

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, August 4, 2009

- 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

George Truett, President

Bruce Emad, Vice President

Dr. Colleen Mullery, Clerk

Rick Bennett, Sally Biggin, Tracy Coppini

Richard Dorn, Tom Ross, Will Smith

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.

*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.

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

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 4, “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: Dr. Jeff Marsee

Employee Organization: College of the Redwoods Faculty 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: Old Garberville School, Sprowel Creek Road, Garberville, CA

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

Flag Salute

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 *Page 11* *Trustees Mullery/Chair, Bennett, Dorn*

Review of Administrative Procedure AP 2435: “Evaluation of President/Superintendent”

5.3.2 Board Development/Education *Trustees Dorn, Smith*

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

6.1 Board Development

6.1.1 Board Education and Travel *Page 15*

The Board will discuss the following:

- Board Policy BP 2735: “Board Member Travel”
- Budget for Group and Individuals
- Determination of Travel Destination (In State/Out of State)
- Per diem vs. Reimbursement
- Group vs. Individual Professional Development
- Outcome Expectations from Board Travel
- Consultant Travel for Trustee Professional Development
- Reporting Requirements upon Completion of Trustee Travel

ACTION

6.1.2 Approve Travel for Trustees to 40th Annual ACCT Community College Leadership Congress *Page 19*

The board will be asked to approve travel for trustees to the 40th Annual ACCT Community College Leadership Congress being held in San Francisco, CA, October 7-10, 2009.

6.1.3 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 Meeting of July 7, 2009 *Page 21*

ACTION 7.2 Approve and/or Ratify Personnel Actions *Page 27*

Personnel actions are submitted for review and approval.

ACTION 7.3 Ratify Purchase Orders – June 16, 2009 to July 15, 2009 *Page 31*

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

ACTION 7.4 Authorize the Destruction of Records *Page 41*

This report includes a list of documents being recommended for destruction in accordance with Administrative Regulation #814.01.

ACTION 7.5 Authorize President/Superintendent to Approve an Agreement Between the County of Humboldt, the Job Market, and the College of the Redwoods to Develop a Job Market Satellite Office at the Main Eureka Campus *Page 47*

The Job Market is a resource center created as part of the Workforce Investment Act (WIA). WIA funds are used to establish “One-Stop” employment agencies in communities.

ACTION 7.6 Set Public Hearing: Budget 2009-10 *Page 49*

ACTION 7.7 Amend Resolution #631: Specifications of the Election Order and Consolidation of School Board Election, County of Mendocino *Page 51*

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

8.1 President/Superintendent's Reports

Dr. Jeff Marsee is President/Superintendent

8.1.1 Bond Survey Results – Dale Scott & Company *Page 53*
(See Addendum A)

8.1.2 Humboldt Botanical Gardens

Max Abrahamsen, Executive Director

8.1.3 Revitalization of Old Child Development Center Building

8.1.4 Other

8.2 Organizational Reports

8.2.1 Academic Senate

8.2.2 Classified Report

8.3 Student Representative Report – Karen Rio

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

4:10 p.m. **9. STUDENT SERVICES**

Dr. Keith Snow-Flamer is Vice President, Student Services

9.1 Foster Youth Program

Cheryl Tucker, Director, Special Programs

9.2 Student Fee Increase

9.3 Brief Informational Comments

4:20 p.m. **10. INSTRUCTIONAL SERVICES**

Dr. Marjorie Carson is Vice President, Instruction

10.1 Sabbatical Report

Pat McCutcheon, Professor of English,

10.2 Del Norte and Mendocino Coast Education Centers

10.3 Brief Informational Comments

4:30 p.m. **11. HUMAN RESOURCES**

Mr. Mike Wells is Director, Human Resources

ACTION

11.1 Ratify Memorandum of Understanding (MOU) Between College of the Redwoods Faculty Organization and Redwoods Community College District Addressing the Area Coordinator Responsibilities and Compensation *Page 55*

The MOU (2007-10-18) establishes the assignment of Area Coordinator and outlines the duties and compensation for the assignment.

ACTION

11.2 Ratify Memorandum of Understanding (MOU) Between College of the Redwoods Faculty Organization and Redwoods Community College District Streamlining the Associate Faculty Evaluation Process *Page 59*

The MOU (2007-10-9) streamlines the process of associate faculty evaluation.

ACTION

11.3 Ratify Memorandum of Understanding (MOU) Between College of the Redwoods Faculty Organization and Redwoods Community College District Regarding the Honors Program Coordination *Page 61*

The MOU (2007-10-20) establishes duties and compensation for the assignment of Honors Coordinator for the 2009-10 academic year.

11.4 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

12.1.1 Bond Project Status *Page 65*

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

13.1.4 Approve Grants and Contracts

This action item includes the following contracts:

13.1.4.1 Clarus Corporation *Page 85*

Approval of this contract will allow the district to improve the efficiency of the class-scheduling process.

13.1.4.2 Azalea Realty *Page 87*

Approval of this contract with Azalea Realty is for an Exclusive Right to Sell Agreement for construction technology House #35.

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 and 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

Board Retreat, September 13, 2009, Time To Be Determined
Regular Meeting, September 14, 2009, 10:00 a.m.
Mendocino Coast Campus Library, 1211 Del Mar Drive, Fort Bragg

Public Notice—Nondiscrimination:

College of the Redwoods does not discriminate on the basis of ethnicity, religion, age, gender, sexual orientation, color, or disability in any of its programs or activities. College of the Redwoods is committed to providing reasonable accommodations for persons with disabilities. Upon request this publication will be made available in alternate formats. Please contact Roxanne Metz, Assistant to the President, 7351 Tompkins Hill Road, Eureka, CA 95501, (707) 476-4170, 8:30 a.m. to 5:00 p.m., Monday – Friday.