



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

**AUXILIARY ORGANIZATION
BOARD OF DIRECTORS
MINUTES OF THE REGULAR MEETING
Friday, April 22, 2005**

A regular meeting of the Grossmont-Cuyamaca Community College District Auxiliary Organization was held on Friday, April 22, 2005, at 3:00 p.m., in the Chancellor’s Conference Room, 8800 Grossmont College Drive, El Cajon, California.

Directors Present: Geraldine Perri, Chair; Ted Martinez, Jr., Vice Chair; Members Ken Sobel and Ben Lastimado; Stan Schroeder, Director

Directors Absent: Member Omero Suarez, Treasurer Jim Austin, and Member Patty McCormack

Others Present: GCCCD Controller Sue Rearic, on behalf of Member Jim Austin, Chief Financial Officer of the Auxiliary.

Call to Order

The meeting was called to order at 3:13 p.m. by Chair Perri.

Adjourn to Closed Session

Chair Perri adjourned the open session and the Board of Directors met in closed session from 3:14 p.m. until 3:52 p.m., pursuant to Government Code Section 54957 to consider the annual review of the Director.

Reconvene in Open Session/Announcement of Closed Session Action(s)

Chair Perri reconvened the open session at 3:53 p.m. and announced that the Board of Directors has accepted the annual review of the Director, and that no action was taken on the matter of additional compensation for the Director.

Approval of Minutes

On the motion of Member Sobel and Vice Chair Martinez, the minutes of the January 28, 2005 regular meeting, were approved as presented.

Removal of Items/Changes to Agenda

Director Schroeder noted that items 201 and 202 were issued as part of the revised agenda that was previously issued.

Report of the Director

Director Schroeder highlighted the following:

- Item 301, Tentative Budget for FY 05-06: Director Schroeder noted that the tentative budget for the next fiscal year is similar to the current year budget, although the new tentative budget projects higher revenues and expenses.

Call to Order

Adjourn to Closed Session

Reconvene in Open Session

Minutes

1-28-05 minutes

Removal/Changes

Director’s Report

Tentative Budget

Report of the Director (continued)

- Item 303, Support for Retiree Celebration: Director Schroeder provided Members a copy of the invitation to the May 26, 2005 event recognizing retirees from GCCCD and the two colleges.
- Item 602, Treasurer's Report: Director Schroeder noted that the Auxiliary had over \$650,000 in the bank as of March 31st due to cash advances on grants.

Retiree
Celebration

Treasurer's Report

Development of Consent Calendar

**Consent
Calendar**

Item 201 Election of Officers - Director Schroeder recommended that this item be pulled for discussion and action.

Election of Officers

Item 303 Support for Retiree Celebration - Director Schroeder recommended that this item be pulled for discussion and action

Retiree Event

Adoption of Consent Calendar

On the motion of Members Sobel/Martinez and unanimously carried, the Board of Directors approved the Consent Calendar, which included:

Operations

Operations

- Adopting the FY 05-06 meeting schedule for the GCCCD Auxiliary, per the recommendation of the Director. On the recommendation of Chair Perri, the Board agreed to hold the October 2005 and April 2006 Board meetings at Cuyamaca College and continue to meet in the Chancellor's Conference for the July 2005 and January 2006 meetings. See Exhibit 202 which is made part of these minutes.

FY 05-06 Meeting
Schedule

Budget and Finance

Budget & Finance

- Adopting the FY 05-06 tentative Budget for the GCCCD Auxiliary, as recommended by the Director. See Exhibit 301 which is made part of these minutes.
- Ratifying the action of the Director in entering into a work project agreement to provide services to GCCCD in accordance with Master Agreement (C4789) for services with the Grossmont-Cuyamaca Community College District. See Exhibit 302 which is made part of these minutes.

Tentative Budget
FY 05-06

GCCCD
Work Project
Agreement

Personnel Actions

Personnel Actions

- Ratifying the action of the Director in approving personnel actions during the period of January 16, 2005 through April 15, 2005. See Exhibit 501, which is made part of these minutes.

Personnel actions
to 1/16/05 to
4/15/05

Items pulled from Consent Calendar for Discussion

Discussion

Election of Officers

Election of Officers

- Chair Perri requested Vice-Chair Martinez accept nominations and conduct the election of the Chair for FY 05-06. Vice-Chair Martinez opened nominations for Chair. Chair Perri nominated Ben Lastimado as Chair of the Auxiliary Board of Directors. Member Lastimado declined, citing that he had only been serving the District for 7 ½ months. Vice-Chair Martinez nominated Chair Perri as Chair for FY 05-06. On the motion of Members Sobel and Lastimado it was agreed to close the nominations and elect Chair Perri as Chair for FY 05-06. Chair Perri resumed chairing the meeting and accepted nominations for Vice-Chair for FY 05-06. Vice-Chair Martinez was nominated, the nominations were closed on motion of Members Perri and Sobel, and Vice-Chair Martinez was unanimously re-elected as Vice-Chair of the Auxiliary for FY 05-06. Members Sobel and Perri nominated Member Lastimado as Secretary. The nominations were closed on the motion of Vice-Chair Martinez and Member Lastimado was unanimously elected as Secretary of the Auxiliary for FY 05-06. The new term of office begins July 1, 2005. See Exhibit 201 which is made a part of these minutes.

Retiree Event

Retiree Event

- Director Schroeder reported that over 58 employees of GCCCD retired since early 2004 and that a celebration of their service to the Colleges and the District will be held on May 26, 2005. Relative to the Auxiliary being a sponsor of the event, Member Sobel asked whether it was OK for the Auxiliary to provide financial sponsorship. Director Schroeder said yes, that such a sponsorship was consistent with the mission of the Auxiliary to support the program and activities of the District and the Colleges. Member Sobel commented that this was a great idea and recommended that \$1000 be provided. This motion was seconded by Vice-Chair Martinez and was approved. Member Lastimado noted that this was a good idea. See Exhibit 303 which is made a part of these minutes.

Information

The following reports were accepted for information:

- Update on employee referendum regarding social security coverage, as presented by the Director. Director Schroeder reported that employees voted 14 to 1 to continue coverage in both Social Security and CalPERS. See Exhibit 601, which is made part of these minutes.
- Grossmont-Cuyamaca Community College District Auxiliary Organization year-to-date financial report for the period ended March 31, 2005, as presented by the Director. Director Schroeder reported that the Auxiliary has a cash balance of \$664,347. See Exhibit 602, which is made part of these minutes.

Employee Referendum

Treasurer's Report

Adjournment

Adjournment

Chair Perri adjourned the meeting at 4:08 p.m.

Respectfully submitted,

Approved by the Board of Directors August 12, 2005

Stan Schroeder
Director

Geraldine M. Perri, Ph.D.
Chair

Charity A. Lazzari
Recording Secretary



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

**AUXILIARY ORGANIZATION
BOARD OF DIRECTORS
MINUTES OF THE REGULAR MEETING
Friday, August 12, 2005**

A regular meeting of the Grossmont-Cuyamaca Community College District Auxiliary Organization was held on Friday, August 12, 2005, at 3:00 p.m., in the Chancellor’s Conference Room, 8800 Grossmont College Drive, El Cajon, California.

Directors Present: Geraldine Perri, Chair; Treasurer Jim Austin; Members Ben Lastimado, Patty McCormack and Omero Suarez; Stan Schroeder, Director

Directors Absent: Ted Martinez, Jr., Vice Chair; Member Ken Sobel

Others Present:

Call to Order

The meeting was called to order at 3:00 p.m. by Chair Perri.

Approval of Minutes

On the motion of Member Lastimado and Perri, the minutes of the April 22, 2005 adjourned meeting, were approved as presented. Treasurer Austin and Member Suarez abstained.

Removal of Items/Changes to Agenda

Item 501.3, Charity Lazzari pay will increase to \$3,272 per month (31C), an increase to reflect new responsibilities as the Coordinator for the Joint Special Populations Advisory Committee (JSPAC), a statewide activity.

Report of the Director

Director Schroeder highlighted the following:

- Item 301, 302, 303: Director Schroeder noted the addition of 3 new work project agreements.
- Item 201: Director Schroeder noted that this is the final action to authorize execution of the continuation of social security coverage for employees of the GCCCD Auxiliary. Employees voted 14 yes: 1 no on March 31, 2005 to support continuation of social security coverage.
- Item 202: Director Schroeder noted that this is a lease agreement for office space for the CalPASS program. The CalPASS office is moving in order to be closer to the Director’s office.

Call to Order

Minutes

4-22-05 minutes

**Removal/
Changes**

Director’s Report

Work Project
Agreements

Social Security
Coverage

Development of Consent Calendar
No items were pulled for discussion.

Adoption of Consent Calendar

On the motion of Members Austin and McCormack and unanimously carried, the Board of Directors approved the Consent Calendar, which included:

Operations

- Adopting Resolution 05-002 , authorizing execution of the Application-Agreement for Social Security coverage for employees of the GCCCD Auxiliary, as recommended by the Director. See Exhibit 201 which is made part of these minutes.
- Entering into a lease agreement with Encinitas RSF LLC for office space for CalPASS program. See Exhibit 202 which is made part of these minutes.

Budget and Finance

- Ratifying the action of the Director in extending work project agreements to provide services to Cuyamaca College in accordance with Master Agreement C4971 with the Grossmont-Cuyamaca Community College District. See Exhibit 301 which is made part of these minutes.
- Ratifying the action of the Director in extending a work project agreement to provide services to Grossmont College in accordance with Master Agreement C4798 with the Grossmont-Cuyamaca Community College District. See Exhibit 302 which is made part of these minutes.
- Ratifying the action of the Director in extending a work project agreement to provide services to the District in accordance with Master Agreement C4789 with the Grossmont-Cuyamaca Community College District. See Exhibit 303 which is made part of these minutes.

Personnel Actions

- Ratifying the action of the Director in approving personnel actions during the period of April 16, 2005 through August 9, 2005. See Exhibit 501, which is made part of these minutes.
- Ratifying the action of the Director in approving Inter-Jurisdictional Agreement with the Grossmont-Cuyamaca Community College District which provides .5371 FTE services of Stanley C. Schroeder as Director of the Auxiliary.

Information

- There were no items discussed for informational purposes.

Public Presentations

- There were no items discussed for informational purposes.

Adjournment

Chair Perri adjourned the meeting at 3:12 p.m.

Respectfully submitted,

Stan Schroeder
Director
Charity A. Lazzari

Approved by the Board of Directors December 12, 2005

Geraldine M. Perri, Ph.D.
Chair

Consent Calendar

Operations

Social Security Coverage for employees

Lease agreement for CalPASS office

Budget & Finance

Cuyamaca College Work Project Agreements

Grossmont College Work Project Agreement

GCCCD Work Project Agreement

Personnel Actions

Personnel actions to 4/16/05 to 8/9/05

Inter-Jurisdictional Agreement

Information

Public Presentations

Adjournment

Recording Secretary



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

**AUXILIARY ORGANIZATION
BOARD OF DIRECTORS
MINUTES OF THE REGULAR MEETING
Friday, January 28, 2005**

A regular meeting of the Grossmont-Cuyamaca Community College District Auxiliary Organization was held on Friday, January 28, 2005, at 3:00 p.m., in the Chancellor’s Conference Room, 8800 Grossmont College Drive, El Cajon, California.

Directors Present: Geraldine Perri, Chair; Ted Martinez, Jr., Vice Chair; Members Jim Austin, Chief Financial officer, Ken Sobel and Ben Lastimado; Stan Schroeder, Director

Directors Absent: Member Omero Suarez and Member Patty McCormack

Others Present: District and college administrators, members of the staff, and interested parties.

Call to Order

The meeting was called to order at 3:02 p.m. by Chair Perri.

Adjourn to Closed Session

Chair Perri adjourned the open session and the Board of Directors met in closed session from 3:04 p.m. until 3:25 p.m., pursuant to Government Code Section 54957 to consider the annual review of the Director.

Reconvene in Open Session/Announcement of Closed Session Action(s)

Chair Perri reconvened the open session at 3:25 p.m. and announced that the Board of Directors has not concluded their annual review of the Director, and that further action will be tabled until the next meeting.

Approval of Minutes

On the motion of Vice Chair Martinez and Member Sobel, and carried with one abstention from Member Austin, the minutes of the October 22, 2004 regular meeting, were approved as presented.

Removal of Items/Changes to Agenda

Director Schroeder announced the following change to the agenda:

Item 701— Item 700, Public Presentations, was added to the agenda.

Report of the Director

Director Schroeder highlighted the following:

- There were no negative findings on the Auxiliary audit. The full audit is presented to the Board at this meeting. The final report will also be presented to the next meeting of the Governing Board of the Grossmont-Cuyamaca Community College District.

Call to Order

Adjourn to Closed Session

Reconvene in Open Session

Minutes

10/22/04 minutes

Removal/Changes

Director’s Report

Audit Report

Report of the Director (continued)

- The Welcome Back project funding from The California Endowment has been extended for one-year, and the project has been asked to resubmit another request for extension beyond that.
- The Auxiliary Fire Fund has been fully spent. \$10,000 was disbursed to those affected by the fires, with an average check of \$253.
- Gafcon contributed \$2,450 to the Chancellor's District Fund.
- Resolution 05-001 which will integrate social security into PERS, authorizes a vote on March 31, 2005 by Auxiliary employees who are members of PERS. The results will be reported at the next Board meeting.

Development of Consent Calendar

Item 502 Adjustment of Salary Schedules—Chair Perri raised the issue of whether or not the Auxiliary employs any certificated faculty members. Director Schroeder reported that there are no faculty members employed by the Auxiliary to provide FTES-funded instruction. Upon the motion of Member Sobel and Vice Chair Martinez and unanimously carried, the Board of Directors approved adjustment to employee salary schedules to align them with recent changes adopted by the Grossmont-Cuyamaca Community College District.

Adoption of Consent Calendar

On the motion of Members Sobel/Martinez and unanimously carried, the Board of Directors approved the Consent Calendar, which included:

Budget and Finance

- Ratifying the action of the Director in entering into work project agreements to provide services to Cuyamaca College in accordance with Master Agreement (C4971) with the Grossmont-Cuyamaca Community College District. See Exhibit 301 which is made part of these minutes.
- Ratifying the action of the Director in entering into work project agreements to provide services to Grossmont College in accordance with Master Agreement (C4798) for services with the Grossmont-Cuyamaca Community College District. See Exhibit 302 which is made part of these minutes.
- Ratifying the action of the Treasurer in entering into an additional agreement with The California Endowment to extend the Welcome Back Project. See Exhibit 303 which is made part of these minutes.
- Ratifying the action of the Director in renewing an inter-jurisdictional agreement with Cajon Valley Union School District related to the GEAR UP Program. See Exhibit 304 which is made part of these minutes.
- Ratifying the action of the Director in entering into a service agreement on behalf of the Grossmont-Cuyamaca Community College District Auxiliary Organization. See Exhibit 305 which is made part of these minutes.

Director's Report

The Welcome Back Project

Auxiliary Fire Fund

Gafcon Contribution

Social Security Waiver

Consent Calendar

Adjustment of Salary Schedules

Budget and Finance

Cuyamaca College Work Project Agreements

Grossmont College Work Project Agreements

Agreement with The California Endowment

Inter-Jurisdictional Agreement

Service Agreement on behalf of GCCCD Auxiliary

Personnel Actions

- Ratifying the action of the Director in approving personnel actions during the period of October 15, 2004 through January 15, 2005. See Exhibit 501, which is made part of these minutes.

Adjournment

Chair Perri adjourned the meeting at 3:41 p.m.

Respectfully submitted,

Stan Schroeder
Director

Charity A. Lazzari
Recording Secretary

Approved by the Board of Directors April 22, 2005

Geraldine M. Perri, Ph.D.
Chair

**Personnel
Actions**

Personnel actions
10/15/04 to
1/15/05

Adjournment



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

**AUXILIARY ORGANIZATION
BOARD OF DIRECTORS
MINUTES OF THE REGULAR MEETING
Friday, March 10, 2006**

A regular meeting of the Grossmont-Cuyamaca Community College District Auxiliary Organization was held on Friday, March 10, 2006, at 3:00 p.m., in the President's Conference Room, 900 Rancho San Diego Parkway, El Cajon, California.

Directors Present: Geraldine Perri, Chair; Treasurer Jim Austin; Secretary Ben Lastimado; Members Patty McCormack and Ken Sobel; Stan Schroeder, Director

Directors Absent: Members Dean Colli and Omero Suarez

Others Present:

Call to Order

The meeting was called to order at 3:10 p.m. by Chair Perri.

Adjourned to Closed Session

Chair Perri announced that the board would not adjourn to closed session to consider the Director's annual evaluation and compensation/contract review.

Approval of Minutes

On the motion of Member Sobel and Lastimado, the minutes of the March 10, 2006 adjourned meeting, were unanimously approved as presented.

Removal of Items/Changes to Agenda

Remove Item 503.1- Employment contract with the Director. This discussion will take place at the next meeting of the GCCCD Auxiliary Board of Directors.

Report of the Director

Director Schroeder highlighted the following items:

Item 201: Director Schroeder noted that there were no exceptions on the audit report, and he thanked Sue Rearic and Jim Austin for their assistance with helping to ensure that the audit was successful.

Item 202: Director Schroeder noted the annual activity report. The activity report will be presented to the Governing Board on Tuesday, March 21st at Cuyamaca College.

Item 305: Director Schroeder highlighted the retiree celebration. Schroeder anticipates that there will be over 28 retirees this year, and he recommended that the Auxiliary donate \$2,000 to this districtwide event.

Item 502: Director Schroeder noted that the agenda contains an adjustment of salary schedule (3.2% cost of living adjustment) for full-time and full-time temporary employees and managers in order to align them with recent changes adopted by the GCCCD. This increase is retroactive to July 1, 2005.

Call to Order

Closed Session

Minutes

**Removal/
Changes**

Director's Report

Development of Consent Calendar

Item 504 – Compensation Review Policy – First Reading - Chair Perri recommended that this item be pulled for discussion.

Adoption of Consent Calendar

On the motion of Members Sobel/McCormack and unanimously carried, the Board of Directors approved the Consent Calendar, which included:

Operations

- Considering the FY 04-05 Grossmont-Cuyamaca Community College District Auxiliary Organization Audit Report, as presented by the Director. See Item 201 which is made part of these minutes.
- Adopting the Grossmont-Cuyamaca Community College District Auxiliary Organization FY 04-05 Activities Report as recommended by the Director, and authorizing the Director to convey the Report to the Governing Board of the Grossmont-Cuyamaca Community College District. See Item 202 which is made part of these minutes.

Budget and Finance

- Ratifying the action of the Director in entering into agreements on behalf of the CalPASS program for the period ending January 20, 2006. See Item 301 which is made part of these minutes.
- Ratifying the action of the Director in executing work project agreements to provide services to Grossmont College in accordance with Master Agreement C4798 with the Grossmont-Cuyamaca Community College District. See Item 302 which is made part of these minutes.
- Ratifying the action of the Director in entering into agreements to implement the Regional Nursing Education Partnership of San Diego and Imperial Counties program for the period ending February 21, 2006. See Item 303 which is made part of these minutes.
- Ratifying the action of the Director in entering into an agreement to extend the Welcome Back Center. See Item 304 which is made part of these minutes.
- Authorizing the Director to provide a financial contribution of \$2,000 to support the districtwide spring 2006 event celebrating retiring employees of the Grossmont-Cuyamaca Community College District. See Item 305 which is made part of these minutes.

Personnel Actions

- Ratifying the action of the Director in approving personnel actions during the period of November 4, 2005 through February 21, 2006. See Item 501 which is made part of these minutes.
- Approving adjustments to the salary schedule for full-time temporary and full-time employees and managers so as to align them with recent changes adopted by the Grossmont-Cuyamaca Community College District, as recommended by the Director.

**Development of
Consent
Calendar**

**Adoption of
Consent
Calendar**

Items pulled from Consent Calendar for Discussion

Compensation Review Policy – First Reading:

Director Schroeder reported that the current system of compensation review works reasonably well, but that there are a few employees that have gone above and beyond their duties to develop funds and secure new grants or extensions/expansions of current grants. The education code of CA stipulates that, as compared with GCCCD, the Auxiliary must provide comparable compensation for comparable work. A discussion ensued amongst the members of the Board of Directors as to what exactly “comparable” work means. Member Lastimado reported that he has been doing an analysis across the state to attempt to find out what other “auxiliaries” do, and said that there does not seem to be a common thread. Chair Perri suggested that perhaps the Auxiliary look at the CUNY system, which has a research foundation. Chair Perri will follow-up with the Vice Chancellor of Business at San Diego CCD to see what their policy is. Chair Perri suggested that the Auxiliary schedule a retreat, with legal counsel, and continue researching what other organizations do. Director Schroeder suggested that we also use the Board retreat to look at the Auxiliary vision. Board members were requested to email Chair Perri with any questions for Tim Garfield, Esq., who will be invited to present a report prior to the retreat. The Board discussed and understood the need to compensate for resource development. Furthermore, the board discussed the need to differentiate between an Auxiliary and District Administrator and further designate where accountability lies. Secretary Lastimado questioned whether a 4-hour retreat is long enough. The Board discussed and decided that we should start with 4 hours, and see how it goes. Chair Perri, Secretary Lastimado, and Director Schroeder will construct an agenda. Members were invited to provide suggestions for agenda items and ideas to incorporate.

Information

- **Treasurer’s Report:** Director Schroeder reported that there is \$441,561.81 total cash in the Auxiliary YTD, and that this money is highly liquid since many Auxiliary services are provided on a cost reimbursement basis.
- There were no other items presented for informational purposes.

Public Presentations

- There were no public presentations.

Adjournment

Chair Perri adjourned the meeting at 3:50 p.m.

Items pulled for Discussion

Information

Public Presentations

Adjournment

Respectfully submitted,

Approved by the Board of Directors April 28, 2006

Stan Schroeder
Director

Charity A. Lazzari
Recording Secretary

Geraldine M. Perri, Ph.D.
Chair



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

**AUXILIARY ORGANIZATION
BOARD OF DIRECTORS
MINUTES OF THE SPECIAL MEETING
Friday, April 28, 2006**

A special meeting of the Grossmont-Cuyamaca Community College District Auxiliary Organization was held on Friday, April 28, 2006, at 11:00 a.m., at the Water Conservation Garden, 12122 Cuyamaca College Drive West, El Cajon, California.

Directors Present: Geraldine Perri, Chair; Dean Colli, Interim Vice Chair; Jim Austin, Treasurer; Members Ben Lastimado, Patty McCormack; Ken Sobel and Omero Suarez; Stan Schroeder, Director

Directors Absent: All Directors present.

Others Present: Tim Garfield, Esq.

Call to Order

The meeting was called to order at 11:10 p.m. by Chair Perri.

Board Workshop

The Board of Directors discussed the current status of the GCCCD Auxiliary, its organizational structure, financial operations, staffing, and related matters.

Adjourn to Closed Session

Chair Perri announced that the Board of Directors will not convene to closed session to consider the Director's annual evaluation, compensation review and employee contract. This will occur at a later date to be determined.

Approval of Minutes

Member Lastimado questioned the minutes recorded under the Director's Report, Item 502. Item 502 referred to an adjustment of salary schedule for full-time and full-time temporary employees. Lastimado asked for clarification regarding who the increase pertains to. Director Schroeder explained that the salary adjustment affects all Auxiliary employees except hourly employees. He also noted that the 3.2% cost of living adjustment was retroactive to July 1, 2005.

On the motion of members Sobel and Vice Chair Colli, the minutes were unanimously approved as presented.

Removal of Items/Changes to Agenda

Chair Perri announced that the following items would be removed from the agenda and discussed at a later meeting:

Item 502- Employment contract for Director of GCCCD Auxiliary

Item 503- Compensation Review policy for Manager of the GCCCD Auxiliary.

Report of the Director

Due to time constraints because of lengthy discussion at the Board Workshop, the Director did not give a report at this meeting.

Call to Order

Board Workshop

Closed Session

Minutes

**Removal/
Changes**

**Report of the
Director**

Development of Consent Calendar

The following items were pulled for discussion:

Item 201 - Election of Officers for 2005-2006

Item 202 – FY 06-07 Meeting Schedule

Item 301 - Tentative Budget for FY 06-07

Item 501 – Personnel Actions

Adoption of Consent Calendar

On the motion of Treasurer Austin and Member Sobel and unanimously carried, the Board of Directors approved the Consent Calendar, which included:

Budget and Finance

Ratifying the action of the Director in entering into subcontract agreements in accordance with agreement C4798.T between the Auxiliary and the Grossmont-Cuyamaca Community College District. See Item 302 which is made part of these minutes.

Items Pulled from Consent Calendar for Discussion

Election of Officers for 2005-2006:

On the motion of Members Lastimado and Sobel and unanimously approved, Interim Vice Chair Colli was nominated Chair of the Auxiliary Board of Directors.

On the motion of Chair Perri and Member McCormack and unanimously approved, Member Lastimado was nominated Vice Chair of the Auxiliary Board of Directors.

On the motion of Members Lastimado and McCormack and unanimously approved, Member Sobel was nominated Secretary of the Auxiliary Board of Directors.

See Item 201 which is made part of these minutes.

FY 06-07 Meeting Schedule

On the motion of Members Lastimado and McCormack with one abstention by Treasurer Austin, the FY 06-07 Board of Directors meeting schedule was unanimously approved. The meetings will alternate between campuses and will take place 3p.m. on July 28 (GC), October 27 (CC), January 26 (GC) and April 27 (CC). See Item 202 which is made part of these minutes.

Tentative Budget for FY 06-07

Interim Vice Chair Colli asked Director Schroeder whether \$72,718 is too much planned carryout to FY 07-08. Treasurer Austin and Director Schroeder provided clarification regarding the budget. On the motion of Member Lastimado and Vice Chair Colli and unanimously carried, the tentative budget for FY 06-07 was approved as presented. See Item 301 which is made part of these minutes.

**Development of
Consent
Calendar**

**Adoption of
Consent
Calendar**

**Items Pulled for
Discussion**

Personnel Actions

Interim Vice Chair Colli suggested that the Auxiliary implement procedures for reclassification. Member Suarez suggested that the Director work with the GCCCD Vice Chancellor of Human Resources, Member Lastimado, to develop policies and procedures for employee reclassification. Member Suarez requested that no additional reclassifications take place until procedures are implemented.

On the motion of Members Suarez and McCormack and unanimously carried, the Board of Directors ratified the action of the Director in approving personnel actions during the period of February 22, 2006 through April 17, 2006.

Information

- Treasurer's Report – Director Schroeder reported that as of March 31, 2006 the Auxiliary has a total cash amount of \$350,851.92, and noted that this is highly liquid.
- Grant-Funded Employee Handbook- Interim Vice Chair recommended that Board Members take time to review the employee handbook for discussion regarding any concerns at the next meeting.

Public Presentations

- There were no public presentations.

Adjournment

Chair Perri adjourned the meeting at 1:35 p.m.

Respectfully submitted,

Stan Schroeder
Director

Charity A. Lazzari, Recording Secretary

Approved by the Board of Directors July 28, 2006

Geraldine M. Perri , Ph.D.
Chair

Information

Public Presentations

Adjournment



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

**AUXILIARY ORGANIZATION
BOARD OF DIRECTORS
MINUTES OF THE REGULAR MEETING
Friday, July 28, 2006**

A regular meeting of the Grossmont-Cuyamaca Community College District Auxiliary Organization was held on Friday, July 28, 2006, at 3:00 p.m., in the College Conference Room, District Office North, 8800 Grossmont College Dr., El Cajon, CA 92020.

Directors Present: Dean Colli, Chair; Jim Austin, Treasurer; Ben Lastimado, Vice Chair, Member Geraldine Perri; Stan Schroeder, Director

Directors Absent: Members Patty McCormack and Omero Suarez

Others Present: Ernest Erwin, Interim Director, Grossmont College Foundation; Dave Meyer, Cuyamaca College Foundation

Call to Order

The meeting was called to order at 3:05 p.m.

Adjourned to Closed Session

Chair Colli announced that the Board of Directors will not convene to closed session, pursuant to Government Code Section 54957 to consider the employment contract for the director for the GCCCD Auxiliary. This will occur at a later date to be determined. The director's annual evaluation would be discussed during open session.

Approval of Minutes

On the motion of Treasurer Austin and Member Perri, the minutes from the April 28, 2006 regular meeting were unanimously approved as presented. The June 27 special meeting minutes were deferred until the next meeting due to lack of quorum of meeting attendees from 6/27.

Removal of Items/Changes to Agenda

Chair Colli announced that he director's annual evaluation process would be discussed during the meeting.

Report of the Director

Director Schroeder noted that FY 06-07 Auxiliary Operations Adoption Budget will be presented at the next Board meeting and will include design and implementation of a website for the Auxiliary. Discussion ensued regarding the timeline for developing the website. Mr. Schroeder also announced the preliminary pre-audit results, which reveal that the Auxiliary spent over \$3.5 million in FY 05-06. This funding level is expected to increase in FY 06-07.

Call to Order

Closed Session

Minutes

**Removal/
Changes**

**Report of the
Director**

Development of Consent Calendar

The following items were pulled for discussion:

Item 201 - Election of Secretary

Item 602 – Support for Retiree Celebration

Adoption of Consent Calendar

On the motion of Treasurer Austin and Vice Chair Lastimado and unanimously carried, the Board of Directors approved the Consent Calendar, which included:

BUDGET AND FINANCE

- Ratify the action of the director in renewing, modifying, and executing work project agreements to provide services to Grossmont College in accordance with Master Agreement C4798 with the Grossmont-Cuyamaca Community College District.
- Ratify the action of the director in approving personnel actions during the period of April 20, 2006 through July 13, 2006.
- Adopt the revised Grant-Funded Employee Handbook and eliminate the employment category of Supervisory & Confidential, as presented by the director.

Items Pulled from Consent Calendar for Discussion

Election of Secretary

On the motion of Treasurer Austin and Vice Chair Lastimado, Dr. Perri was elected as the Auxiliary secretary. She accepted the nomination.

Support for Retiree Celebration

Ernest Erwin, acting executive director, Grossmont Foundation, urged support in the amount of \$2,000 for the Spring 2007 Districtwide Retiree Celebration.

Adjournment

Chair Colli adjourned the meeting at 3:45 p.m.

**Development of
Consent
Calendar**

**Consent
Calendar**

**Election of
Secretary**

**Retiree
Celebration**

Adjournment

Respectfully submitted,

Approved by the Board of Directors October 27, 2006

Stan Schroeder
Director

Dr. Dean Colli
Chair

Michelle Turner
Acting, Recording Secretary



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT AUXILIARY

**AUXILIARY ORGANIZATION
BOARD OF DIRECTORS
MINUTES OF THE ADJOURNED MEETING
Monday, December 11, 2006**

An adjourned meeting of the Grossmont-Cuyamaca Community College District Auxiliary Organization was held on Monday, December 11, 2006, at 3:00 p.m., in the Chancellor's Conference Room, 8800 Grossmont College Drive, El Cajon, California.

Directors Present: Dr. Dean Colli, Chair; Ben Lastimado, Vice Chair; Jim Austin, Treasurer; Geraldine M. Perri, Ph.D., Secretary; Members Patricia A. McCormack; and Omero Suarez, Ph.D.; Stan Schroeder, Director

Directors Absent: Member Howard Dittrich, M.D.

Others Present: District and college administrators, members of the staff, and interested parties

Call to Order

The meeting was called to order at 3:05 p.m. by Chair Colli.

Approval of Minutes

On the motion of Members Perri and McCormack the minutes from June 27, 2006 and July 28, 2006 were approved.

Removal of Items/Changes to Agenda

Director Schroeder reported that there was no removal of items or changes made to the agenda.

Report of the Director

Director Schroeder highlighted the following:

The auditor has completed the field work and reported no issues in the exit conference. The completed audit report is expected to be distributed at the next meeting of the Board. The Auxiliary audit will also be submitted to the Governing Board of the Grossmont-Cuyamaca Community College District. Mr. Schroeder reported that the retiree celebration will be discussed with GCCCD staff in a few months, since GCCCD has only received to date a handful of retirement notices. He discussed the adoption to the Auxiliary's FY 06-07 Adoption Budget and noted the direction of the Auxiliary Board at the meeting on April 28, 2006 to use the Auxiliary's unrestricted fund balances to create a modest reserve. The budget also includes a set aside fund for equipment replacement. He introduced Michelle Turner and mentioned that she is currently working with Dave Soto on the GCCCD Auxiliary website and layout. The website will be activated by December 31, 2006 and will ultimately include employee information and forms, Auxiliary policies, procedures, partner information/links, and job notices.

Development of Consent Calendar

Items pulled for discussion.

Call to Order

Minutes

Removal of
Items/ Changes
to Agenda

Director's Report

Consent
Calendar

Adoption of Consent Calendar

On the motion of Members Austin and McCormack and unanimously carried, the Board of Directors approved the Consent Calendar, which included:

Budget and Finance

- 201 **Support for Retiree Celebration** – Authorize the director to provide up to \$2,000 to support the districtwide Spring 2007 event celebrating retiring employees of the Grossmont-Cuyamaca Community College District.
- 202 **Employee Recognition Day** – Declare December 22, 2006 as Employee Recognition Day for Grant-Funded Employees of the GCCCD Auxiliary.
- 301 **Extend Work Project Agreements to Provide Services to Cuyamaca College** -- Ratify the action of the director in renewing, modifying, and executing work project agreements to provide services to Cuyamaca College in accordance with Master Agreement C4971 with the Grossmont-Cuyamaca Community College District.
- 302 **Extend Work Project Agreements to Provide Services to Grossmont College** -- Ratify the action of the director in renewing, modifying, and executing work project agreements to provide services to Grossmont College in accordance with Master Agreement C4798 with the Grossmont-Cuyamaca Community College District.
- 303 **Agreements and Large Purchases on Behalf of the Grossmont-Cuyamaca Community College District Auxiliary** - Ratify the action of the director in entering into agreements and large purchases on behalf of the Auxiliary for the period of July 1, 2006 through December 1, 2006.
- 304 **Adoption Budget for GCCCD Auxiliary for FY 06-07** – Adopt the Grossmont-Cuyamaca Community College District Auxiliary Organization Fiscal Year 06-07 Budget, as recommended by the director.
- 501 **Personnel Actions** – Ratify the action of the director in approving personnel actions during the period of July 14, 2006 through December 4, 2006.

Items Pulled from Consent Calendar for Discussion

- 502 **Performance Goals for Director for FY 06-07** - Approve FY 06-07 performance goals for the director and a process for evaluation and compensation adjustment of the director.

Item pulled for Discussion

Mr. Austin pulled this item to ask Stan to review the performance goals for the Director, since such goals are essentially also the goals of the Auxiliary. Dr. Colli noted the goals in Attachment A are more related to activities of the Auxiliary. He noted the mid-year review of progress achieving the goals. It was agreed that Dr. Colli, Dr. Perri, and Mr. Austin would meet with Mr. Schroeder to discuss mid-year performance evaluation. On the motion of Austin/Perri, item 502 was approved.

Information

601 Treasurer's Report – Mr. Austin stated that the relatively large amount of cash in checking was due to the need to maintain a significant amount of working capital. Dr. Colli inquired whether the funds in the bank account were covered by FDIC insurance. Mr. Austin replied that the bank and the Auxiliary have a collateralization agreement in place to cover our accounts and that the bank has an interest of keeping our money; therefore they have fiscal assets to cover these funds.

Information

Information (continued)

602 Website Update - Mr. Schroeder noted that the two primary users of the website are expected to be Auxiliary employees and applicants for employment at the Auxiliary.

603 Alternate or Delegate Members – Mr. Schroeder reported that the bylaws of the Auxiliary were adopted five years ago and do not provide for alternates or delegates for members. Dr. Perri stated that she serves on the Water Board and they use alternate members. Jim suggested amending the bylaws to allow alternate members. Mr. Schroeder will prepare a recommended modification to the bylaws.

604 Wendell Cutting Fund for Students – Mr. Schroeder acknowledged the plan to generate a fund for students urgently needing financial help so that they can continue at the colleges. The plan describes a significant role for the Auxiliary and calls for major implementation support from the directors of the two college foundation. After discussion, it was agreed to defer implementation until the fund's mission, objectives, and implementation plan could be reviewed by a qualified community leader, working in conjunction with key district and college representatives. If possible, the person will be someone who was close to Wendell Cutting, offers a reasonable rate, and has an education focus. The plan will be reviewed to assure that policy issues are fully addressed and to identify any revisions to the plan. It was agreed to revisit this topic at the Auxiliary Board of Directors meeting in January and/or April.

605 – Management Employee Reclassification System – Mr. Schroeder reported that the system presented includes the same steps and process as the system used for administrator reclassifications by the Grossmont-Cuyamaca Community College District. Stan noted that there is an additional requirement imposed on the GCCCD Auxiliary, which is that the Auxiliary must provide compensation that is comparable to what the district pays for similar work. If the district does not have similar duties, the Auxiliary must look elsewhere for comparison. As described in agenda item 605, the manager's supervisor would review the current job description, the current job responsibilities, and the proposed new job description and reclassification. Upon approval by the supervisor, the Director of the GCCCD Auxiliary would review, and, upon approval, would submit the action to the Auxiliary's Board of Directors for ratification. Suggestions were discussed for possible changes to the process, such as consideration of how the position aligns with a GCCCD administrative position, and consideration of a committee to review reclassification requests. The matter was referred to Mr. Schroeder and Mr. Lastimado for further discussion.

Public Presentations

- There were no public presentations.

Adjournment

Chair Colli adjourned the meeting at 3:45 p.m.

Respectfully submitted,

Stan Schroeder
Director

Michelle Turner, Acting Recording Secretary

Approved by the Board of Directors February 23, 2007

Dean Colli, Ph.D.
Chair

Information

Public Presentations

Adjournment



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT AUXILIARY

**AUXILIARY ORGANIZATION
BOARD OF DIRECTORS
MINUTES OF THE ADJOURNED MEETING
Friday, February 23, 2007**

An adjourned meeting of the Grossmont-Cuyamaca Community College District Auxiliary Organization was held on Friday, February 23, 2007, at 4:00 p.m., in the Chancellor's Conference Room, 8800 Grossmont College Drive, El Cajon, California.

Directors Present: Dr. Dean Colli, Chair; Ben Lastimado, Vice-Chair; Sue Rearic, Treasurer; Members Patricia A. McCormack and Howard Dittrich, M.D; Stan Schroeder, Director

Directors Absent: Geraldine M. Perri, Ph.D., Secretary; and Member Omero Suarez, Ph.D.

Others Present: District and college administrators, members of the staff, and interested parties

Call to Order

The meeting was called to order at 4:04 p.m. by Chair Colli.

Removal of Items/Changes to Agenda

Director Schroeder reported that there was no removal of items or changes made to the agenda.

Report of the Director

Director Schroeder highlighted the following:

Item 201 - The annual audit report. The Auxiliary has completed its 5th audit, with no issues.

Item 202 - Annual Activities Report. Director Schroeder presented the activities report at the Governing Board meeting on Tuesday evening. Schroeder noted that Auxiliary expenditures increased 64% in the past year. He also explained that so far, the Auxiliary has increased its expenditures by 98% in the first six months of FY 06-07. Expenditures are expected to exceed \$5 million for the full fiscal year. Currently there are 30 programs under the umbrella of the Auxiliary, with 90 full and part time staff. In June, there were only 60 staff; the Auxiliary is currently experiencing rapid growth.

Schroeder also addressed an item concerning appointment of alternate members that was docketed. Schroeder spoke with the Auxiliary attorney who said he did not think that appointing alternate members was allowable under the current bylaws. The explanation for this is that members are listed by title in the bylaws, due to their expertise in specific areas. Essentially, the Auxiliary cannot appoint a replacement delegate due to the fact that no one else does the person's job. Schroeder said that he would consult another attorney if recommended.

Call to Order

**Removal of
Items/ Changes
to Agenda**

Director's Report

Schroeder also explained that the Auxiliary attorney did specify that there is another option. Members can connect to the meetings via telephone, and can vote. Chair Colli said that perhaps the Auxiliary can consider whether the Auxiliary should continue to appoint only Foundation Presidents or whether another Foundation board member could be appointed, to facilitate meeting quorums. Schroeder will follow-up and determine whether the bylaws would have to be changed.

Schroeder noted that Item 203, CalPERS, implements a prior Board action to amend the contract between GCCCD Auxiliary and CalPERS to include Social Security and PERS.

**Consent
Calendar**

Development of Consent Calendar

Item 302 pulled for discussion.

Adoption of Consent Calendar

On the motion of Member McCormack and Vice-Chair Lastimado and unanimously carried, the Board of Directors approved the Consent Calendar, which included:

110 **Approval of Minutes** – Approval of minutes from the December 11, 2006 meeting.

OPERATIONS

201 **FY 05-06 Auxiliary Organization Audit** - Consider the FY 05-06 Grossmont-Cuyamaca Community College District Auxiliary Organization Audit Report, as presented by the Director.

202 **FY 05-06 Annual Activities Report** - Adopt the Grossmont-Cuyamaca Community College District Auxiliary Organization Annual Activities Report, and authorize the Director to convey the report to the Governing Board of the GCCCD.

203 **Resolution 07-001 Regarding Intent to Amend Contract with CalPERS** - Adopt Resolution 07-001, a Resolution of Intention to amend the contract between CalPERS and the Grossmont-Cuyamaca Community College District Auxiliary, as recommended by the Director.

BUDGET AND FINANCE

301 **Grants on behalf of the GCCCD Auxiliary Organization** - Ratify the action of the Director in entering into two grant agreements on behalf of the GCCCD Auxiliary Organization.

PERSONNEL ACTIONS

501 **Personnel Actions** - Ratifies the action of the Director in approving personnel actions during the period of December 5, 2006 through February 14, 2007.

Items Pulled from Consent Calendar for Discussion

302 **Work Project Agreements to Provide Services to Grossmont College** –

Items Pulled for

Ratify the action of the Director in renewing, modifying, and executing work project agreements to provide services to Grossmont College in accordance with Master Agreement C4798 with the Grossmont-Cuyamaca Community College District.

Chair Colli requested that Item 302 be pulled. Colli asked Treasurer Rearic for clarification regarding at what level contracts must be sent for Governing Board approval. Rearic explained that a contract must be sent for Board approval if it exceeds the state's designated contract limit, which is currently \$69,000. Colli then asked Director Schroeder for clarification regarding the Auxiliary policy. Schroeder explained that the Auxiliary Director may sign contracts up to \$60,000. Rearic suggested tying the Director's authority to the states' designated contract limit, which is currently \$69,000. Schroeder will followup on this matter. On the Motion of Vice-Chair Lastimado and Member McCormack and unanimously carried, Item 302 was approved.

Information

601 Treasurer's Report - a year-to-date financial report for the Auxiliary.

602 Website Launched for GCCCD Auxiliary – Schroeder reported that the GCCCD Auxiliary website is up and running. The Auxiliary is continuing to enhance the site and add information. Schroeder reported that implementation of the Auxiliary website has been helpful both to employees and partners. Vice-Chair Lastimado asked about the job posting, and wants to ensure that there are no EEOC violations. Lastimado suggested that Schroeder review several of the current postings with Amber Green, the GCCCD Director of Employment Services.

603 Mid-Year Review of the Performance of the Director – The mid-year performance review of the Director is scheduled for early March. This report will be presented at the next meeting of the Auxiliary's Board of Directors.

604 Management Employee Reclassification System - Vice-Chair Lastimado and Director Schroeder met regarding this issue. Director Schroeder disseminated a form for reclassification of Management Employees. The form requires the employee's supervisor's signature, the signature of Auxiliary Director, and the signature of GCCCD Vice-Chancellor of Human Resources and Labor Relations, currently Dr. Ben Lastimado. The process will require each employee to request classification by submitting a completed Request for Employee Review to his or her supervisor. The employee must include a current job description, an updated job description highlighting the changes (strikeout deletions and underline additions), and a position description questionnaire. The supervisor indicates approval or disapproval of the requested action and sends the form to the GCCCD Auxiliary Director. The Director, must then consider compliance with California Education Code, which states that the Auxiliary must provide "...salaries, working conditions and benefits for the full-time employees of each auxiliary organization which are comparable to those provided district employees performing similar services." The Director must then consider how positions align with GCCCD positions. Next, the Director must consider whether or not there are sufficient funds in the relevant grants/contracts. The Auxiliary Director then signs the form and forwards it to the GCCCD Vice-Chancellor of Human Resources. Treasurer Rearic recommended that Schroeder revise the form to include an area to write the proposed classification.

Ernie Erwin, Executive Director of the Grossmont College Foundation, asked if

Discussion

Information

Auxiliary managers are subject to a freeze in reclassifications when the district implements such a freeze. Stan said that a freeze would not affect Auxiliary employees, as the Auxiliary is a separate entity. This question sparked discussion regarding the classification of the Auxiliary, and whether or not it should be treated as an entrepreneurial entity, or be managed by public rules. Dr. Lastimado suggested that the Board must determine how entrepreneurial the Auxiliary should be. Furthermore, although the Auxiliary must abide by the Education Code which states that positions should be comparable to a district position providing similar services, one must also take into account the fact that Auxiliary employees are at will and therefore do not have the same job security as district employees.

Public Presentations

- There were no public presentations.

Adjournment

On the motion of Member Dittrich and Vice-Chair Lastimado Chair Colli adjourned the meeting at 3:47 p.m.

**Public
Presentations**

Adjournment

Respectfully submitted,

Approved by the Board of Directors May 18, 2007

Stan Schroeder
Director

Dean Colli, Ph.D.
Chair

Charity Lazzari, Recording Secretary