

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

AUGUST 19, 2004

**West Valley College
14000 Fruitvale Avenue, Saratoga, CA 95070**

6:00 p.m.	Public Session	Baltic Room
6:05 p.m.	Closed Session	Baltic Room
7:00 p.m.	Public Session	Board Room

1.0	CALL TO ORDER - PUBLIC SESSION		Page
1.1	Roll Call		Oral
2.0	ADJOURN TO CLOSED SESSION		
	Public Employee Discipline/Dismissal/Release Pursuant to Government Code 54957		
	Conference with Labor Negotiator Pursuant to Government Code 54957.6		
	- Provide direction to Sandi Dillon, negotiator, regarding negotiations with ACE, SEIU, Teamsters, POA, and unrepresented groups.		
	Public Employee Performance Evaluation Pursuant to Government Code 54957		
	- Chancellor		
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 Minutes of the August 5, 2004, Meeting	(A)	
3.5	Presentations/Recognitions	(I)	Oral
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 <u>not</u> on the agenda. No action will be taken.		
3.7	Written Communications From the Public	(I)	Oral
3.8	Mission College Update (Chong)	(I)	Oral
3.9	West Valley College Update (Hartley)	(I)	Oral

(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.

3.10 Vice Chancellor's Report (**Hendrickson**)

(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

There are no items.

5.0 HUMAN RESOURCES

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. Shoba Singh, Instructional Lab Technician, SEIU, Mission.
- b. Approve position changes (attachment A) for West Valley-Mission Community College District.

Job Description/New

- a. Approve job description for Human Resources Executive Coordinator for Human Resources (attached), Confidential Unit, Human Resources, West Valley-Mission Community College District.

Reclassify Position

- a. Francine Caracciolo, reclassify Position ID# 80210, *from* Executive Assistant, Human Resources, Confidential Unit, West Valley-Mission Community College District, *to* Executive Coordinator for Human Resources, Confidential Unit.

Classified Internal Appointment

- a. Mark Zamzow, Program Assistant, Community Education, West Valley College.

Classified Administrative Retirement

- a. Margaret O'Mahoney, Director of Human Resources and Employee Relations.
Years of Service: 5 years

Hourly Classified Ratifications

Part-time, hourly student, and volunteer employees on "as needed" basis for the 2004-2005 academic year, as listed on Exhibit A.

Academic Appointment

- a. Mark Engel, Instructor, Art - 2D, Mission College.
- b. Janice Morgan, Instructor/Coach, Mission College.
- c. Michele Matossian, Instructor, Art-Digital, Mission College.
- d. Aimee Reedy, Instructor, Child Development, Mission College.
- e. Cindy Vinson, Coordinator-Distance Learning, Instructional Technology, Mission College.

Academic Unpaid Leave of Absence

- a. Oo Shin, Instructor, Fashion Design, West Valley College.

Associate Faculty

Emergency hire (exceptions to the regular hiring procedure) and other associate faculty are recommended for employment as listed in Exhibit B.

5.2 EXTEND EXECUTIVE CONTRACT (A)

Recommendation that the Board of Trustees extend the employment contract for West Valley-Mission Community College District Chancellor, Stan Arterberry.

6.0 BUSINESS AND FINANCE

6.1 REVIEW OF PURCHASE ORDER TRANSACTIONS (I)

REGULAR ORDER OF AGENDA

COLLEGES, PROGRAMS, AND SERVICES

There are no items.

HUMAN RESOURCES

- 5.3 **ACADEMIC RETIREMENT** (A)
Recommendation that the Board of Trustees acknowledge the following academic retirement:
Gary Hubbard, Dean, Community Education, West Valley College.
Length of Service: 35 Years

BUSINESS AND FINANCE

- 6.2 **AWARD OF BID FOR THE MISSION COLLEGE LOCKER ROOM CONVERSION - MAIN BUILDING** (A)
Recommendation that the Board of Trustees approve the low, responsible, responsive bidder, and reject all other bids. The bidders and their bids are as follows:

<u>Company</u>	<u>Base Bid</u>
Moore Construction	\$31,254
Raphael Construction	\$35,831
G. Swanson Construction	\$45,597

- 6.3 **APPROVAL OF CHANGE ORDER PACKAGE NO. 9, FOR THE SCIENCE AND TECHNOLOGY COMPLEX PROJECT AT MISSION COLLEGE** (A)
Recommendation that the Board of Trustees approve Change Order Package No. 9 with Lathrop Construction Associates, totaling \$114,312.00, for the Science and Technology Complex project at Mission College. The revised contract amount with Lathrop Construction Associates is \$10,450,650.

7.0 INFORMATION REPORTS

- 7.1 **STATUS REPORT ON THE DISTRICT'S STUDENT ACCOUNTS RECEIVABLE COLLECTION EFFORT** (I)

8.0 BOARD

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

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

ADJOURNMENT