

**WEST VALLEY-MISSION
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING**

MAY 6, 2004

**Mission College
3000 Mission College Boulevard, Santa Clara, CA 95054
Hospitality Management Dining Room**

**6:00 p.m. Public Session
6:05 p.m. Closed Session
7:00 p.m. Public Session**

1.0 CALL TO ORDER - PUBLIC SESSION

1.1 Roll Call

Oral

2.0 ADJOURN TO CLOSED SESSION

Conference with Labor Negotiator Pursuant to Government Code 54957.6

- Provide direction to Dave Fishbaugh, negotiator, regarding negotiations with ACE
- Provide direction to Interim HR Director Sandi Dillon, negotiator, regarding negotiations with SEIU, Teamsters, POA, and unrepresented employees

Public Employee Discipline/Dismissal/Release
(Government Code 54957)

Conference with Legal Counsel – Anticipated Litigation

- Significant exposure to litigation pursuant to subdivision (b) of Government Code section 54956.9 (Two cases)

Conference with Real Property Negotiators Pursuant to Government Code 54956.8

- Property: West Valley College, 14000 Fruitvale Avenue, Saratoga, CA 95070
- Agency Negotiator: Chancellor Stan Arterberry
- Negotiating Parties: The City of Saratoga and the West Valley-Mission Community College District
- Under Negotiation: Instructions to negotiators regarding price and terms of payment of real property

Public Employment

- West Valley College President

3.0 RECONVENE PUBLIC SESSION

3.1 Pledge of Allegiance

Oral

3.2 Report of Closed Session Action

Oral

3.3 Approval of the Order of the Agenda

(A) Oral

3.4 Approval of the minutes of the April 15, 2004, Board of Trustees Meeting

(A)

(A) = Action (I) = Information

***In compliance with the Americans with Disabilities Act, individuals needing special accommodations should contact the Chancellor's Office at 408-741-2011 one week prior to the meeting date.**

- 3.5 Presentations/Recognitions (I) Oral
- Mission College “Students Recycling Used Technology (StRUT)”
Program Presentation
- 3.6 Oral Communications From The Public (I) Oral
This portion of the meeting is reserved for persons desiring to address the Board
on any matter not on the agenda. No action will be taken.
- 3.7 Written Communications From the Public (I) Oral
- 3.8 Mission College Update (**Chong**) (I)
- 3.9 West Valley College Update (**Jensen**) (I)
- 3.10 Vice Chancellor’s Report (**Lewis**) (I) Oral
- 3.11 Chancellor’s Update (**Arterberry**) (I) Oral

APPROVAL OF CONSENT AGENDA ACTION ITEMS

Action items will be acted upon in one motion unless they are removed from the Consent Agenda. Information items will not be discussed unless they are removed from the Consent Agenda.

4.0 COLLEGES, PROGRAMS, AND SERVICES – Consent Agenda
There are no items.

5.0 HUMAN RESOURCES – Consent Agenda

5.1 PERSONNEL TRANSACTIONS TO BE ACTED UPON BY THE BOARD OF TRUSTEES (A)

Recommendation: That the Board of Trustees approve the following items.

Changes

- a. Change Diane Rudy from Position ID# 122570 to Position ID# 008110, West Valley College.
- b. Change Position ID# 033910.
- c. Change Position ID# 047700.
- d. Change Position ID# 138840 .
- e. Change Position ID# 138850.
- f. Change Position ID# 008550.
- g. Tom Atchison, Facilities, WVMCCD.
- h. Daniel Baldwin, Financial Aid, West Valley College.
- i. Establish Position ID# 138970.
- j. Establish Position ID# 138980.
- k. Establish Position ID# 138990.
- l. Establish Position ID# 139000.

Classified Leaves of Absence

- a. Richard M. Smith, Facilities, WVMCCD.
- b. Maria Lopez, Financial Aid, West Valley College.
- c. Sherry Montoya, Career Programs, West Valley College.
- d. DeVere Claus, Facilities, WVMCCD.

Short Term Classified Assignments

- a. Rhonda Kirkland, Financial Aid, West Valley College.
- b. Kathleen Fitzgerald, Financial Aid, West Valley College.
- c. Marie Rancap, Financial Aid, Mission College.

Classified Resignation

- a. Judi Correa, Printing Services, West Valley College.

Hourly Classified Ratifications

Part-time, hourly student, and volunteer employees as listed on Exhibit A.

Academic External Appointments

- a. Sylvia Ortega, English as a Second Language, West Valley College.
- b. David Ryan, English as a Second Language, West Valley College.
- c. James Kittock, Mathematics, Mission College.

Academic Banked Leave

- a. Kathleen Creed, Health Occupations, Mission College.

Emergency Hire Ratifications

Part-time academic "Emergency Hire" exceptions as listed in Exhibit B.

Part-time academic employees for the 2003-2004 academic year as listed in Exhibit B.

6.0 BUSINESS AND FINANCE - Consent Agenda

REGULAR ORDER OF AGENDA

COLLEGES, PROGRAMS, AND SERVICES

There are no items.

HUMAN RESOURCES

- 5.2 ACCEPT THE DISTRICT 2004-05 NEGOTIATION PROPOSALS AND SET A PUBLIC HEARING – SEIU (A)

Recommendation: That the Board of Trustees accept the proposals and set a public hearing on May 20, 2004 to allow the public the opportunity to express itself in accordance with Government Code Section 3547. A copy of the proposals is available in the Chancellor’s office for public review.

- 5.3 DISTRICT INFORMATION SYSTEMS REORGANIZATION (A)

Recommendation: That the Board of Trustees approve the reorganization, reclassification of staff positions, and revised job descriptions of the Information Systems Department (herein) effective May 10, 2004.

- 5.4 APPROVE THE TENTATIVE AGREEMENTS WITH SEIU, TEAMSTERS, AND CONFIDENTIAL UNITS TO OPERATE A COMPRESSED 2004 SUMMER WORK SCHEDULE (A)

Recommendation: That the Board of Trustees approve the agreements (herein) with the SEIU, Teamsters, and Confidential Units.

- 5.5 2004-05 REJUVENATION & RETRAINING LEAVES (A)

Recommendation: That the Board of Trustees approve the Rejuvenation & Retraining Leave for faculty member Moira Davis.

- 5.6 2003-2004 ACADEMIC RETIREMENTS (A)

Recommendation: That the Board of Trustees acknowledge the following academic retirements.

Academic Retirees:

- a. Donette Dake, Dean, Career Education and Workforce Development, West Valley College.
Length of Service: 39 Years
- b. Carolyn Fisher, Instructor, Health Occupations, Mission College.
Length of Service: 31.167 STRS Years

BUSINESS AND FINANCE

- 6.1 **BUDGET ADJUSTMENTS** (A)
Recommendation: That the Board of Trustees approve the budget adjustments as specified herein.

7.0 INFORMATION REPORTS

- 7.1 **SANTA CLARA COUNTY TREASURY INVESTMENT PORTFOLIO STATUS** (I)
The District's funds are invested in the County treasury. Herein is their report.

8.0 BOARD

- 8.1 **RESOLUTION NO. 04050601 RECOGNIZING THE CONTRIBUTIONS OF CLASSIFIED EMPLOYEES AND DESIGNATING THE WEEK OF MAY 17-21, 2004, AS CLASSIFIED EMPLOYEE WEEK** (A)

- 8.2 **REVISION OF DISTRICT POLICY MANUAL – CHAPTER 6 (BUSINESS OPERATIONS) – SECOND READING** (A)
Recommendation: That the Board of Trustees reviews the changes to the District Audit policy included in Chapter 6, and approves the revisions to the District Policy Manual at the Second Reading.

- 8.3 New Business – Trustees (I) Oral
The Trustees may report at this time on any item not appearing on the agenda.

- 8.4 New Business – Administration (I) Oral
The Administrators may report at this time on any item not appearing on the agenda.

ADJOURNMENT