

REDWOODS COMMUNITY COLLEGE DISTRICT

*Committed to maximizing the success of each student
Committed to enriching the economic vitality of the community
—CR Mission Statement*

REGULAR MEETING OF THE BOARD OF TRUSTEES

College of the Redwoods, Eureka
7351 Tompkins Hill Road, Eureka CA

A G E N D A

Tuesday, January 5, 2010

- 2:00 p.m. — OPEN SESSION (Give Your Comments on Closed-Session Items)
*2:02 p.m. — CLOSED SESSION
3:00 p.m. — RECONVENE OPEN SESSION (Give General and Specific Public Comments)

Board of Trustees

Bruce Emad, President

Dr. Colleen Mullery, Vice President

Tom Ross, Clerk

Rick Bennett, Sally Biggin, Tracy Coppini

Richard Dorn, Barbara Rice, George Truett, Karen Rio, Student Representative

Dr. Jeff Marsee, President/Superintendent, Secretary to the Board

The Board of Trustees welcomes you to its meetings. Most regular meetings are scheduled on the first Tuesday of each month. For the most current information, please check this year's meeting calendar, agendas, and supporting documents at www.redwoods.edu/district/board/. You can call (707) 476-4170 to arrange for agendas or agenda packets to be mailed to you.

After starting a regular meeting, the board often holds a closed session and returns to open session at a stated time.

CLOSED SESSION The Board of Trustees may meet in closed session to consider legal, personnel, labor, and/or contract matters in accordance with Government Code Sections 3549.1, 54956.9, 54957, and/or 54957.6. Board actions in closed session are usually announced in open session.

OPEN SESSION Open session follows the general format you find in this agenda. Action items and informational items often start with a staff report, followed by trustee questions about the report, public comment (see below), board discussion, and if an action item, a board vote.

Action Items on the Consent Calendar These items include *routine* administrative and financial actions that are usually approved by a single majority vote of the board. Any trustee may remove an item for separate discussion and action. As a member of the public, you may comment on a consent calendar item and request that the board remove it for separate discussion and action.

Action Items on the Regular Agenda These items include *significant* administrative and financial actions and are usually approved by a majority vote. In this agenda, you can recognize

*After convening the meeting, all times are approximate.

an action item by its **ACTION** label. You will find details regarding action items and some information items in the board packet.

Information Items These items include presentations to the board, board committee reports, trustee and staff comments, and discussion that might lead to future board action.

IT IS EASY TO MAKE A PUBLIC COMMENT Any member of the audience wanting to address the board should complete a Speaker's Request Card, available at the door, and give it to the recording secretary before the meeting starts or before the Flag Salute, if possible. Comments are usually limited to no more than three minutes. If you intend to submit a document at the meeting, please bring a minimum of 15 copies for distribution, if possible.

YOU CAN ALSO WRITE A COMMENT You can write comments to the board about items on the board's agenda. These comments should reach the office of the President/Superintendent not later than three (3) calendar days before the meeting. A letter should be signed, dated, and contain the residence or business address of the author and any organizational affiliation. If you are emailing, please include the same information, but instead of your signature, include a phone number for contacting you if we need to verify you have sent the email. You can send emails to this address: michelle-anderson@redwoods.edu.

MORE GUIDELINES ABOUT MAKING YOUR COMMENTS

Closed Session Before the start of a closed session, your public comments are invited about any closed-session subject.

Open Session (after Closed Session, starting with the Flag Salute)

- ***Your general public comments*** (see agenda item number 5.1) are invited for items not on the agenda but related to College of the Redwoods. The board will usually not discuss or take action on these comments at this meeting, except that a trustee or the staff may briefly ask a question for clarification, make a brief announcement, or make a brief report on his or her activities.
- ***Your public comments on a specific agenda item*** are invited after any staff report on the item and trustee questions regarding the staff report and before the start of board discussion of the item.

The Speaker's Request Card contains additional board guidelines for those who want to comment. Also see board policies BP 2345, BP 2350, and BP 2355 and Administrative Procedure AP 2345 at www.redwoods.edu/district/board/new/chapter2/index.asp or contact the President's Office at (707) 476-4170.

2:00 p.m. **OPEN SESSION** Call to Order, Eureka Campus Board Room AD 201,
7351 Tompkins Hill Road, Eureka, CA 95501

Flag Salute in honor of those serving our country.

1. ORGANIZATIONAL PROCEDURES

- 1.1** Administer Oath of Office to Trustee, George Truett by Dr. Garry Eagles, Humboldt County Superintendent of Schools.

DISCLOSURE OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

The Board of Trustees of the Redwoods Community College District will meet in closed session to consider the items listed under agenda item number 3, “Closed Session.”

2. PUBLIC COMMENT REGARDING ANY CLOSED-SESSION ITEM

3. CLOSED SESSION

With Respect to every item of business to be discussed in closed session, pursuant to Government Code Section 54957:

- 3.1** Public Employee Discipline/Dismissal/Release
3.2 Public Employee Performance Evaluation/Goals
3.2.1 President/Superintendent

With Respect to every item of business to be discussed in closed session, pursuant to Government Code Section 54957.6

- 3.3** Conference with Labor Negotiators
3.3.1 Agency Designated Representative: Mr. Mike Wells
Employee Organization: CRFO

With Respect to every item of business to be discussed in closed session, pursuant to Government Code Section 54956.9:

- 3.4** Conference with Real Property Negotiators
3.4.1 Agency Negotiator: Dr. Jeff Marsee
Property: Jefferson Elementary School, 1000 B Street,
Eureka, CA

3:00 p.m. **RECONVENE TO OPEN SESSION**

4. REPORT FROM CLOSED SESSION

3:05 p.m. **5. COMMENTS**

5.1 General Public Comments

At this time, the board invites comments on any items that do not appear on the agenda and are related to College of the Redwoods. You can comment on a specific agenda item when the board considers that item.

5.2 Brief Announcements of College-Related Activities/Board Member Comments

Board members may briefly report on college-related events and meetings that they have attended. All comments are informational and not related to current or expected future agenda items.

5.3 Board Committee Reports

The Audit Committee is the only standing committee of the board (*Trustees Emad/Chair, Biggin, Coppini, Ross*).

Any member of the current board ad hoc committees may make a brief report.

5.3.1 Evaluation of the President/Superintendent

Trustees Mullery/Chair, Bennett, Dorn

5.3.2 Ad Hoc Board – Related Policy Committee

Trustee Truett/Chair, Biggin, Mullery

5.3.3 Ad Hoc Board Development/Education

Trustee Dorn/Chair, Biggin, Rice

5.3.4 Ad Hoc Bond Committee

Trustee Ross/Chair, Bennett, Coppini

5.3.5 Ad Hoc Labor Negotiations Committee

Trustee Biggin/Chair, Emad, Mullery

3:10 p.m. **6. SPECIAL PRESENTATIONS AND BOARD DEVELOPMENT**

6.1 Recognition of Special Service to the College

None for this meeting

3:30 p.m. **7. CONSENT CALENDAR ACTION ITEMS**

Any board member may remove an item from the consent calendar and place it under discussion. Items removed will be taken up under the appropriate subject area. As part of any agenda item action, a trustee can request that this type of item be included on the next consent calendar.

ACTION **7.1** **Approve Minutes of the Redwoods Community College District Board of Trustees Regular Meeting of December 8, 2009** *Page 9*

ACTION **7.2** **Approve and/or Ratify Personnel Actions** *Page 19*
Personnel actions submitted for review and approval.

ACTION **7.3** **Ratify Purchase Orders – November 16, 2009 to December 15, 2009** *Page 23*
This report is a list with selected details of all purchase orders for goods and services.

ACTION **7.4** **Approve Report of Surplus Property Sales and Disposal** *Page 35*
This report lists surplus property that was sold or disposed of July 1, 2009 to December 31, 2009.

3:40 p.m. **8. INFORMATION ITEMS**

8.1 **President/Superintendent’s Reports**
Dr. Jeff Marsee is President/Superintendent

8.1.1 **Jefferson Real Estate – Update**

8.1.2 **Trustee Professional Development**

8.1.3 **Disaster Preparedness Training**

8.1.4 **Other**

8.2 **Organizational Reports**

8.2.1 **Academic Senate** *Page 39*

8.2.2 **Classified Report**

8.3 **Student Representative Report – Karen Rio**

4:00 p.m. **RECESS**

4:10 p.m. **9. STUDENT SERVICES**
Maggie Lynch, Dean of Academic Technology and Distance Education

9.2 **Brief Informational Comments**

4:20 p.m. **10. INSTRUCTIONAL SERVICES**
Dr. Marjorie Carson is Vice President, Instruction

ACTION **10.1** **Approve Curriculum Changes** *Page 41*

The Academic Senate and administration recommend approval of the attached curriculum changes.

10.2 Del Norte and Mendocino Coast Education Centers

10.3 Accreditation Self-Study

10.4 Brief Informational Comments

4:30 p.m. **11. HUMAN RESOURCES**
Mr. Mike Wells is Director, Human Resources

11.1 Comments: Director, Human Resources/Equal Employment Officer

11.2 Brief Informational Comments

4:40 p.m. **12. ADMINISTRATIVE SERVICES: FACILITIES AND EQUIPMENT**
Ms. Ruth Bettenhausen is Vice President, Administrative Services

12.1 Facilities and Equipment Reports

ACTION 12.1.1 Bond Project Status *Page 51*

This monthly report keeps the trustees informed about the progress of the various building projects funded by both local and state bonds. The current and future project status is reported along with respective project budgets and expenses.

ACTION 12.1.2 Authorize Advertising for Bids: Student Services/Administration and Performing Art Building, Eureka Campus *Page 55*

Authorize to bid the construction of a new Student Services/Administration and Performing Arts Building at the Eureka Campus.

ACTION 12.1.3 Approve Bond Project Budget – Garberville School Site *Page 57*

Approve the project construction budget developed by JAG Architects for Garberville instructional site.

ACTION 12.1.4 Approve Change Orders: Sewer System Repair Project at the Eureka Campus *Page 59*

The Board has authorized the President/Superintendent to approve change orders within the contingency budgets to

avoid construction delays.

12.1.5 Keenan Representative to present on Errors and Omissions

12.2 Brief Informational Comments

4:50 p.m. **13. ADMINISTRATIVE SERVICES: FINANCES**
Ms. Ruth Bettenhausen is Vice President, Administrative Services

13.1 Budget and Financial Reports

ACTION 13.1.1 Approve Monthly Financial Status Report [Page 61](#)

This report provides the Board with an update on the financial status of the college by component and object.

ACTION 13.1.2 Approve Quarterly Financial Status Report [Page 63](#)

Approve the Quarterly Financial Status Report, CCFS-311Q for the quarter ended September 30, 2009

ACTION 13.1.3 Approve Emergency Response Contract [Page 67](#)

Approve the contract with the City of Eureka to continue providing emergency response services to the Eureka campus. This recommendation follows the initial request for action at the last December Board meeting. A temporary extension of the previous contract has been negotiated with the City of Eureka.

ACTION 13.1.4 Approve Facilities Use Agreement [Page 71](#)

Approve the Facility Use Agreement with Fortuna Union High School District – Academy of the Redwoods to provide space and equipment at the Eureka campus.

ACTION 13.1.5 Approve Facility Use Lease [Page 73](#)

Approve the facility use lease with the Northcoast Preparatory and Performing Arts Academy (NPA) to use a Physical Science classroom on the Eureka campus

ACTION 13.1.6 Adopt Student Nonresident Tuition Fee for 2010-11 [Page 75](#)

The board will consider adoption of a rate for the next year's

student nonresident fee.

5:00 p.m. **14. FUTURE AGENDA ITEMS, REPORTS, REQUESTS FOR INFORMATION**

A trustee may request the President of the Board and/or the President/Superintendent to place an item on a future agenda, may ask for a staff report, for information, or a regular staff report. The President of the Board and/or the President/Superintendent may ask for board consensus on the priority of the items requested. A trustee may move to require an item be placed on a certain agenda. Regular reports added to the agenda require board action.

ACTION

14.1 Approve a Trustee Request to Place an Item on a Future Agenda or Direct Staff to Give a Regular Report

15. RECONVENE TO CLOSED SESSION IF NECESSARY

15.1 Reconvene to Open Session

15.2 Report from Closed Session

5:15 p.m. **16. ADJOURNMENT**

NEXT MEETING

February 2, 2010, 2:00 p.m.
Eureka Campus Board Room
7351 Tompkins Hill Road, Eureka

Public Notice—Nondiscrimination:

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