

REDWOODS COMMUNITY COLLEGE DISTRICT

Minutes of the Regular Meeting of the Board of Trustees
College of the Redwoods, Mendocino Coast
1211 Del Mar Drive, Mendocino, CA
Monday, September 14, 2009

- PRESENT** Mr. Rick Bennett, Ms. Sally Biggin, Mr. Richard Dorn, Mr. Bruce Emad, Dr. Colleen Mullery, Mr. Tom Ross, Mr. George Truett, Mr. Will Smith, Student Representative Karen Rio
- ABSENT** Mr. Tracy Coppini
- OTHERS PRESENT** Dr. Jeff Marsee – President/Superintendent
Dr. Marjorie Carson – Vice President, Instruction
Dr. Keith Snow-Flamer – Vice President, Student Services
Mr. Mike Wells – Vice President, Human Resources
Ms. Ruth Bettenhausen – Vice President, Administrative Services
Mr. Allen Keppner – Co-President Academic Senate
- CALL TO ORDER** President George Truett called the meeting to order at 9:00 a.m. and thanked the Mendocino Coast Education Center staff for their hospitality.
- FLAG SALUTE AND INTRODUCTIONS** Trustee Smith led the flag salute. Trustee Truett asked that any public officials in the audience be recognized. Paul Tichinin, Superintendent of Schools, Mendocino County, Linda Ruffing, Fort Bragg City Manager, and Doug Hammerstron, Mayor of Fort Bragg, introduced themselves.
- PUBLIC COMMENTS** Trustee Truett announced the items to be discussed in closed session. He then called for public comments on closed session items or from community members who were unable to wait until the time for open session to make their comments.
- Community member Ray Duff commented on dynamics of the Board in directing the President, indicating that it appeared the Board was capable of giving direction to the President. He also noted that some items related to the budget contained language that was not easily understood by the public. Mr. Duff also suggested the college produce informational materials in Spanish.
- Superintendent Tichinin noted that the challenges of maintaining proper educational facilities are related to a reduced percentage of personal income that is spent on K-14 education. Superintendent Tichinin suggested that the board make decisions that will best sustain its resources. Superintendent Tichinin commended Dr. Marsee for his efforts to work with county superintendents and Humboldt State University to improve math test scores among K-12 students.

- CLOSED SESSION** At 9:20 a.m. the board adjourned to closed session until 10:10 a.m. at which time President Truett announced that no action was taken during closed session.
- RECESS** There was a recess from 10:10-10:20 a.m.
- PUBLIC COMMENTS** Mr. Truett called for public comments. Maureen Eppstein, Co-Director of the Mendocino Writers Conference, read a letter about the conference, noting the importance of the conference to the local community.
- Becky Bowen, from the Mendocino Coast Audobon Society, noted the society's commitment to CR's science department and referred to donations since 2003. She mentioned the "Save Our Shorebirds" program and presented two books of compiled research data for CR libraries.
- Marcia Williams, Student Services Specialist, Financial Aid, introduced Kristine Shulmer, retired science lab technician, who announced that Winter in the Redwoods, a Mendocino Coast Education Center fundraiser, will occur on Saturday, March 13, 2010.
- Numerous community members, faculty, staff and students provided comments regarding the importance of the Mendocino Coast Education Center, the Marine Science Technology program, the Fine Woodworking program, importance of ESL materials and courses, education opportunities for life long learners.
- President Truett asked for a moment of reflection to acknowledge the passing of James Krenov, founder of the Fine Woodworking program and his contribution to the community.
- Laura Welter, Director of Safe Passage Family Resource Center, described the services of her agency and expressed a need for intermediate or advanced ESL courses in the community. Ms. Welter indicated that if more students can complete ESL courses, they may continue into degree-seeking programs at CR.
- COMMUNITY COLLEGE ADVOCACY GROUP** Mr. Doug Hammerstrom, Mayor of Fort Bragg, welcomed the Board and introduced Fort Bragg Vice Mayor Dave Turner.
- Mr. Turner explained that when he learned that the Marine Science Technology program at CR might be terminated, he felt the college was disconnected from the direction the community was headed in, explaining that a feasibility study had been conducted for the Noyo Center and that consultants had provided positive reports about the area becoming a pre-eminent program for the study of marine science. Mr. Turner also mentioned concerns related to the location of a gallery for the woodworking program. Mr. Turner explained that the Community College Advocacy Group's overarching goal was to determine how to ensure the best community college possible.
- Mr. Hammerstrom noted that the short biographies of the members of the Community College Advocacy Group indicate a value for education in the community and a willingness to participate. Mr. Hammerstrom stated that the community college advocacy group identified three top priorities:

- Science labs
- ESL program
- Communication with the college's community

Trustee Will Smith thanked the members of the audience for attending the meeting and for providing comments.

Trustee Truett stated that he too was glad that the public was in attendance at the meeting. Mr. Truett noted that there appeared to be a disconnect between the district and the community in that the Board had not been informed about the Noyo Center reports.

Fort Bragg City Manager Linda Ruffing stated that one of her sons is a current student at the College of the Redwood and indicated that she is appreciative of the college and its role as a resource for youth in the community. Ms. Ruffing described the economic history of the local community, explained the Noyo Center is the city's highest priority for redevelopment.

Angelica Rose, student, distributed flyers inviting members of the Board to tour the science labs at the Mendocino Coast Education Center to investigate adequacy, safety, and other issues. Ms. Rose introduced a fellow Student, Katie Terhaar, and the two students presented an informal petition from people in the community, with 574 signatures that indicate that the science labs should be first priority and that the Board of Trustees should find a more cost-effective solution to Garberville's needs.

Katie Terhaar stated that she came from out of state to participate in the program and urged members of the board to support the science labs and science programs at the campus.

Meg Courtney, a member of the Fort Bragg City Council, spoke personally about her community college education prior to attending UC Berkeley and urged the board to remain interested in the Mendocino Coast community.

RECESS There was a recess from 11:30-11:40 a.m.

PUBLIC Community member, Thomas Freund admonished the Board for not providing a
COMMENTS, better sound system at Board meetings. He then expressed confusion about the role
CONTINUED of the Community College Advocacy Group related to the Education Master Plan.

Barbara Rice, community member and candidate for CR's Board of Trustees, thanked the community for the demonstration of expertise shown to the Board. Ms. Rice expressed concern that the new group being formed does not have broad enough representation.

BOARD Trustee Dorn noted that he enjoyed Winesong and met a number of community
COMMENTS members at the event.

Trustee Bennett mentioned that he was planning to attend the Writers conference in Del Norte next weekend, which will include a book signing for his book.

Trustee Biggin noted her appreciation for Professor Jon Pedecino’s email about the space shuttle Discovery overhead.

**BOARD
COMMITTEE
REPORTS**

Board committee reports were conducted during the retreat the prior day.

**SPECIAL
SERVICE TO
THE
COLLEGE**

Trustee Truett stated that all faculty, staff, and administrators deserve commendation and thanks for their hard work and participation in the District’s historic increase in service to community.

**CONSENT
CALENDAR**

Agenda item 7.1, “Approve Minutes of the Redwoods Community College District Board of Trustees Meeting of August 4, 2009” was removed from the consent calendar for further discussion. It was moved/seconded, (Biggin/Ross), and carried unanimously to approve the remaining consent calendar items:

7.2 Approve and/or Ratify Personnel Actions

7.3 Ratify Purchase Orders – July 16, 2009 to August 15, 2009

**CONSENT
ITEM #7.1**

It was moved, seconded (Ross/Smith), and carried unanimously with one abstention (Dorn) to approve Consent Item #7.1 “Approve Minutes of the Redwoods Community College District Board of Trustees Meeting of August 4, 2009” with the following corrections:

- Under Board Education and Travel note that the subcommittee being formed is a Board-related Policy Subcommittee.
- Under Student Representative comments indicate that Karen Rio was recently notified that since 2003 CR has been charging \$10 for this fee.

**PUBLIC
HEARING:
2009-10
FINAL
BUDGET**

Trustee Truett opened the public hearing and asked for public comments. There being none, Trustee Truett closed the hearing.

**COMMUNITY
COLLEGE
LEAGUE OF
CALIFORNIA
/ACADEMIC
SENATE**

Ms. Roxanne Metz, Assistant to the President, announced that Scott Lay, President of the Community College League of California, and Jane Patton, President of the Academic Senate for California Community Colleges, will provide technical assistance to the college on Monday, September 28 and Tuesday, September 29, 2009.

**CDC
GRANT**

Dr. Jeff Marsee announced that the Child Development Center received a grant for \$41,000/year for four years for expanding services to provide childcare on the Eureka campus during the summer months.

CR PLUS

Dr. Marsee explained that in the first month of this 50+ initiative, a series of walk and talk activities had taken place among other programs. Ms. Ahn Fielding,

Director of Community and Economic Development, reported that this pilot

program is expected to build a model at the Eureka campus that is replicable at other locations to build a stronger connection with the 50+ community, offer programs, and courses, and nature activities, as well as provide programs in assisted living and senior resource centers. Dr. Marsee emphasized that this program will provide lifelong learning opportunities for seniors in the district.

**K-14 MATH
INITIATIVE**

Dr. Marsee explained the regional, statewide, and national issue related to college preparedness in mathematics. Based on STAR testing data aggregated for 14 regions throughout the state, the North Coast region has lowest eighth grade math skill level, with only 30 percent of eighth graders testing at grade level in math. According to CR's data, about 80 percent of incoming students are not at proficiency in Math and/or English, which is similar to the national average. Dr. Marsee expressed a desire to assist K-12 teachers to become more proficient in teaching math, as well as to provide assessment for students and ensure appropriate supplemental education for students falling behind. Dr. Marsee explained that staff at the college are working with staff from Humboldt State University as well as the superintendents from three counties in CR's district to develop an initiative that will be implemented in school districts in late spring or fall 2010.

**MENDOCINO
COAST
CENTER
EDUCATION
MASTER
PLAN**

Dr. Marsee explained that the educational master plan developed by the district in the past year will be released as a living document that will be continually modified. Dr. Marsee noted that an initiative will be implemented to develop chapters as amendments to the district-wide plan and stated that a committee is currently being formed to create an education master plan for the Mendocino Coast. He also noted that number of members of the Community College Advocacy Group as well as business leaders, professionals, and local citizens have been asked to participate.

**SCIENCE
LABS**

Dr. Marsee explained that all of the bond funds had been spent or otherwise allocated when he arrived in July of 2008, but that a subsequent decision in February 2009 to not spend \$10.5 million in bond funds for the student union building in Eureka, along with other savings, released approximately \$12-\$13 million for district-wide redistribution based on institutional needs. Dr. Marsee stated that he is committed to first-rate educational facilities and that he would support the facilities master plan committee to review district-wide needs and follow the recommendations of this committee.

**ENROLL-
MENT
GROWTH**

Dr. Marsee commented on the district's tremendous enrollment growth over the last two years, indicating that in a two-year period the district will have grown by 33 percent. This growth has been largely paid for out of reserves, and no new state funding is expected for fiscal year 2010-11.

**ACADEMIC
SENATE**

Mr. Allen Keppner, Academic Senate Co-President, affirmed the Senate's support for all the communities served by faculty. Mr. Keppner indicated that the senate remains involved in accreditation-related work, and expressed appreciation for Dr. Marsee's presence at the Academic Senate retreat in August. Mr. Keppner

stated that he is looking forward to College Council moving forward to approve the program revitalization and discontinuation policy. Mr. Keppner indicated that communication concerns have happened on both sides and stated that members of the senate are attempting to model behavior they would like to have returned. Dr. Marsee stated appreciation for the leadership of the co-presidents of the academic senate. Dr. Marsee noted that Dr. Jane Patton, President of the Academic Senate for California Community Colleges, requested that the college hold off on making changes to policies and procedures until the joint work on September 28 and 29 is completed.

Trustee Truett asked whether timelines need to be developed for working through various issues and asked about the Board's role. Ms. Roxanne Metz, Assistant to the President, indicated that this might be addressed in an upcoming teleconference with Jane Patton and Scott Lay in preparation of the upcoming joint visit.

Trustee Ross expressed appreciation for the positive language being used as work continues to move projects forward and address items related to accreditation.

**CLASSIFIED
REPORT**

David Maki, Vice President, CSEA indicated that CSEA is concerned that the Request for Proposal is not moving along quickly enough to extend the existing contract for a year. Mr. Maki also noted his concern about the purchase of the Garberville site possibly not being able to be paid for out of bond funds.

**STUDENT
REPRESENTATIVE
REPORT**

Student Trustee Karen Rio stated that after having the opportunity to meet the Mendocino Coast student body president, Angelica Rosa, she was enthusiastic about the opportunity to keep the board informed of Mendocino concerns.

**PUBLIC
COMMENTS**

Mayor Doug Hammerstrom asked about the extent to which community members and others will have an opportunity to have input into the master planning process for the Mendocino Coast Education Center.

Ruth Bettenhausen noted that the Facilities Master Plan Committee has a website where agendas and minutes will be posted. Dean Geisce Ly and staff member David Maki are both members of the facilities master plan committee, and they are able to participate by phone or other technology links.

Dr. Marsee noted that the facilities master plan committee will review the districts entire liability related to deferred maintenance and other facilities issues and that the information will be presented to the Board of Trustees in public session. Dr. Marsee also noted that as the Educational Master Plan is further developed, the linkages to the facilities master plan will also be made, which may change the facilities master plan dramatically.

RECESS

There was a recess from 12:30 to 12:45 p.m.

**STUDENT
SERVICES**

Dr. Keith Snow-Flamer noted that although the district's enrollment grew by 27 percent in Fall 2009 compared to Fall 2008, the Mendocino campus only grew by

15 percent. Dr. Snow-Flamer also noted that the virtual campus offerings had increased significantly and had contributed to FTES growth.

Dr. Snow-Flamer explained that he and Melissa Green, Dean of Student Development, held several convocation break-out sessions to explain the cohort registration process. Dr. Snow-Flamer noted that academic advisors maintain a caseload of students and are expected to provide proactive outreach, and a scorecard is used to measure the success of the process.

Dr. Snow-Flamer announced that Nikiya Williams, the new coordinator of Campus Life is planning activities which include tailgate parties for home football games and basketball season activities. Dr. Snow-Flamer noted that the development of linkages with campus life activities at Humboldt State University and other campuses including Klamath-Trinity are underway.

Dr. Snow-Flamer mentioned a recent ruling from the Chancellor's Office that limits the number of times students can repeat certain basic skills courses without losing financial aid.

Dr. Snow-Flamer assured the board that the college has moved quickly to ensure that students who were incorrectly assessed a retest fee will receive a refund. At the Mendocino Campus, Office Manager Linda Turner was able to refund fees mistakenly paid within a day.

Trustee Ross asked specific questions about how the cohort registration system is working and whether faculty members are participating.

Dr. Snow-Flamer indicated that faculty who choose to participate are given a stipend for this additional duty.

Dr. Marsee confirmed that faculty participation is voluntary, that ten of the mentors for Fall 2009 are full-time faculty, but that further participation by full-time faculty, preferably close to 100 percent, is desirable.

Mr. Allen Keppner indicated that the senate has committed to participating in the cohort process.

Trustee Truett noted that he attended one of the orientation sessions related to the cohort registration and mentoring process and found it great.

SIX-MONTH
REPORT ON
EQUIVALEN-
CIES

Dr. Marjorie Carson explained that three faculty members were being recommended for minimum qualifications approval. It was moved/seconded, (Mullery/Ross), and carried unanimously to approve the Six-Month Report on Equivalencies to Minimum Qualifications.

OUT-OF-
COUNTRY
TRAVEL

Dr. Marjorie Carson explained that because Sydney Fisher-Larson is teaching several on-line classes and other classes will not be held because of the Thanksgiving Holiday, her courses would not be impacted by her out-of-country

travel to Reggio Emilia, Italy November 20-28, 2009. It was moved/seconded, (Biggin/Emad), and carried unanimously with one opposition (Ross) to approve out-of-country travel for Sydney Fisher-Larson.

ACCREDITATION
REPORT

Dr. Carson stated that the accreditation report, due October 15, will be brought before the board for review at the October 6 meeting and will be mailed October 12. Dr. Carson noted CR's website has been updated with the follow-up report draft for review by the entire community as a demonstration of openness and transparency.

Trustee Dorn asked whether there was a policy about how quickly faculty should return student admit emails during the registration period. Mr. Allen Keppner indicated that some issues related to the course management system, myCR, were resolved. Dr. Snow-Flamer stated that there were two separate issues, noting that problems related to the implementation of the myCR email system were resolved and regarding student admits, there is no established process or policy.

MOU
ASSOCIATE
FACULTY
EVALUATION
PROCESS

Mr. Mike Wells explained that MOU (2007-10-19) streamlines the process of associate faculty evaluation. There was a brief discussion and a question from Trustee Biggin regarding the correct version of the document. It was moved/seconded, (Biggin/Ross) to amend the MOU to remove the strikeouts as noted. It was also moved/seconded, (Biggin/Ross), and carried unanimously to approve the revised MOU.

BOND
PROJECT
STATUS

Vice President Ruth Bettenhausen presented the monthly report about the progress of various projects funded by local and state bonds.

SURPLUS
PROPERTY

Vice President Bettenhausen explained that some farm equipment is obsolete and beyond repair. It was moved/seconded, (Ross/Biggin), and carried unanimously to declare the list of farm equipment as surplus property and authorize the salvage value as trade-in for new farm equipment.

TECHNOLOGY HOUSE
#35

It was moved, seconded, (Ross/Smith), and carried unanimously to accept the purchase offer of \$305,000 for Construction Technology House #35 and authorize the Vice President, Administrative Services, to execute the necessary documents on behalf of the District.

CHANGE
ORDERS

Vice President Bettenhausen provided a report to account for all Eureka campus parking lot renovation change orders.

GRANTS
AND
CONTRACTS

It was moved, seconded (Emad/Ross), and carried unanimously to approve the following grants and contracts as presented:

- Professional Services Agreement with Diaz Associates: Dr. Marsee explained that the purpose of the contract is to prepare California Environmental Quality Act (CEQA) documents for the old library. These documents are to be prepared due to the possibility that it may be necessary

to demolish or modify the vacated library building. This document, and the process it follows, helps to assure that all viable alternative processes are considered before the final solution is implemented.

- Six Rivers National U.S. Forest Service Agreement: Dr. Marsee explained that this is an instructional services agreement to provide wild land fire training.
- Stradling Yocca Carlson and Rauth: Dr. Marsee explained that this contract is to engage legal counsel to facilitate the establishment of an irrevocable trust for the District Retiree's health insurance benefits in compliance with GASB-45.
- JAG Architect, Inc.: Vice President Bettenhausen explained that John Ash Group Architects will develop a plan to renovate the student union kitchen and cafeteria and a design for the demolition of the old library.

HOOPA
VALLEY
TRIBE MOU

It was moved, seconded (Biggin/Emad), and carried to approve the memorandum of understanding to transfer ownership of 23 computers for the purpose of offering District courses in the computer lab.

2009-10
FINAL
BUDGET

Trustee Ross thanked Dr. Marsee for providing a thorough explanation of CR's budget. It was moved, seconded (Ross/Biggin), and carried unanimously to approve the 2009-10 final budget.

2010-11
BUDGET
CALENDAR

It was moved, seconded (Emad/Biggin), and carried unanimously to adopt the 2010-11 budget calendar.

BOARD
REQUESTS

Trustee Dorn requested:

- Information on the cost of the executive cabinet; and
- benefits to identify the cost of administering the educational centers.

Trustee Emad requested:

- Information be provided in the context of other community colleges and consider the number of students, effectiveness, and other relevant information; there was consensus among the other board members that this information be provided. Trustee Emad noted that no specific timeline would be set on the request for information given other institutional priorities.

Trustee Biggin requested:

- Monthly accreditation reports and, after clarification, stated her approval that the report be presented in a decentralized manner.

PUBLIC
COMMENTS
ON
PURCHASE
OF
PROPERTY

Trustee Truett announced that the board would reconvene to closed session to continue discussion regarding the purchase of the property at 286 Sprowel Creek Road, Garberville, CA and asked for further public comments. Michael McAllister, Superintendent of the Southern Humboldt Unified School District, asked the board to approve acquisition of the property so students can receive a local quality education.

Scott McClure, community member, expressed his opinion that the building should be demolished.

Margaret Taylor, community member, stated that there currently is a big hole in the District. Ms. Taylor raised concerns about the high violent death rate among residents in Southern Humboldt and indicated that without a chance to get an affordable college education, students view high school as a dead end and drop out without even receiving a high school education. Ms. Taylor noted that the building itself is a focus of positive community activity and that improvement of it will be supported by the community.

Trustee Truett acknowledged that the Board had received a packet of 20 emails from the community in favor of the purchase of the property, and he read a letter from the Board of Directors of the Garberville/Redway Chamber of Commerce in favor of the District developing an instructional site in Garberville. There being no further public comments, the board adjourned to closed session at 2:00 p.m.

CLOSED
SESSION

The board reconvened at 2:35 p.m. at which time Trustee Truett announced that no action was taken during closed session.

PURCHASE
OF
PROPERTY

Trustee Truett asked Trustee Emad to summarize the concerns of the board regarding purchase of the site. Trustee Emad stated that the need for a site in Southern Humboldt is undisputed, but that the concerns addressed include the fairness of the price, the depth of involvement in developing the building facilities, and the associated costs. It was moved, seconded (Emad/Mullery), and carried unanimously with one abstention (Dorn) to authorize the President to purchase the property for \$200,000 with the following conditions:

- A professional construction firm specializing in asbestos investigate the cost of mitigating asbestos in the building and further discuss this issue with the board if the costs are significant.
- The President would be given authorization to spend up to \$350,000 in the initial phase to refurbish the building.

ADJOURN

There being no further business, the meeting was adjourned at 2:45 p.m.

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