I. Open Session:

Call to Order: President Grier called the meeting to order at 6:20 P.M.

Roll Call: The following Trustees were present: Dr. Natalie Berg, Bob Burton, Dr. Anita Grier, Milton Marks III, Rodel Rodis, Julio Ramos and Lawrence Wong. Also present: Student Trustee Toni Hines, Chancellor Day, Legal Counsel Ronald Lee.

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

III. Approval of the Minutes

President Grier called for a motion to adopt the minutes to the December Regular Board Meeting.

Trustee Wong moved the approval of the minutes to the December Regular Board Meeting, Trustee Rodis seconded the motion.

At the call of the question all Trustees said, “Aye”, The minutes to the December Regular Meeting were adopted.

IV. Election of Officers of the Board

President Grier stated that traditionally at the January Board meeting, the current Board president entertains a motion or motions from other members of the Board. For positions of President and Vice president of the Community College District Board for the coming year.

Trustee Rodis nominated Trustee Berg as president and briefly stated a few words about why Trustee Berg should be elected as the next Board president.

Trustee Wong seconded the motion and stated a few words about Trustee Berg.

Trustee Burton also stated a few words about all the efforts that Trustee Berg has put forward for the District.

At the call of the vote, all Trustees said, “Aye”. Trustee Berg was elected as the new Board President.

Trustee Wong nominated Trustee Rodis as Vice President of the Board and briefly stated a few words about why Trustee Rodis should be elected as the next Vice President of the Board.
President Berg seconded the motion and express a few words about Trustee Rodis and how he would be a great asset as Vice President.

At the call of the vote, all Trustees said, "Aye". Trustee Rodis was elected as the new Board Vice President.

President Berg thanked her colleagues and looked forward to a productive year. She stated that she hopes that the District will reach its goal of having a new Bond Issue. She also thanked Trustee Grier for all of her service as president for the prior year and presented her with a plaque of appreciation.

President Berg also wanted the record to show that San Francisco Community College District endorses Dr. Anita Grier for the Statewide Board Election with the California Community College League.

V. Adoption of the Resolutions Agenda
Counsel Lee referred to the handout titled, “Additions and Modifications”, detailing changes in the agenda. He also stated that Resolution No. 010118-S6 needed a two thirds vote to be approved. He also suggested that a roll call vote should be made for this resolution.

Counsel Lee stated that all other resolutions were posted 72 hours in advance of the meeting in accordance with the “Brown Act.”

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

President Berg asked Chancellor Day to give a brief explanation as to why Resolution No. 010118-S6 was submitted late and what it was in regards to.

Chancellor Day stated that every January, the Planning and Budget Council brings forward the Annual Institutional Planning Objectives for approval. He also gave a brief overview of S6 and expressed how important it was to be on this month’s agenda. He concluded by explaining the reason of why the resolution was submitted late.

President Berg asked if there were any changes to the Annual Institutional Planning Objectives from the prior year.

Chancellor Day stated that there were a lot of carry-overs from last year but there were few modifications and mentioned that the changes included the listening sessions, outreach, and addressing student needs.

Trustee Marks III, asked what would happen if the District tabled this resolution until next month.

Chancellor Day stated that tabling this resolution for next month’s meeting puts the District at a disadvantage because the Planning/Budget Council needs to begin work on next year’s budget, and can only proceed with proper protocol by this resolution passing.

Chancellor Day apologized for the late submittal of this resolution but mentioned that it was only brought to his attention at the Chancellor’s Cabinet meeting this morning. He stated that the Planning and Budget Council and thereby shared governance had the opportunity to review the documents.

Ophelia Clark, President of the Academic Senate stated that David Yee, Vice President of the Academic Senate is on the Planning and Budget Council and reviewed the master plan and the strategic plan and was comfortable with the decision of passing the resolution tonight.
Trustee Wong stated that he realized that there is a time factor involved and mentioned that if there were any issues that the Board may have with the resolution that the Board may address those issues at a later date.

Trustee Ramos stated that he could not support this resolution because he did not feel that he had adequate time to review the resolution.

President Berg called for a motion to adopt the resolution agenda. Trustee Wong moved the adoption of the Resolution Agenda, Trustee Burton seconded the motion.

President Berg called for a vote to put Resolution No. 010118-S6 on the Agenda, the vote was as follows: Trustee Wong, Aye
Vice President Rodis, Aye
Trustee Ramos, Nay
Trustee Marks III, Aye, Nay
Trustee Grier, Aye
Trustee Burton, Aye
President Berg, Aye

At the call of the question, all Trustees said, “Aye”. The Resolutions Agenda was adopted and Resolution No. 010118-S6 was added to the Resolution Agenda.

**VI. Approval of Consent Agenda Items**
Trustee Rodis moved to adopt resolutions B1-B23 as consent calendar items with the exceptions of B2, B5, B10 B11, B12, B14, B16, B20, and B21. Trustee Wong seconded the motion. At the call of the question, all Trustees said, “Aye”. The consent calendar resolutions were adopted.

Trustee Rodis moved to adopt the C resolutions as consent calendar items, with exception of C4. Trustee Marks III, seconded the motion. At the call of the vote, all Trustees said, “Aye”. The C resolutions were adopted.

Trustee Wong moved to adopt the G-N resolutions. Trustee Rodis seconded the motion. At the call of the vote, all Trustees said, “Aye”. The G-N resolutions were adopted.

Trustee Wong moved to adopt the S resolutions. Trustee Rodis seconded the motion. At the call of the vote, all Trustees said, “Aye”. The S resolutions were adopted.

Trustee Rodis moved to adopt the W resolution. Trustee Wong seconded the motion. At the call of the vote, all Trustees said, “Aye”. The W resolution was adopted.

**VII. Special Presentation**
None at this time

**VIII. Monthly Financial Report**
CFO Kendrix stated that the current outlook projects an Unreserved/ Undesignated Fund Balance of $1.2 million which dropped from $1.8 million last month. He stated that there was a 50% reduction in growth revenue and an increase in expenditures because of energy costs.

Chancellor Day stated that the District might be getting some relief from the state for the increase in energy costs.

Trustee Berg stated that the reduction in growth revenue seemed high and asked what the District’s enrollment looked like.

VCFA Goldstein stated that last year’s enrollment growth revenue was 1.3% and he is hoping that the spring semester will bring encouraging numbers. He also stated that the District is offering more classes but that current date required a reduced estimate for growth.
Trustee Marks III asked for original dates of finding so they could be traded from year to year.

IX. Action on other Resolutions Agenda Items

ACTION ON B1
Reviewing and Accepting the 1999-2000 Annual Audit

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

CFO Kendrix gave a brief overview of Resolution No. 010118-B1 and mentioned that the annual audit is divided into two parts.


Chancellor Day wanted the record to show that he has no relations with this firm.

Trustee Ramos stated that on page 5.2 there is an issue concerning the District’s internal audit function and the lack thereof. He asked if Ms. White, could explain to him if she had knowledge of similarly situated Districts and what type of internal audit apparatus they may have in place.

Ms. White stated that the internal audit function is said to be the eyes and ears of the District’s administration and the Board. She also stated Vavrinek, Trine, & Day are here within the District for three to four and possibly five weeks during this time.

Ms. White stated that since the District has so many campuses and controls the internal auditor could look at those on an ongoing basis and report to the Board.

Trustee Ramos asked if Ms. White could name one District that has a strong internal audit system in place.

Ms. White stated that the closest District would be Peralta.

Trustee Ramos stated, “ on page 5.14 with regards to consultants, there is discussion there of noncompliance with IRS rules regarding independent contractors, as opposed to employees.

Ms. White stated that the 20 questions were developed by the IRS is a guideline. She stated that looking through the status of the District’s independent contractors these guidelines may or may not be actually looked at or met.

Ms. White stated that Vavrinek, Trine, & Day suggested that the District review each position that looks like an independent contractor to make sure that all guidelines are in place.

VCFA Goldstein stated that in section 5.3 there is a reference to the contract compliance officer position that we have created interviewed for and extended an offer to, and essentially one-fourth of that position would be dedicated to oversight these types of contracts.

ACTION ON B2
That authorization be hereby given to contract with Barnes, Mosher, Whitehurst& partners from January 20, 2001 through June 30,2001, for a public opinion survey at a total cost not to exceed $25,000
President Berg called for a motion. Trustee Rodis moved the resolution, Trustee Wong seconded the motion.

Trustee Ramos suggested that Resolution No. 010118-B2 be tabled until next month’s meeting because the District should go out to bid before the final decision. He also stated he did not know too much about this company and he did not see any language stating that this survey would be in other languages besides English.

President Berg stated that the District has used this company in the past and they have had materials that use other languages besides English.

Chancellor Day stated that Barnes, Mosher, Whitehurst & Partners have an excellent track record and mentioned how they helped Laguna Honda Hospital and Academy of Sciences campaigns.

General Counsel Lee stated that the District is not required to go out to bid for this contract under the government code.

Trustee Wong stated that Barnes, Mosher, Whitehurst has been with the District to assist with the previous bond measure and they have a successful relationship with the District.

At the call of the question, all the Trustees said “Aye”; B2 was adopted

**ACTION ON B5**
That authorization be given to contract with Zahn Group, Inc., Don Todd Associates, Kal Krishnan Consulting Services, Inc., Global Project Management, Vanir Construction Management, Inc., and Arcost CPM Group Inc., Certified Minority Business Enterprise and Local Business Enterprise, for special services and advice to provide the District with Construction Management services on an as needed basis, for Prop. A Bond Projects, Schedules Maintenance, and Hazardous Substance Abatement projects for each firm for up to three years, at a cost not to exceed $150,000

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

At the call of the question, all the Trustees said “Aye”; B5 was adopted.

**ACTION ON 10**
That authorization be and is hereby given for approval to contract with WestEd, to provide special services for the Bio-Link National Center at City College of San Francisco for the time period of January 1, 2001 through August 31, 2001, in the amount not to exceed $19,111

**ACTION ON B11**
That authorization be given to submit and application and appropriate all funds receivable upon approval from the Health Care Delivery Initiative of Sacramento City College for the period of February 1, 2001, to December 31, 2001, in the amount not to exceed $109,080

**ACTION ON B12**
That authorization be hereby given to a subcontractor with SFSU to provide tutoring services through the CCSF ESL department for elderly immigrants seeking citizenship for the period of October 1, 2000 to September 30, 2001 in the amount not to exceed $17,829

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

Trustee Marks III, asked what was the District's policy and procedures for submitting grant applications.
Chancellor Day stated that advance approval needs to be given before anyone submits a grant application. He also stated that traditionally a contract goes through a cycle of competition and then it comes to the Board for a formal acceptance.

Trustee Marks III asked if there were any policies in place regarding retroactivity.

Trustee Berg stated that the District has such policy if a contract date is prior to a Board Meeting occurring.

VCFA Goldstein stated that in the future for an explanation for such resolutions individuals who are submitting contracts or applications should appear at the Board meeting.

Chancellor Day suggested that he would have those individuals who submitted these contracts correspond with a written response.

Trustee Marks III suggested that the District should modify the protocol for resolution writing.

At the call of the question, all the Trustees said “Aye”; B10 was adopted.

**ACTION ON B11**
That authorization be given to submit and application and appropriate all funds receivable upon approval from the Health Care Delivery Initiative of Sacramento City College for the period of February 1, 2001, to December 31, 2001, in the amount not to exceed $109,080

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

At the call of the question, all the Trustees said “Aye”; B11 was adopted.

**ACTION ON B12**
That authorization be hereby given to a subcontractor with SFSU to provide tutoring services through the CCSF ESL department for elderly immigrants seeking citizenship for the period of October 1, 2000 to September 30, 2001 in the amount not to exceed $17,829

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

At the call of the question, all the Trustees said “Aye”; B12 was adopted.

**ACTION ON B14**
Authorization to modify (2) existing grants totaling $40,000

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

At the call of the question, all the Trustees said “Aye”; B14 was adopted.

**ACTION ON B16**
That authorization be hereby given to contract with San Francisco International Airport for providing Bilingual Customer Service Training from January 2, 2001 to December 31, 2001 for a cost not to exceed $100,000

President Berg called for a motion. Trustee Ramos moved the resolution, Trustee Wong seconded the motion.
Trustee Ramos asked for justification for hiring consultants for bilingual services versus having in-house employees provide services.

Trustee Berg stated that this resolution deals with the contract education program.

Chancellor Day stated that this training is short term; in addition, the program is through Contract Education.

Trustee Ramos asked if in this particular program the consultant is teaching the course.

Frances Lee, Vice Chancellor of Academic Affairs stated that there is a mixture of personnel and the District may be using some of our own people and in that case, it would fall under academic salaries and benefits. She also stated that the District may not have the full expertise or the availability of the people to do it so the District hires consultants.

VCAA Lee also stated that the budget that is reflected here of $100,000 is coming from the airport, and the originator, Judy Teng has divided that up into different categories.

At the call of the question, all the Trustees said “Aye”; B16 was adopted.

ACTION ON B20
That authorization is hereby given to conduct excursions to Paris, France, Fall 2001 and Spring 2002, and to contract with ACCENT International Consortium for Academic Programs Abroad, Ltd., to obtain travel and educational program arrangements, with costs to be borne by the students.

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

Trustee Wong asked if ACCENT International is still offering the $1,000 Scholarship for low-income students and if they were working well with the Financial Aid Office.

Joanne Low, Dean of the Chinatown/ NorthBeach campus stated that the Financial Aid Office, and the Study Abroad Program are working well together, and one scholarship award was provided but was deferred until spring of 2001.

Trustee Wong asked about the availability of outreach at the Financial Aid Office to students.

Dean Low stated that students were aware of the different scholarship programs the District offers and the Study Abroad Office provides great information for students who want to participate in the program.

Trustee Rodis stated that the District should utilize catalogues and time schedules for more outreach on international programs.

Dean Low stated that she would work closely with public information to add some outreach in the schedule and the District’s website.

Trustee Ramos stated that when he was younger he participated in a study abroad program and mentioned how it enlightened him.

Student Trustee Hines stated that she also participated in a study abroad program and wanted to assist Dean Low with outreach anyway possible.

At the call of the question, all the Trustees said “Aye”; B20 was adopted.
**ACTION ON B21**

That Authorization be hereby given to conduct excursions to London, England, Fall 2001, and to contract with ACCENT International Consortium for Academic Programs Abroad, Ltd., to obtain travel and educational program arrangements, with costs to be borne by the students

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

Trustee Wong asked why ACCENT International was not offering the $1000 scholarship with the study abroad program to London.

Dean Low stated that this is the first time that they have offered this program and they were concerned that enrollment may be low.

Chancellor Day stated that this is the first time this program is up and running and suggested that the District would try to push for the $1000 scholarship for this program as soon as possible.

Trustee Wong stated that ACCENT International is doing well with the District and suggested that the resolution be amended to include “ACCENT International will look into a $1,000 scholarship.” He also stated that the necessary outreach for these programs should be a priority with the District. This amendment was approved.

At the call of the question, all the Trustees said “Aye”; B21 was adopted as amended.

**ACTION ON C4**

Disposal of Personal Property with Insufficient Sales Value

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

Trustee Ramos stated that there seems to be a surplus in computer disposal and suggested that the District may want to look into donating computers to students. He also suggested that the District might want to look into outreach programs with the private sector for donations.

VCFA Goldstein stated that he would work with General Counsel Lee to see what can be accomplished.

At the call of the question, all the Trustees said “Aye”; C4 was adopted as amended.

**RECESS AT 8:15pm**

Meeting reconvened at 8:30p.m.

**ACTION ON F1**

Establishment and Temporary Appointment of Exempt, Grant-Funded Director, California Early Childhood Mentor

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

President Berg gave a brief explanation of Resolution No. 010118-F1 and welcomed Payton Nattinger to the District.

At the call of the question, all the Trustees said “Aye”, F1 was adopted.
**ACTION ON F2**

Appointment of and Educational Administrator

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

Chancellor Day stated that it was his pleasure to recommend Jorge Bell as Associate Dean of Financial Aid.

President Berg congratulated Jorge Bell and commended him for all of his efforts.

Student Trustee Hines also congratulated Jorge Bell and commended him for all of his efforts.

At the call of the question, all the Trustees said “Aye”, F2 was adopted.

**ACTION ON F3**

Academic Administrative Sabbatical Leave-Spring 2001; Resignation and Reassignment to Faculty Position

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

Chancellor Day stated that Juanita Owens has submitted her resignation and would like to go back to the classroom and he supports her decision.

Trustee Marks III asked what was the process to replace her.

Chancellor Day stated that the District is not immediately moving on a process to replace her because the subject of the counseling division is very much under review by the enhanced self-study. He also stated that Vice Chancellor of Student Development, Don Griffin would be doubling up with Larry Klein to provide assistance.

President Berg asked for a timeline for the Board’s review.

Chancellor Day stated that the recommendations would be provided in late spring.

At the call of the question, all the Trustees said “Aye”, F3 was adopted.

**ACTION ON S6**

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

Trustee Ramos stated that it may be possible for City College to receive associate status as a Hispanic serving institution through HACU (Hispanic Association of Colleges and Universities) which would entitle City College to Title V monies from the Department of Education. He asked why there was not any discussion in the resolution regarding this item.

Chancellor Day stated that this is not typically the kind of objective that the District would include in an annual plan because these are things that are on an operational level.

President Berg suggested asking staff members to work with Trustee Ramos to continue to pursue this issue and come up with a report at the next Board meeting.

Trustee Marks III asked at what point would development of this subsequent annual plan begin.

Chancellor Day stated it would begin in Sept of 2001, culminating in the PBC approving the recommendation in December.
At the call of the question, all the Trustees said "Aye", with exception to Trustee Ramos who said, "Nay", S6 was adopted.

**X. Chancellor and Staff Reports**
Chancellor Day highlighted a few issues that he addressed in the Chancellor’s Report, and briefly described what he has been involved with during the past month. He gave a brief overview of the Governor’s proposed state budget, and an overview Analysis of the California Economy and Budget.

**XI. Report from Academic Senate**
Ophelia Clark, President of Academic Senate congratulated Jorge Bell on his promotion. She stated that at the Academic retreat the Academic council decided to set goals for the Fall semester. She also stated that the Academic council had the opportunity to review the master plan and the strategic plan, which was passed in 1997.

President Clark also stated that the semester was off at a great start and expressed how faculty are excited that the cafeteria was newly painted. She mentioned how she looks forward to working with the Board and Chancellor Day this semester.

Glen Nance, faculty member welcomed the Board of Trustees back from Christmas holiday and welcomed the new Board members. He also announced that February is Black History Month and noted many activities that people may participate in.

President Berg thanked the Academic Senate for all of their efforts.

**XII. Report from the Associated Student Council**
None at this time.

**XIII. Report from the Classified Senate**
Steve Kech, Treasurer of Classified Senate welcomed the Board members and congratulated President Berg, and Trustee Rodis on their nomination as president and vice-president.

Mr. Kech gave an overview of Classified Flex Day, which occurred January 12, 2001. He also wanted to extend an invitation to everyone who would like to attend the Joan McClain Retirement dinner. He also stated that the Classified Senate is still looking for recipes for their cookbook. He also mentioned that the Classified Senate is also working on a fundraiser with the San Francisco Giants.

**XIV. Board of Trustees’ Report**
Trustee Grier congratulated Trustee Berg and Trustee Rodis on their nomination as President and Vice President. She also wanted to welcome the two new Board members.

Trustee Grier stated that it was time to have another round table meeting with San Francisco Unified School District and asked if it could be arranged. She also gave a brief overview on the Martin Luther King Parade.

Trustee Marks III stated how he would like to become active in the Mission Campus Project.

Trustee Wong commended Dr. Grier on her efforts as president and congratulated President Berg and Trustee Rodis on their nomination as president and vice president. He also wanted to wish everyone a Happy Chinese New Year.

Trustee Ramos thanked the rest of the Board for welcoming him and thanked Chancellor Day, Ann Zinn, and Peter for all of their efforts with bringing him up to speed with many different issues.
Student Trustee Hines thanked Dr. Grier for being a great mentor and role model. She also wanted to congratulate President Berg and Trustee Rodis on their nominations and welcomed the new board members.

Student Trustee Hines stated that she would like to restructure the Associated Students related to equal access to leadership opportunities. She also stated that the A.S. Executive Board is in full support of the Student Trustee election process. She also stated she would like the student trustee position in the future to feel like a part of the Board.

Student Trustee Hines also encouraged everyone to participate in Black History Month activities which are occurring around campus.

President Berg welcomed the new Board members and stated that she would like to have a leadership meeting with all the constituent groups. She also stated that she would like to see the Public Information Department work on an initiative to make the public realize that the name has shifted from Phelan Campus to Ocean Avenue Campus.

Chancellor Day congratulated the District’s Theatre Dept. for all their efforts and stated that the District gets the opportunity to host the Regional Western United States Festival.

XV. Closed Session Announcements
None at this time

XVI. Request to speak
Ray Berard, Citizen of San Francisco congratulated President Berg on her nomination election as Board of Trustee’s President and announced that in front of the civic center there will be a protest against President Bush’s inauguration. He also suggested that the U.S. Flag should be at half-mast and it should be upside down to visually protest. He also urged the Trustees to order all District U.S. Flags be flown upside down at half mast as a visual protest.

Trustee Marks suggested a discussion with people who watch the events that occur in Washington and then follow up with time for people to discuss the matter.

XVII. Adjournment:
President Berg called for a motion. Trustee Grier moved the motion, Trustee Wong seconded the motion.

At the call of the question, All Trustees’ said “Aye”. Meeting adjourned at 9:30 p.m.

Submitted by,

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

The minutes are based on the reporter’s transcript of the proceedings taken by Aura Clendenen, Certified Shorthand Reporter in and for the City and County of San Francisco, State of California.

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

____________________, 2001
Approved: ____________________________, President