

## 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, Del Norte  
883 West Washington Blvd., Crescent City, CA

### A G E N D A

**Monday April 6, 2009**

- 9:00 a.m. — OPEN SESSION (Give Your Comments on Closed-Session Items)  
\*9:02 a.m. — CLOSED SESSION  
10:00 a.m. – RECONVENE OPEN SESSION (Give General and Specific Public Comments)

#### **Board of Trustees**

*George Truett, President  
Bruce Emad, Vice President  
Dr. Colleen Mullery, Clerk  
Rick Bennett, Sally Biggin, Tracy Coppini  
Richard Dorn, Tom Ross, Will Smith  
Roxanne Estela, 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/](http://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.

\*After convening the meeting, all times are approximate.

**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 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: [Roxanne-metz@redwoods.edu](mailto:Roxanne-metz@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](http://www.redwoods.edu/district/board/new/chapter2/index.asp) or contact the President's Office at (707) 476-4170.

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9:00 a.m.      **OPEN SESSION** Call to Order, Del Norte Campus Library, 883 West Washington Boulevard, Crescent City, CA 95531

**1. 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 Negotiator: Mr. Bill Studt,  
Employee Organization: California School Employees Association/College of the Redwoods Chapter #509

10:00 a.m.      **RECONVENE TO OPEN SESSION**

*Flag Salute*

**4. REPORT FROM CLOSED SESSION**

10:05 a.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 Board Self-Evaluation**

*Trustees Bennett/Chair, Biggin, Smith*

#### **5.3.2 Evaluation of the President/Superintendent**

*Trustees Mullery/Chair, Bennett, Dorn*

#### **5.3.3 Board Development/Education**

*Trustees Dorn, Smith*

## 10:10 a.m. **6. SPECIAL PRESENTATIONS AND BOARD DEVELOPMENT**

### **6.1 Board Development**

ACTION

#### **6.1.2 Authorize Participation in Election of CCCT Board of Directors [Page 9](#)**

#### **6.1.3 Recognition of Special Service to the College by the Board**

*None for this meeting.*

## 10:30 a.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 Special Meeting of February 27, 2009 [Page 11](#)**

ACTION

#### **7.2 Approve Minutes of the Redwoods Community College District Board of Trustees Regular Meeting of March 3, 2009 [Page 13](#)**

ACTION

#### **7.3 Approve and/or Ratify Personnel Actions – Employment, Employee Change of Status, Out-of-Class Changes, Leave Replacement, Stipends, Unpaid Leave of Absence, Pre-Retirement Workload Reduction, New Associate Faculty Appointments, Voluntary Services, Temporary Staffing Requisitions [Page 19](#)**

Personnel actions submitted for review and approval.

**ACTION**                    **7.4    Ratify Purchase Orders – February 16, 2009 to March 15, 2009**  
*Page 23*

This report includes a list with selected details of all purchase orders for goods and services.

**ACTION**                    **7.5    Authorize President/Superintendent to Negotiate Terms of License Agreement with Bayshore Mall, Eureka** *Page 35*

This report is for approval of the District President/Superintendent to negotiate an agreement for space rental at the Bayshore Mall for the Humboldt Bay Regional Simulation Center.

**ACTION**                    **7.6    Authorize President/Superintendent to Negotiate and Approve Lease for Real Property in McKinleyville and Arcata**  
*Page 37*

11:00 a.m.    **RECESS**

11:10 a.m.    **8.    INFORMATION ITEMS**

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

**ACTION**                    **8.1.1    Approve an Agreement Between the County of Humboldt and the Redwoods Community College District to Implement the Redwood Coast Training For Opportunity Project (RC-TOP)** *Page 43*

The Humboldt County Economic Development Division’s Workforce Investment Board has received a grant in the amount of \$2,054,440 from the U.S. Department of Labor for this plan to invest in workforce infrastructure and education. *(See Addendum A)*

**ACTION**                    **8.1.2    Approve April 1, 2009 Follow-Up Report to the Accrediting Commission for Community and Junior Colleges.** *Page 45*

The focus of the Follow-Up Report is on the institution’s resolution of a recommendation from the Evaluation Report of December 5, 2008. *(See Addendum B)*

**8.1.3    Brief Informational Comments**

**8.1.4    Del Norte and Mendocino Coast Education Centers**

**8.2    Organizational Reports**

**8.2.1    Academic Senate** *Page 47*

### **8.2.2 Classified Report**

### **8.3 Student Representative Report – Roxanne Estela**

11:25 a.m. **9. LEARNING AND STUDENT DEVELOPMENT**  
*Dr. Keith Snow-Flamer is Vice President, Learning and Student Development*

**ACTION**

#### **9.1 Approve Curriculum Changes**

The Academic Senate and administration recommend approval of the attached curriculum changes. [Page 51](#)

#### **9.2 Brief Informational Comments**

11:30 a.m. **10. HUMAN RESOURCES**  
*Mr. Bill Studt is Acting Vice President, Human Resources*

**ACTION**

#### **10.1 Approve Administrative Procedure #AP 7381, “Benefits”** [Page 61](#)

#### **10.2 Brief Informational Comments**

11:35 a.m. **11. ADMINISTRATIVE SERVICES: FACILITIES AND EQUIPMENT**  
*Ms. Ruth Bettenhausen is Vice President, Administrative Services*

#### **11.1 Facilities and Equipment reports**

##### **11.1.2 Bond Project Status** [Page 75](#)

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**

#### **11.2 Approve Change Orders: Parking Lot Rehabilitation Project at the Eureka campus** [Page 77](#)

The President/Superintendent reviews change orders within building project contingency budgets to avoid construction delays, and these change orders are presented to the Board for approval.

**ACTION**

#### **11.3 Appoint Members to Citizens’ Bond Oversight Committee** [Page 79](#)

Two current members of the Citizens’ Bond Oversight Committee have reapplied for a second two-year term, and a new application has been received. These three community members are recommended for appointment.

**ACTION**                      **11.4 Authorize Advertising for Bids: HP 9000 Server Replacement at Eureka Campus** *Page 81*

This project will provide the server replacement system needed to keep the Datatel and student registration functions operating.

**ACTION**                      **11.5 Authorize Advertising for Bids: Repair of Heating and Ventilation Systems at the Applied Technology (AT) Building at the Eureka Campus** *Page 83*

This project will allow for the needed repair and replacement of the heating and ventilation systems in the AT Building.

**11.6 Brief Informational Comments**

11:45 a.m.    **12. ADMINISTRATIVE SERVICES: FINANCES**  
*Ms. Ruth Bettenhausen is Vice President, Administrative Services*

**12.1 Budget and Financial Reports**

**ACTION**                      **12.1.1 Approve Monthly Financial Status Report** *Page 85*

This report provides the board with an update on the financial status of the college in a new budget model format by component and object.

**ACTION**                      **12.1.2 Approve Grants and Contracts: Azalea Realty** *Page 87*

This report lists a contract for approval with Azalea Realty in McKinleyville for the sale of the construction technology house.

**12.2 Brief Informational Comments**

12:00 p.m.    **13. 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**                      **13.1 Approve a Trustee Request to Place an Item on a Future Agenda or Direct Staff to Give a Regular Report**

**14. RECONVENE TO CLOSED SESSION IF NECESSARY**

**14.1 Reconvene to Open Session**

**14.2 Report from Closed Session**

12:05 p.m. **15. ADJOURNMENT**

**NEXT MEETING**

May 5, 2009

Eureka Campus Board Room (AD 201)  
7351 Tompkins Hill Road, Eureka, CA

**Public Notice—Nondiscrimination:**

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