reserve is set aside in the General Fund.

27. A reserve for anticipated midyear cuts projected by the State Chancellor’s Office should the November 2012 tax initiative fail.

28. The balance of vacation accrual at 6/30/2012 is set aside in the ending General Fund Balance.


30. The projected 2013-2014 General Fund Budget column is presented for information only and is not intended for Board action at this time. Projected revenue is not adequate to cover anticipated expenditures. Significant budget savings from prior years make it possible to cover expenditures which are greater than anticipated revenue. Expenditures exceed revenues in the 2013-2014 projection by $1,250,000. The first call on new revenues will be to balance revenue and expenditures.
The table below summarizes FTES earned in 2011-2012 and the FTES targets for 2012-2013. The state imposed a 7.7% reduction to funded FTES workload Districtwide for 2011-2012. An additional reduction to funded FTES may be imposed if the November 2012 tax initiative fails. The further reduction will be about 7.3%.

The Colleges continue to provide access to students and will evaluate on an ongoing basis how best to serve the students and how many students they can serve effectively above the state-funded FTES CAP. Student success is a primary goal at both Colleges in the Yosemite Community College District.

<table>
<thead>
<tr>
<th></th>
<th>Column 1 Estimated Funded 2011-2012 (1)</th>
<th>Column 2 Actual Reported 2011-2012</th>
<th>Column 3 Estimated Funded 2012-2013 (2)</th>
<th>Column 4 7.3% Workload Reduction 2012-2013 (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modesto Junior College</td>
<td>13,724</td>
<td>14,086</td>
<td>13,852</td>
<td>12,841</td>
</tr>
<tr>
<td>Columbia College</td>
<td>2,233</td>
<td>2,123</td>
<td>2,100</td>
<td>1,947</td>
</tr>
<tr>
<td>TOTAL</td>
<td><strong>15,957</strong></td>
<td><strong>16,209</strong></td>
<td><strong>15,952</strong></td>
<td><strong>14,788</strong></td>
</tr>
</tbody>
</table>

1. The state reduced funded FTES in 2011-2012 by about 7.7%. The 2011-2012 funded becomes the base for 2012-2013.
2. The 2012-2013 FTES target and FTES estimated funded assumes that the November tax package passes; and, therefore, there will not be a further workload reduction applied to funded FTES.
3. If the November tax initiative does NOT pass, an additional workload reduction will be applied at 7.3%. The FTES target should the November tax initiative NOT pass is 1,164 less than the 2011-2012 funded.

FTES Ten-Year History

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>MJC</th>
<th>CC</th>
<th>YCCD</th>
</tr>
</thead>
<tbody>
<tr>
<td>2002-03</td>
<td>14,304.15</td>
<td>16,539.74</td>
<td>14,085.99</td>
</tr>
<tr>
<td>2003-04</td>
<td>14,875.28</td>
<td>17,213.69</td>
<td>14,963.44</td>
</tr>
<tr>
<td>2004-05</td>
<td>14,883.18</td>
<td>17,179.25</td>
<td>16,208.74</td>
</tr>
<tr>
<td>2005-06</td>
<td>14,444.02</td>
<td>16,499.85</td>
<td>16,235.08</td>
</tr>
<tr>
<td>2006-07</td>
<td>14,444.56</td>
<td>16,665.42</td>
<td>16,828.20</td>
</tr>
<tr>
<td>2007-08</td>
<td>14,618.29</td>
<td>16,963.54</td>
<td>16,235.88</td>
</tr>
<tr>
<td>2008-09</td>
<td>15,773.89</td>
<td>18,235.08</td>
<td>18,197.86</td>
</tr>
<tr>
<td>2009-10</td>
<td>16,499.85</td>
<td>18,474.98</td>
<td>17,458.20</td>
</tr>
<tr>
<td>2010-11</td>
<td>16,539.74</td>
<td>20,000.00</td>
<td>16,208.74</td>
</tr>
<tr>
<td>2011-12</td>
<td>16,235.08</td>
<td>20,000.00</td>
<td>16,235.08</td>
</tr>
</tbody>
</table>
Yosemite Community College District  
Capital Projects (Fund 41) Budgets

### ACTUAL TRANSACTIONS 2011-2012  FINAL BUDGET 2012-2013

<table>
<thead>
<tr>
<th></th>
<th>(1) 2011-2012</th>
<th>(2) 2012-2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Beginning Balance, July 1</td>
<td>$ 5,755,140</td>
</tr>
</tbody>
</table>

#### REVENUE

<table>
<thead>
<tr>
<th></th>
<th>2011-12</th>
<th>2012-13</th>
</tr>
</thead>
<tbody>
<tr>
<td>State</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheduled Maintenance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest-County Treasury</td>
<td>81,861</td>
<td>60,000</td>
</tr>
<tr>
<td>Redevelopment</td>
<td>866,489</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>948,350</td>
<td>60,000</td>
</tr>
<tr>
<td>Total Funds Available</td>
<td>$ 6,703,490</td>
<td>$ 9,092,127</td>
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</tbody>
</table>

#### EXPENDITURES

<table>
<thead>
<tr>
<th></th>
<th>2011-12</th>
<th>2012-13</th>
</tr>
</thead>
<tbody>
<tr>
<td>State</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheduled Maintenance:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2011-12</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Construction:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contingency</td>
<td>0</td>
<td>50,000</td>
</tr>
<tr>
<td>Local</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheduled Maintenance</td>
<td>61,382</td>
<td>1,941,693</td>
</tr>
<tr>
<td>CC Ponderosa Remodel</td>
<td>36,481</td>
<td>26,345</td>
</tr>
<tr>
<td>DSA Closeout</td>
<td>59,334</td>
<td>30,798</td>
</tr>
<tr>
<td>Redevelopment Consulting</td>
<td>13,532</td>
<td>50,000</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>$ 170,729</td>
<td>$ 2,098,836</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>2011-12</th>
<th>2012-13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer In - ASCC</td>
<td>0</td>
<td>62,826</td>
</tr>
<tr>
<td>Transfer In - GO Bond Fund</td>
<td>2,499,366</td>
<td>0</td>
</tr>
<tr>
<td>Total Transfer-In</td>
<td>2,499,366</td>
<td>62,826</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>2011-12</th>
<th>2012-13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ending Balance, June 30</td>
<td>$ 9,032,127</td>
<td>$ 7,056,117</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>2011-12</th>
<th>2012-13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserve-State Scheduled Maintenance</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Reserve-Local Scheduled Maintenance</td>
<td>3,685,418</td>
<td>1,743,725</td>
</tr>
<tr>
<td>Reserve-Redevelopment</td>
<td>4,750,363</td>
<td>4,700,363</td>
</tr>
<tr>
<td>Reimbursements-MSR</td>
<td>574,786</td>
<td>574,786</td>
</tr>
<tr>
<td>Restricted for Capital Projects</td>
<td>21,560</td>
<td>37,543</td>
</tr>
<tr>
<td>Total</td>
<td>$ 9,032,127</td>
<td>$ 7,056,117</td>
</tr>
</tbody>
</table>
### Yosemite Community College District
General Obligation Bond (Fund 42) Budget

**ACTUAL TRANSACTIONS 2011-2012**

**FINAL BUDGET 2012-2013**

<table>
<thead>
<tr>
<th>(1)</th>
<th>(2)</th>
<th>(3)</th>
<th>(4)</th>
<th>(5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Budget</td>
<td>Prior Years Actual</td>
<td>2011-2012 Actual</td>
<td>Future Years Budget</td>
<td>Total (Memo Only)</td>
</tr>
</tbody>
</table>

1. **Beginning Balance, July 1**
   - 0
   - 0
   - 176,432,693
   - 126,249,103

### REVENUE

2. **Proceeds from Issues**
   - 326,174,000
   - 326,173,990
   - 0
   - 10
   - 326,174,000

3. **Interest Income**
   - 20,000,000
   - 23,177,556
   - 1,662,103
   - 1,000,000
   - 25,839,659

4. **Interest Income-GASB 31 Adj**
   - 0
   - 1,657,431
   - (496,438)
   - (1,160,993)
   - 0

5. **Total Revenue**
   - 346,174,000
   - 351,008,977
   - 1,165,665
   - (160,983)

6. **Total Funds Available**
   - $346,174,000
   - $351,008,977
   - $177,598,358
   - $126,088,120

### EXPENDITURES

7. **MJC Projects**
   - 220,110,000
   - 110,650,492
   - 42,381,242
   - 67,078,266
   - 220,110,000

8. **Columbia Projects**
   - 52,495,000
   - 30,689,889
   - 3,447,001
   - 18,358,110
   - 52,495,000

9. **Central Services Projects**
   - 73,569,000
   - 33,235,903
   - 5,521,011
   - 34,812,086
   - 73,569,000

10. **Total Expenditures**

<table>
<thead>
<tr>
<th>(1)</th>
<th>(2)</th>
<th>(3)</th>
<th>(4)</th>
<th>(5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>346,174,000</td>
<td>174,576,284</td>
<td>51,349,255</td>
<td>120,248,461</td>
<td>$346,174,000</td>
</tr>
</tbody>
</table>

11. **Ending Balance, June 30**
    - $ -
    - 176,432,693
    - 126,249,103
    - 5,839,659

---

**Capital Projects (Fund 41) Notes (Continued from Page 6)**

1. **Redevelopment Revenue:** YCCD receives redevelopment revenue from various counties. These dollars are restricted for capital projects and are subject to restrictions of individual redevelopment agreements.

2. **Reimbursements—MSR:** Reimbursements to the Capital Projects fund relating to the Mary Stuart Rogers (MSR) Student Learning Center. These dollars are reserved for future MSR capital projects.
The charts on pages 10 through 12 show the General Fund unrestricted expenditures for 2011-2012 broken out by major object of expenditure; i.e., salaries, benefits, supplies, operating expenses, capital outlay, and other outgo. The expenditure charts show Districtwide totals as well as expenditures by College and by Central Services, including the percentage of each major category to total expenditures.
Yosemite Community College District
General Fund 2011-2012 Unrestricted Actuals

2011-2012 Central Services Unrestricted Actual Transactions

- 51-Academic Salaries: $81,786 (0%)
- 51420-Certificated Managers: $626,794 (2%)
- 52-Classified Salaries: $2,954,772 (11%)
- 52-Classified Managers: $2,954,772 (11%)
- 53-Benefits: $6,733,994 (24%)
- 54-Supplies: $1,160,545 (4%)
- 55-Other Operating Expenses: $6,119,913 (22%)
- 56-Capital Outlay: $464,671 (2%)
- 57-Other Outgo: $1,280,676 (5%)

Total: $25,409,213

2011-2012 Central Services Other Operating Expenses (Actual)

- Services, Consultant: $200,401 (3%)
- Services, Legal: $202,894 (3%)
- Services, Repair/Maintenance: $1,061,724 (17%)
- Rental: $44,566 (1%)
- Other: $158,642 (3%)
- Travel: $216,536 (4%)
- Fees: $413,928 (7%)
- Insurance: $501,450 (8%)
- Activities/Training: $21,158 (0%)
- Utilities: $3,047,790 (50%)

Total: $6,119,913
The charts on pages 13 through 15 show the General Fund restricted expenditures for 2011-2012 broken out by major object of expenditure; i.e., salaries, benefits, supplies, operating expenses, capital outlay, and other outgo. The expenditure charts show Districtwide totals as well as expenditures by College and by Central Services, including the percentage of each major category to total expenditures.
Yosemite Community College District
General Fund 2011-2012 Restricted Actuals

2011-2012 MJC Restricted Actual Transactions

- 51-Academic Salaries $2,461,442 18%
- 52-Classified Salaries $3,598,225 27%
- 53-Benefits $2,201,203 17%
- 54-Supplies $1,270,325 10%
- 55-Other Operating Expenses $1,867,468 14%
- 56-Capital Outlay $565,684 4%
- 57-Other Outgo $693,971 5%
- 51420-Certificated Managers $216,642 2%
- 52120-Classified Managers $445,760 3%

Total: $13,320,720

2011-2012 Columbia College Restricted Actual Transactions

- 51-Academic Salaries $522,599 15%
- 52-Classified Salaries $1,150,671 32%
- 53-Benefits $617,386 17%
- 54-Supplies $398,346 11%
- 55-Other Operating Expenses $306,279 9%
- 56-Capital Outlay $213,255 6%
- 57-Other Outgo $98,477 3%
- 52120-Classified Managers $257,836 7%

Total: $3,564,849
Yosemite Community College District
General Fund 2011-2012 Restricted Actuals

2011-2012 Central Services Restricted Actual Transactions

- 51-Academic Salaries: $859,000 (0%)
- 52-Classified Salaries: $946,846 (10%)
- 52120-Classified Managers: $340,652 (4%)
- 53-Benefits: $648,574 (7%)
- 54-Supplies: $53,793 (0%)
- 55-Other Operating Expenses: $6,682,682 (71%)
- 56-Capital Outlay: $11,712 (0%)
- 57-Other Outgo: $784,280 (8%)

Total: $9,469,398
The 2012-2013 Final Budget Booklet is prepared and distributed through the Office of the Executive Vice Chancellor, Yosemite Community College District, 2201 Blue Gum Avenue, Modesto, CA 95358.
Yosemite Community College District

Final Budget Review
2012-2013
pending board approval

A Presentation by
Teresa M. Scott
Executive Vice Chancellor
YCCD Fiscal Services Budget Website

www.yosemite.edu/fiscalservices/budget.htm
General Fund Final Budget 2012-2013

• State Budget signed by Governor June 27, 2012
  • Second year in a row budget passed on time
  • Second year in a row budget relies on midyear trigger cuts
  • Budget based on assumptions that **November 2012 Tax Initiative Prop 30 PASSES**
  • Community colleges $11 billion below 2007-2008 funding level
General Fund Final Budget 2012-2013

- No Cost-of-Living Adjustment (COLA) since 2007-2008, 5 Years, state imposed revenue reductions the last 3 years
  - YCCD staff have received step-and-column adjustments each year
  - YCCD staff have had Health Benefits paid in full each year while rates steadily increased
  - The District has covered the cost of rising utility costs each year
  - The District has covered all other costs increased by inflation
  - The District is operating on a bare bones operating budget
General Fund Final Budget 2012-2013

- Enrollment Fees increased to $46 per unit from $36 = 28% increase
General Fund Final Budget 2012-2013

• Full Hold Harmless protection for shortages in RDA-related revenue
  • YCCD’s share would have been over $6 million
• Caution – Remember the February 2012 “Surprise”
  • Cost the District an additional unanticipated $3 million cut in 2011-2012
General Fund Final Budget 2012-2013

- If Prop 30 FAILS in November
  - $5.4 billion cut to Proposition 98
  - $5.3 million cut to YCCD apportionment revenue
  - 7.3% reduction in funded FTES  1,164 less funded FTES for YCCD
General Fund Final Budget 2012-2013

• Some options for YCCD’s if Proposition 30 FAILS to deal with the $5.3 million cut
  • $3,000,000 salary concessions = 5% salary cut for ALL
  • Other compensation concessions
  • Offer less sections due to 1,164 less funded FTES $1,000,000 (390 sections)
  • Additional operational budget cuts $1,300,000 to be identified
  • Hiring freeze/frost
General Fund Final Budget 2012-2013

- State apportionment assumes passage of the November Tax Initiative
  - Maintaining revenue at the prior year level
  - No additional deficit applied to funded FTES (workload)
- The Colleges and Central Services carried over funds from 2011-2012 to 2012-2013
- The College budgets have been augmented on a one-time basis from prior-year savings
General Fund Final Budget 2012-2013

• The Central Services energy budgets have been augmented to accommodate
  • New buildings and facilities
  • Increased energy rates
• The Restricted Fund, including Grants, Special Programs, Trust Accounts, categorical funds
  • Categorical funds deeply cut in 2008-2009, funding not restored
General Fund Final Budget 2012-2013 (pages 4-6)

- $83,066,342 – Revenue, Unrestricted (Line 10, Column 3)
- $85,916,348 – Expenditures, Unrestricted (Line 28, Column 3)
- 10% reserve = $8,500,000
- Reserve for potential midyear revenue cut = $5,300,000
- Undesignated = $948,000
- The balance of the Fund Balance is restricted for specific purposes
General Fund Final Budget 2012-2013

• FTES – Page 7 of Budget Document
• Capital Projects (Fund 41) and General Obligation Bond (Fund 42) Budgets – Pages 8-9 of Budget Document
• 2011-2012 Actual Expenditures – Pages 10-15 of Budget Document
General Fund Final Budget 2012-2013
Members Present: Brian DeMoss, Dennis Gervin, Joan Smith, Jeff Swank, Jill Stearns, Gene Womble, Rosanne Faughn, John Zamora, John Leamy, Jillian Daly, Rose LaMont

Members Absent: Douglas Dyrssen

Other’s Present: Teresa Scott, Nick Stavrianoudakis, Diane Wirth, Michael Guerra, Leslie Buckalew, Gary Whitfield, Susan Kincade, Graciela Molina (recorder)

Meeting called to order at 3:05 p.m. in Oakdale at the Gene Bianchi Community Center, Conference Room 1.

1. Approval of Minutes of the Meeting of July 18, 2012

A motion was made to approve the minutes of the meeting of July 18, 2012, by Jill Stearns and seconded by Rosanne Faughn. District Council members approved the minutes, with all in favor with one abstention from Rose LaMont.

Discussion of Item #4 Budget followed Item #1. Approval of Minutes following a request by Chancellor Joan Smith.

2. Report Out

Chancellor Joan Smith stated in an effort to improve communication each constituency group will provide a report out at District Council meetings. The Chancellor has invited Vice Presidents to participate in District Council for awhile; reasons for their inclusion is input during budget and accreditation discussions.

3. New Expectation

President Jill Stearns stated in late May the Chancellor’s Office reported new Associate Degrees for Transfer; a copy of the memorandum was provided to DC members. New Transfer Model Curricula (TMC) models are being revised and the list is growing. President Stearns encouraged college and District leaders to be aware of the target dates and to keep this in the forefront of this discussion. Additional information is available online at http://www.ccccurriculum.net/.

4. Budget

Executive Vice Chancellor Teresa Scott provided an overview of the 2012-2013 Final Budget and the Final Budget Review 2012-2013 Presentation. Both documents are available on the YCCD Fiscal Services Budget website http://www.yosemite.edu/fiscalservices/budget.htm. Discussion ensued regarding the rising costs of utilities. DC members were informed that discussions are taking place regarding solar options in an effort to decrease our utility costs. Teresa Scott provided a clarification regarding RDA related revenue. It was reported if Prop 30 fails there will be $5.4 billion cut to Proposition 98, $5.3 million cut to YCCD apportionment revenue and a 7.3% reduction in funded FTES
1,164 less funded FTES for YCCD. Chancellor Joan Smith reported that if Prop 30 passes it would keep YCCD from further cuts but is not an end all. Discussion ensued regarding options if Prop 30 fails, categorical funding and the topic of parcel tax. On a positive note, it was mentioned that grants are booming within the District.

5. Accreditation Update

Chancellor Joan Smith reported that the accreditation update agenda item will be reoccurring on DC agendas until all sanctions have been resolved. Presidents will be providing a report on accreditation for their respective colleges. ACCJC is interested in continuous improvement and wants to ensure colleges/districts are maintaining. Chancellor Smith stated during the team visit, team members evaluate the report and confirm that work is being done as said in the report. The Accrediting Commission ensures the standards are being met and that colleges/districts are complying.

COLUMBIA COLLEGE: President Dennis Gervin provided an accreditation update; Columbia College is finalizing their follow-up report to present to the Board of Trustees. The college is aligning program review with budget, addressing the staff development plan, and program review. Vice President of Student Learning Leslie Buckalew reported focusing on institutional effectiveness with respect to resource allocation, planning, and meeting students’ needs. Academic Senate President John Leamy reported on aspects of shared governance.

MODESTO JUNIOR COLLEGE: President Jill Stearns acknowledged Debra Bolter for writing and managing of evidence for accreditation. The college is addressing all recommendations, of the six recommendations only one, tracking of evaluations, was straightforward. Oral reading of two responses has taken place and the college has seen value in the activity. A challenge for MJC is that the mission statement and participatory handbook are still in progress; on October 1, the college hopes to adopt and wrap up these processes. President Stearns expects the college will have another visit in a year; she stated as MJC starts to operate and use program review and resource allocation, a new recommendation may be the integration of planning and evaluation of processes. Vice President of Instruction Susan Kincade highlighted the preparation for the scheduled oral readings by Debra Bolter. Academic Senate President John Zamora informed DC that the Senate called a special meeting on September 27, to discuss the decision on the documents.

Chancellor Joan Smith added that we should keep in mind we are on year 10, and SLOs need to be proficient by 2012.

6. Other Items

Jillian Daly requested CalPers/CalSTRS Reform as an agenda item for the next DC meeting.

The District Council meeting adjourned at 4:58 p.m.

Future Agenda Items
CalPers/CalSTRS Reform
AGENDA

Facilitator: Joan E. Smith
Recorder: Graciela Molina

1. Approval of Minutes of the Meeting of September 26, 2012 – Joan Smith

2. Report Out
   a. Student Trustee – Douglas Dyrssen
   b. Academic Senate (MJC & CC) – John Leamy/John Zamora
   c. California Schools Employee Association (CSEA) – Rosanne Faughn
   d. Yosemite Faculty Association (YFA) – Jillian Daly
   e. Leadership Team Advisory Council (LTAC) – Brian DeMoss
   f. Faculty Board Consultant - Vacant

3. Budget Update – Teresa Scott/Joan Smith

4. Accreditation Update – Dennis Gervin/Jill Stearns

5. CalPers/CalSTRS Reform – Jillian Daly

6. Rollover Funds – John Leamy

7. Policy Update – Nick Stavrianoudakis

8. Other Items

☆ Attachments

Next DC Meeting – December 19, 2012 at 3:00 p.m. – Gene Bianchi Community Center
Members Present: Brian DeMoss, Dennis Gervin, Joan Smith, Jeff Swank, Jill Stearns, Gene Womble, Rosanne Faughn, John Zamora, John Leamy, Jillian Daly, Rose LaMont

Members Absent: Douglas Dyrssen

Other’s Present: Teresa Scott, Nick Stavrianoudakis, Diane Wirth, Michael Guerra, Leslie Buckalew, Gary Whitfield, Susan Kincade, Graciela Molina (recorder)

Meeting called to order at 3:05 p.m. in Oakdale at the Gene Bianchi Community Center, Conference Room 1.

1. Approval of Minutes of the Meeting of July 18, 2012
   A motion was made to approve the minutes of the meeting of July 18, 2012, by Jill Stearns and seconded by Rosanne Faughn. District Council members approved the minutes, with all in favor with one abstention from Rose LaMont.

   Discussion of Item #4 Budget followed Item #1. Approval of Minutes following a request by Chancellor Joan Smith.

2. Report Out
   Chancellor Joan Smith stated in an effort to improve communication each constituency group will provide a report out at District Council meetings. The Chancellor has invited Vice Presidents to participate in District Council for awhile; reasons for their inclusion is input during budget and accreditation discussions.

3. New Expectation
   President Jill Stearns stated in late May the Chancellor’s Office reported new Associate Degrees for Transfer; a copy of the memorandum was provided to DC members. New Transfer Model Curricula (TMC) models are being revised and the list is growing. President Stearns encouraged college and District leaders to be aware of the target dates and to keep this in the forefront of this discussion. Additional information is available online at http://www.ccccurriculum.net/.

4. Budget
   Executive Vice Chancellor Teresa Scott provided an overview of the 2012-2013 Final Budget and the Final Budget Review 2012-2013 Presentation. Both documents are available on the YCCD Fiscal Services Budget website http://www.yosemite.edu/fiscalservices/budget.htm. Discussion ensued regarding the rising costs of utilities. DC members were informed that discussions are taking place regarding solar options in an effort to decrease our utility costs. Teresa Scott provided a clarification regarding RDA related revenue. It was reported if Prop 30 fails there will be $5.4 billion cut to Proposition 98, $5.3 million cut to YCCD apportionment revenue and a 7.3% reduction in funded FTES
1,164 less funded FTES for YCCD. Chancellor Joan Smith reported that if Prop 30 passes it would keep YCCD from further cuts but is not an end all. Discussion ensued regarding options if Prop 30 fails, categorical funding and the topic of parcel tax. On a positive note, it was mentioned that grants are booming within the District.

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COLUMBIA COLLEGE: President Dennis Gervin provided an accreditation update; Columbia College is finalizing their follow-up report to present to the Board of Trustees. The college is aligning program review with budget, addressing the staff development plan, and program review. Vice President of Student Learning Leslie Buckalew reported focusing on institutional effectiveness with respect to resource allocation, planning, and meeting students’ needs. Academic Senate President John Leamy reported on aspects of shared governance.

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Chancellor Joan Smith added that we should keep in mind we are on year 10, and SLOs need to be proficient by 2012.

6. Other Items

Jillian Daly requested CalPers/CalSTRS Reform as an agenda item for the next DC meeting.

The District Council meeting adjourned at 4:58 p.m.

Future Agenda Items

CalPers/CalSTRS Reform
The Yosemite Community College District Board of Trustees shall consist of seven (7) members elected from five (5) seven (7) Trustee areas in the District. Members shall be elected as defined in Board Policy 2100 or appointed as defined in Board Policy 2110.

Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board.

An employee of the District may not be sworn into office as an elected or appointed member of the governing board unless he or she resigns as an employee.

No member of the governing board shall, during the term for which he or she is elected, hold an incompatible office.

References:
Education Code Sections 72023, 72103; 72104

Adopted: May 7, 2002
The term of office of each Trustee shall be four (4) years, commencing on the first Board meeting in December, following the November election. Elections shall be held every two years, in even numbered years in accordance with the Education Code and the State Elections Code. Terms of Trustees are staggered so that, as nearly as practical, one half of the Trustees shall be elected at each Trustee election.

In the event of a tie vote among two or more candidates for the governing board, the Board of Trustees hereby determines the method of deciding the winner to be by random drawing. The Board shall notify the candidates who have received the tie votes to appear before it either personally or by a representative at a time and place designated by the Board. The Board shall at that time and place determine the winner by random drawing.

The Board of Trustees has provided for the election of Trustees by Trustee areas. The election of a Board member residing in and registered to vote in the Trustee area he or she seeks to represent shall be only by the registered voters of the same Trustee areas. A detailed map and area description of each Trustee area are attached. YCCD Trustee Area maps can be viewed at: http://www.yosemite.edu/Trustees/map.htm.

Effective July 1, 2002 the Trustee areas are as follows:

Area 1 District area comprised of Calaveras County, Tuolumne County, and eastern portion of Stanislaus County, and a portion of eastern San Joaquin County

Area 2 District area comprised of northeastern portion of Stanislaus County (including the Cities of Oakdale, Riverbank, and Waterford) and eastern San Joaquin County
Area 3
District area comprised of southern portion of Stanislaus County (including the Cities of Turlock and Hughson) and northeastern portion of Merced County

Area 4
District area comprised of western portion of Stanislaus County (including the Cities of Patterson and Newman, and a portion of the Cities of Ceres and Modesto), Santa Clara County, and northwestern portion of Merced County (including the City of Gustine)

Area 5
District area comprised of north-central portion of Stanislaus County (including a majority of the Cities of Ceres and Salida and a northwest portion of the City of Modesto) and south-central portion of San Joaquin County (Ripon)

Area 6
District area comprised of central portion of Stanislaus County (including a Central portion of the City of Modesto)

Area 7
District area comprised of central portion of Stanislaus County (including a majority of the City of Ceres and the southwest portion of the City of Modesto)

The District is obligated by state law to adjust the boundaries of Trustee areas after each decennial census in districts where Trustee areas have been established and in which each Trustee is elected by the residents of the area.

The Chancellor shall submit recommendations to the Board regarding adjustments to be made to the boundaries of each Trustee area, if any adjustment is necessary, after each decennial federal census. The Chancellor shall submit the recommendation in time for the Board to act as required by law.

Candidates who run for the office of Trustee of the Yosemite Community College District shall cover the cost of printing, handling, and mailing candidates a statement of qualifications, if so desired, and are responsible for submitting such statements to required officials.

References:
Education Code Sections 5000 et seq., 72022, Education Code Section 5019.5

Adopted: May 7, 2002
NEW POLICY and PROCEDURE

Policy Change ☐ Constituency Group Review ☒
Procedure Change ☐ District Council ☒
New Policy ☒ Board 1st Reading ☐
New Procedure ☒ Board 2nd Reading ☐
Comments:
Legally required... recommendation
to create separate policy addressing
“animals on campus.”

KEY:
BOLD = new language
strikethrough = delete language

NEW POLICY and PROCEDURE

3440 Service Animals/Therapy Animals

In order to prevent discrimination on the basis of disability, the District will allow an individual with a
disability to use a service animal in District facilities and on District campuses in compliance with state
and federal law.

Therapy animals are not permitted on campus without the written permission of the Chancellor or
his/her designee.

References:
The Americans with Disabilities Act of 1990 -- 42 United States Code Sections 12101 et seq.; 28 Code of
104.44(b)
3440  Service Animals/Therapy Animals

The District will allow an individual with a disability to use a service animal in District facilities and on District campuses in compliance with state and federal law.

The District will allow an individual with a disability to use a miniature horse as a service animal in District facilities and on District campuses if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability and the District has determined, based on the assessment factors provided in this procedure, that a reasonable accommodation can be made.

The District will allow an individual with a disability to be accompanied by his/her service animal in all areas of the District’s facilities where members of the public, invitees, clients, customers, patrons, or participants in services, programs or activities, as relevant, are allowed to go.

These procedures shall also be applicable to an individual who is training a service animal.

Service Animal Defined
A “service animal” for purposes of this procedure means any dog (or miniature horse, as provided herein) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.

The work or tasks performed by a service animal must be directly related to the handler’s disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

Additional clarification on service animal definitions are found in the U.S. Department of Justice, Civil Rights Division, Disability Rights Section of ADA requirements as revised.

Therapy Animal Defined
Therapy animals are defined as animals trained to provide affection and comfort to people in hospitals, retirement homes, nursing homes, schools, people with learning difficulties, and stressful situations, such as disaster areas.

Therapy animals are not permitted on campus without the written permission of the Chancellor or his/her designee.

Exceptions
The District may ask an individual with a disability to remove a service animal from the premises if:
- The animal is out of control and the animal's handler does not take effective action to control it;
- or
- The animal is not housebroken.
If a service animal is excluded under one of these exceptions, the District will give the individual with a disability the opportunity to obtain goods, services, and accommodations or to participate in the service, program, or activity without having the service animal on the premises.

**Assessment Factors for Miniature Horses**
The District shall consider the following factors:
- The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- Whether the handler has sufficient control of the miniature horse;
- Whether the miniature horse is housebroken; and
- Whether the miniature horse’s presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

**Control**
The service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal’s safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler’s control (e.g., voice control, signals, or other effective means).

**Care or Supervision**
The District is not responsible for the care or supervision of the animal.

**Inquiries by the District**
The District may make two inquiries to determine whether an animal qualifies as a service animal:
- Whether the animal is required because of a disability; and
- What work or task the animal has been trained to perform.

The District will not make either of these inquiries when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person’s wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

An individual may choose to produce a county service dog license or identification tag as proof that the animal is a service animal. Licensure or certification is not required in order to meet the definition of service animal under this procedure. There are no licensing or certification requirements for miniature horses.

The handler shall be responsible for ensuring the animal’s vaccinations and inoculations are current.

**No Surcharge**
The District will not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. If the District normally charges individuals for damage caused by pets, an individual with a disability may be charged for damages caused by his or her service animal.

**References:**
Yosemite Community College District • Policies and Administrative Procedures

Policy Change ☐ Procedure Change ☐ New Policy ☒ New Procedure ☐
Constituency Group Review ☒ District Council ☒ Board 1st Reading ☐ Board 2nd Reading ☐

Comments:
New policy to match CCLC #

References:
Government Code Sections 3540 et seq.

7140 Collective Bargaining

Under the provisions of the Educational Employment Relations Act, Government Code Sections 3540 et seq., the District will meet and negotiate in good faith on matters within the scope of bargaining as defined by law.

Edited:
9/19/12; 11/16/12
Members Present: John Zamora, John Leamy, Brian DeMoss, Dennis Gervin, Joan Smith, Jeff Swank, Jill Stearns, Jillian Daly, Rosanne Faughn, Rose LaMont, Gene Womble, Douglas Dyrssen

Members Absent: none

Other’s Present: Teresa Scott, Nick Stavrianoudakis, Diane Wirth, Gary Whitfield, Susan Kincade, Leslie Buckalew, Brenda Thames, Michael Guerra, Graciela Molina (recorder)

Chancellor Smith called the meeting to order at 3:07 p.m. in Oakdale at the Gene Bianchi Community Center, Conference Room 1.

1. Approval of Minutes of the Meeting of September 26, 2012

A motion was made by Rose LaMont and seconded by John Zamora to approve the minutes of the meeting of September 26, 2012. The motion carried with District Council members all in favor.

2. Report Out

Constituency Leadership provided reports on the information taken back to their constituents from the last District Council meeting.

a. **Student Trustee:** Associated Students on both campuses discussed the fingerprinting policy and procedure; also, expressed concern with Procedure 3900 Time, Place and Manner.

b. **Academic Senate:**  
   - Columbia College – John Leamy reported back the curricular changes related to Title V. Work is in process and noted some degrees may not be reasonable to establish. 
   - Modesto Junior College – John Zamora reported on TMCs and the budget; he provided websites where District budget information is available online. It was mentioned that Susan Kincade and Angela Herrera visited AS meetings.

c. **California School Employees Association:** Rosanne Faughn reported on the accreditation visit, shared the topic of show cause. Brought clarity to not having to declare vacation for time spent attending district committee meetings; a similar presentation was provided by Jeff Swank to the MJC Classified Staff Advisory group. Last item discussed was the support of Prop 30.

d. **Yosemite Faculty Association:** Jillian Daly reported educating faculty regarding budget realities, worked with YFA PAC to get Prop 30 passed. Worked with College Council on university voices.

e. **Leadership Team Advisory Council:** Brian DeMoss reported back on accreditation and the budget update.

f. **Faculty Board Consultant (position presently unfilled):** No report.

3. Budget Update

Executive Vice Chancellor Teresa Scott provided a budget update. She reported that an $800 million cash deferral will be bought down as well as, $50 million in restoration - YCCD's share is 160 FTES. In the current year, money is set aside and waiting until January to ensure there is no surprise with the P1 - Apportionment Report. There are no drastic changes; we will not see the $5.3 million dollar cut as previously thought.
Chancellor Joan Smith added that the budget for 2012-2013 is safe; she does not foresee new money for 2013-2014. Discussion ensued regarding effects to 50% law, Full-Time Obligation Number (FON), and possible P2 reduction. YCCD is in a holding pattern to see how the State budget develops; the hiring frost continues at this time. The District Council will be kept aware of information as it comes down from the State. Chancellor Smith stated the District has gone through a lot and is grateful to at least be in a holding pattern rather than having to cut programs and services; Teresa Scott expressed her agreement. Following an inquiry from Student Trustee Douglas Dyrssen, it was clarified that the 5% employee negotiated cut is now off the table.

**Action Items:**
- Continue to communicate to constituency groups the state of the budget. Currently we are in a holding pattern until further information comes to us by the State.

*Discussion of Item 6 - Rollover Funds was moved up on the agenda.*

4. **Accreditation Update**

   **Modesto Junior College:** Jill Stearns stated the team is late in providing the report to MJC, no report has been received. **Columbia College:** Dennis Gervin reported that Columbia College received their report a few days ago. He is looking at errors of fact, and commented that the report is a fair representation. Chancellor Joan Smith stated the CEO’s receive a preliminary copy for fact checking and this is not for public viewing.

5. **CalPers/CalSTRS Reform**

   Jillian Daly requested clarification regarding the reforms. Chancellor Joan Smith suggested having representatives available to discuss reforms at a future In Service/Institute Day. Following a brief discussion, the Chancellor tabled the discussion at District Council. It was recommended that the discussion is better suited for one-on-one discussion with representatives due to the complexity of each individual’s situation.

6. **Rollover Funds**

   Chancellor Joan Smith provided an overview of rollover funds which is one-time money. The change to use the term “one-time money” better explains that the funding is not ongoing; Teresa Scott reported that the change in terminology provides clarity. In response to an inquiry by John Leamy, it was reported colleges would identify within their internal processes how any rollover funds are used. Chancellor Smith reported reserves are a line item in the budget; the contingencies are held to assist the District with their cash reserves. Discussion ensued on deferrals, cash balances, rollovers/one-time monies and college processes and staying within budgets.

7. **Policy Update**

   Director of Public Affairs Nick Stavrianoudakis provided a one page handout which provides a quick overview reference of the policy/procedure review process. Copies of Policies and Procedures 2010, 2100, 3440, and 7140 were provided to DC for their review. Nick Stavrianoudakis requested that comments and changes be forward to him.

8. **Other Items**

   It was confirmed that DC would proceed with the December 19th meeting.

The District Council meeting adjourned at 4:13 p.m.
Yosemite Community College District

District Council Meeting
January 23, 2013
3:00 p.m. – 5:00 p.m.
Gene Bianchi Community Center

AGENDA

Facilitator: Joan E. Smith
Recorder: Graciela Molina

1. Approval of Minutes of the Meeting of November 28, 2012 – Joan Smith

2. Report Out
   a. Student Trustee – Douglas Dyrssen
   b. Academic Senate (MJC & CC) – John Leamy/James Todd
   c. California Schools Employee Association (CSEA) – Rosanne Faughn
   d. Yosemite Faculty Association (YFA) – Jillian Daly
   e. Leadership Team Advisory Council (LTAC) – Brian DeMoss
   f. Faculty Board Consultant - Vacant

3. Budget Update – Teresa Scott/Joan Smith

4. Accreditation Update – Dennis Gervin/Jill Stearns

5. Policy Update – Nick Stavrianoudakis

6. Staff Recognition Dinner – Joan Smith

7. Other Items

☆ Attachments

Next DC Meeting – February 27, 2013 at 3:00 p.m. – Gene Bianchi Community Center
Members Present: John Zamora, John Leamy, Brian DeMoss, Dennis Gervin, Joan Smith, Jeff Swank, Jill Stearns, Jillian Daly, Rosanne Faughn, Rose LaMont, Gene Womble, Douglas Dyrssen

Members Absent: none

Other's Present: Teresa Scott, Nick Stavrianoudakis, Diane Wirth, Gary Whitfield, Susan Kincade, Leslie Buckalew, Brenda Thames, Michael Guerra, Graciela Molina (recorder)

Chancellor Smith called the meeting to order at 3:07 p.m. in Oakdale at the Gene Bianchi Community Center, Conference Room 1.

1. Approval of Minutes of the Meeting of September 26, 2012

A motion was made by Rose LaMont and seconded by John Zamora to approve the minutes of the meeting of September 26, 2012. The motion carried with District Council members all in favor.

2. Report Out

Constituency Leadership provided reports on the information taken back to their constituents from the last District Council meeting.

a. Student Trustee: Associated Students on both campuses discussed the fingerprinting policy and procedure; also, expressed concern with Procedure 3900 Time, Place and Manner.

b. Academic Senate: Columbia College – John Leamy reported back the curricular changes related to Title V. Work is in progress and noted some degrees may not be reasonable to establish. Modesto Junior College – John Zamora reported on TMCs and the budget; he provided websites where District budget information is available online. It was mentioned that Susan Kincade and Angela Herrera visited AS meetings.

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e. Leadership Team Advisory Council: Brian DeMoss reported back on accreditation and the budget update.

f. Faculty Board Consultant (position presently unfilled): No report.

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**Action Items:**
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**Discussion of Item 6 - Rollover Funds was moved up on the agenda.**

4. **Accreditation Update**

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5. **CalPers/CalSTRS Reform**

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8. **Other Items**

   It was confirmed that DC would proceed with the December 19th meeting.

The District Council meeting adjourned at 4:13 p.m.
Policy

2015 Student Member(s)

The Board shall include one non-voting student member who is a resident of California. The student member shall be selected in accordance with rules and regulations established by the members of the elected Board of Trustees.

The term of office shall be one year commencing May 15 each year and terminating on the following May 14.

The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). The student member shall be entitled to any mileage allowance necessary to attend board meetings to the same extent as publicly elected trustees. The student member is not required to give up employment with the District.

The student member will be entitled to an advisory vote. If a student member wishes to cast an advisory vote, it shall be taken prior to the Board’s vote. The student member of the Board does not make and second motions; attend closed sessions; or receive compensation for meeting attendance.

- Will not make and second motions;
- Will not attend closed sessions;
- Will not receive compensation for meeting attendance.

This policy will be reviewed by the Board and either readopted, revised or repealed on or before May 15 of each year, the Board shall annually review the following items. (See Policy 2105)

References:
Education Code Section 72023.5

Adopted: May 7, 2002
Revision Adopted: February 11, 2009
The student member shall have the following responsibilities:

A. Attend meetings of the Board of Trustees

B. Participate in a Student Trustee Orientation

C. Identify a mentor or advisor

D. Consult with Associated Student leadership at both Colleges

References:
Education Code Section 72023.5

Procedure Last Revised: 04/11/07
Policy Change ☒
Procedure Change ☐
New Policy ☐
New Procedure ☐
Comments:
Draft for 2- student trustee option.

KEY:
BOLD= new language
strikethrough= delete language

Constituency Group Review ☐
District Council ☐
Board 1\textsuperscript{st} Reading ☐
Board 2\textsuperscript{nd} Reading ☐

Referred to: AS presidents and VPSS at both colleges

Edited: 08/23/12; 9/19/12; 01/22/13

Yosemite Community College District Policies and Administrative Procedures

No. 2015

Policy

2015 Student Member(s)

The Board shall include \textbf{two} non-voting student members who are residents of California. The student members shall be selected in accordance with rules and regulations established by the members of the elected Board of Trustees.

The term of office shall be one year commencing May 15 each year and terminating on the following May 14.

The student members shall be seated with the Board and shall be recognized as \textbf{a} full members of the Board at meetings. The student members is \textbf{are} entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). The student members shall be entitled to any mileage allowance necessary to attend board meetings to the same extent as publicly elected trustees. The student members is \textbf{are} not required to give up employment with the District.

The student members will be entitled to an advisory vote. If a student member wishes to cast an advisory vote, it shall be taken prior to the Board's vote. The student members of the Board do not make and second motions; attend closed sessions; or receive compensation for meeting attendance.

- Will not make and second motions;
- Will not attend closed sessions;
- Will not receive compensation for meeting attendance.

This policy will be reviewed by the Board and either readopted, revised or repealed on or before May 15 of each year. The Board shall annually review the following items. \textbf{(See Policy 2105)}

References:
Education Code Section 72023.5

Adopted: May 7, 2002
Revision Adopted: February 11, 2009
The student member shall have the following responsibilities:

A. Attend meetings of the Board of Trustees
B. Participate in a Student Trustee Orientation
C. Identify a mentor or advisor
D. Consult with Associated Student leadership at both Colleges

References:
Education Code Section 72023.5

Procedure Last Revised: 04/11/07
Policy Change ☒
Procedure Change ☒
New Policy ☐
New Procedure ☐
Comments:
Constituency Group Review ☐
District Council ☐
Board 1st Reading ☐
Board 2nd Reading ☐
Referred to:

KEY:
BOLD= new language
strikethrough= delete language

Edited:
08/23/12; 9/19/12; 12/5/12

Yosemite Community College District Policies and Administrative Procedures

No. 2105

Policy

2105 Election of Student Member

In compliance with Board Policy 2015, one (1) non-voting student representative shall serve on the Yosemite Community College District Board of Trustees subject to the following provisions:

Criteria for Service

I. The student representative shall meet all the following criteria for service on the Board of Trustees:

A. Be a legal resident of the Yosemite Community College District at the time of application and during the time of service on the Board.

B. Be enrolled in at least five (5) units during the semester or quarter of application and during each semester or quarter of service.

C. Be in good academic standing (not on probation) and have earned a cumulative grade point average of 2.5 or more in at least twelve (12) units completed at either Columbia College or Modesto Junior College prior to May 15 of the year of service on the Board. In the absence of an established GPA based on prior academic work, the most recent mid-term GPA or average of grades to date will be acceptable.

Selection of the student representative will alternate between Columbia College and Modesto Junior College annually.

II. Selection Procedure

A. Selection of the student representative will alternate between Columbia College and Modesto Junior College annually.

B. The appointment will be made by a seven (7) member district-wide screening/selection committee appointed by incumbent student body presidents. The committee will be comprised of three (3) Columbia students and four (4) Modesto students, one of whom,
from each campus must be the student body president-elect. The Directors of Student Activities from both campuses shall be ex-officio members of this committee.

C. The campus from which the representative will be selected shall publicize the need for a student representative to the Board. Following a reasonable period of publicity, a two (2) week period will be provided for interested students to apply for appointment consideration.

D. The screening/selection committee will review the applications and schedule not less than three (3), nor more than five (5) applicants for personal interviews. If the minimum number of applications identified above are not received, the selection will be made from those who apply.

General criteria for consideration includes, but is not limited to the following:

1. Previous experience in student/community activities.
2. Ability to communicate effectively orally and in writing.
3. Motivation for service as a student Board member.
4. The student’s availability of time to serve.
5. Other.

If the student representative does not maintain grade, units, or residence qualification requirement, or if he or she is absent from three (3) Board meetings, he or she shall be removed from office with the option of an appeal process to the screening/selection committee.

If a vacancy occurs during the term of office, the screening/selection committee will be reconstituted and the entire application procedure repeated without necessarily considering previous applications.

References:
Education Code Sections 72023.5, 72103

Adopted: May 7, 2002
Revision Adopted: March 14, 2007, February 11, 2009
2105 Election of Student Member

The student member shall be recruited and selected for appointment by the appropriate student government board in consultation with the student government advisor and the Vice President for Student Services or equivalent administrator. Normally, the recruitment and appointment will be conducted during the spring semester and will be completed in time for the Student member to take office on May 15. The student member appointment shall rotate between Columbia College and Modesto Junior College on an annual basis.

The student member shall be chosen by the students enrolled in the District as follows:

Election:
The student member shall be elected by the students enrolled in the District in a general election held for that purpose. The student member shall serve a term of one year commencing May 15 and ending May 14 of the following year. Student members will alternate between Modesto Junior College and Columbia College every other year.

An election will be conducted at each college in accordance with the administrative procedures adopted by the college student elections, except that all members of the student body of the District shall be permitted to vote for the student member. Each qualified candidate shall be listed on the ballot at each college. The successful candidate must receive a plurality of all votes cast.

Vacancies:
A nomination/appointment process shall be held if the office becomes vacant by reason of the resignation or disqualification of an elected student member, or by any other reasons. A resignation must be in writing.

The process shall include participation from both ASMJC and ASCC and shall be held within twenty days after notice of the vacancy comes to the attention of the Chancellor.

The Chancellor will formally notify the student body president, student government advisor, and appropriate campus administrator, in writing, of the need to fill the student member vacancy. The vacancy shall be filled within 45 days of the formal notification of the vacancy.

The office shall become vacant if the student member becomes ineligible for the office, is removed from office, resigns, or dies.

Exception:
No nomination/appointment process will be called if the vacancy occurs within 30 days of a regularly scheduled election. Candidates for the position may nominate themselves or be nominated by others by the filing of an application at their campus of residence certifying that the candidate is eligible for service under the criteria set forth in California law and these policies.

Removal from Office:
The student member may be removed from office for cause by the Board of Trustees in consultation with the Chancellor, student government advisor, and Vice President for Student Services or equivalent administrator at the appropriate college.

References:
Education Code Section 72023.5

Procedure Last Revised: April 11, 2007
Policy Change ☒
Procedure Change ☐
New Policy ☐
New Procedure ☐
Comments: Account for CCLC latest update on 2-student trustee version.

KEY:
BOLD= new language
strikethrough= delete language

Constituency Group Review ☐
District Council ☐
Board 1st Reading ☐
Board 2nd Reading ☐

Edited:
08/23/12; 9/19/12; 12/5/12; 01/22/13

Yosemite Community College District Policies and Administrative Procedures No. 2105

Policy

2105 Election of Student Members

In compliance with Board Policy 2015, two (2) non-voting student representative shall serve on the Yosemite Community College District Board of Trustees subject to the following provisions:

Criteria for Service

I. The student representatives shall meet all the following criteria for service on the Board of Trustees:

A. Be a legal resident of the Yosemite Community College District at the time of application and during the time of service on the Board.
B. Be enrolled in at least five (5) units during the semester or quarter of application and during each semester or quarter of service.
C. Be in good academic standing (not on probation) and have earned a cumulative grade point average of 2.5 or more in at least twelve (12) units completed at either Columbia College or Modesto Junior College prior to May 15 of the year of service on the Board. In the absence of an established GPA based on prior academic work, the most recent mid-term GPA or average of grades to date will be acceptable.

One student representative from Columbia College and one student representative from Modesto Junior College will be selected annually.

II. Selection Procedure

A. Selection of the student representative will alternate between Columbia College and Modesto Junior College annually.
B. The appointment will be made by a seven (7) member district-wide screening/selection committee appointed by incumbent student body presidents. The committee will be comprised of three (3) Columbia students and four (4) Modesto students, one of whom,
from each campus must be the student body president-elect. The Directors of Student Activities from both campuses shall be ex-officio members of this committee.

C. The campus from which the representative will be selected shall publicize the need for a student representative to the Board. Following a reasonable period of publicity, a two (2) week period will be provided for interested students to apply for appointment consideration.

D. The screening/selection committee will review the applications and schedule not less than three (3), nor more than five (5) applicants for personal interviews. If the minimum number of applications identified above are not received, the selection will be made from those who apply.

General criteria for consideration includes, but is not limited to the following:

1. Previous experience in student/community activities.
2. Ability to communicate effectively orally and in writing.
3. Motivation for service as a student Board member.
4. The student’s availability of time to serve.
5. Other.

If the student representative does not maintain grade, units, or residence qualification requirement, or if he or she is absent from three (3) Board meetings, he or she shall be removed from office with the option of an appeal process to the screening/selection committee.

If a vacancy occurs during the term of office, the screening/selection committee will be reconstituted and the entire application procedure repeated without necessarily considering previous applications.

References:
Education Code Sections 72023.5, 72103

Adopted: May 7, 2002
Revision Adopted: March 14, 2007, February 11, 2009
2105 Election of Student Members

The student member shall be recruited and selected for appointment by the appropriate student government board in consultation with the student government advisor and the Vice President for Student Services or equivalent administrator. Normally, the recruitment and appointment will be conducted during the spring semester and will be completed in time for the student member to take office on May 15. The student member appointment shall rotate between Columbia College and Modesto Junior College on an annual basis.

The student members shall be chosen by the students enrolled in the District as follows:

**Election:**
The student members shall be elected by the students enrolled in the District in a general election held for that purpose. The student members shall serve a term of one year commencing May 15 and ending May 14 of the following year. One student representative from Columbia College and one student representative from Modesto Junior College will be selected annually.

An election will be conducted at each college in accordance with the administrative procedures adopted by the college student elections. All members of the student body of each college in the District shall be permitted to vote for the student member coming from that respective college. Each qualified candidate shall be listed on the ballot at each college. The successful candidate must receive a plurality of all votes cast.

**Vacancies:**
A nomination/appointment process shall be held if the office becomes vacant by reason of the resignation or disqualification of an elected student member, or by any other reasons. A resignation must be in writing.

The process shall include participation from both ASMJC and ASCC and shall be held within twenty days after notice of the vacancy comes to the attention of the Chancellor.

The Chancellor will formally notify the student body president, student government advisor, and appropriate campus administrator, in writing, of the need to fill the student member vacancy. The vacancy shall be filled within 45 days of the formal notification of the vacancy.

The office shall become vacant if the student member becomes ineligible for the office, is removed from office, resigns, or dies.

**Exception:**
No nomination/appointment process will be called if the vacancy occurs within 30 days of a regularly scheduled election. Candidates for the position may nominate themselves or be nominated by others by the filing of an application at their campus of residence certifying that the candidate is eligible for service under the criteria set forth in California law and these policies.
Removal from Office:

The student member may be removed from office for cause by the Board of Trustees in consultation with the Chancellor, student government advisor, and Vice President for Student Services or equivalent administrator at the appropriate college.

References:
Education Code Section 72023.5

Procedure Last Revised: April 11, 2007
Yosemite Community College District

District Council Meeting Minutes
Gene Bianchi Community Center, Conference Room 1
January 23, 2013

Members Present: James Todd, John Leamy, Brian DeMoss, Dennis Gervin, Joan Smith, Jeff Swank, Jill Stearns, Jillian Daly, Rosanne Faughn, Gene Womble,

Members Absent: Douglas Dyrssen, Rose LaMont

Other's Present: Teresa Scott, Yoseph Demissie, Nick Stavrianoudakis, Diane Wirth, Gary Whitfield, Susan Kincade, Leslie Buckalew, Brenda Thames, Michael Guerra, Graciela Molina (recorder)

Chancellor Smith called the meeting to order at 3:00 p.m. in Oakdale at the Gene Bianchi Community Center, Conference Room 1.

1. Approval of Minutes of the Meeting of November 28, 2012

A motion was made by Jillian Daly and seconded by Jill Stearns to approve the Minutes of the meeting of November 28, 2012. The motion carried with District Council members voted all in favor.

Discussion Item 3 Budget Update was moved up for discussion on the agenda preceding Item 2 Report Out.

2. Report Out

Constituency Leadership provided reports on the information taken back to their constituents from the last District Council meeting.

a. Student Trustee: no report

b. Academic Senate: Columbia College – John Leamy reported a good start to the semester which included flex day activities with Senate and the Instruction Office and Columbia College In-Service with adjunct faculty. Modesto Junior College – James Todd reported AS will have their first meeting on January 24. Institute Day was great; in addition to AS duties he is also working on assessment. There is a focus to have Senate become more aware of the information coming down from the state, to continue working on TMCs, and sharing budget information as it is released. AS is seeking members to serve on MJC’s new councils; there is a concentration on accreditation and leadership. Discussion ensued regarding various levels of faculty understanding related to changes coming down from the State. It was reported that Academic Senate is advocating, encouraging and educating their constituents to get everyone on the same page.

c. California School Employees Association: Rosanne Faughn reported the appointments have been made to the various new councils at MJC and have seen new representation within their constituency step up to serve; some concern was expressed with taking time away from their regular work. Nominations were completed and the current members will continue serving on the CSEA Executive Board.

d. Yosemite Faculty Association: Jillian Daly reported YFA is researching and discussing workload and have asked administrators for their support on the topic of workload. YFA is beginning to focus on Distance Education articles as they are currently outdated. Jillian Daly reported that the Central Valley Democratic Club has invited MJC/YCCD to present at their March or April meeting. Chancellor Joan Smith reported that the topic of workload was discussed at DAC.
3. Budget Update

Teresa Scott attended State Budget Workshop and the District-wide enrollment management meeting. YCCD has filed the first P1 - Apportionment Report for both colleges at funded cap; we met the targets that were set, based on Datatel estimates, and may have a little to spare. Teresa Scott reported a possibility of 2% restoration growth categorical funds/programs. Colleges will need two scenarios moving forward to 2013-14, 1.65% COLA with the balance making up the 2% restoration; YCCD can begin planning. Gary Whitfield reiterated that restoration is paying down the deferral, not considered new funding. It was confirmed that the $197 million can go to COLA, restoration and possibly categorical funds/programs.

Teresa Scott stated there are clean energy revenue monies available; $300 million may shift from the K-12 system adult education monies to Community Colleges, negotiations are still playing out; apprenticeship monies and about $17 million going towards virtual campus. She highlighted the main points which are the buy down of deferral and new monies; policies are changing with further discussion to take place. We continue to hear there are shortfalls with regards to redevelopment agencies and funds. Prop 30 monies have been set aside, discussions on how to allocate these funds will need to occur. Chancellor Joan Smith noted that the District will wait until May to see how the final budget plays out; if funds are forwarded to the colleges, she reminded DC members that the funds would be one-time money. Budget updates will be provided monthly.

Discussion ensued regarding the Student Success Taskforce (SST) and Prop 30; future discussions with the State will be taking place. Chancellor Joan Smith and Teresa Scott will be providing budget presentations at both colleges and District in February with the current information available to date. Budget presentations are available on the Fiscal Services website. President Jill Stearns addressed a proposal related to census date vs. completion number and the impact on the system which results in a significant loss in revenue. In addition, the 90 unit cap will affect students and has deep curriculum implications. Chancellor Joan Smith is addressing this at the State level, with Brice Harris and other CEO’s, and Teresa Scott is meeting with CBO’s as well. The message being hammered down is “accountability”. District Council discussed the virtual campus and massive open online courses (MOOCs); Chancellor Joan Smith spoke to the importance of curriculum development with respect to these efforts.

Chancellor Joan Smith reported there will be training on proposals to see what options are available. We have to be proactive, creative and looking at the opportunity.

**Action Items:**
- Inform constituencies that future budget presentations will be planned in February, information forthcoming.

4. Accreditation Update

**Columbia College:** Dennis Gervin reported Columbia College expects the final report to arrive the end of January or beginning of February. **Modesto Junior College:** Jill Stearns stated MJC is waiting, the same as Columbia College. It was reported that once the letter is received, it will be made public and be available on the MJC Accreditation website.
5. Policy Update

Nick Stavrianoudakis reported that at the Board of Trustee meetings it has been discussed that students are interested in securing two Student Trustees, one to represent each college within the District. If resolutions are submitted by both colleges the District will move the process forward. Election procedures are not currently compliant with that of CCLC. There are currently two versions, one which will be presented to the Board of Trustees at their February meeting. In light of the election timeline, it will need to be updated as status quo, at the very least. Discussion ensued regarding the topic of Student Trustee(s) and the Board Liaison Positions.

6. Staff Recognition Dinner

Chancellor Joan Smith reported that the Staff Recognition Dinner is scheduled for April 12, 2013, at 5:30 p.m. in Oakdale at the Gene Bianchi Community Center. She asked for ideas to be brought to the February meeting that would further encourage participation at this event.

7. Other Items

Chancellor Joan Smith announced that an email would be sent out regarding acceptance of nominations for the 5th Annual Classified Employees Award. In addition, a printed email from Gary Whitfield was distributed to District Council providing addition information regarding miniature horses as guide animals.

The District Council meeting adjourned at 4:46 p.m.
YOSEMITE COMMUNITY COLLEGE DISTRICT

DISTRICT COUNCIL MEETING
February 27, 2013
3:00 p.m. – 5:00 p.m.
Gene Bianchi Community Center

AGENDA

Facilitator: Joan E. Smith
Recorder: Graciela Molina

1. Approval of Minutes of the Meeting of January 23, 2013 – Joan Smith
2. Policy Update – Nick Stavrianoudakis
3. Report Out
   a. Student Trustee – Douglas Dyrssen
   b. Academic Senate (MJC & CC) – John Leamy/James Todd
   c. California Schools Employee Association (CSEA) – Rosanne Faughn
   d. Yosemite Faculty Association (YFA) – Jillian Daly
   e. Leadership Team Advisory Council (LTAC) – Brian DeMoss
   f. Faculty Board Consultant – Brian Sinclair
   g. MJC College President – Jill Stearns
   h. MJC College Vice Presidents – Michael Guerra/Susan Kincade/Brenda Thames
   i. CC College President – Leslie Buckalew, acting president
   j. CC College Vice Presidents – Leslie Buckalew/Gary Whitfield
4. Budget Update – Teresa Scott/Joan Smith
5. Accreditation Update – Jill Stearns/Leslie Buckalew, acting president
6. Other Items

Attachments

Next DC Meeting – March 27, 2013 at 3:00 p.m. – Gene Bianchi Community Center
District Planning Session – March 29, 2013 at 10:00 a.m. – Oakdale, TBD
Members Present: James Todd, John Leamy, Brian DeMoss, Dennis Gervin, Joan Smith, Jeff Swank, Jill Stearns, Jillian Daly, Rosanne Faughn, Gene Womble,

Members Absent: Douglas Dyrssen, Rose LaMont

Other’s Present: Teresa Scott, Yoseph Demissie, Nick Stavrianoudakis, Diane Wirth, Gary Whitfield, Susan Kincade, Leslie Buckalew, Brenda Thames, Michael Guerra, Graciela Molina (recorder)

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Policy Change ☐  Constituency Group Review ☒
Procedure Change ☐  District Council ☒
New Policy ☐  Board 1st Reading ☒
New Procedure ☐  Board 2nd Reading ☐
Comments: ☐
Annual revision is required by code.

KEY:
BOLD= new language
strikethrough= delete language

Edited: 08/23/12; 9/19/12; 01/22/13

Yosemite Community College District Policies and Administrative Procedures No. 2015

Policy

2015 Student Member(s)

The Board shall include one non-voting student member who is a resident of California. The student member shall be selected in accordance with rules and regulations established by the members of the elected Board of Trustees.

The term of office shall be one year commencing May 15 each year and terminating on the following May 14.

The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). The student member shall be entitled to any mileage allowance necessary to attend board meetings to the same extent as publicly elected trustees. The student member is not required to give up employment with the District.

The student member will be entitled to an advisory vote. If a student member wishes to cast an advisory vote, it shall be taken prior to the Board’s vote. The student member of the Board does not make and second motions; attend closed sessions; or receive compensation for meeting attendance.

• Will not make and second motions;
• Will not attend closed sessions;
• Will not receive compensation for meeting attendance.

This policy will be reviewed by the Board and either readopted, revised or repealed on or before May 15 of each year, the Board shall annually review the following items. (See Policy 2105)

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Adopted: May 7, 2002
Revision Adopted: February 11, 2009
The student member shall have the following responsibilities:

A. Attend meetings of the Board of Trustees
B. Participate in a Student Trustee Orientation
C. Identify a mentor or advisor
D. Consult with Associated Student leadership at both Colleges

References:
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Procedure Last Revised: 04/11/07
Policy Change ☒
Procedure Change ☒
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New Procedure ☐

Constituency Group Review ☒
District Council ☒
Board 1st Reading ☐
Board 2nd Reading ☐

KEY:
BOLD= new language
strikethrough= delete language

Comments:
Account for CCLC latest update on 1-student trustee version. GPA changed to 2.0 to reflect actual.

Edited:
08/23/12; 9/19/12;12/5/12; 1/25/13; 1/29/13

Yosemite Community College District

2105 Election of Student Member

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B. Be enrolled in at least five (5) units during the semester or quarter of application and during each semester or quarter of service.

C. Be in good academic standing (not on probation) and have earned a cumulative grade point average of 2.5 2.0 or more in at least twelve (12) units completed at either Columbia College or Modesto Junior College prior to May 15 of the year of service on the Board. In the absence of an established GPA based on prior academic work, the most recent midterm GPA or average of grades to date will be acceptable.

Selection of the student representative will alternate between Columbia College and Modesto Junior College annually.

II. Selection Procedure

A. Selection of the student representative will alternate between Columbia College and Modesto Junior College annually.

B. The appointment will be made by a seven (7) member district wide screening/selection committee appointed by incumbent student body presidents. The committee will be comprised of three (3) Columbia students and four (4) Modesto students, one of whom,
from each campus must be the student body president-elect. The Directors of Student Activities from both campuses shall be ex-officio members of this committee.

C. The campus from which the representative will be selected shall publicize the need for a student representative to the Board. Following a reasonable period of publicity, a two (2) week period will be provided for interested students to apply for appointment consideration.

D. The screening/selection committee will review the applications and schedule not less than three (3), nor more than five (5) applicants for personal interviews. If the minimum number of applications identified above are not received, the selection will be made from those who apply.

General criteria for consideration includes, but is not limited to the following:

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2. Ability to communicate effectively orally and in writing.
3. Motivation for service as a student Board member.
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If the student representative does not maintain grade, units, or residence qualification requirement, or if he or she is absent from three (3) Board meetings, he or she shall be removed from office with the option of an appeal process to the screening/selection committee.

If a vacancy occurs during the term of office, the screening/selection committee will be reconstituted and the entire application procedure repeated without necessarily considering previous applications.

References:
Education Code Sections 72023.5, 72103

Adopted: May 7, 2002
Revision Adopted: March 14, 2007, February 11, 2009
2105 Election of Student Member

The student member shall be recruited and selected for appointment by the appropriate student government board in consultation with the student government advisor and the Vice President for Student Services or equivalent administrator. Normally, the recruitment and appointment will be conducted during the spring semester and will be completed in time for the Student member to take office on May 15. The student member appointment shall rotate between Columbia College and Modesto Junior College on an annual basis.

The student member shall be chosen by the students enrolled in the District as follows:

Election:
The student member shall be elected by the students enrolled in the District in a general election held for that purpose. The student member shall serve a term of one year commencing May 15 and ending May 14 of the following year. Student members will alternate between Modesto Junior College and Columbia College every other year.

An election will be conducted at each college in accordance with the administrative procedures adopted by each respective associated student organization the college student elections, except that all members of the student body of the District shall be permitted to vote for the student member. Each qualified candidate shall be listed on the ballot at each college. The successful candidate must receive a plurality of all votes cast.

Vacancies:
A special election will be held by both ASMJC and ASCC nomination/appointment process shall be held if the office becomes vacant by reason of the resignation or disqualification of an elected student member, or by any other reasons. A resignation must be in writing.

The process of the special election will be determined by shall include participation from both ASMJC and ASCC, and shall be held within twenty days after notice of the vacancy comes to the attention of the Chancellor.

The Chancellor will formally notify the both ASMJC and ASCC, student body presidents, student government advisor, and appropriate campus administrator, in writing, of the need to fill the student member vacancy. The vacancy shall be filled within 45 days of the formal notification of the vacancy.

The office shall become vacant if the student member becomes ineligible for the office, is removed from office, resigns, or dies.

Exception:
No special election nomination/appointment process will be called if the vacancy occurs within 30 days of a regularly scheduled election. Candidates for the position may nominate themselves or be nominated by others by the filing of an application at their campus of residence certifying that the candidate is eligible for service under the criteria set forth in California law and these policies.
Removal from Office:

The student member may be removed from office for cause by the Board of Trustees in consultation with the Chancellor, student government advisor, ASMJC, ASCC and Vice President for Student Services or equivalent administrator at the appropriate college.

References:
Education Code Section 72023.5

Procedure Last Revised: April 11, 2007
Policy and Administrative Procedures

2410 Policy and Administrative Procedures

The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to district activities. All district employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to or amended at any regular board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended. Non-substantive changes, such as updated Code references and external agency name changes, shall not require Board adoption; however, such changes will be presented to the Board as information items.

Administrative procedures are to be issued by the Chancellor as statements of method to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy. Administrative procedures may be revised as deemed necessary by the Chancellor.

The Board reserves the right to direct revisions of the administrative procedures should they, in the Board’s judgment, be inconsistent with the Board’s own policies.

Copies of all policies and administrative procedures are regularly updated and available shall be readily available to District employees and the general public, through the Chancellor and are located at the District’s website at http://www.yosemite.edu/Trustees/boardpolicy.htm.

References:
Education Code Section 70902; Accreditation Standard IV.B.1.b & e

Adopted: August 6, 2002
Revision Adopted: February 8, 2012
Administrative Procedure

2410 Policy and Administrative Procedures

The Board may delegate to the Chancellor the responsibility to develop or revise existing Board Policies that will be agendized for a first and second reading prior to approval by the Board.

The Board may direct the Chancellor to solicit recommendations from all shared governance groups within the district prior to final Board approval of new or revised policies.

The Board may delegate to the Chancellor the responsibility to develop and implement Board policy and procedures. They will ensure that all shared governance groups have an opportunity to participate in developing Board policy and procedures.

The Chancellor or Designee shall have the responsibility of coordinating the periodic review and updating of the Board Policy Manual.

References:
Education Code Section 70902; Accreditation Standard IV.B.1.b & e

Procedure Last Revised: April 11, 2007, February 8, 2012
The Board delegates authority to the Chancellor to appoint an acting Chancellor to serve in his/her absence for short periods of time, not to exceed forty-five (45) calendar days at a time.

In the absence of the Chancellor and when an acting Chancellor has not been named, administrative responsibility shall reside with (in order):

- Executive Vice Chancellor
- Vice Chancellor, Human Resources
- Assistant Chancellor, Information Technology

For periods exceeding forty-five (45) days, the Board shall appoint an acting Chancellor.

References:
Education Code Sections 70902(d) and 72400; Title 5 Section 53021(b)
No trustee shall use or permit others to use public resources, except that which is incidental and minimal, for personal purposes or any other purpose not authorized by law.

References:
Government Code Section 8314; Penal Code Section 424
Yosemite Community College District • Policies and Administrative Procedures

Policy

3300 Public Records

The Chancellor shall establish procedures for records management, including access by the public that comply with the requirements of the California Public Records Act.

The Chancellor shall establish administrative procedures to assure the retention and destruction of all District records – including electronically stored information as defined by the Federal Rules of Civil Procedure in compliance with Title 5. Such records shall include but not be limited to student, employment and financial records. (Relocate to new policy 3310)

References:

Adopted: June 28, 2004
Revision Adopted: February 11, 2009
3300 Public Records

NOTE: 3310 PROCEDURE (relocated to new procedure 3310)

I. Public Records Retention and Destruction:

A. “Records” means all records, maps, books, papers, data processing output, and documents of the District, required by Title 5 to be retained including but not limited to records created originally by computer and “electronically stored information” (“ESI”), as that term is defined by the Federal Rules of Civil Procedure.

B. The Chancellors’ Office shall supervise the classification and destruction of records and ESI. The District must preserve ESI that is relevant to actual or potential litigation pursuant to the Federal Rules of Civil Procedure. The District shall comply with the Federal Rules of Civil Procedure and produce relevant ESI in the form in which it is ordinarily maintained or readily usable. An annual report shall be made to the Board of Trustees regarding the classification and destruction of records.

C. Records shall be classified as required by Title 5 and other applicable statutes, federal and state regulations.

D. Records shall annually be reviewed to determine whether they should be classified as Class 1 – Permanent, Class 2 – Optional, or Class 3 – Disposable (as defined in Title 5).

E. Class 3 – disposable records shall be maintained for the period required by applicable law or regulation, but in any event shall be retained for at least three college years after the year in which they were originally created.

F. Destruction is by any method that assures the record is permanently destroyed, e.g. shredding, burning and pulping.

I. Public Records Requests

A. Members of the public may request to inspect or copy public records. Any request shall identify with reasonable specificity the records that are sought. If additional information is needed, the Chancellor’s Office may request it be provided in writing.

B. Any request to inspect records shall be made sufficiently in advance of the date of inspection to allow staff time to assemble the records and identify any records that may be exempt from disclosure. Records that are exempt from disclosure under the Public Records Act or any other provision of law may not be inspected or copied by members of the public. Social security numbers must be redacted from records before they are disclosed to the public.

C. Members of the public shall be assisted in identifying records or information that may respond to their request. Assistance that will be provided includes: the information technology and physical location in which the records exist; practical suggestions for
overcoming denial of access to the records or information; and the estimated date and time when the records will be made available.

D. Within 10 business days, the Chancellor’s Office will determine whether or not the records can be produced and will communicate the determination to the member of the public requesting the record(s).

E. The most common exemptions of public records requests for community colleges include:

1. Student records (Education Code Section 76243)

2. Preliminary drafts, notes, or interagency or intra-agency memoranda that are not retained by the public agency in the ordinary course of business, provided that the public interest in withholding the records clearly outweighs the public interest in disclosure. (Government Code Section 6254(a))

3. Records pertaining to pending litigation or to claims...until the pending litigation or claim has been finally adjudicated or otherwise settled. (Government Code Section 6254(b))

4. Personnel, medical or similar files, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code Section 6254(c))

5. Test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination [except for standardized tests provided for by Education Code Section 99150 et seq.]. (Government Code Section 6254(g).)

6. The contents of real estate appraisals or engineering or feasibility estimates and evaluations relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained. (Government Code Section 6254(h)).

7. Internet posting of home address or telephone numbers of local elected officials (Government Code Section 6254.21)

8. Home addresses and home telephone number of employees of a school District or county office of education (other than to an agent or family member of the employee, to an officer of another school District when necessary, to an employee organization, or to an agency or employee of a health benefit plan.) (Government Code Section 6254.3)

9. Records regarding alternative investments (i.e. an investment in a private equity fund, venture fund, hedge fund, or absolute return fund; limited partnership, limited liability company or similar legal structure) involving public investment funds, unless already publicly released by the keeper of the information.
II. The following Procedures are applicable to all requests made under the California Public Records Act.

A. All requests for records should be made in writing and addressed or faxed to the District Office of the Chancellor.

B. The District will provide a response to all requests within 10 days. If disclosable public records exist, the response will indicate the nature, volume and copying cost of the records.

C. Copies of records will be available for review or purchased at the District’s Office of External Public Affairs, located at 2201 Blue Gum Avenue, Modesto, CA 95358. Payment in the form of a money order or personal check made out to the District in the correct total amount must be included with all requests for copies. If the documents are to be mailed, the payment should include the amount of postage estimated by the District.

D. Copies generally will be made within three (3) business days after payment is received. The use of outside copy services may be required in certain circumstances.

E. Requests and prepayment for audio and video tapes or DVD/CDs of Board of Trustees meetings ($5 each) may be made directly to the District Office of External Public Affairs. Reproduction of audio or video materials may require two weeks or more.

F. Copies will be available for pick-up at the Office of External Public Affairs or mailed, if so requested.

G. In some instances, requests may be referred by the District to legal counsel. Such requests will be responded to by mail within the applicable time period. The remaining procedures shall apply to these requests.

III. Fee Schedule for Copying District Documents

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photocopying (per page)</td>
<td>$0.10</td>
</tr>
<tr>
<td>Audiotape duplication (per tape)</td>
<td>$5.00</td>
</tr>
<tr>
<td>CD/DVD/Videotape duplication (per disc/tape)</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

A. Applicable postage fees will be added to each request.

B. Payment shall be by check or money order, payable to Yosemite Community College District, and must be received by the District prior to release of any duplicated materials. Cash payments will not be accepted.

C. Fees may change and/or be waived, without notice, with approval from the Chancellor’s Office.

References:
Government Code Section 6250 et seq., 6253, Title 5, Sections 59020 et seq.

Procedure Last Revised: January 14, 2009
Yosemite Community College District Policies and Administrative Procedures

Policy Change ☒
Procedure Change ☒
New Policy □
New Procedure □

Comments:
New policy 3310 focusing only on “Records Retention and Destruction” (taken from 3300)

CHECK CODE REFS

What are Title 5 requirements and definitions of records (i.e., “MAPS” and “CLASS 1,2,3?”)

Yosemite Community College District Policies and Administrative Procedures No. 3310

Policy

3310 Records Retention and Destruction

The Chancellor shall establish procedures for records management, including access by the public that comply with the requirements of the California Public Records Act.

The Chancellor shall establish administrative procedures to assure the retention and destruction of all District records – including electronically stored information as defined by the Federal Rules of Civil Procedure-in compliance with Title 5. Such records shall include but not be limited to student, employment and financial records.

References:

Adopted: June 28, 2004
Revision Adopted: February 11, 2009
3310 Records Retention and Destruction

Public Records Retention and Destruction:

I. “Records” means all records, maps, books, papers, data processing output, and documents of the District, required by Title 5 to be retained including but not limited to records created originally by computer and “electronically stored information” (“ESI”), as that term is defined by the Federal Rules of Civil Procedure.

II. The Chancellors’ Office shall supervise the classification and destruction of records and ESI. The District must preserve ESI that is relevant to actual or potential litigation pursuant to the Federal Rules of Civil Procedure. The District shall comply with the Federal Rules of Civil Procedure and produce relevant ESI in the form in which it is ordinarily maintained or readily usable. An annual report shall be made to the Board of Trustees regarding the classification and destruction of records.

III. Records shall be classified as required by Title 5 and other applicable statutes, federal and state regulations.

IV. Records shall annually be reviewed to determine whether they should be classified as Class 1 – Permanent, Class 2 – Optional, or Class 3 – Disposable (as defined in Title 5).

V. Class 3 – disposable records shall be maintained for the period required by applicable law or regulation, but in any event shall be retained for at least three college years after the year in which they were originally created.

VI. Destruction is by any method that assures the record is permanently destroyed, e.g. shredding, burning and pulping.

References:

Procedure Last Revised: January 14, 2009
Policy

3-8001  Public Communications

The Chancellor is responsible for implementing the Board’s policy of communication with the public. Public communication shall be accurate, timely and open.

Adopted: June 28, 2004
3-8001  Public Communications

Public Information Offices
The public information functions at the Yosemite Community College District are performed by the following three offices: Yosemite Community College District Chancellor’s Office, Office of External Affairs, Modesto Junior College President’s Office, Public Information Office and Columbia College President’s Office, Public Information Office.

Individual College Responsibility
The individual colleges of the District will release news of events, coming events, accomplishments of students and staff and other matters of interest concerning their respective colleges, sending copies of all press releases to the District Director of Public Affairs External Affairs.

District Responsibility
The Yosemite Community College District Director of Public Affairs Office of External Affairs will release information on District policies, Board actions and other matters involving the District as a whole, sending copies of all press releases to the Modesto Junior College President’s Office Director of Marketing & Public Relations and to the Columbia College President’s Office Director of Marketing & Public Information for their information.

District Procedures
The District will encourage access to public information on all its activities. Periodically, the District and colleges will issue general publications about the District and its colleges for distribution to the news media and to the general public.

Questions from the media shall be directed to the District Director of Public Affairs External Affairs, or to the Modesto Junior College President’s Office Director of Marketing & Public Relations or the Columbia College President’s Office Director of Marketing & Public Information, depending on the issue topic.

Release of Information to the Public
All action taken by the Board of Trustees in open session shall be considered public information and made available to the media, staff, students and the community.

District employees who are contacted by the media regarding District or college information are not required to respond to media inquiries, however they are encouraged to refer media representatives to the District Director of Public Affairs Office of External Affairs and/or the appropriate college President’s public information office. This request is intended to ensure that both the employee and the media are accurately informed about any topic of community interest.

District employees are encouraged to answer questions from the public or media concerning their areas of knowledge and responsibility and also inform the appropriate college President’s public information office of such inquiries.

Spokespersons
When the news media seek information relating to an official position of the District on a given matter, such inquiries shall be referred to the Chancellor or to the District Director of Public External Affairs.

The Chancellor and the District Director of Public External Affairs are to issue official statements to the media on behalf of the District, and the appropriate college President and public information officer on behalf of their respective college.

This in no way curtails the right of District employees to speak as individuals on any matter, however their comments should be clearly identified as an expression of their own personal viewpoints and not represented as official positions of the District, unless authorized by the Chancellor or appropriate college President.

**Publications**

All publications produced for distribution to the general public, or to students, must comply with relevant laws and regulations and shall be reviewed for legal, grammatical and programmatic accuracy by the responsible administrator. All publications must clearly identify the college and/or District, in compliance with adopted graphic standards.

Publications subject to review include, but are not limited to, newsletters, recruitment/marketing materials, programs, flyers, announcements, and reports.

In accordance with regulations of the Fair Political Practices Commission, publications that are distributed to the general public may not highlight Board members, including photos, messages, names or signatures.

All publications containing information related to employee rights, responsibilities or other aspects of employment must be authorized by the Office of Human Resources.

All advertising and recruitment materials must be approved by the appropriate public information office as noted above, with the exception of personnel ads and legal notices.

**Public Records Requests**

Refer to YCCD Policy and Procedure 2300 3300 regarding Requests for Public Records.

**Student Records and Privacy**

Privacy rights of students are protected by the California Education Code. Refer to YCCD Policy and Procedure 5040 regarding the release of student records.

**Procedure Last Revised:** March 12, 2008
3-8008 Communication Channels

In all matters affecting employees within the meaning of policies and administrative procedures, the regular channels of communication should be utilized by employees prior to directly approaching the Board of Trustees.

All policies adopted by the Board of Trustees shall be provided to each trustee and be made available to all employees.

Adopted: June 28, 2004
Policy Change ☐ Procedure Change ☒ New Policy ☐ New Procedure ☐ Comments: Edits supplied by HR. 
Reorg Language to be revisited in the future.

Yosemite Community College District Policies and Administrative Procedures
No. 7232

Policy

7232 Classification Review

The Chancellor shall establish procedures that require the Yosemite Community College District to conduct a regular review of Classified Bargaining Unit and Leadership Team positions. Implementation is subject to negotiation, with each position undergoing and completing a review a minimum of once every five years. All reclassification actions shall be subject to review and confirmation by the Chancellor and Board of Trustees.

Adopted: June 28, 2004
Revision Adopted: October 14, 2009
The Classification Review Process shall:

1) Provide a cyclical job classification review for Leadership Team and classified positions in which each position shall be reviewed for accuracy a minimum of once every five years. Each year, classified employees and Leadership Team members, whose job classifications have been identified for review (based on job family and/or job series), will be requested to submit a Classification Review Document (CRD) for classification review and analysis; and

2) Provide an individual job classification review for Leadership Team and classified positions. Annually, classified employees and Leadership Team members will have the opportunity to submit their current position for classification review and analysis. Requests for position reviews may be submitted by the employee and/or immediate supervisor.

Process Notification - Annually, Human Resources will open the process and set a submission deadline. Notification and required forms will be sent to classified staff and leadership team members via email and will be available on the HR website. Employees will submit completed and signed Classification Review Documentation and completed and signed Supervisor’s Statements to the Human Resources Office for review by the District Classification Review Advisory Committee.

Recommendations - The Committee will make recommendations to Human Resources and the Chancellor regarding reclassification changes, if any. Upon review and approval, Human Resources will send final recommendations to each employee, with a copy to the immediate supervisor.

Decision/Implementation - Human Resources will forward final recommendations to the Chancellor for placement on the Board Agenda for Board approval.

Appeal - Employees may appeal the classification recommendation. Appeals must be made in writing. Requests will be directed to, and reviewed by, the Vice Chancellor of Human Resources and the Chancellor.

The complete Classification Review Process is available to all employees through the Human Resources Department and on its website.

The Yosemite Community College District will consult with the CSEA (California School Employees Association) Committee to determine the management consulting firm that will conduct the classification study.

Prior to the study, a representative of the management consulting firm will meet with the CSEA Committee and representative of LTAC (Leadership Team Advisory Committee) to review areas of concern and survey procedures.
The management consulting firm will conduct an orientation meeting for all employees.

The management consulting firm will conduct job audits (interviews).

The management consulting firm will conduct post-study meetings with the CSEA Committee and representatives of LTAC to discuss recommendations.

Opportunity will be given for written and oral appeals to preliminary recommendations before the final report is submitted to the Board of Trustees by the Chancellor. Any changes will become effective upon the date fixed by the Board.

If an employee’s position is reclassified to a salary range two or more ranges higher, the effective date of the reclassification will become the new anniversary date.

Regular employees in positions reclassified upward two or more salary ranges shall be placed at that step in the new range which provides for at least a five (5) percent increase except that no employee will be placed beyond the sixth step of any range.

Regular employees in job classifications allocated to a lower salary range will be y-rated.

(Definition of Y-Rate: Y-rate means the continuance of an existing salary amount when an employee’s job classification is allocated to a lower salary range. The affected employee shall continue to receive this salary amount until the corresponding step placement on the new salary range equals or exceeds the “frozen” salary amount.)

I. Procedure for Organizational Change

A. Requests for organizational change shall be submitted through administrative channels to the Chancellor by a member of the management team. Upon approval, a recommendation may be made by the Chancellor to the Board of Trustees requesting abolishment of an existing position and authorization for a replacement position. Staffing of the resultant position will be accomplished by:

1. Open Competition
   Standard District competitive procedures on classified recruitment and selection will apply. An incumbent displaced by organizational change will be retained in employment with no change in job classification contingent upon existing vacancies.

2. Direct Appointment
   If an encumbered position is to be abolished and replaced with a new position in an equal or higher classification, the appointing authority may recommend that the incumbent be appointed to the resultant position. This action is contingent upon a favorable review of employee qualifications, performance evaluations, and class employment standards.

B. Selection of either of the above options shall be upon the recommendation of the appointing authority and approval of the Chancellor or designee. For purposes of this
procedure, organizational change refers to a significant modification to an existing classified position(s), which results in the creation of a new position(s) in a previously non-existent job classification.

**Procedure Last Revised:** June 13, 2007
Members Present: James Todd, John Leamy, Brian DeMoss, Leslie Buckalew, Joan Smith, Jeff Swank, Jill Stearns, Jillian Daly, Rosanne Faughn, Rose LaMont, Douglas Dyrssen

Members Absent: Gene Womble

Other’s Present: Nick Stavrianoudakis, Gary Whitfield, Susan Kincade, Leslie Buckalew, Brenda Thames, Michael Guerra, Deborah Campbell (representing Fiscal Services and Information Technology), Graciela Molina (recorder)

Nick Stavrianoudakis called the meeting to order on behalf of Chancellor Joan Smith at 3:00 p.m. in Oakdale at the Gene Bianchi Community Center, Conference Room 1.

Discussion of Item #2 Policy Update preceded all meeting discussion.

1. Approval of Minutes of the Meeting of January 23, 2013

A motion was made by Jill Stearns and seconded by John Leamy to approve the minutes of the meeting of January 23, 2013. The motion carried with District Council members voted all in favor with Rose LaMont abstaining.

2. Policy Update

Nick Stavrianoudakis provided a policy update to DC members and reviewed the following policy and procedures: 2015 Student Membership, 2105 Heath Examinations, 2410 Policy and Administrative Procedure, 2432 CEO Succession, 2717 Personal Use of Public Resources, 3300 Public Records, 3310 Records Retention and Destruction, 3-8001 Public Communications, 3-8008 Communication Channels, and 7232 Classification Review. DC members provided feedback during the review. In addition, Nick Stavrianoudakis distributed a one-sheet overview “Current Policy Committee Review Process” highlighting the committee makeup, review process, and meeting schedule. Douglas Dyrssen provided comments regarding Policy 2015; he reported discussions have taken place with both associated students on the topic of having two student trustee representatives. ASMJC approved a resolution seeking two student trustee positions on the Board; however, ASCC did not approve the resolution. Chancellor Smith requested that the item be taken back to both governing bodies for further discussion.

Discussion of #4 Budget Update and #5 Accreditation Update preceded discussion of #3 Report Out.

3. Report Out

Constituency Leadership provided reports on the information taken back to their constituents from the last District Council meeting.

a. Student Trustee: Student Trustee Douglas Dyrssen gave a Student Trustee report.

b. Academic Senate: Columbia College – CC Academic Senate President John Leamy gave the CC Academic Senate report. Modesto Junior College – MJC Academic Senate President James Todd gave the MJC Academic Senate report.

c. California School Employees Association: CSEA President Rosanne Faughn gave the CSEA report.

d. Yosemite Faculty Association: YFA President Jillian Daly gave the YFA report.
e. Leadership Team Advisory Council: LTAC President Brian DeMoss gave the LTAC report.

f. Faculty Board Consultant: Faculty Board Consultant Brian Sinclair stated this was his first meeting and will provide a report next month.

g. MJ College President: President Jill Stearns gave the President’s report.

h. MJC College Vice Presidents: Vice Presidents Michael Guerra, Brenda Thames and Susan Kincade provided reports to DC members.

i. CC College President: Vice President Leslie Buckalew gave the President’s report, serving as acting president.

j. CC College Vice Presidents: Vice Presidents Leslie Buckalew and Gary Whitfield provided reports to DC members.

4. Budget Update

Chancellor Joan Smith provided the budget update. She reported that budget presentations were provided at the colleges and the District. There is no new information to provide at this time, discussion ensued. Budget updates will be provided as information comes down from the State.

5. Accreditation Update

Chancellor Joan Smith reported speaking to Brice Harris regarding accreditation. An effort is being made to work with the Accrediting Commission to make accreditation every 10 years rather than every 6 years. Chancellor Joan Smith provided an overview of our district-wide accreditation. A District Planning Session is scheduled for March 29, 2013; Vice Presidents Michael Guerra and Gary Whitfield will facilitate the meeting which will include a question and answer period with presidents focused on accreditation. Information regarding the planning session will be distributed via email; constituency leaders were invited to extend the invitation to their constituency groups.

Modesto Junior College: President Jill Stearns stated Modesto Junior College has 2-college and 4-district recommendations that were removed from where MJC was two year ago. The new Accreditation Council is working and planning on how to address the remaining recommendations. Vice President Susan Kincade reported that in addition to standards, the annual report and a second report are expected to be completed. Columbia College: Vice President Leslie Buckalew reported on behalf of Columbia College. Two college recommendations have been substantially met, and there is a need to complete the cycle for the remaining recommendation. Columbia College is starting to reconvene the committees and will have an accreditation forum at the campus to address timeline, writing and responses.

6. Other Items

Deborah Campbell reported on the General Obligation Bond projects. Central Services projects are moving very well; the Primary Data Center is coming along nicely and scheduled to be completed in August. The design committee for the new District Office building has convened a kickoff meeting and met with architects.

The District Council meeting adjourned at 4:55 p.m.
AGENDA

Facilitator: Joan E. Smith
Recorder: Graciela Molina

1. Approval of Minutes of the Meeting of February 27, 2013 – Joan Smith
2. Policy Update – Nick Stavrianoudakis
3. YCCD Mission Statement - Report out from Colleges – Michael Guerra and Gary Whitfield
4. Year in Review – Joan Smith
5. Proposed Meeting Schedule FY 2013-14 – Joan Smith
6. Other Items

Attachments

Next DC Meeting – August 28, 2013 at 3:00 p.m. – Oakdale, TBD
Members Present: James Todd, John Leamy, Brian DeMoss, Leslie Buckalew, Joan Smith, Jeff Swank, Jill Stearns, Jillian Daly, Rosanne Faughn, Rose LaMont, Douglas Dyrssen

Members Absent: Gene Womble

Other's Present: Nick Stavrianoudakis, Gary Whitfield, Susan Kincade, Leslie Buckalew, Brenda Thames, Michael Guerra, Deborah Campbell (representing Fiscal Services and Information Technology), Graciela Molina (recorder)

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c. California School Employees Association: CSEA President Rosanne Faughn gave the CSEA report.

d. Yosemite Faculty Association: YFA President Jillian Daly gave the YFA report.
e. **Leadership Team Advisory Council:** LTAC President Brian DeMoss gave the LTAC report.

f. **Faculty Board Consultant:** Faculty Board Consultant Brian Sinclair stated this was his first meeting and will provide a report next month.

g. **MJ College President:** President Jill Stearns gave the President’s report.

h. **MJC College Vice Presidents:** Vice Presidents Michael Guerra, Brenda Thames and Susan Kincade provided reports to DC members.

i. **CC College President:** Vice President Leslie Buckalew gave the President’s report, serving as acting president.

j. **CC College Vice Presidents:** Vice Presidents Leslie Buckalew and Gary Whitfield provided reports to DC members.

4. **Budget Update**

   Chancellor Joan Smith provided the budget update. She reported that budget presentations were provided at the colleges and the District. There is no new information to provide at this time, discussion ensued. Budget updates will be provided as information comes down from the State.

5. **Accreditation Update**

   Chancellor Joan Smith reported speaking to Brice Harris regarding accreditation. An effort is being made to work with the Accrediting Commission to make accreditation every 10 years rather than every 6 years. Chancellor Joan Smith provided an overview of our district-wide accreditation. A District Planning Session is scheduled for March 29, 2013; Vice Presidents Michael Guerra and Gary Whitfield will facilitate the meeting which will include a question and answer period with presidents focused on accreditation. Information regarding the planning session will be distributed via email; constituency leaders were invited to extend the invitation to their constituency groups.

   **Modesto Junior College:** President Jill Stearns stated Modesto Junior College has 2-college and 4-district recommendations that were removed from where MJC was two year ago. The new Accreditation Council is working and planning on how to address the remaining recommendations. Vice President Susan Kincade reported that in addition to standards, the annual report and a second report are expected to be completed. 

   **Columbia College:** Vice President Leslie Buckalew reported on behalf of Columbia College. Two college recommendations have been substantially met, and there is a need to complete the cycle for the remaining recommendation. Columbia College is starting to reconvene the committees and will have an accreditation forum at the campus to address timeline, writing and responses.

6. **Other Items**

   Deborah Campbell reported on the General Obligation Bond projects. Central Services projects are moving very well; the Primary Data Center is coming along nicely and scheduled to be completed in August. The design committee for the new District Office building has convened a kickoff meeting and met with architects.

**The District Council meeting adjourned at 4:55 p.m.**
Yosemite Community College District Policies and Administrative Procedures

Policy

2015 Student Member(s)

The Board shall include one non-voting student member who is a resident of the Yosemite Community College District, California. The student member shall be selected in accordance with rules and regulations established by the members of the elected Board of Trustees.

The term of office shall be one year commencing May 15 each year and terminating on the following May 14.

The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). The student member shall be entitled to any mileage allowance necessary to attend board meetings to the same extent as publicly elected trustees. The student member is not required to give up employment with the District.

The student member will be entitled to an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board. If a student member wishes to cast an advisory vote, it shall be taken prior to the Board’s vote. The student member of the Board does not make and second motions; attend closed sessions; or receive compensation for meeting attendance.

This policy will be reviewed by the Board and either readopted, revised or repealed on or before May 15 of each year. (See Policy 2105)

References:
Education Code Section 72023.5

Adopted: May 7, 2002
Revision Adopted: February 11, 2009
2015 Student Member(s)

The student member shall have the following responsibilities:

A. Attend meetings of the Board of Trustees
B. Participate in a Student Trustee Orientation
C. Identify a mentor or advisor
D. Consult with Associated Student leadership at both Colleges

References:
Education Code Section 72023.5

Procedure Last Revised: 04/11/07
Yosemite Community College District Policies and Administrative Procedures

Policy

2015 Student Member(s)

The Board shall include two non-voting student members who are residents of the Yosemite Community College District, California. The student members shall be selected in accordance with rules and regulations established by the members of the elected Board of Trustees.

The term of office shall be one year commencing May 15 each year and terminating on the following May 14.

The student members shall be seated with the Board and shall be recognized as a full members of the Board at meetings. The student members are entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). The student members shall be entitled to any mileage allowance necessary to attend board meetings to the same extent as publicly elected trustees. The student members is are not required to give up employment with the District.

The student members will be entitled to an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board. If a student member wishes to cast an advisory vote, it shall be taken prior to the Board’s vote. The student members of the Board do not make and second motions; attend closed sessions; or receive compensation for meeting attendance.

- Will not make and second motions;
- Will not attend closed sessions;
- Will not receive compensation for meeting attendance.

This policy will be reviewed by the Board and either readopted, revised or repealed on or before May 30 of each year. The Board shall annually review the following items. (See Policy 2105)

References:
Education Code Section 72023.5

Adopted: May 7, 2002
Revision Adopted: February 11, 2009
Administrative Procedure

2015 Student Member(s)

The student member shall have the following responsibilities:

A. Attend meetings of the Board of Trustees
B. Participate in a Student Trustee Orientation
C. Identify a mentor or advisor
D. Consult with Associated Student leadership at both Colleges

References:
Education Code Section 72023.5

Procedure Last Revised: 04/11/07
Policy Change ☐ Constituency Group Review ☐
Procedure Change ☐ District Council ☐
New Policy ☒ Board 1st Reading ☐
New Procedure ☐ Board 2nd Reading ☐
Comments:
Committee version with suggested strike-through.

Yosemite Community College District Policies and Administrative Procedures

No. 2430.1A

Policy

2430.1A Delegation of Authority to the Presidents

The President is the Chief Executive Officer of the college. The President reports to, assists, and supports the Chancellor in the performance of the duties delegated by the Board of Trustees in Board Policy 2430. The President is responsible for implementing the colleges’ strategic plan and district policies. The President’s administrative organization shall be the established authority on campus and the College President is the final authority at the college level.

The Chancellor supervises, evaluates and delegates authority to the College Presidents (for the following functions):

- The executive responsibility for leading and directing all College operations.
- The establishment of administrative procedures necessary for the operation of the College.
- The performance of all duties specifically required or assigned to him/her by the statutes of the State of California, by the Chancellor and by the Board of Trustees of the Yosemite Community College District.

The College President will be evaluated by the Chancellor and Board of Trustees based upon goals previously established and agreed upon by the Chancellor, Board of Trustees and the College President and in accordance with any other provision of the Contract for Employment for College President.

References:
Accreditation Standard IV.B.1.j & IV.B.2.

Adopted:
2430.1B  Delegation of Authority to the Presidents

The chancellor supervises, evaluates and delegates authority to the College Presidents.

The President is the Chief Executive Officer of the college. The President reports to, assists and supports the Chancellor in the performance of the duties delegated by the Board of Trustees in Board Policy 2430. The President is responsible for implementing the college’s strategic plan and district policies. The President is expected to perform the duties contained in the President’s job description and fulfill other responsibilities as may be agreed upon by the Chancellor, Board of Trustees and the College President in annual goal-setting or evaluation sessions.

The College President will be evaluated, annually, by the Chancellor and Board of Trustees based upon the President’s job description, goals previously established and agreed upon by the Chancellor, Board of Trustees and the College President, and in accordance with any other provision of the Contract for Employment for College President.

References:
Accreditation Standard IV.B.1.j & IV.B.2.

Adopted:
Meeting called to order at 3:10 p.m. in Oakdale at the Gene Bianchi Community Center, Conference Room 1.

1. Approval of Minutes of the Meeting of February 27, 2013
   A motion to approve the minutes of the meeting of February 27, 2013, was made by Jillian Daly and seconded by James Todd. District Council members approved the minutes with a vote all in favor.

2. Policy Update
   Nick Stavrianoudakis provided a policy update reporting Policy 2015 is being brought back to DC with a two student trustee version requested by Board of Trustees at their last meeting. In addition, Policy 2430.1A and 2430.1B were presented. Discussion ensued regarding accreditation recommendations and the evaluation of the president. A request was made to reevaluate the Policy 2430.1A, asking for a revised version for DC review.

   Discussion postponed.

4. Year in Review
   Discussion postponed.

5. Proposed Meeting Schedule FY 2013-14
   The proposed meeting schedule for FY 213-2014 was provided to DC members and members agreed to the meeting dates.

6. Other Items/Report Out
   DC members provided constituency updates. John Leamy reported CC Academic Senate is discussing the topic of curriculum and reported that Kathy Schultz is the new curriculum chair. Rosanne Faughn encouraged CSEA membership to attend the planning discussion; reported three CSEA members will attend the annual CSEA conference in July and discussion on accreditation continues. Jeff Swank reported CSEA is having ongoing conversations regarding how to correlate outcomes assessment with classified staff: 1) how can CSEA members connect their work with outcomes and 2) continue education of members regarding administrative and unit outcomes; President Jill Stearns recommended adding the topic for staff development day. James Todd reported attending the Senate Plenary were discussions included: TMC’s, the role of adult education and non-credit; MOOCs and the competitiveness arising between community colleges, CSUs and universities. MJC Academic Senate discussions include disciplines, hiring prioritization,
the assessment website and faculty retirement announcements. President Jill Stearns and Vice Presidents Michael Guerra and Susan Kincade are attending the next AS meeting to deliver a college budget presentation. Brian Sinclair attended a CSU transfer orientation with his daughter and expressed interested in reviewing the MJC orientation process. Brenda Thames reported on the High School assessment day, enrollment priorities and task force funds. Discussion ensued regarding student success score cards, since their release there have been two corrections; it was noted that there are some methodology issues that need to be resolved and conversation on various list-serves are taking place. Michael Guerra reported looking forward to the May Revise. Brian Demoss reported on the LTAC training opportunity to attend the ACCCA Admin 101 training program; Shirley and Miranda of MJC and Anneka Rogers Whitmer of Columbia College will be participating. Interim President Leslie Buckalew reported CC scholarships in the amount of $80,000, are being recognized and she is contacting potential donors for future scholarships. She discussed accreditation, cram night, the institutional effectiveness report and the student health survey. Jillian Daly reported YFA is in the last month of negotiations; a salary schedule workgroup met and workload has been a topic of discussion. Rose LaMont met with Teresa Scott and has been a part of negotiations.

The District Council meeting adjourned at 4:18 p.m.
YOSEMITE COMMUNITY COLLEGE DISTRICT

DISTRICT COUNCIL MEETING
September 25, 2013
3:00 p.m. – 5:00 p.m.
Gene Bianchi Community Center

AGENDA

Facilitator: Joan E. Smith
Recorder: Graciela Molina

1. Approval of Minutes of the Meeting of April 24, 2013 – Joan Smith
2. November 27 DC Meeting Date – Joan Smith
3. Accreditation Updates – Jill Stearns/Leslie Buckalew
4. Benefits Review Committee – Victoria Simmons
5. Media Matters – Joan Smith
6. Policy Update – Nick Stavrianoudakis
7. District Visioning Meeting, January – Joan Smith
8. Other Business

Attachments
District Council Meeting Minutes
Gene Bianchi Community Center, Conference Room 1
April 24, 2013

Members Present: Jillian Daly, Brian Demoss, Deborah Campbell, Douglas Dyrssen, Rosanne Faughn, Rose LaMont, John Leamy, Jill Stearns, Leslie Buckalew, Jeff Swank, James Todd, Gene Womble, Brian Sinclair

Members Absent: Joan Smith

Other's Present: Victoria Simmons, Michael Guerra, Brenda Thames, Gary Whitfield, Graciela Molina (recorder)

Meeting called to order at 3:10 p.m. in Oakdale at the Gene Bianchi Community Center, Conference Room 1.

1. Approval of Minutes of the Meeting of February 27, 2013
   A motion to approve the minutes of the meeting of February 27, 2013, was made by Jillian Daly and seconded by James Todd. District Council members approved the minutes with a vote all in favor.

2. Policy Update
   Nick Stavrianoudakis provided a policy update reporting Policy 2015 is being brought back to DC with a two student trustee version requested by Board of Trustees at their last meeting. In addition, Policy 2430.1A and 2430.1B were presented. Discussion ensued regarding accreditation recommendations and the evaluation of the president. A request was made to reevaluate the Policy 2430.1A, asking for a revised version for DC review.

   Discussion postponed.

4. Year in Review
   Discussion postponed.

5. Proposed Meeting Schedule FY 2013-14
   The proposed meeting schedule for FY 213-2014 was provided to DC members and members agreed to the meeting dates.

6. Other Items/Report Out
   DC members provided constituency updates. John Leamy reported CC Academic Senate is discussing the topic of curriculum and reported that Kathy Schultz is the new curriculum chair. Rosanne Faughn encouraged CSEA membership to attend the planning discussion; reported three CSEA members will attend the annual CSEA conference in July and discussion on accreditation continues. Jeff Swank reported CSEA is having ongoing conversations regarding how to correlate outcomes assessment with classified staff: 1) how can CSEA members connect their work with outcomes and 2) continue education of members regarding administrative and unit outcomes; President Jill Stearns recommended adding the topic for staff development day. James Todd reported attending the Senate Plenary were discussions included: TMC’s, the role of adult education and non-credit; MOOCs and the competitiveness arising between community colleges,
CSUs and universities. MJC Academic Senate discussions include disciplines, hiring prioritization, the assessment website and faculty retirement announcements. President Jill Stearns and Vice Presidents Michael Guerra and Susan Kincade are attending the next AS meeting to deliver a college budget presentation. Brian Sinclair attended a CSU transfer orientation with his daughter and expressed interested in reviewing the MJC orientation process. Brenda Thames reported on the High School assessment day, enrollment priorities and task force funds. Discussion ensued regarding student success score cards, since their release there have been two corrections; it was noted that there are some methodology issues that need to be resolved and conversation on various list-serves are taking place. Michael Guerra reported looking forward to the May Revise. Brian Demoss reported on the LTAC training opportunity to attend the ACCCA Admin 101 training program; Shirley and Miranda of MJC and Anneka Rogers Whitmer of Columbia College will be participating. Interim President Leslie Buckalew reported CC scholarships in the amount of $80,000, are being recognized and she is contacting potential donors for future scholarships. She discussed accreditation, cram night, the institutional effectiveness report and the student health survey. Jillian Daly reported YFA is in the last month of negotiations; a salary schedule workgroup met and workload has been a topic of discussion. Rose LaMont met with Teresa Scott and has been a part of negotiations.

The District Council meeting adjourned at 4:18 p.m.
All courses of the District shall be open to enrollment, subject to a priority system that may be established. Enrollment also may be limited to students meeting properly validated prerequisites and co-requisites, or due to other, practical considerations.

The Chancellor shall establish procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.

References:
Title 5, Sections 58106; 58108

Adopted: June 28, 2004
Administrative Procedure

5055 Registration Priorities

Registration priorities shall be based on the following criteria.

For registration priorities 1 through 4 the following academic standards apply: Students who are fully matriculated, and who have no more than 100 degree applicable units, and who are in good academic status.

1. New & Continuing Active duty Military, Veterans and former foster youth Students

2. New & Continuing EOP&S & DSPS Students

3. New and Continuing Students meeting eligibility and participation requirements for programs designated by the colleges

4. Continuing & New Students

5. Continuing & New Student who:
   a. Are not fully matriculated
   b. Have no more than 100 degree-applicable units
   c. Are in good academic status

6. All Other Students are assigned Open Registration

7. Students meeting eligibility and participation requirements for programs with mandated registration priority: DSPS, EOPS, and Veterans.

8. Students meeting eligibility and participation requirements for programs designated by the colleges: TRIO; First-Year Experience; Student Athletes; and, at Columbia College only, students who have filed notice of intent to graduate.

9. Continuing students as follows:
   a. Students with 0 to 80 local units, with priority determined by local units.
      (i.e. additional units increase priority)
   b. Students with 80.5 to 160 local units, with priority determined by the following formula:
      80 minus (the number of local units in excess of 80)
      (i.e. additional units beyond 80 decrease priority)

10. Continuing students who have completed and have in progress more than 160 local units.

11. New and returning students who have completed special enrollment matriculation activities, identified by each college (i.e. StartSmart at Modesto Junior College and X-Reg at Columbia College).

12. New and returning students based on date their completed admissions application is received.

13. Continuing advanced admissions students, based on local units completed and units in progress.
14. New and returning advanced admissions students based on date their completed admissions packets are received.

*Example for Category 3b: If a student has 95 local units, that’s 15 over the peak value of 80. Using the formula, 80 – 15 = 65. Therefore, the student with 95 units will have the same registration priority as one with 65 units. Additional units will further reduce registration priority.

Appeals: Students may appeal for Enrollment Priority in accordance with the established college procedure.

Definitions:

- For this procedure, “local units” refers to only units completed or in progress at Modesto Junior College for Modesto’s registration priority, and only units completed or in progress at Columbia College for Columbia’s registration priority.

- Fully Matriculated: Student who completed Orientation, Assessment, Student Educational Plan by the established deadline

- Last Term: Students who are going to be registering in their last term and complete an appeal within established timeline.

- All Other: Continuing students not meeting academic conditions; concurrently enrolled high school students

References:
Title 5, Section 58106, Education Code Section 66025.8

Procedure Last Revised: January 14, 2009, May 16, 2011
Policy

6530 Authorization to Drive District Vehicles

Vehicles of the District shall be driven by employees of the District who possess the appropriate valid driver’s license issued by the State of California and fulfill the District’s specific requirements. Under circumstances and procedures determined by the Executive Vice Chancellor, students (enrolled in the colleges of the District who possess the appropriate valid driver’s license issued by the State of California and adhere to the District’s specific procedures) may be authorized to drive designated District vehicles.

Exceptions to this policy are authorized in cases of emergency or undue hardship as determined by, and upon authorization of, the Chancellor.

Adopted: June 28, 2004
I. Except as stipulated herein, only employees of the District who possess a valid California driver’s license and have a clear DMV report, shall drive the following District vehicles:

A. Buses and Vans

1. Buses
To drive a college bus the employee must possess a valid California Commercial Class B Driver’s License, a Passenger Transport Endorsement, a valid Medical Certificate, and successfully complete a training program required by the State and provided by the District Transportation Department. Only properly qualified and licensed employee-drivers may drive such vehicles, whether passengers are or are not being carried.

2. Vans
To drive a van owned, rented, or leased by the District that is designed to transport more than 10 passengers, including the driver, the employee must possess a valid California Commercial Class B Driver’s License, a Passenger Transport Endorsement, a valid Medical Certificate, and successfully complete a training program required by the State and provided by the District Transportation Department. Only properly qualified and licensed employees may drive such vehicles, whether passengers are or are not being carried.

B. Other Vehicles

1. Any employee or volunteer of the District may drive any District vehicle for which a proper and valid California Driver’s License is held. An “Authorization to Release Driver Record Information” (INF 1105) must be submitted to either the District Transportation Department or to the College Facilities Office one week prior to driving any District vehicle. Initially, employees must submit a recent DMV printout along with the INF 1105 if planning to drive a District vehicle within the one week period.

   a) Minimum age for employees to drive a District vehicle is 18 years.
   
   b) Minimum age for volunteers to drive a District vehicle is 21 years. Volunteers are not permitted to drive personal vehicles on District business.

   Exceptions may be made for student volunteers ages 18 to 21 with the prior approval of the College President or designee.

   c) Use of District vehicles for personal business is prohibited.
2. Any student or student worker of the District may drive any District vehicle for which a proper and valid California Driver License is held. An “Authorization to Release Driver Record Information” (INF 1105) must be submitted to either the District Transportation Department or to the College Facilities Office one week prior to driving any District vehicle, or the student or student worker may submit a recent DMV printout along with the INF 1105 initially. The following conditions must be met for a student or student worker to drive a District vehicle:

   a) Minimum age for students or student workers to drive a District vehicle is 18 years.

   b) Students under the age of 21 may not drive District vehicles on trips that exceed a 150-air-mile radius.

   c) For trips outside the 150-air-mile radius, student drivers must be accompanied by a staff/faculty member.

   d) Requests for exceptions must be submitted in writing to the Executive Vice Chancellor at least two weeks prior to the trip.

3. All out-of-district trips require an approved Travel Request per Policy 3860 7400.

   a) When traveling out of District, or out of state, travel may be made by utilizing rental vehicles from reputable rental agencies.

   b) When driving out of state or out-of-country, travel must be made by utilizing rental vehicles from reputable rental agencies. Additional insurance coverage must be purchased with the rental.

   c) Full property and liability insurance shall be required at the time of rental through the rental agency for coverage of all vehicle rental use.

   d) All expenses associated with the cost of rental vehicle, insurance, fuel, and other rental costs shall be borne by the Department and reimbursed through the proper established reimbursement procedures of the District.

4. Based on District criteria to determine driver eligibility, the following driver records would not be allowed to drive District vehicles:

   a) One or more major convictions in the last three years; or

   b) Four or more minor convictions in the last three years; or

   c) Three or more at-fault accidents in the last three years; or
d) Any combination of minor convictions and at-fault accidents totaling four or more in the last three years.

Major convictions shall include any but are not limited to the following:

- Driving under the influence of alcohol or drugs. This would include prescription drugs that have the warning that operating machinery or a motor vehicle while using this drug is not safe.
- Driving while impaired.
- Reckless driving, racing or speed contest.
- Failure to report an accident.
- Making a false accident report.
- Vehicular homicide or manslaughter.
- Attempting to elude a police officer.
- Driving while license is suspended or revoked.
- Speeding at 25 MPH over the posted speed limit and in excess of 25 MPH over the speed limit.
- Hit and run.
- Failure to appear.

Minor convictions shall include any moving traffic violation other than a major conviction.

- Examples include, but are not limited to the following:
  - Speeding (less than 25 MPH over the posted speed limit).
  - Running a stop sign or red light.
  - Improper turn.
  - Passing across a double-yellow line.
  - Failure to yield.
  - Following too close.

5. Operators of golf carts, forklifts, and certain maintenance-type equipment must receive special training provided by the District Transportation Department.

C. Drug and Alcohol Testing

Federal transportation regulations require that all persons who operate a commercial motor vehicle and hold a commercial driver’s license be subject to drug and alcohol testing, referenced in the Omnibus Transportation Employee Testing Act of 1991.

The drug and alcohol testing rules apply to every person (employee) who operates a commercial motor vehicle requiring a commercial driver’s license in the course of their employment. (Exception: California firefighters operating any fire-fighting equipment, with the exception of a bus, are exempt from these regulations.)

1. Testing Circumstances
a) Pre-employment/pre-duty testing  
b) Post-accident  
c) Random testing  
d) Reasonable suspicion  
e) Return-to-duty testing  
f) Follow-up testing  

The YCCD Risk Management Office is responsible for administering the program.

D. Idling of Diesel Vehicles  

Current California law prohibits unnecessary idling of diesel-fueled commercial motor vehicles and equipment. No vehicle or engine subject to this regulation may idle for more than five (5) consecutive minutes. At schools, drivers of commercial diesel vehicles and school buses must turn off the vehicle engine upon stopping at a school or within 100 feet of it and must not turn the engine on more than 30 seconds before beginning to depart from a school or from within 100 feet of a school. Idling of a diesel powered vehicle that is owned by a rental company is the responsibility of the renter or lessee, and the rental agreement should so indicate. Notices have been affixed to vehicles and equipment in conspicuous locations to remind the operators of this regulation.

The idling limit does not apply to:

1. A bus idling up to 10-minutes prior to passenger boarding, or when passengers are onboard;

2. Idling when the vehicle must remain motionless due to traffic conditions, an official traffic control device, or an official traffic control signal over which the driver has no control, or at the direction of a peace officer, or operating a diesel-fueled auxiliary power system (APS) or other device at the direction of a peace officer;

3. Idling when the vehicle is queuing that at all times is beyond 100 feet from any restricted area;

4. Idling to verify that the vehicle is in safe operating condition, provided that such engine idling is mandatory for such verification;

5. Idling of the primary diesel engine mandatory for testing, servicing (cleaning of commercial vehicles/trucks/buses is not considered servicing), repairing, or diagnostic purposes, including regeneration or maintenance of the exhaust emission control device during engine idling when the dashboard indicator light, if so equipped, is illuminated indicating that regeneration or maintenance is in progress;

6. Idling of the primary diesel engine, operating a diesel-fueled APS, or operating other devices when operating defrosters, heaters, air conditioners, or other equipment solely to prevent a safety or health emergency;
7. Idling necessary to accomplish work for which the vehicle was designed (such as operating an aerial lift or load hoisting).

Drivers found in violation of this regulation are subject to a minimum civil penalty of $300 and possible criminal penalties, as specified in the Health and Safety Code.

Reference: California Environmental Protection Agency – Air Resources Board Advisory #333, dated 02/25/2008.

II. Exceptions to District policy limiting drivers of District vehicles to employees or students may be made for the following reasons by the Chancellor only, or designated representatives as determined by the Chancellor.

A. Cases of Emergency

If, in the Chancellor’s judgment, the emergency is of such a nature and severity that it would be in the District’s best interest, and/or in the interest of preserving the public peace, health and safety, or general welfare, individuals other than District employees or students may be authorized to drive District vehicles.

B. Cases of Undue Hardship

If, in the determination of the Chancellor, strict adherence to District policy would create a situation of undue hardship on the District in the furtherance of its mission, individuals other than District employees or students may be authorized to drive District vehicles.

1. In no case shall exception to the requirements for proper and valid licensure be permitted, whether vehicles are driven by employees or non-employees as specified above.

2. Department managers are responsible for notifying the District Transportation Department of new employees and/or students that are operating vehicles and equipment that are specifically assigned to their department.

3. Students may drive other students only with the permission of the College President or the Executive Vice Chancellor.
Policy

7-8049  Academic Senates

I. The Board of Trustees recognizes the Academic Senates of Columbia College and Modesto Junior College as the bodies which represent the faculty in collegial governance related to “academic and professional” matters. Each respective senate is authorized to fix and amend by vote of the faculty the composition, structure and procedures of its senate. The Board or its designees will consult collegially on Academic and Professional matters that come before the Board for action. [Title 5 Section 53203(a)]

II. The Senate Presidents or their designees shall be provided the opportunity to address the Board regarding its concerns at regularly scheduled Board meetings. The Board of Trustees shall consider and respond to senate recommendations in an appropriate manner. While in the process of consulting collegially, the academic senates shall retain the right to meet with or to appear before the Board with respect to the views, recommendations, or proposals of the senates. In addition, after consultation with the administration of the college and/or district, the academic senates may present their views and recommendations to the Board [Title 5 Section 53203(c)], and will be given reasonable accommodation to do so.

III. The Board of Trustees shall “rely primarily” upon the advice and judgment of the Academic Senates in selected areas. “Rely primarily” means that the recommendations will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted [Title 5 Section 53203(d)(1)] in most cases. If a recommendation is not approved, the Board or its designee shall promptly communicate in writing its reason to the respective senate(s).

These areas are:
   A. Curriculum, including establishing prerequisites and placing courses within disciplines
   B. Degree and certificate requirements
   C. Grading policies
   D. Faculty role and involvement in accreditation process, including the self-study and annual reports
   E. Policies for Faculty professional development activities
The Board of Trustees shall reach “mutual agreement” between the Academic Senates and the Board on selected areas. “Mutual agreement” means that recommendations shall be prepared by either the Academic Senates or the Board’s designee, and are subsequently ratified by both. If “mutual agreement” cannot be reached after good faith effort, existing policy shall remain in effect unless continuing with such policy exposes the District to legal liability or causes substantial fiscal hardship, which the Board shall promptly communicate in writing to the respective Senate(s).

These areas are:
A. Education program development
B. Student preparation and success
C. Processes for program review
D. Institutional planning and budget development processes
E. District and college governance structures
F. Others as may be mutually agreed upon by the Academic Senates and the Board of Trustees

Reference:
Education Code Sections C.A.C. Title 5, Section 53200 et. Seq.

Adopted: June 28, 2004
Revision Adopted: April 14, 2010
Yosemite Community College District  
District Council Meeting Minutes  
Gene Bianchi Community Center, Conference Room 1  
September 25, 2013

Members Present: Joan Smith, Jillian Daly, Brian Demoss, Deborah Campbell, Erik Vorsatz, Jill Stearns, Rosanne Faughn, John Leamy, Leslie Buckalew, James Todd, Gene Womble, Brian Sinclair

Members Absent: None

Other’s Present: Teresa Scott, Marty Gang, Brenda Thames, Susan Kincade, Michael Guerra, Gary Whitfield, Chris Vitelli, Nick Stavrianoudakis, Graciela Molina (recorder)

Meeting called to order at 3:09 p.m. in Oakdale at the Gene Bianchi Community Center, Conference Room 1.

1. Approval of Minutes of the Meeting of April 24, 2013
   A motion to approve the minutes of the meeting of April 24, 2013, was made by Jillian Daly and seconded by Jill Stearns, as amended. District Council (DC) members voted all in favor.

2. November 27 DC Meeting Date
   After a brief discussion, District Council members requested the November 27, 2013, meeting be rescheduled in light of its proximity to the Thanksgiving Holiday. Members will be notified once a date has been selected.

3. Accreditation Update
   Accreditation updates were provided by Susan Kincade for Modesto Junior College and Chris Vitelli for Columbia College. MJC is finalizing the editing process and expects to print tomorrow in order to forward to the Chancellor’s Office for Board of Trustee distribution. Columbia College reported each constituency group participated in compilation of the report; the document was approved by college council, printed, and presented to the Chancellor’s Office.

   Chancellor Joan Smith shared her experience serving on an accreditation team and spoke from an evaluator perspective. The goal of the upcoming visit is to determine how the college/District is responding to the recommendation(s). Discussion ensued regarding the final report, evidence and the future visit. Chancellor Joan Smith suggested discussions occur at the college related to set up and technology needs to meet the visiting team requests. If constituency questions should arise, it was suggested to contact the college Accreditation Liaison Officer (ALO), the Chancellor or respective President.

4. Benefits Review Committee
   Chancellor Joan Smith provided a brief update regarding the DC subcommittee – Benefits Review Committee. Victoria Simmons is serving as subcommittee Chair for the Benefits Review Committee which has met once. The committee charge is to review health plan options and the affordable health care act, as the current SISC contract is set to expire.

5. Media Matters
   Chancellor Joan Smith provided an overview of the media situation that was addressed by MJC. Future training will be identified to handle difficult situations; she encouraged supporting our staff when issue arise and promoted the use of professional services (i.e. Employee Assistance Program).
6. Policy Update

Nick Stavrianoudakis provided DC members with draft revisions for the following policies: 5055 Registration Priorities, 6530 Authorization to Drive District Vehicles, and 7-8049 Academic Senates. Suggested corrections were provided for Policy 5055 including adding “Cal Works participants” to line #9 of the administrative procedure. It was also noted that the reference to “Title 5 Section notes” will be omitted on the final Policy 7-8049 language that will be taken to the Board.

7. District Visioning Meeting, January

Chancellor Joan Smith reminded DC members that, in March, a district-wide planning session was held to focus on the YCCD District Mission in an effort to address the accreditation recommendation. She expressed interest in conducting a global strategic planning session. In January, following the November accreditation visit, a district-wide planning session to focus on the YCCD District Vision will be scheduled. The plan would then be to move toward creating a District strategic planning process following the meeting.

Discussion will be scheduled for the December District Council meeting to begin the dialogue prior to the planning session on vision. District planning will be much more global; the discussion will be college-wide formatted similar to the mission session.

8. Other Business

a. Chancellor Joan Smith announced that the DC meeting scheduled on October 23, 2013, will be co-chaired by Victoria Simmons and Marty Gang.

b. The Pilot Leadership Academy was offered to managers, has close to 30 participants, and will run through the end of the fiscal year.

c. Chancellor Smith encouraged suggestions/enhancements to District-level services and functions. Suggestions are to be sent to the Chancellor for review.

d. Michael Guerra is working with Victoria Simmons in Human Resources and will be assisting Teresa Scott in Fiscal Services, as well.

e. It was reported that the permanent position Vice Chancellor, Human Resources will be announced; Teresa Scott is chairing the committee and moving forward. Former committee members are being contacted regarding their interest to serve again.

f. Brenda Thames shared highlights from the Student Success Act Conference. Chancellor Joan Smith suggested that the Vice Presidents for Student Services begin dialogue at their respective colleges; Brenda Thames and Chris Vitelli were invited to present at the October District Council meeting and asked to include a discussion on how to educate the community on this topic. Chancellor Joan Smith mentioned scheduling a District In-Service/Institute Day to assist with dissemination of the information.

9. Next Meeting

The next meeting of the District Council will take place on October 23, 2013, at 3:00 p.m. in Oakdale at the Gene Bianchi Community Center.

The District Council meeting adjourned at 4:47 p.m.
AGENDA

Facilitator: Victoria Simmons and Marty Gang
Recorder: Graciela Molina

1. *Approval of Minutes of the Meeting of September 25, 2013 – Victoria Simmons/Marty Gang

2. Accreditation Updates – Jill Stearns/Leslie Buckalew

3. Benefits Review Committee – Victoria Simmons

4. Parking Permits – Sarah Schrader/Jill Stearns/Leslie Buckalew

5. Civility – Jill Stearns

6. Other Business

7. **Next Meeting** – November 18, 2013 - Gene Bianchi Community Center, Oakdale

* Attachments
Members Present: Joan Smith, Jillian Daly, Brian Demoss, Deborah Campbell, Erik Vorsatz, Jill Stearns, Rosanne Faughn, John Leamy, Leslie Buckalew, James Todd, Gene Womble, Brian Sinclair

Members Absent: None

Other’s Present: Teresa Scott, Marty Gang, Brenda Thames, Susan Kincade, Michael Guerra, Gary Whitfield, Chris Vitelli, Nick Stavrianoudakis, Graciela Molina (recorder)

Meeting called to order at 3:09 p.m. in Oakdale at the Gene Bianchi Community Center, Conference Room 1.

1. Approval of Minutes of the Meeting of April 24, 2013
   A motion to approve the minutes of the meeting of April 24, 2013, was made by Jillian Daly and seconded by Jill Stearns, as amended. District Council (DC) members voted all in favor.

2. November 27 DC Meeting Date
   After a brief discussion, District Council members requested the November 27, 2013, meeting be rescheduled in light of its proximity to the Thanksgiving Holiday. Members will be notified once a date has been selected.

3. Accreditation Update
   Accreditation updates were provided by Susan Kincade for Modesto Junior College and Chris Vitelli for Columbia College. MJC is finalizing the editing process and expects to print tomorrow in order to forward to the Chancellor’s Office for Board of Trustee distribution. Columbia College reported each constituency group participated in compilation of the report; the document was approved by college council, printed, and presented to the Chancellor’s Office.

   Chancellor Joan Smith shared her experience serving on an accreditation team and spoke from an evaluator perspective. The goal of the upcoming visit is to determine how the college/District is responding to the recommendation(s). Discussion ensued regarding the final report, evidence and the future visit. Chancellor Joan Smith suggested discussions occur at the college related to set up and technology needs to meet the visiting team requests. If constituency questions should arise, it was suggested to contact the college Accreditation Liaison Officer (ALO), the Chancellor or respective President.

4. Benefits Review Committee
   Chancellor Joan Smith provided a brief update regarding the DC subcommittee – Benefits Review Committee. Victoria Simmons is serving as subcommittee Chair for the Benefits Review Committee which has met once. The committee charge is to review health plan options and the affordable health care act, as the current SISC contract is set to expire.

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8. Other Business

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b. The Pilot Leadership Academy was offered to managers, has close to 30 participants, and will run through the end of the fiscal year.

c. Chancellor Smith encouraged suggestions/enhancements to District-level services and functions. Suggestions are to be sent to the Chancellor for review.

d. Michael Guerra is working with Victoria Simmons in Human Resources and will be assisting Teresa Scott in Fiscal Services, as well.

e. It was reported that the permanent position Vice Chancellor, Human Resources will be announced; Teresa Scott is chairing the committee and moving forward. Former committee members are being contacted regarding their interest to serve again.

f. Brenda Thames shared highlights from the Student Success Act Conference. Chancellor Joan Smith suggested that the Vice Presidents for Student Services begin dialogue at their respective colleges; Brenda Thames and Chris Vitelli were invited to present at the October District Council meeting and asked to include a discussion on how to educate the community on this topic. Chancellor Joan Smith mentioned scheduling a District In-Service/Institute Day to assist with dissemination of the information.

9. Next Meeting

The next meeting of the District Council will take place on October 23, 2013, at 3:00 p.m. in Oakdale at the Gene Bianchi Community Center.

The District Council meeting adjourned at 4:47 p.m.
District Council Meeting Minutes
Gene Bianchi Community Center, Conference Room 1
October 23, 2013

Members Present: Jill Stearns, Leslie Buckalew, James Todd, Gene Womble, Brian Sinclair, John Leamy, Michael Sundquist

Members Absent: Joan Smith, Rosanne Faughn, Debra Bolter, Erik Vorsatz

Other’s Present: Marty Gang, Michael Guerra, Brenda Thames, Susan Kincade, Sarah Schrader, Nick Stavrianoudakis, Graciela Molina (recorder)

Meeting called to order at 3:15 p.m. in Oakdale at the Gene Bianchi Community Center, Conference Room 1.

1. Approval of Minutes of the Meeting of September 25, 2013
   A motion to approve the minutes of the meeting of September 25, 2013, was made by Jill Stearns and seconded by John Leamy. District Council members approved the minutes with a vote, all in favor.

2. Accreditation Update
   Accreditation updates were provided by Susan Kincade for Modesto Junior College and Leslie Buckalew for Columbia College. The accreditation visits will take place November 14; both colleges are working to prepare for the site visit and are in contact with their respective team chairs.

3. Benefits Review Committee
   An update on the Benefits Review Committee was deferred to the next meeting.

4. Parking Permits
   Sarah Schrader, Jill Stearns and Leslie Buckalew reported on the topic of Parking Permits. There was general support for fee increase. Associated Student Presidents have been in discussion with Student Trustee Erik Vorsatz on this item and have agreed to the increase for students. Discussion ensued regarding increased cost to Part-time employees.

5. Civility
   Jill Stearns raised the issue of civility. Marty Gang cited the recent email exchanges sent to the all YCCD user group; he preluded that some institutions have a control feature that sets specific users with the access to send to the “all user” distribution list. Marty Gang is compiling a committee of constituency group representatives to have a participatory discussion on this issue. Specifics to address are: what lists if any should be restricted; who should be the gate keeper, if any; existing policy dictates who is on the list; would policy be relooked at or cleaned up? Marty Gang detailed the plan and noted that discussion and review would take place within a short period as to not delay the process. The goal is to identify a way to channel communication that is useful to the organization, not to stop the communication. Gene Womble invited Marty Gang to attend YFA Rep Council meeting to address this item. Discussion ensued on how to encourage people to engage in appropriate civil dialogue.

6. Other Business
   a. Marty Gang is receiving all IT staff inquiries for Columbia College; next week a plan will be revealed to address Columbia College’s IT needs in Jeff Swank’s absence.
7. Next Meeting

The next meeting of the District Council will take place on Monday, November 18, 2013, at 3:00 p.m. in Oakdale at the Gene Bianchi Community Center.

The District Council meeting adjourned at 4:15 p.m.
AGENDA

Facilitator: Joan Smith
Recorder: Graciela Molina

1. Approval of Minutes of the Meeting of October 23, 2013 – Joan Smith
2. Accreditation Updates – Jill Stearns/Leslie Buckalew
3. Presentation: Student Success Act – Brenda Thames/Chris Vitelli
4. Benefits Review Committee – Victoria Simmons
5. Other Business
6. Next Meeting – December 18, 2013 - Gene Bianchi Community Center, Oakdale

★ Attachments
Members Present: Jill Stearns, Leslie Buckalew, James Todd, Gene Womble, Brian Sinclair, John Leamy, Michael Sundquist

Members Absent: Joan Smith, Rosanne Faughn, Debra Bolter, Erik Vorsatz

Other’s Present: Marty Gang, Michael Guerra, Brenda Thames, Susan Kincade, Sarah Schrader, Nick Stavrianoudakis, Graciela Molina (recorder)

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   Accreditation updates were provided by Susan Kincade for Modesto Junior College and Leslie Buckalew for Columbia College. The accreditation visits will take place November 14; both colleges are working to prepare for the site visit and are in contact with their respective team chairs.

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The next meeting of the District Council will take place on Monday, November 18, 2013, at 3:00 p.m. in Oakdale at the Gene Bianchi Community Center.

The District Council meeting adjourned at 4:15 p.m.
Yosemite Community College District

District Council Meeting Minutes

Gene Bianchi Community Center, Conference Room 1

November 18, 2013

**Members Present:** Jill Stearns, Leslie Buckalew, James Todd, Brian Sinclair, John Leamy, Joan Smith, Rosanne Faughn, Debi Bolter

**Members Absent:** Michael Sundquist, Erik Vorsatz, Gene Womble

**Other’s Present:** Marty Gang, Michael Guerra, Brenda Thames, Susan Kincade, Sarah Schrader, Victoria Simmons, Chris Vitelli, Gary Whitfield, Graciela Molina (recorder)

Meeting called to order at 3:05 p.m. in Oakdale at the Gene Bianchi Community Center, Conference Room 1.

1. **Approval of Minutes of the Meeting of October 23, 2013**
   
   A motion to approve the minutes of the meeting of October 23, 2013, was made by John Leamy and seconded by Jill Stearns. District Council members approved the minutes with a voted all in favor with one abstention by Debi Bolter.

2. **Accreditation Update**
   
   Accreditation updates were provided by Jill Stearns for Modesto Junior College and Leslie Buckalew for Columbia College. The accreditation visits took place November 14 and consensus was that visits were successful.

3. **Presentation: Student Success Act**
   
   Brenda Thames and Chris Vitelli provided a presentation to District Council members on the Student Success Act of 2012 (SB 1456). The presentation included: the origins and purpose of the Student Success and Support Program (SSSP); an overview of Title 5 Regulations; reporting requirements; MIS data elements; and funding formula and allocations.

   Key recommendations highlighted included: increase college and career readiness; strengthen support for entering students; incentivize successful student behaviors; align course offerings to meet student needs; improve education of basic skills students; and align resources with student success recommendations. In addition, a few slides from a presentation by Terry O’Banion on Guidelines for Student Success were highlighted: 1) every student will make a significant connection with another person at the college as soon as possible; 2) key intake programs including orientation, assessment, advisement and placement will be integrated and mandatory; 3) every student will be placed in “Program of Study” from day one and undecided students will be placed in a mandatory “Program of Study” designed to help them decide; 4) every student who enrolls to pursue a certificate, degree, or who plans to transfer will work with college personnel to create a Student Success Pathway – a Roadmap to Completion; 5) every student will be carefully monitored throughout the first term to ensure successful progress and the college will make interventions immediately to keep students on track; and 6) students will engage in courses and experiences designed to broaden and deepen their learning.
The State Chancellor’s Office is requesting college student success skeletal plans and budgets by March 2014. The deadline for comprehensive student success plans is October 2014. Chancellor Smith reported the deadlines provide a short timeline to put together a plan together, however stated this is an opportunity to first and foremost identify how best we can serve students then determine the fiscal piece. Both colleges reported receiving final allocations about a week ago.

Discussion ensued regarding the 3-funded core services, student equity plans, defining the term paraprofessional, and possible options for identifying programs of study. Both colleges have identified key stakeholders to participate in the respective implementation teams and are meeting. MJC’s subcommittee has been identified as part of the Student Services Council, but not necessarily a shared governance committee. Columbia College has engaged in college-wide discussions. Several presentations have been conducted: Institute Day/In Service, senate presentations, a classified day presentation, and Columbia College held a retreat. Chancellor Joan Smith encouraged District Council leadership to take this information back to their constituency groups; unapproved minutes and PowerPoint presentations will be distributed to DC members to assist in their efforts of disseminating the information.

4. Benefits Review Committee

An update on the Benefits Review Committee was provided by Victoria Simmons. The committee has representatives from all stakeholder groups; the committee is calling for a Request for Proposal (RFP) to see what benefit options are available and seeking several quotes; specific interests from stakeholder groups has been identified. Victoria Simmons spoke to having a balanced approach moving forward.

5. Other Business

a. Chancellor Smith noted that future District Council meeting calendars will be adjusted to take into account the Holidays in November and December.

6. Next Meeting

The next meeting of the District Council will take place on Monday, December 18, 2013, at 3:00 p.m. in Oakdale at the Gene Bianchi Community Center.

The District Council meeting adjourned at 4:48 p.m.
AGENDA

Facilitator: Joan Smith  
Recorder: Graciela Molina

1. Approval of Minutes of the Meeting of November 18, 2013 – Joan Smith
2. Policy Update – Nick Stavrianoudakis
4. Budget Update – Joan Smith
5. Managing Change – Joan Smith
6. Other Business
7. Next Meeting – February 26, 2014 - Gene Bianchi Community Center, Oakdale

Attachments
Members Present: Jill Stearns, Leslie Buckalew, James Todd, Brian Sinclair, John Leamy, Joan Smith, Rosanne Faughn, Debi Bolter

Members Absent: Michael Sundquist, Erik Vorsatz, Gene Womble

Other’s Present: Marty Gang, Michael Guerra, Brenda Thames, Susan Kincade, Sarah Schrader, Victoria Simmons, Chris Vitelli, Gary Whitfield, Graciela Molina (recorder)

Meeting called to order at 3:05 p.m. in Oakdale at the Gene Bianchi Community Center, Conference Room 1.

1. Approval of Minutes of the Meeting of October 23, 2013

A motion to approve the minutes of the meeting of October 23, 2013, was made by John Leamy and seconded by Jill Stearns. District Council members approved the minutes with a voted all in favor with one abstention by Debi Bolter.

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5. Other Business

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<table>
<thead>
<tr>
<th>BOARD</th>
<th>P</th>
<th>AP</th>
<th>COMMENTS</th>
<th>BOARD MTG DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>3900 – Time, Place and Manner</td>
<td>✓</td>
<td>✓</td>
<td>Legal Counsel's Version with Board’s suggestions after 1st Reading</td>
<td>2/12/14 (2nd Reading)</td>
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<tr>
<td><strong>POLICY COMMITTEE</strong></td>
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<td>AP</td>
<td>COMMENTS</td>
<td>FORWARD</td>
</tr>
<tr>
<td>2345 – Public Participation at Board Meetings – Oral Communication</td>
<td>✓</td>
<td></td>
<td>Title Change &amp; Changes to Procedure</td>
<td>District Council</td>
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<tr>
<td>2350 – Speakers</td>
<td>✓</td>
<td>✓</td>
<td>Revised in Conjunction with 2345</td>
<td>District Council</td>
</tr>
<tr>
<td>3200 – Accreditation</td>
<td>✓</td>
<td></td>
<td>Legally Required AP Ready for Constituency Groups?</td>
<td></td>
</tr>
<tr>
<td>3250 – Institutional Planning</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>College Presidents and VPI’s</td>
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<tr>
<td>3440 – Service Animals/Therapy Animals</td>
<td>✓</td>
<td>✓</td>
<td>Review Legal Counsel Recommendation to eliminate therapy animal</td>
<td></td>
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<tr>
<td>3501 – Campus Security and Access</td>
<td>✓</td>
<td>✓</td>
<td>Ready for Constituency Groups?</td>
<td></td>
</tr>
<tr>
<td>3503 – Notification of Missing Students</td>
<td>✓</td>
<td>✓</td>
<td>Need to include Missing Student Registration Form</td>
<td>Campus Safety/Security</td>
</tr>
<tr>
<td>4020 – Program and Curriculum Development</td>
<td>✓</td>
<td></td>
<td>Updated Reference. Procedure Legally Required</td>
<td>Barbara Adams, Kathy Schultz</td>
</tr>
<tr>
<td>4025 – Philosophy and Criteria for Associate Degree and General Education</td>
<td>✓</td>
<td></td>
<td>We have Columbia College Procedure. Need MJC.</td>
<td>Barbara Adams, Kathy Schultz</td>
</tr>
<tr>
<td>4050 – Articulation</td>
<td>✓</td>
<td></td>
<td>Updated Reference. Procedure Legally Required</td>
<td>Ruth Cranley, Barbara Adams, Kathy Schultz, Elizabeth Pfleging</td>
</tr>
<tr>
<td>4225 – Course Repetition</td>
<td>✓</td>
<td>✓</td>
<td>Who to refer to?</td>
<td>?</td>
</tr>
<tr>
<td>4227 – Repeatable Courses</td>
<td>✓</td>
<td>✓</td>
<td>Who to refer to?</td>
<td>?</td>
</tr>
<tr>
<td>4250 – Probation, Disqualification, and Readmission</td>
<td>✓</td>
<td></td>
<td>Title Change &amp; Policy Revisions. Who to refer to?</td>
<td>?</td>
</tr>
<tr>
<td>4255 – Disqualification and Dismissal</td>
<td>✓</td>
<td>✓</td>
<td>Who to refer to?</td>
<td>?</td>
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<tr>
<td>4-8078 – Student Transportation - Field Trips</td>
<td>✓</td>
<td>✓</td>
<td>Proposal to merge with 5-8079 and eliminate 4-8078</td>
<td></td>
</tr>
<tr>
<td>5010 – Admissions</td>
<td>✓</td>
<td></td>
<td>Who to refer to?</td>
<td>?</td>
</tr>
<tr>
<td>5050 – Matriculation</td>
<td>✓</td>
<td>✓</td>
<td>CCLC revisions &amp; Title Change</td>
<td></td>
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<tr>
<td>5130 – Financial Aid</td>
<td>✓</td>
<td>✓</td>
<td>Who to refer to?</td>
<td>?</td>
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<tr>
<td>5140 – Disabled Students Programs and Services</td>
<td>✓</td>
<td>✓</td>
<td>Ready for Constituency Groups?</td>
<td></td>
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<tr>
<td>5500 – Standards of Conduct</td>
<td>✓</td>
<td>✓</td>
<td>Review Response from Brenda Thames &amp; Melissa Raby Ready for Constituency Groups?</td>
<td></td>
</tr>
</tbody>
</table>
# POLICY COMMITTEE MEETING AGENDA

## January 22, 2014

### POLICY COMMITTEE CONTINUED

<table>
<thead>
<tr>
<th>POLICY COMMITTEE CONTINUED</th>
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<th>COMMENTS</th>
<th>FORWARD</th>
<th>REFER TO</th>
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<tbody>
<tr>
<td>5-8079 – Student Transportation – Extra Curricular Activities</td>
<td>✓</td>
<td></td>
<td>Waiting for a response to feedback</td>
<td>Teresa Scott</td>
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<tr>
<td>6300 – Fiscal Management</td>
<td>✓</td>
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<td>Ready for Constituency Groups?</td>
<td>District Council</td>
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<tr>
<td>7110 – Delegation of Authority</td>
<td>✓ ✓</td>
<td></td>
<td>District Council</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7120 – Recruitment and Hiring</td>
<td>✓</td>
<td></td>
<td>Forward Policy to District Council</td>
<td>Refer Procedure to HR</td>
<td></td>
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<tr>
<td>7125 – Verification of Eligibility for Employment</td>
<td>✓ ✓</td>
<td></td>
<td>District Council</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7150 – Evaluation</td>
<td>✓ ✓</td>
<td></td>
<td>HR</td>
<td></td>
<td></td>
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<tr>
<td>7160 – Professional Development</td>
<td>✓</td>
<td></td>
<td>Refer Procedure to HR</td>
<td></td>
<td></td>
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<tr>
<td>7210 – Academic Staff</td>
<td>✓</td>
<td></td>
<td>HR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7235 – Probationary Period: Classified Employees</td>
<td>✓</td>
<td></td>
<td>District Council</td>
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<td></td>
</tr>
<tr>
<td>7240 – Confidential Employees</td>
<td>✓</td>
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<td>District Council</td>
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<td>7250 – Educational Administrators</td>
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<td>7260 – Classified Supervisors and Managers</td>
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<td>7300 – Communicable Disease</td>
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<td>7336 – Certification of Freedom from Tuberculosis</td>
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<td>7500 – Volunteers</td>
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### NON-SUBSTANTIVE CHANGES

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<td>3420 – Recruitment and Hiring</td>
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<td>Reference Update. Also request to HR for future review.</td>
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<td>3500 – Campus Safety</td>
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<td>Title Change and changed identification from Security to Safety/Security</td>
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### NEW (FROM CCLC)

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<td>NEXT CCLC expected Spring 2014</td>
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3900  Time, Place & Manner

The Colleges of the District are non-public forums, except for those areas designated as “free speech areas”, which are limited public forums. Yosemite Community College District wholly supports student, employee, and public free speech and supports every individual’s right to express his or her views. YCCD supports civil discourse as a fundamental pillar of education.

The Yosemite Community College District identifies free speech areas as those generally available to students and the community, and these are defined as grassy areas, walkways or other similar common areas. In these areas of the Colleges of the District, which are designated as limited public forums, the Chancellor shall enact such administrative procedures as are necessary to reasonably regulate the time, place and manner of the exercise of free expression in the areas limited public forums. The areas the District has not designated as set forth above, are not opened up for expressive use (such as speech, demonstration, or similar activity) generally limited public forums are not open to be used for expressive purposes by students, employees or the community generally.

The Board reserves the right to change this designation of areas for any reason authorized by law.

The administrative procedures promulgated by the Chancellor shall not prohibit the right of students to exercise free expression, including but not limited to the use of bulletin boards designated for such use, the distribution of printed materials or petitions in those parts of the College designated as “free speech areas”, and the wearing of buttons, badges, or other insignia. Nothing in this policy shall prohibit the regulation of hate violence, so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of Article 1 of the California Constitution.

References:
Education Code Section 76067, 76120, 66301

Adopted: June 28, 2004
Revision Adopted: May 13, 2009
Administrative Procedure

3900 Time, Place & Manner

I. The students and employees of the District and members of the public have the right to be permitted to exercise their rights of free expression subject to the time, place, and manner policies and procedures contained in Board Policy 3900 and these procedures.

II. The Colleges of the District shall not restrict free expression in are non-public forums, except for “areas generally available to students and the community,” defined as grassy areas, walkways or other similar common areas. This definition governs the phrase “areas generally available to students and the community” as it is used throughout this administrative procedure.

III. The areas generally available to students and the community are limited public forums. The District reserves the right to revoke that designation and apply a non-public forum designation in a manner consistent with applicable law.

A. The District reserves the right to designate areas as non-public forums as necessary to prevent the substantial disruption of the orderly operation of the Colleges. Areas of the Colleges that are non-public forums specifically include but are not limited to campus offices, warehouses, maintenance yards, and locker rooms.

IV. The use of area(s) generally available to students and the community is subject to the following:

A. Persons using the area(s) generally available to students and the community and/or distributing material in the areas generally available to students and the community shall not physically impede the progress of passersby, nor shall they force passersby to take material.

B. Persons using an area(s) generally available to students and the community shall not use any means of amplification that creates a noise or diversion that disturbs the orderly conduct of the campus or classes taking place at that time.

C. No persons using the area(s) generally available to students and the community shall solicit donations of money, through direct requests for funds, sales of tickets or otherwise, except where he or she is using the area(s) generally available to students and the community on behalf of and collecting funds for an organization that is registered with the Secretary of State as a nonprofit corporation or is an approved Associated Students Organization or club.

D. Persons using the area(s) generally available to students and the community shall not disrupt the orderly operation of the college.
V. All persons using the area(s) generally available to students and the community of the colleges shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within the area(s) generally available to students and the community. **Those persons distributing printed material must make reasonable efforts to retrieve, remove or properly discard material that is discarded or dropped**. Material distributed in the area(s) generally available to students and the community that is discarded or dropped in or around the area(s) generally available to students and the community other than in an appropriate receptacle must be retrieved and removed or properly discarded by those persons distributing the material prior to their departure from the area(s) generally available to students and the community that day.

VI. Posting: Students shall be provided with bulletin boards for use in posting student materials at campus locations convenient for student use. All materials displayed on a bulletin board shall clearly indicate the author or agency responsible for its production, the name of the person requesting the posting, and shall be dated and approved by the Student Development and Campus Life Office on the East and West Campus for Modesto Junior College, and or the designee of the Learning Support Services office at Columbia College.

**Reference:**
Education Code Section 76120

**Cross Reference:**
BP 4030 – Academic Freedom

**Procedure Last Revised:** April 11, 2007, May 9, 2012, interim procedure November 5, 2013, December 11, 2013
Members Present: Jill Stearns, Leslie Buckalew, James Todd, Brian Sinclair, John Leamy, Joan Smith, Rosanne Faughn, Debi Bolter, Michael Sundquist, Gene Womble

Members Absent: Sarah Schrader, Student Trustee (vacant)

Other’s Present: Marty Gang, Michael Guerra, Brenda Thames, Susan Kincade, Teresa Scott, Victoria Simmons, Chris Vitelli, Gary Whitfield, Nick Stavrianoudakis, Graciela Molina (recorder)

Meeting called to order at 3:05 p.m. in Oakdale at the Gene Bianchi Community Center, Conference Room 1.

1. Approval of Minutes of the Meeting of November 18, 2013

A motion to approve the minutes of the meeting of November 18, 2013, was made by Susan Kincade and seconded by John Leamy. District Council members approved the minutes with a vote all in favor.

Ayes: Jill Stearns, Leslie Buckalew, James Todd, Brian Sinclair, John Leamy, Joan Smith, Rosanne Faughn, Debi Bolter, Michael Sundquist, Gene Womble

2. Policy Update

Nick Stavrianoudakis provided an update on District policy and procedures. He provided the January 22nd Policy Committee agenda which outlines the policies and procedures being reviewed by the Board of Trustees, the Policy Committee level and also identifies any non-substantive changes being discussed.

In addition, Policy 3900 Time, Place and Manner was presented to District Council for review prior to the Board of Trustees’ 2nd reading scheduled in February.

3. 2014-2015 Budget Planning Timeline

Teresa Scott provided a copy of the annual Budget Planning Timeline for 2014-2015, dated January 2014, and reviewed the dates with District Council Members. Both colleges have their respective timelines; however, she wanted to share the District level timeline.

4. Budget Update

Chancellor Joan Smith provided a budget update report. She reported having received several inquiries regarding the status of positions. The District did not receive any growth money for the FY 2013-2014; all growth funds went to Colleges with the goal to build their respective schedules for growth. The colleges have been made aware that replacement positions are being filled; however, growth positions will not be filled until growth targets are met. Chancellor Smith encouraged District Council members to speak with the college CIO’s to discuss the issue in further detail.
5. Managing Change

Chancellor Joan Smith announced the upcoming Managing Change Training being held on January 31, 2014, in Oakdale at the Gene Bianchi Community Center. DC members were invited to attend the training and discuss the changes we are facing as a District. Changes include Student Success & Support Program (SSSP) and the growth coming down from the State Chancellor’s Office. Discussions will also need to continue on recruitment, retention and enrollment management.

Discussion ensued regarding growth monies. Chancellor Joan Smith stated we need to make an effort to take advantage of this funding opportunity; otherwise, we create a new base funding for the YCCD. The colleges must determine how to move forward in order to secure the growth.

Discussion then moved to the 500 FTES for Modesto Junior College and 100 FTES for Columbia College that are needed to meet the base target to position for growth next year.

6. Other Business

None

7. Next Meeting

The next meeting of the District Council will take place on Wednesday, February 26, 2014, at 3:00 p.m. in Oakdale at the Gene Bianchi Community Center.

The District Council meeting adjourned at 4:30 p.m.
YOSEMITE COMMUNITY COLLEGE DISTRICT

DISTRICT COUNCIL MEETING
February 26, 2014
3:00 p.m. – 5:00 p.m.
Gene Bianchi Community Center

AGENDA

Facilitator: Joan Smith
Recorder: Graciela Molina

1. Approval of Minutes of the Meeting of January 22, 2014 – Joan Smith

2. Policy Update – Nick Stavrianoudakis

3. FTES Update – Colleges

4. Leadership Academy – Joan Smith

5. Vision Planning – Joan Smith

6. Other Business

7. Next Meeting – March 26, 2014 - Gene Bianchi Community Center, Oakdale

Attachments
Members Present: Jill Stearns, Leslie Buckalew, James Todd, Brian Sinclair, John Leamy, Joan Smith, Rosanne Faughn, Debi Bolter, Michael Sundquist, Gene Womble

Members Absent: Sarah Schrader, Student Trustee (vacant)

Other’s Present: Marty Gang, Michael Guerra, Brenda Thames, Susan Kincade, Teresa Scott, Victoria Simmons, Chris Vitelli, Gary Whitfield, Nick Stavrianoudakis, Graciela Molina (recorder)

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Discussion then moved to the 500 FTES for Modesto Junior College and 100 FTES for Columbia College that are needed to meet the base target to position for growth next year.

6. Other Business

None

7. Next Meeting

The next meeting of the District Council will take place on Wednesday, February 26, 2014, at 3:00 p.m. in Oakdale at the Gene Bianchi Community Center.

The District Council meeting adjourned at 4:30 p.m.
The Board shall provide opportunities for members of the public to participate in the business of the Board. The following guidelines shall be followed by members of the public who wish to speak to the Board on any topic:

A. **Sequence of Events**

   The sequence for Board consideration of an agenda item is as follows:
   1. The person(s) identified on the agenda will make the presentation.
   2. The Board Chair will open the discussion to hear public comment.
   3. Public comments are to be directed to the Board.
   4. The Board Chair will close the public discussion.
   5. The Board will discuss the topic and take action as it deems appropriate.

B. **Time Limits (applicable to sections “C” and “D”)**

   1. Each speaker will be allowed a maximum of five (5) minutes per topic.
   2. A speaker’s time may not be transferred to another speaker.
   3. Time limits per speaker may be shortened and/or a maximum time allotment for public comment may be imposed by the Board Chair if a large number of people wish to address the topic. The Board Chair also may request that speakers identify themselves as for or against a proposed action so speakers can be alternated, pro and con.

C. **Speaking to Items on the Board Agenda**

   Members of the public wishing to speak to the Board regarding action items on the agenda are subject to the following provisions:
   1. Members of the public should complete and submit a written request form to the Chancellor or designee and identify the item, and list the speaker’s name, address and organizational affiliation, if any.
2. Members of the public may speak to the Board on specific agenda items after being recognized by the Chair of the Board and before formal Board discussion.

3. Each speaker coming before the Board is limited to one presentation per agenda item.

D. Speaking to Information Items and Items not on the Board Agenda

Members of the public wishing to speak to the Board regarding items not on the agenda are subject to the following provisions:

1. Members of the public should complete and submit a written request form to the Chancellor or designee, and identify the item, and list the speaker’s name, address and organizational affiliation, if any.

2. Members of the public may speak to the Board regarding items not on the agenda during the “Comments from the Public” section of the agenda after being recognized by the Chair of the Board.

3. All comments must be related to the business of the Board.

4. Each speaker coming before the Board is limited to one presentation per meeting on non-agenda items.

5. No action will be taken by the Board, at this time, on items not on the agenda.

If requested, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

References:
Government Code Section 54950, et seq., 54954.3, 54957.5; Education Code 72121.5

Adopted: June 4, 2002
Revision Adopted: September 2, 2003
The following process shall be followed by members of the Board to allow public participation:

A. Board Agenda Items
   1. The person(s) identified on the agenda will make the presentation.
   2. The Board Chair will open the discussion to hear public comment.
   3. Public comments are to be directed to the Board.
   4. The Board Chair will close the public discussion.
   5. The Board will discuss the topic and take action as it deems appropriate.

B. Items not on the Board Agenda
   1. A time will be provided on the agenda for general public comment at each Board meeting.

If requested, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability. Cross reference: YCCD Policy 2350

References:
Government Code Section 54950, et seq., 54954.3, 54957.5; Education Code 72121.5
Policy

2350 Speakers

The Board shall provide opportunities for members of the public to participate in the business of the Board. The following guidelines shall be followed by members of the public who wish to place items on the Board agenda:

A. Items Placed on the Board Agenda by the Public

1. All requested agenda items shall be related to the business of the Board.
2. Agenda items submitted by the public for a Board meeting must be received in writing by the Office of the Chancellor no later than ten (10) business days prior to the regularly scheduled board meeting. A proposed agenda item must be described in sufficient detail to allow determination of whether or not the item relates to Board business.
3. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of 120 days following the meeting in which the item was heard.
4. Any member of the public who submits an agenda item that is heard at a public meeting cannot submit another item before the expiration of 120 days following the meeting in which the item was heard.
5. Agenda items initiated by members of the public shall be placed on the Board's agenda listed under “Public Comments.”
6. The Board reserves the right to consider an item only in closed session if permitted or required by law, including any item related to personnel matters or potential or existing litigation. In such cases, the public member's comments must be presented in writing at least ten (10) business days prior to such consideration.

B. Speaking to Items Placed on the Board Agenda by the Public
Members of the public, including the person who initiated the topic, wishing to speak to the Board regarding items placed on the agenda by the public are subject to the following provisions:

1. Each speaker will be allowed a maximum of five (5) minutes per topic.
2. A speaker’s time may not be transferred to another speaker.
3. Time limits per speaker may be shortened and/or a maximum time allotment for public comment may be imposed by the Board Chair if a large number of people wish to address the topic. The Board Chair also may request that speakers identify themselves as for or against a proposed action so speakers can be alternated pro and con.
4. No action will be taken by the Board, at this time, on an item placed on the agenda by a member of the public.
5. For other meeting guidelines, please refer to Board Policy 2345, subsection A.

The Board shall provide opportunities for members of the public to participate in the business of the Board. The following guidelines shall be followed by members of the public who wish to submit written communications to the Board:

1. Members of the public may submit written communications to the Board that directly relate to the business of the Board.
2. All such written communications shall be dated and signed by the author, and shall contain the residence or business address of the author and the author’s organizational affiliation, if any.
3. Written communications submitted by the public to the Board should be received by the Office of the Chancellor no later than ten (10) business days prior to the regularly scheduled board meeting in order to assure consideration by the Board at the subsequent meeting.
4. Materials from the public brought to a Board meeting must be handed to the Board Stenographer for distribution.

Persons who want to comment on agenda topics may do so after being recognized by the Chair of the Board and before Board discussion on the action item.

Persons who want to comment on topics not included on the agenda can do so during the Public Comment section of the agenda.

Prior to comment at the Board Meeting, all speakers should complete a Speaker Request form in advance and give it to the Board stenographer. Individuals will be allowed a maximum of five (5) minutes per topic. Other guidelines may apply. (See Board Policy 2345)

References:
Government Code Section 54950, et seq., 54954.3; Education Code 72121.5

Adopted: June 4, 2002
Revision Adopted: September 2, 2003
NOTE: The following Administrative Procedure was taken primarily from the current Policy

2350 Speakers

The following process shall be followed by members of the public who wish to comment at the Board Meeting.

A. Speaking to Items on the Board Agenda
   Members of the public wishing to speak to the Board regarding action items on the agenda are subject to the following provisions:
   1. Members of the public should complete and submit a written request form to the Chancellor or designee and identify the item, and list the speaker’s name, address and organizational affiliation, if any.
   2. Members of the public may speak to the Board on specific agenda items after being recognized by the Chair of the Board and before formal Board discussion.
   3. Each speaker coming before the Board is limited to one presentation per agenda item.

B. Speaking to Information Items and Items not on the Board Agenda
   Members of the public wishing to speak to the Board regarding items not on the agenda are subject to the following provisions:
   1. Members of the public should complete and submit a written request form to the Chancellor or designee, and identify the item, and list the speaker’s name, address and organizational affiliation, if any.
   2. Members of the public may speak to the Board regarding items not on the agenda during the “Comments from the Public” section of the agenda after being recognized by the Chair of the Board.
   3. All comments must be related to the business of the Board.
   4. Each speaker coming before the Board is limited to one presentation per meeting on non-agenda items.
   5. No action will be taken by the Board, at this time, on items not on the agenda.

C. Speaking to Items Placed on the Board Agenda by the Public
   Members of the public, including the person who initiated the topic, wishing to speak to the Board regarding items placed on the agenda by the public are subject to the following provisions:
   6. Each speaker will be allowed a maximum of five (5) minutes per topic.
   7. A speaker’s time may not be transferred to another speaker.
   8. Time limits per speaker may be shortened and/or a maximum time allotment for public comment may be imposed by the Board Chair if a large number of people wish to address the topic. The Board Chair also may
request that speakers identify themselves as for or against a proposed action so speakers can be alternated pro and con.

9. No action will be taken by the Board, at this time, on an item placed on the agenda by a member of the public.

10. For other meeting guidelines, please refer to Board Policy 2345, subsection A.

D. Time Limits (added from 2345 applicable to sections “C” and “D”)

1. Each speaker will be allowed a maximum of five (5) minutes per topic.
2. A speaker’s time may not be transferred to another speaker.
3. Time limits per speaker may be shortened and/or a maximum time allotment for public comment may be imposed by the Board Chair if a large number of people wish to address the topic. The Board Chair also may request that speakers identify themselves as for or against a proposed action so speakers can be alternated, pro and con.

References:
Government Code Section 54950, et seq., 54954.3; Education Code 72121.5
Policy

3501 Campus Security and Access

The Chancellor shall establish procedures for security and access to District facilities.

Reference:
34 Code of Federal Regulations Part 668.46(b)(3)

KEY:
BOLD = new language
strikethrough = delete language

Edited:
1/9/14
3501 Campus Security and Access

During business hours, YCCD Central Services, Modesto Junior College (excluding the West Campus Agriculture Housing community) and Columbia College (excluding the apartments located on campus) will be open to students, parents, employees, contractors, and visitors. During non-business hours, access to all district facilities is by an issued key, electronic access or by assistance from Campus Safety/Security or housing staff/supervisor. In the case of periods of extended/emergency closure, the colleges will admit only those who have received approval from the president or his/her designee.

Instructional areas such as the Library, swimming pools, locker rooms, athletic fields and classrooms are limited to students and employees of the college or participants in authorized programs. Staff areas such as private offices, back offices, non-instructional kitchens and maintenance areas are accessible to assigned employees and by invitation to others for college business.

On-campus residences are secured 24 hours a day by the occupants. The colleges do not control the security of the individual residences. The West Campus Agriculture Housing community is patrolled by MJC Campus Safety 24 hours a day and afterhours access is defined in the Resident Agreement. The residences on the Columbia College campus are private apartments and not owned by the District. Columbia College Campus Security only patrols the adjoining parking lot 24 hours a day.

Periodic security surveys will be conducted by Campus Safety/Security to review security concerns such as landscaping, locks, fire alarms, lighting, and emergency phones. As appropriate, Campus Safety/Security will meet with Facilities Planning and Operations to review/resolve concerns that could raise personal safety risks.

Reference:
34 Code of Federal Regulations Section 668.46(b)(3)
Policy

5140 Disabled Students Programs and Services (DSPS)

Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the District.

The Disabled Students Programs and Services (DSPS) program shall be the primary provider for support programs and services that facilitate equal educational opportunities for disabled students who can profit from instruction as required by federal and state laws.

DSPS services shall be available to students with verified disabilities. The services to be provided include, but are not limited to reasonable accommodations, academic adjustments, technology accessibility, accessible facilities, equipment, instructional programs, rehabilitation counseling and academic counseling.

No student with disabilities is required to participate in the Disabled Students Programs and Services program.

The District shall respond in a timely manner to accommodation requests involving academic adjustments. The Chancellor shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.

The Chancellor shall assure that the DSPS program conforms to all requirements established by the relevant law and regulations.

References:
Education Code Sections 67310, 84850; Title 5, Section 56000 et seq. and 56027

Adopted: June 28, 2004
5140 Disabled Student Programs and Services (DSPS)

The District maintains a plan for the provision of programs and services to disabled students designed to assure that they have equality of access to District classes and programs. This plan serves as a contract between the district and the State Chancellor’s Office. It includes long-term goals, short-term measurable objectives, activities for accomplishing the goals, and methods for program evaluation.

Eligible students include those with verified physical disabilities (visual and mobility impairments), communication disorders (hearing impairments), learning disabilities, acquired brain impairments, developmental delays in learning, psychological impairments, and other conditions (e.g., asthma, kidney disease, etc.).

Verification of a student’s disability must be provided by a professional certified to diagnose and/or treat the condition of the student applying for services. In some situations the DSPS Specialist may verify the disability of the student by direct observation or review of medical or educational records. To be eligible for services, students must also show proof that their disability creates functional limitations in an academic setting.

Special support services are provided to students with disabilities in addition to those services provided to all students. These services enable students with disabilities to participate in regular programs and classes. They include, but are not limited to, adaptive equipment (e.g., tape recorders, adapted keyboards, etc.) and software, registration assistance, disabled parking, test accommodations, assessments, counseling, sign language interpreters, note takers, alternate media, and specialized tutoring.

Special class instruction in select areas is provided to students with disabilities. These classes are designed to help students overcome educational limitations or acquire skills necessary for completion of the goals set in their educational contracts.

Student Educational Contracts (SEC) are established for all students registered with DSPS in consultation with a DSPS Counselor. The SEC outlines special instructional and educational goals, describes objectives and activities leading to the achievement of students’ goals, and measures progress. Services prescribed in the SEC are reviewed and updated annually, or more frequently when a change occurs in the students’ educational goals or accommodations required.

All student files contain a release of information form that is signed by the student. DSPS student records are confidential and can be disclosed only with the student’s written permission.

Students registered with DSPS are expected to comply with the Student Code of Conduct, make responsible use of accommodations and services, adhere to written service provision policies and make measurable progress towards achievement of the goals set forth in their SEC.

Each college has an Advisory Committee that meets a minimum of one time per year to provide direction and guidance to the DSPS program. The Committee is comprised of students, as well as representatives from the disability community, and organizations and agencies for people with disabilities.
Provisions for course substitutions and waivers are established on each campus, along with administrative procedures.

References:
Title 5, Section 56000 et seq. and 56027

Adopted: April 11, 2007
Policy Change ☐ Constituency Group Review ☒
Procedure Change ☐ District Council ☒
New Policy ☐ Board 1st Reading ☒
New Procedure ☒ Board 2nd Reading ☐

Comments:
Legally Required Administrative Procedure

New Policy ☐
Board 1st Reading ☒

New Procedure ☒
Board 2nd Reading ☐

References:
Education Code Section 84040(c); Title 5 Section 58311; Accreditation Standard III.D.2

Adopted: June 28, 2004

Yosemite Community College District • Policies and Administrative Procedures

6300 Fiscal Management

An accounting system shall be maintained that will provide necessary information for sufficient administration of the District. The system shall be designed to give assurance to members of the Board of Trustees and citizens of the district of proper administration and stewardship of district funds. The Chancellor shall establish procedures to assure that the district’s fiscal management is in accordance with the principles contained in Title 5, section 58311, including:

- Adequate internal controls exist.
- Fiscal objectives, procedures, and constraints are communicated to the Board and employees.
- Adjustments to the budget are made in a timely manner, when necessary.
- The management information system provides timely, accurate, and reliable fiscal information.
- Responsibility and accountability for fiscal management are clearly delineated.
- The books and records of the district shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.

As required by law, the Board shall be presented with a quarterly report showing the financial and budgetary conditions of the District.

As required by the Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred, and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

Adopted: June 28, 2004
The Yosemite Center Community College District is committed to principles of sound fiscal management and to provide for responsible stewardship of available resources. The District adheres to commonly accepted accounting standards as criteria for fiscal management regulations.

In order to ensure adherence to these principles and standards, the Executive Vice Chancellor, Fiscal Services, will:

- Provide for safeguarding and managing District assets to ensure ongoing effective operations, maintenance of adequate cash reserves, implementation and maintenance of effective internal controls, determination of sources of revenues prior to making short-term and long-term commitments, establishment of a plan for the repair, and replacement of equipment and facilities.

- Provide for an organizational structure that incorporates a clear delineation of fiscal responsibilities and staff accountability.

- Provide that appropriate administrators keep the Board current on the fiscal condition of the District as an integral part of policy and decision-making.

- Provide for development and communication of fiscal policies, objectives, and constraints to the Board, staff, and students in accordance with state law, Board Policies and Administrative Procedures.

- Provide for an adequate management information system that gives timely, accurate, and reliable fiscal information for planning, decision-making, and budgetary control.

- Provide for appropriate fiscal policies and regulations, and adequate controls to ensure that established fiscal objectives are met.

- Provide a process to evaluate significant changes in the fiscal environment and make necessary, timely, financial, and educational adjustments.

- Provide both short-term and long-term goals and objectives and broad-based input coordinated with District educational planning.

References:
Education Code Section 84040(c); Title 5 Section 58311; Accreditation Standard III.D.2
Policy

7110 Delegation of Authority for Personnel Actions

The Board delegates authority to the Chancellor to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and Board Policies and Administrative Procedures have been followed. Personnel transaction items and appointments are subject to confirmation by the Board.

References:
Education Code Section 70902(d)

Adopted:
The Chancellor delegates responsibility to the Vice Chancellor of Human Resources to recommend or authorize employment, develop job responsibilities, and perform other personnel actions provided that all federal and state law and regulations, Board Policies, and Administrative Procedures are followed.

References:
Education Code Section 70902(d)
Policy

7120 Recruitment and Hiring

The Chancellor shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria:

- An equal employment opportunity plan shall be implemented according to Title 5 and YCCD Policy 3420.

- Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

The criteria and procedures for hiring academic employees shall be established and implemented in accordance with Board Policies and Administrative Procedures regarding the Academic Senate’s role in local decision making, and also in accordance with all contractual agreements.

The criteria and procedures for hiring classified employees shall reflect job-related selection criteria in accordance with all contractual agreements.

Reference:
Education Code Section 70901.2, 70902(b)(7) & (d), and 87100 et seq.; Title 5 Sections 53000, et seq. and 51023.5; Accreditation Standard III.A.1

Adopted: June 28, 2004
Applicants for classified positions in the Yosemite Community College District shall secure application forms from the District Human Resources Office and, when completed, return them to that office. Due to geographic considerations, procedural modifications may be made for Columbia College vacancies, subject to approval by the Vice Chancellor for Human Resources.

When a vacancy occurs or when a new regular position is established, the department head shall request, through administrative channels, to the Human Resources Office that the position be filled.

I. Competitive Selection Procedures

A. A committee consisting of at least three (3) members, familiar with the duties and qualifications of the vacant position, shall be designated by the department head for the purpose of screening applications, interviewing applicants, and identifying the best qualified candidates. The department head may interview finalists for the position and recommend appointment.

B. Screening committees will include female and ethnic minority representation whenever possible. Committee composition will be reviewed for approval by the Vice Chancellor of Human Resources or designee prior to the start of the screening process. Committee composition may be modified accordingly.

C. The candidate selected will be recommended to the President or Vice Chancellor by the appropriate department head. The recommended appointment will be reviewed by the Vice Chancellor for Human Resources, who will submit their recommendations to the Chancellor. Official offers of employment will be made by the Human Resources Office following approval by the Chancellor.

D. A candidate will not be recommended to the Board of Trustees until his/her application is on file with the Human Resources Office and his/her references have been contacted to verify experience and performance.

E. All processing required for employment shall normally be completed prior to completion of the first week of employment. No new employee shall report for the first day of work without having obtained clearance (formal offer) from the Human Resources Office.

Reference:
Education Code Sections 87100 et seq.; 87400; 88003; Accreditation Standard III.A.1

Procedure Last Revised: June 13, 2007
Policy

7125 Verification of Eligibility for Employment

The District shall verify all new employees’ eligibility for employment prior to start of work.

Reference:
8 U.S. Code Section 1324a

Adopted:
Reliable documentation of eligibility is required for employment from all new employees. “Reliable documentation” as set out in federal law includes one or more of the following:

- A United States passport or a resident alien card or alien registration card containing a photograph of the prospective employee, that indicates the person is authorized to work in the United States

OR

- A social security card or other documentation issued by the United States government showing authorization to work in the United States AND a driver’s license or similar identification document containing a photograph of the prospective employee.

The District will not hire or recruit a person for employment who is not authorized to be employed in the United States.

The District will complete for each new employee the verification form or forms required by the United States government.

The District will protect the privacy of the information it collects pursuant to this procedure.

References:
8 U.S. Code Section 1324a

Procedure Last Revised:
Newly hired classified employees shall have a probationary period of one year, as specified in the collective bargaining agreement.

References:
Education Code Section 88013

Adopted:
Policy Change ☒  Constituency Group Review ☒
Procedure Change □  District Council □
New Policy □  Board 1st Reading □
New Procedure □  Board 2nd Reading □
Comments: □

KEY: BOLD= new language strikethrough= delete language

Yosemite Community College District Policies and Administrative Procedures No. 7240

Policy

7240  Confidential Employees

Consistent with the provisions of Section 3540.1(c) of the Government Code, Title I, Division 4, Chapter 10.7 (Rodda Act), the Board of Trustees hereby establishes the classification of confidential employee.

Confidential employees are those who are required to develop or represent management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

Confidential employees are not eligible for inclusion in a bargaining unit and the terms and conditions of their employment are not controlled by any collective bargaining agreement.

Reference:
Government Code Section 3540.1(c)

Adopted: June 28, 2004
An administrator is a person employed by the Board in a supervisory or management position as defined in Government Code Sections 3540 et seq.

Educational administrators are those who exercise direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the District.

Educational administrators shall be compensated in the manner described in the provisions of the Leadership Team Handbook. Compensation shall be set by the Board upon recommendation by the Chancellor. Educational administrators shall further be entitled to health and welfare benefits made available by action of the Board upon recommendation by the Chancellor.

Educational administrators shall be entitled to vacation, sick, and other leaves as provided by law, these Policies and Administrative Procedures adopted by the Chancellor.

Every educational administrator shall be employed by an appointment or contract of up to four years in duration.

References:
Education Code Sections 72411 et seq., 87002(b), and 87457-87460; Government Code Section 3540.1(g) and (m)
Policy

7260  Classified Supervisors and Managers

Classified administrators are administrators who are not employed as educational administrators.

Classified supervisors are those classified administrators, regardless of job description, having the responsibility to assign work to and direct other employees.

Classified managers are those classified administrators, regardless of job description, having significant responsibilities for formulating District policies or administering District programs other than the educational programs of the District.

Classified administrators may be employed by an appointment or contract of up to four years in duration. The appointment or contract shall be subject to the provisions of the Leadership Team Handbook.

References:
Education Code Section 72411; Government Code Section 3540.1(g) and (m)

Adopted:

Edited:
11/18/13
Yosemite Community College District

District Council Meeting Minutes

Gene Bianchi Community Center, Conference Room 1
February 26, 2014

Members Present: Jill Stearns, Angela Fairchilds, Brian Sinclair, John Leamy, Joan Smith, Rosanne Faughn, Debi Bolter, Shawna Dean, Joan Van Kuren

Members Absent: James Todd, Gene Womble, Student Trustee (vacant)

Other’s Present: Marty Gang, Brenda Thames, Susan Kincade, Sarah Schrader, Victoria Simmons, Leslie Buckalew, Gary Whitfield, Nick Stavrianoudakis, Teresa Scott, Graciela Molina (recorder)

Meeting called to order at 3:05 p.m. in Oakdale at the Gene Bianchi Community Center, Conference Room 1.

1. Approval of Minutes of the Meeting of January 22, 2014
   A motion to approve the minutes of the meeting of January 22, 2014, was made by Debi Bolter and seconded by Angela Fairchilds. District Council members approved the minutes with a vote all in favor.
   Ayes: Jill Stearns, Angela Fairchilds, Brian Sinclair, John Leamy, Joan Smith, Rosanne Faughn, Debi Bolter, Shawna Dean
   Abstention: Joan Van Kuren

2. Policy Update
   Nick Stavrianoudakis provided an update on District policy and procedures. DC members received 12 policies as part of the agenda: Policy 2345 Public Participation at Board Meetings, 2350 Speakers, 3501 Campus Security and Access, 5140 Disabled Students and Programs and Services, 6300 Fiscal Management, 7110 Delegation of Authority for Personnel Actions, 7120 Recruitment and Hiring, 7125 Verification of Eligibility for Employment, 7235 Probationary Period: Classified Employees, 7240 Confidential Employees, 7250 Educational Administrators, 7260 Classified Supervisors and Managers. DC members were invited to forward comments regarding the policies to Nick Stavrianoudakis. Discussion ensued regarding Policy 7250 and Policy 7260, and the language which reads “…up to four years…” It was reported that the language is in accordance with Ed Code.

3. FTES Update
   Chancellor Smith requested inquiries regarding college FTES status be referred to the respective college president. Chancellor Joan Smith asked constituency group leaders to take back to their groups that the “growth” the State is talking about is better noted as “restoration”. We are in restoration mode trying to meet our targets. Teresa Scott stated that many districts will not be able to restore up to the cap. The system is arguing that the growth funds do not go back to the State; a workgroup of CBOs is meeting about every three weeks on this topic. We are waiting for the May Revise to come down from the State.
Leslie Buckalew invited DC members to participate in Columbia College’s Distance Education (DE) Summit taking place March 5, 2014; efforts are being made to video stream the summit to Modesto Junior College.

4. Leadership Academy

Chancellor Joan Smith provided an update on the Leadership Academy. Requests have been received by classified, faculty and others about possible future trainings. Chancellor Smith will be working with Cabinet members to fine tune the current pilot project and roll out to other constituencies. DC members were asked to bring ideas about possible topics and comments to the March meeting.

5. Vision Planning

In follow up to the Managing Change Training that took place on January 31st, the Chancellor will schedule a Visioning Planning Session on April 23 from 2:00 p.m. to 5:00 p.m. Further details regarding location and attendance will be discussed at the March DC meeting. Chancellor Joan Smith stated the Vision of the YCCD should be a global view of what we want to do as a District and colleges. In seeking a meaningful vision Chancellor Joan Smith asked DC members to begin thinking of “key words”, reviewing the vision, and think about what footprint we want to see in our future and how our vision could inspire.

6. Other Business

a. News Articles

Chancellor Smith provided an update regarding the news articles regarding the FIRE lawsuit. A settlement agreement has not yet been reached. An Op-ed by Chancellor Smith will be circulated to the YCCD when it comes out.

b. Statement of Principles

Statement of Principles will be sent to new members serving on DC.

7. Next Meeting

The next meeting of the District Council will take place on Wednesday, March 26, 2014, at 3:00 p.m. in Oakdale at the Gene Bianchi Community Center.

The District Council meeting adjourned at 4:35 p.m.