MINUTES
BOARD OF TRUSTEES
SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
REGULAR MEETING
December 19, 2002
City College of San Francisco
800 Mission Street
Downtown Campus

I. Open Session:

Call to Order: President Rodis called the meeting to order at 6:05 P.M.

Roll Call: The following Trustees were present: Dr. Natalie Berg, Johnnie L. Carter Jr., Dr. Anita Grier, Milton Marks III, Julio Ramos, Rodel Rodis and Trustee Lawrence Wong.

Also present: Chancellor Day and Legal Counsel Ronald Lee.

Absent: Student Trustee Rick Cantora

II. Pledge of Allegiance:
President Rodis led the Trustees and the audience in the Pledge of Allegiance.

III. Approval of the Minutes
President Rodis asked if there were any modifications to the Regular Board Meeting minutes. Trustee Marks suggested that he would like a few modifications to be reflected in the minutes. He stated that Monthly Financial Report section in the minutes should reflect that he explained that the District's budget anticipated a 3.25 percent increase, which is $400,000 more than last year's level. However at this time no budget adjustments are being recommended to offset this possible loss. He asked CFO Kendrix if the District is talking about an increase in revenue and then a loss in the next sentence. CFO Kendrix explained that the District is talking about the sales tax revenue.

VCFA Goldstein explained that looking at the previous sentence it refers to the city's revised forecast as a current year estimate at the same level as last year, projecting an increase, and it's looking flat. And that's the $400,000 difference.

Trustee Marks stated that he would like the minutes to reflect that Student Trustee Cantora voted on Resolution No. 021121-B1.

President Rodis suggested that the approval of the consent agenda items be made clearer in the minutes. President Rodis called for a motion. Trustee Berg moved the adoption of the minutes, Trustee Wong seconded the motion. All Trustees said "Aye", the minutes for the Board Meeting were adopted.

IV. Adoption of the Resolutions Agenda
Counsel Lee referred to the handout titled, "Additions and Modifications", detailing changes in the agenda. He stated that B5 was revised, and C3, G4, and H2-3 were added. Counsel Lee stated that all other resolutions were posted 72 hours in advance of the meeting in accordance with the "Brown Act."

President Rodis called for a motion. Trustee Wong moved adoption of the Resolutions Agenda, Trustee Berg seconded the motion.

All Trustees voted "Aye", and the Resolutions Agenda was adopted.

V. Approval of Consent Agenda Items
Trustee Carter moved to adopt resolutions B1-B13 as consent calendar items, with the exception of B3. Trustee Berg, seconded the motion. At the call for the vote, all Trustees said, "Aye". The B resolutions were adopted.

*Transcript(s) are available in the office of the Vice Chancellor of Finance and Administration for review.
Trustee Berg moved to adopt resolutions C1-C3 as consent calendar items. Trustee Grier, seconded the motion. At the call for the vote, all Trustees said, “Aye”. The C resolutions were adopted.

Trustee Wong moved to adopt resolutions G1-N1 as consent calendar items, Trustee Berg, seconded the motion. At the call for the vote, all Trustees said, “Aye”. The G-N resolutions were adopted.

VI. **Special Presentations**

Chancellor Day introduced Steven Glick, Dean of the Downtown Campus who gave an overview of the events that are occurring at the Downtown campus. He highlighted various renovation and remodeling projects that are occurring at the Downtown campus, and thanked the Board of Trustees, especially Trustee Wong for all of their efforts with the signs for the Downtown campus.

Trustee Grier asked when is the restaurant at the Downtown campus expected to open.

Dean Glick stated that the earliest it would open is in Fall 2004 or Spring 2005, explained the timeline.

Chancellor Day stated that by 2004 he hopes that we can have a Board Meeting in the restaurant that is being developed. He highlighted various aspects of what would be developing in the upcoming months.

Trustee Berg expressed her enthusiastic endorsement of the renovation and congratulated Dean Glick on becoming President of the 5th & Mission Garage Board.

Chancellor Day thanked Dean Glick for his efforts with Downtown Campus.

President Rodis stated that there is a need for more public relations at the Downtown campus and suggested electronic signs to be posted to give more information to the public about the District.

Trustee Wong congratulated Dean Glick for all of his efforts for the Downtown Campus.

Trustee Ramos asked for an explanation about a $50,000 donation, that was given to the Downtown campus.

Dean Glick explained that Barney Osher visited the Downtown campus and saw the computer lab and wanted to donate funds to renovate the Computer Learning Center. He highlighted various aspects of the computer lab, which would be modified thanks to the donation.

VII. **Monthly Financial Report**

VCFA Goldstein gave an extensive presentation to explain to the Board the proposed mid Year cuts for Fiscal year 2002-2003. He explained that the District is faced with financial problems and highlighted the following:

- Sources of Pressure on the Budget External cost increases
- Impact of the Recession
- Sales Tax now below its historic path
- July 2002 cuts impact on CCSF
- Actions taken in July to Close 2002-03 budget gap
- Budget outlook has changed dramatically
- Almost 90% of the General Fund is spent on Salaries and Benefits
- 2001-02 Non-Personnel Expenditures greater than $100,000
- State cuts force City College to reduce spending
- Possible additional reductions in spending for the current year
- Protection of base enrollment is critical

Chancellor Day expressed his concerns about the Governor’s cutbacks and stated that it would be discussed prior to next month’s Board meeting.

VCFA Goldstein explained that the Districts best estimate so far is that the budget cuts the Governor proposed would reduce District income by $4.5M+. He continued to outline $2.5M worth of spending reductions and that $1.8M dollars is the amount of money that the District would save on wage increases if they are deferred.

Trustee Wong expressed his concerns about the budget. He asked how could the District reduce reserve funding that by $1.5M without getting into trouble with the state.

*Transcript(s) are available in the office of the Vice Chancellor of Finance and Administration for review.*
Chancellor Day explained that unfortunately the District does not have any further information other than what the Governor included in his budget plan as a recommendation. He also explained the State Chancellor’s office will likely be that they were going to be supportive of a change in the reserve guideline.

Trustee Wong asked why the Non-Resident Tuition resolution is not on this month’s agenda.

Chancellor Day explained that since the students are on vacation the District thought it would be appropriate to revisit this resolution at the next Board meeting.

Trustee Wong asked if the District is working with the foundation toward enhancing District revenue.

Chancellor Day stated that the District has been working with the foundation to find various ways to come up with extra revenue.

Trustee Wong thanked VCFA Goldstein and Chancellor Day for their constant effort with the budget.

Trustee Marks asked if there was a line item in the budget for the Board of Trustees.

VCFA Goldstein stated that there is a cost center for the Board of Trustees, but not a lot of funds are in the account.

Trustee Marks suggested that the District should look for any cost that is not essential to the Board of Trustees, such as refreshments at the swearing in to find ways to reduce spending.

Trustee Ramos asked how much in uncollected student fees can be calculated at the present time.

VCFA Goldstein stated that the District budgets $400,000 per year at the start of the year to essentially write off bad debt for uncollected student fees. He explained that is a split between nonresident students and resident students.

Trustee Ramos asked what is the process for collecting uncollected student fees. And, when does the District determine whether a fee is uncollectible.

Chancellor Day explained that the District had a meeting with the students to discuss this issue. He explained that the District is trying to accommodate students who may need financial assistance but the problem would have to be dealt with head on.

Trustee Ramos suggested that the District might want to look into various avenues to go after those uncollected revenues because it would be a potential area of revenue for the District. He also asked if the District could provide him with follow up subsequent report of the monetary amount of uncollected fees and our collections procedures.

Trustee Carter asked if there were be any connection that would hinder a student from enrolling into another community college if they do not pay their fees.

VCFA Goldstein explained he would have to research the answer and get back to Trustee Carter regarding his concern.

VIII. Action on other Resolutions Agenda Items

ACTION ON B1
Reviewing and entering into the minutes the SFCCD Quarterly Financial Status Report for the quarter ended September 30, 2002.

President Rodis called for a motion. Trustee Grier moved the resolution, Trustee Wong seconded the motion.

Trustee Marks suggested having the Finance Committee meeting prior to having the next Board meeting.

President Rodis called for the vote, All the Trustees said, “Aye”, B1 was adopted.

ACTION ON B2
Authorization be given to contract with Treadwell & Rollo, Rutherford & Chekene, and Ninyo & Moore from January 1, 2003 through September, 2007 for special services and advice to provide the District with geotechnical consulting services, for these three Projects, respectively: Chinatown/North Beach Campus Geotechnical Consultant at a cost not to exceed $210,000.00; transcript(s) are available in the office of the Vice Chancellor of Finance and Administration for review.
Community Health & Wellness Center Geotechnical Consultant at a cost not to exceed $190,000.00; and Joint Use Academic Facility Consultant at a cost not to exceed $190,000.00

President Rodis called for a motion. Trustee Berg moved the resolution, Trustee Grier seconded the motion.

Trustee Wong asked what is the SLBE status of the three firms.

VCFA Goldstein apologized that he was not familiar with the firms on this resolution and would get the follow up information for Trustee Wong.

Trustee Marks asked if this would sway Trustee Wong’s vote for this resolution.

Trustee Wong stated that he has confidence in the District’s Administration and would feel comfortable with the follow up information that would be provided.

Trustee Berg expressed her familiarity with the firm Geotechnical Consultants and stated that from the scope of projects that they have been working on has been large and complicated which would be a great asset to the District.

Trustee Wong stated that he hopes that at future Board meetings staff members would be present to provide assistance with questions to their resolutions.

Trustee Marks expressed his concerns about the justification of the RFQ process of the firms, which were selected.

VCFA Goldstein explained that due to the complexity at various sites such as the Chinatown project the District wanted to be certain that we had a firm that we had a very strong level of confidence and that could handle that type of project.

Trustee Ramos asked who comprised that selection committee.

VCFA Goldstein extended his apologies for not being able to answer his question and stated that he would follow up with the Director of Facilities and Planning.

President Rodis called for the vote, All the Trustees said, “Aye”, B2 was adopted.

ACTION ON B3
Authorization be given to pay EHDD/Barcelon & Jang and Skidmore Owings & Merrill a $10,475 honorarium each for providing the District with a project conceptual design and site model for the Chinatown/North Beach Campus

President Rodis called for a motion. Trustee Wong moved the resolution, Trustee Berg seconded the motion.

Trustee Wong asked how would the site model for the Chinatown/North Beach Campus conceptual design for Architectural/Engineering services be paid.

VCFA Goldstein stated that during the RFQ conceptual design development, the District commissioned EHDD/Barcelon& Jang and Skidmore Owings & Merrill to procure a project site model to be used throughout the project duration as a visual aid and communication tool. The cost of the model was $10,950, and was borne equally ($5,475) by both teams. Thus, the amount of the honoraria for each team should be increase to $10,475 to over both the conceptual design and the site model. He stated that funds for the honoraria for conceptual design submittals and site model would be paid with funds from Proposition A 2001 General Obligation Bonds.

Trustee Marks expressed his discomfort with voting for this resolution because he feels like the Board is being forced to approve something, which was pretty much decided. He explained that the Board should know in advance that there is a possibility that there is going to be more than $10,000 spent.

President Rodis called for the vote, All the Trustees said, “Aye”, except Trustee Marks and Trustee Ramos who said, “Nay”, B3 was adopted.

ACTION ON B4
Authorization be and is hereby given for approval to contract with Merle E. Cannon for special services and advice to assist the District in the preparation of a Five Year Capital Outlay

*Transcript(s) are available in the office of the Vice Chancellor of Finance and Administration for review.*
Construction Plan, a space inventory, and consultation for Initial and Final Project Proposals, for a total contract cost of $30,000 for the period January 1, 2003 through December 31, 2003,

President Rodis called for a motion. Trustee Berg moved the resolution, Trustee Wong seconded the motion.

President Rodis called for the vote, All the Trustees said, “Aye”, B4 was adopted.

ACTION ON B8
Authorization be given to modify the contract with Barcelona & Jang Architects to increase the contract amount to $210,000.00, extend the contract time to June 30, 2004 and fund the services with Proposition A 2001 General Obligation Bond funds

President Rodis called for a motion. Trustee Berg moved the resolution, Trustee Grier seconded the motion.

President Rodis called for a roll call vote, All the Trustees said, “Aye”, B8 was adopted.

ACTION ON P1
Amending the SFCCD Policy Manual by Adding Section 1.12 Unlawful Discrimination Policy and Deleting Sections 3.29 – Sexual Harassment – Employees, Section 5.08 – Sexual Harassment – Students, and Section 5.07 – Equal Educational Opportunity for Students

President Rodis called for a motion. Trustee Berg moved the resolution, Trustee Grier seconded the motion.

Chancellor Day gave an overview of the resolution and expressed the need to amend the policy manual.

President Rodis called for the vote, All the Trustees said, “Aye”, P1 was adopted.

ACTION ON S1
Adopting the San Francisco Community College District’s Initial Proposal to the Service Employees International Union, Local 790, for a Successor Collective Bargaining Agreement, After Public Comment

President Rodis called for a motion. Trustee Berg moved the resolution, Trustee Wong seconded the motion.

President Rodis called for the vote, all the Trustees said, “Aye”, S1 was adopted.

ACTION ON S2
Presenting the Initial Proposals of the American Federation of Teachers, Local 2121, and of the San Francisco Community College District for a Successor Collective Bargaining Agreement, and Placing a Special Order of Business on the Agenda for a Public Board of Trustees Meeting in January 2003 for Public Response to the Initial Proposals

President Rodis called for a motion. Trustee Berg moved the resolution, Trustee Wong seconded the motion.

President Rodis called for the vote, All the Trustees said, “Aye”, S2 was adopted.

ACTION ON S3
Adoption of CCSF Strategic Plan

Chancellor Day explained that S3, adoption of CCSF Strategic Plan, was for information only.

Vice President Carter thanked Trustee Marks for his efforts chairing the Education Committee meeting.

Trustee Marks thanked Vice President Carter for his compliments and expressed that the Education Committee had a great discussion.

IX. Report from Academic Senate
David Yee, President of the Academic Senate gave an overview on what the Academic Senate is currently involved in, such as, appointments to Shared Governance Committees, Enhanced Self-Study Report, adding pages to the course catalog, Accreditation update and the new faculty reception and scholarship ceremony.

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Ed Murray, Vice President of AFT 2121 expressed the union’s concerns about the state budget and hopes that the District can find more funding.

X. Report from Associated Students
Raymond Smith, President of the Associated Students at the Downtown Campus gave a brief overview on what the Downtown ASU is currently involved in, such as, coordinating dates for the Spring’2003 semester for the Executive Board, reorganizing the ASU at the Downtown campus and met with Dean Fotch and VCSD Griffin to express concerns regarding health and safety issues. He also introduced the new ASU Executive Board at the Downtown campus.

Vice President Carter thanked Mr. Smith for the packet that introduces the new ASU Executive Board and stated that Mr. Smith resume’s was missing and looks forward to reviewing the document.

Kevine Boggess, President of the Associated Students gave a brief overview on what the Associated Students is currently involved in, such as, executive board meetings, and setting goals. He also requested that a modification should be made on the Board Agenda to include the ASU president of that campus.

XI. Report from the Classified Senate
NONE AT THIS TIME

XII. Board of Trustee’s Report
Trustee Wong stated his concerns about the state budget, possible war and the economy. He also expressed his appreciation to the District family regarding his re-election. He wished everyone happy holidays and a wonderful New Year.

Trustee Berg stated her concerns about the State and District Budget. She also stated that the Board of Trustees would try to provide their assistance any way possible. She wished everyone a happy holiday and commended all of the Trustees for their efforts with their committee meetings and their guidance.

Trustee Grier stated her concerns about the State and District Budget. She also stated that their was a prior Diversity Committee meeting and to her dismay their was no participation and hopes that everyone could make the next meeting. She wished everyone a happy holiday and a Happy New Year’s and looks forward to working with the District in 2003.

Trustee Ramos explained what he has been involved with for the past month. He participated in an Advisory Group meeting regarding the Mission Campus, and attended an Education Committee meeting and expressed how important it is for guidance and hopes there is more communication regarding educational goals and objectives. He commended Trustee Marks and Trustee Carter for efforts hosting the meeting. He discussed last month’s P1 resolution and stated that the Board did add language to modify that resolution.

Trustee Marks expressed his concerns about the traffic on Phelan Avenue and asked if the Department of Parking and Traffic (DPT) has provided assistance.

VCFA Goldstein stated that DPT has posted new signs out on Phelan Avenue and that he is working with a member of Transportation Commission, Shirley Brier who is advocating for the District.

Trustee Marks suggested that if the District needs the Board’s assistance with this endeavor to please ask the Board. He also explained what he has been involved with for the past month, and suggested that since the Facilities Master Plan Workshop is coming up, he requested that the Facilities Committee host a meeting prior to that workshop.

Vice President Carter explained what he has been involved with for the past month. He stated that he attended the Diversity meeting, the Mission advisory meeting and the Educational Committee meeting. He expressed his commitment to bring information to the public. He also responded to Ed Murray’s comment regarding efforts in lobbying at the State level. He also thanked the voters, classified staff, faculty and administration for helping to reelect him to the District's Board.

President Rodis thanked Steven Glick, Dean of the Downtown Campus for hosting the Board of Trustees meeting and was excited to see the final renovation plans. He suggested that the District should consider changing the address of the Ocean Avenue Campus. He also expressed his concerns on the District’s budget and wished everyone a happy holiday.

Trustee Ramos requested a status report on military recruiting at City College of San Francisco.

*Transcript(s) are available in the office of the Vice Chancellor of Finance and Administration for review.*
Chancellor Day explained that the current application gives students an option on whether or not they would like to be included in the military rooster for recruiting. He stated that the District has a recruiting policy in place.

Trustee Ramos stated that the District may want to revisit that issue.

Chancellor Day stated that the District would include the policy review in a written report.

President Rodis hopes that in the future there could be more joint committee meetings to provide more enlightenment to various topics.

Trustee Wong added his concerns about the District policy on military recruiting.

XIII. Chancellor Report
Chancellor Day briefly described what he has been involved with during the past month. He highlighted the following:

- Agenda for the meeting of the Board of Directors of the Foundation of the City College of San Francisco.
- Education Committee Meeting
- Strategic Planning Process

He stated that the next board meeting will be held at the Chinatown/North Beach campus and the February Board meeting would be held at the South East Campus, although it is subject to change. He also stated that he is still working on the annual schedule for the Board and looks forward to working with everyone next year.

XIV. Closed Session Announcements
Counsel Lee stated that the District has received documents from the Department of Fair Employment and Housing (DFEH) which includes "Complaint of Discrimination Under the Provision of the California Fair Employment and Housing Act" originated by a faculty member, dated December 4, 2002 requesting that DFEH issue a right to sue notice. DFEH has issued such a document and "Notice of Filing Discrimination Complaint" both dated December 4, 2002. These documents are available for public inspection. He stated that the Board met in closed session on December 19, 2002 and authorized a defense for the District in the case of O'Brein vs. SFCCD. This is an action by student alleging personal injury. The vote was as follows:

- President Rodis: Aye
- Vice President Carter: Aye
- Trustee Berg: Aye
- Trustee Grier: Aye
- Trustee Marks: Aye
- Trustee Ramos: Aye
- Trustee Wong: Aye

XV. Public Comments
Julia Bergman, City College of San Francisco Librarian and Chair of the Works of Art Committee, gave Chancellor Day a plaque of appreciation for all of his efforts. She gave a brief update on the Diego Rivera Mural and hopes that prior to renovating the Downtown Campus Educated Palate the District would consider installing and relocating the glass art pieces.

Rachel Perez, City College Student expressed her concerns about tobacco usage on campus and hopes that the District would advocate anti tobacco sentiments on all campuses.

XVI. Adjournment:
President Rodis called for a motion. Trustee Wong moved the motion, Trustee Ramos seconded the motion. At the call of the question, All Trustees’ said “Aye.” meeting ended at 8:15pm.

Submitted by,

Chancellor Philip R. Day, Jr.
Secretary, Board of Trustees
(By Toni Lee)

The minutes are based on the transcription of the proceedings taken by Michele Shea, a Certified shorthand reporter.

The foregoing Minutes approved at the meeting of the Board of Trustees

__________________, 2002

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