Copper Mountain Community College District
Board of Trustees Meeting Minutes

STUDY SESSION AND
REGULAR MEETING OF THE BOARD OF TRUSTEES

DATE: November 3, 2011
TIME: 1:30 p.m. (United Healthcare Insurance Study Session)
2:30 p.m. (Closed Session)
3:00 p.m. (Regular Meeting)
LOCATION: The Bell Center – North Entrance – Community Room
COPPER MOUNTAIN COLLEGE
6162 Rotary Way, Joshua Tree, CA 92252

MISSION STATEMENT
Our mission is to provide access to educational opportunities for diverse desert communities through a comprehensive curriculum and a passion for the success of every individual student.

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE
Board President Kinsman called the meeting to order and led the Pledge of Allegiance at 1:34 p.m.

II. ROLL CALL: TRUSTEES GILLICK, KINSMAN, MEYER, RAMIREZ - DEAN, ROGERS AND STUDENT TRUSTEE LATHAM.
All present.

III. CONFIRMATION OF AGENDA
Trustee Rogers moved approval, seconded by Trustee Ramirez-Dean. Motion carried unanimously.

IV. UNITED HEALTHCARE INSURANCE STUDY SESSION
1:36 p.m. Mr. Richard Muniz spoke with the board and those present regarding the United Healthcare Insurance Program presently utilized as the college health insurance company.

V. PUBLIC COMMENTS: Relative to Closed Session Matters.
None.

VI. CLOSED SESSION
A) Pursuant to Government Code Section 54956.9:
1) Liability claim – Claimant: Cosby
Agency claimed against: Copper Mountain CCD.

VII. RECONVENE TO OPEN SESSION – ANNOUNCE ACTION TAKEN AT CLOSED SESSION (IF ANY).

At 3:00 p.m. the board reconvened to Open Session and Board President Kinsman announced that in Closed Session the Board of Trustees moved and approved a $30,000 financial settlement, restoration of sick leave for purposes of retirement, and a signed release for the District from any future litigation for Ms. Jeanne Cosby.

VIII. APPROVAL OF MINUTES: Regular Board Meeting & Study Session – September 29, 2011.
Special Board Meeting – October 4, 2011.

Trustee Rogers moved approval, seconded by Trustee Gillick. Motion carried.

IX. INTRODUCTION OF NEW EMPLOYEE

Ms. Riesgo introduced Mr. Gregg Chesterman, Director of Base Programs who introduced Ms. Adia Wright, the new Admissions and Records Technician. Ms. Wright is a Marine wife who worked for a community college previously and knows Datatel as a result. Mr. Chesterman reported he is happy to have her and Ms. Wright commented on her wonderful experience thus far, adding that it is exciting and she is proud to be here.

X. PUBLIC COMMENTS: PERSONS WHO WISH TO SPEAK TO THE BOARD MAY DO SO AT THIS TIME WITH A TIME LIMIT OF THREE (3) MINUTES. THOSE WHO WISH TO SPEAK TO SPECIFIC AGENDA ITEMS SHOULD COMPLETE THE "REQUEST TO ADDRESS THE BOARD" FORM AND PRESENT IT TO THE SECRETARY. COMMENTS ON AGENDA ITEMS WILL ALSO BE LIMITED TO THREE (3) MINUTES UNLESS FURTHER TIME IS GRANTED BY THE BOARD. COMMENTS ON AGENDA ITEMS WILL BE LIMITED TO A TOTAL OF TWENTY (20) MINUTES PER ITEM.

None.

XI. REPORTS

A. GOVERNING BOARD

1) Reports from the Governing Board.

Trustee Rita Ramirez-Dean reported that Saturday she will attend an event regarding the election in 2012.

2) Report from the Student Trustee.

Student Trustee Latham announced she is headed to San Jose for the Student Senate for California Community Colleges General Assembly and is very excited to be attending.

B. SUPERINTENDENT/PRESIDENT

1) Reports from the Superintendent/President.

Dr. Wagner reported that Mr. Markcus Bernard was chosen as the 2011 Classified Employee of the Third Quarter due to consistently going above and beyond when helping with district with events. The faculty member chosen as Faculty Member for the Third Quarter is Ms. Cathy Itnyre. It was noted that she is the most influential faculty member on campus. In the Patron of the Quarter category Ms. Jane and Mr. Paul Smith of the 29 Palms Inn were selected for their avid support of CMC both publicly and privately. Dr. Wagner stressed that Jane and Paul and the 29 Palms Inn actively support CMC and the community at large.

Dr. Wagner reviewed the process that was followed for identifying goals for this year. Goals were identified with the board, through the strategic plan, and his own personal goals. Dr. Wagner shared the following goals:

Improving student success.
Developing new revenue sources.
100% review of policies and procedures.
Effectively managing college resources with associated goals.

2) Campus Showcase – Sabbatical Leave Presentation by Professor Cathy Itnyre.

Dr. Wagner introduced Ms. Cathy Itnyre who gave a comprehensive presentation of her sabbatical leave.

C. COPPER MOUNTAIN COLLEGE FOUNDATION

Ms. Sandy Smith reported regarding her recent attendance at the NCCCF symposium in Anaheim. The focus was on donor development, connecting with alumni, faculty, staff, and community members. Ms. Smith mentioned she is really proud of the relationship between the Foundation and the college. Regarding the Audit and 990, we need to file an extension due to additional Board review and filings; however the audit looks great. The Wreath Auction is scheduled November 20. Tickets are on sale for $5. The fourth quarter Presidents' Circle event is scheduled December 18. The Art Auction will be February 25, 2012 and several donations have already been received. The Simi Dabah relationship is going very well and a number of items have been sold and contributions are coming to the college. Ms.

Smith announced she is making many contacts within the community and the college. Considerable effort is being placed on the manner in which the Foundation can help the college.

D. ASSOCIATED STUDENTS, COPPER MOUNTAIN COLLEGE

Riley Walters, ASCMC president reported that ASCMC has started on the constitution and bylaws committee again. There are presently 13 senators and 7 officers working on a number of projects.

E. ACADEMIC SENATE

1) Student Showcase.

Ms. Walker introduced students from her creative writing classes including Dennis Alvarez, Joseph Briggs, Heidi Jean Cameron, Dylan Tandolli, and Al Primack.

2) Report from Academic Senate.

Mr. Joe DeSantis reported he is actively focused on getting SLO information together. He is working on all facets of this and a substantial focus at flex will be geared toward this effort to ensure uniformity in order to meet accreditation standards. Ms. Schiel will be the representative to the general assembly for Statewide Academic Senate.

F. CMC FACULTY ASSOCIATION CCA/CTA

Mr. Joe DeSantis reported on the great collegial process and a great deal of work on staff day. Ms. Hopkins has been working with administration regarding the roles and responsibilities of division chairs. An online cap for classes will be going forward for hybrid classes.

G. CLASSIFIED SENATE

Ms. Alpin reported that the Classified Senate recently raised $297 of which 200 will go toward holiday families. The remainder will be used for scholarships. Ms. Alpin thanked Ms. Itnyre for her presentation at the last meeting.

H. CSEA

None.

XII. INFORMATION AND DISCUSSION

A. SUPERINTENDENT/PRESIDENT

1) Information Item – Superintendent/President.

a) Annual Organizational Meeting of Governing Boards.

Dr. Wagner reviewed the information provided.

b) Other.

B. ACADEMIC AFFAIRS

1) Information Item – Academic Affairs Report:

a) Focusing on Student Success.
b) Sustaining Resources through Partnerships.
c) Exciting Events.
d) Other.

Dr. Zhou reported that we are a small college that provides a full spectrum of services and we are a bit behind on some things. The faculty is very committed and will work during one full flex day prior to next accreditation visit. Statewide CIO conference was last week. It was an opportunity to get acquainted and reconnected. A great deal of time of time was spent on student task force and looking at curriculum alignment with local school district. Development of more degrees and trying to connect on both sides K-12 and University are under examination as well as looking toward student success.

C. STUDENT SERVICES

1) Information Item – Student Services Report:

a) Admissions and Records.
b) Financial Aid.
c) Base Operations.
d) Information Services.
e) Other.

Mr. Brown reported PTK and ASCMC have been busy and there have been some changes with financial aid so we are busy ensuring resources are available to students. Mr. Brown reviewed resources available for financial aid students as well as some of the restrictions that currently exist. Mr. Heinemann mentioned some of the issues with students in reference to loans. Mr. Brown also reported that the new phone system is up and running.

D. BUSINESS SERVICES

1) Information Item – Business Services Report:

a) Monthly Financial Report.
b) Other.

Ms. Plummer reported that two new employees are very busy.

E. HUMAN RESOURCES

1) Information Item – Human Resources Report:

a) Payroll W-2 Year End Meetings.
b) Employee Leave Tracking System.
c) Delta Dental Online Tool.
d) CalPERS Planning Your Retirement Webinar.
e) Other.

Ms. Riesgo reported the employee tracking system will be up and running soon and will be a great asset for everyone. United Healthcare seminars conducted today were well received. The Staff Development Day schedule is in the process of finalization. Date set for Holiday Party is Saturday, December 3, 2011 in the Bell Center. Details will be forthcoming shortly. Some discussion took place regarding timely submission of payroll documents.

XIII. CONSIDERATION OF CONSENT AGENDA: Consent Agenda items are routine items of business that are grouped together. The Consent Agenda is designed to be voted upon through one motion that covers all such items collectively. Consent items are identified by the asterisk (*) appearing next to each such item.

Any Board Member may ask that a Consent Agenda item be pulled off the Consent Agenda for discussion and action as an individual item. Similarly, members of the public may address remarks or questions to one or more individual Consent Agenda items.

A. ACADEMIC AFFAIRS

* 1) Consent Item – Revised Course Outlines of Record; as proposed by the Curriculum Committee.
a) BUMA 010 – Introduction to Business.
b) BUMA 027 – Marketing.
c) HS-064 – Nurse Assistant.
d) HS-065 – Basic Pharmacology.
e) HS-066 – Home Health Aid.

* 2) Consent Item – Curriculum – Courses for Deactivation.
a) ART 080A-D – Painting Workshop.
b) AUTO 092 – Automotive Collision Repair, Beginning Auto Body.
c) AUTO 093 – Automotive Collision Repair, Intermediate.

d) AUTO 94 – Automotive Collision Repair, Advanced.
e) PHIL 009 – Philosophy From Renaissance to Present.

* 3) Consent Item – Placing Courses in Discipline (Revision); as proposed by the Curriculum Committee.
a) BUMA 010 – Introduction to Business.
b) BUMA 027 – Marketing.
c) HS 065 – Basic Pharmacology.

B. BUSINESS SERVICES
* 1) Consent Item – Journal Entries.
* 2) Consent Item – Board Approved Travel Over 500 Miles or Out-of-State.

C. HUMAN RESOURCES
* 1) Consent Item – Payroll #3-12.
* 2) Consent Item – Substitute Classified Assignments
* 3) Consent Item – Part-Time Faculty Appointments.
* 4) Consent Item – Student Employees.

Trustee Gillick moved approval, seconded by Trustee Rogers. Motion carried unanimously.

XIV. ACTION ITEMS

A. SUPERINTENDENT/PRESIDENT
1) Action Item – CMC Foundation Policy: Funding Requests.

Dr. Wagner reported this document was approved in October including the procedure was and recommended the board consider approval. Trustee Gillick moved approval, seconded by Trustee Ramirez Dean. Motion carried unanimously.

2) Action Item – CMC Foundation Bylaws.

Dr. Wagner mentioned these bylaws were adopted some time ago. A Task Force was convened to work on them to finalize the work. This document now has approval of Foundation board including an effective relationship. Trustee Rogers moved approval, seconded by Trustee Gillick. Trustee Gillick mentioned there are several ways of talking about the Brown Act. He

suggested that to avoid confusion with one set of codes that one or the other be used. Motion carried unanimously.

3) Action Item – Participating Effectively in Copper Mountain Community College District Governance.

Dr. Wagner noted this item has taken some time to bring it to the board as well. It is the basis of how we run the governance structure of our organization. All hands have participated. Trustee Gillick moved approval, seconded by Trustee Rogers. Trustee Gillick noted this is a tough law and hard on everyone including the board of trustees. It only works when all groups cooperate and that is one of our strengths here. He commended Dr. Wagner for setting a good example. Trustee Kinsman mentioned his work with the Foundation if issues arise. Trustee Ramirez-Dean commented on the standardization and organization and commended all that worked on the document. Motion carried unanimously.

B. BUSINESS SERVICES

1) Action Item – Payment of Warrants.

Ms. Plummer mentioned these were standard purchases and noted the payment for redistricting. Trustee Ramirez-Dean noted that San Bernardino County did not change boundaries. Trustee Rogers moved approval, seconded by Trustee Ramirez-Dean. Motion carried unanimously.

2) Action Item – Annual Financial and Budget Report for FY 2010-2011 (CCFS 311).

Ms. Plummer reported this is the final report for submission to the Chancellor's Office. Trustee Gillick moved approval, seconded by Trustee Rogers. Some discussion was held regarding compliance of the 50% Law and the trend analysis. Motion carried unanimously.

3) Action Item – Award Bid and Contract to Desert Images for Copier and Printer Equipment Lease/Purchase.

Trustee Gillick moved approval, seconded by Trustee Rogers. Ms. Plummer reported that we had several machines up for renewal. Ms. Alpin was instrumental in assisting with the bid process for this equipment. Motion carried unanimously.

4) Action Item – BHelm Consulting & Grant Writing Services Agreement.

Trustee Rogers moved approval, seconded by Trustee Ramirez-Dean. Dr. Wagner mentioned it has been his goal to get involved in federal grants.

Upward Bound and Upward Bound Veterans are both grants that we should be able to acquire. Motion carried unanimously.

C. FACILITIES

1) Action Item – Remodel for Efficiency – Sub-contractor Substitution – Structural Steel Work.

This item was pulled from the agenda.

2) Action Item – San Bernardino County Agreement for the Traffic Signal at Rotary Way.

Ms. Latham thanked everyone at the college and Assemblyman Paul Cook's office for their work and effort on this project. Trustee Rogers moved enthusiastically, seconded enthusiastically by Trustee Gillick. Motion carried unanimously.

D. HUMAN RESOURCES

1) Action Item – Division Chair Faculty Compensation Correction.

Ms. Riesgo reported that in an effort to abide by contract language, the District is correcting some mistakes that were made. Trustee Rogers moved approval, seconded by Trustee Gillick. Motion carried unanimously.

2) Action Item – Library Technician Retroactive Compensation.

Ms. Riesgo reported the position of library clerk was recently reclassified and this is to approve their retroactive compensation. Trustee Gillick moved approval, seconded by Trustee Ramirez Dean. Motion carried unanimously.

3) Action Item – Superintendent/President Contract Extension.

Trustee Rogers moved approval, seconded by Trustee Gillick. Board President Kinsman indicated she is glad to see we finishing this task and clarified the 4.5% is commensurate with that received by other managers. Motion carried unanimously.

XV. SUGGESTIONS FOR FUTURE AGENDAS

XVI. ADJOURNMENT

Trustee Rogers moved adjournment at 4:38 p.m.

The next regularly scheduled meeting of the Board of Trustees is December 8, 2011.

Persons with disabilities may request a disability related accommodation or modification in order to participate in a Copper Mountain Community College District Board of Trustees' public meeting. To request accommodation or modification, please contact the President's Office at (760) 366-3791 x-5441.

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