

## 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 July 7, 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/](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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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 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

**3.3**     Report 2008-09 Student Suspensions/Expulsions

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.

**5.1.2 Hobart Brown sculpture**

Members of the public have requested that further discussion be held regarding the Hobart Brown sculpture that was recently donated to the college.

**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 Board Development/Education**

*Trustees Dorn, Smith*

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

#### **6.1 Board Development**

##### **6.1.1 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 Meeting of June 2, 2009** [Page 9](#)

**ACTION** **7.2 Approve and/or Ratify Personnel Actions** [Page 15](#)  
Personnel actions submitted for review and approval.

**ACTION** **7.3 Ratify Purchase Orders – May 16, 2009 to June 15, 2009** [Page 21](#)  
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 31](#)  
This report lists surplus property that was disposed of January 1, 2009 to June 30, 2009, or that will be sold in a future sale.

- 3:40 p.m.      **8.      INFORMATION ITEMS**
- 8.1      President/Superintendent’s Reports**  
*Dr. Jeff Marsee is President/Superintendent*
    - 8.1.1      Native American Basket Collection**
    - 8.1.2      Garberville – Old School**
    - 8.1.3      IPP Facilities State Funding Update**
    - 8.1.4      State Budget Update**
    - 8.1.5      Del Norte and Mendocino Coast Education Centers**
    - 8.1.6      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      Brief Informational Comments**
- 4:20 p.m.      **10.      INSTRUCTIONAL SERVICES**  
*Dr. Marjorie Carson is Vice President, Instruction*
  - 10.1      Brief Informational Comments**
- 4:30 p.m.      **11.      HUMAN RESOURCES**  
*Mr. Mike Wells is Director, Human Resources*
  - 11.1      Amendment to the Contract of Employment for the President/Superintendent**  
  
Dr. Marsee is voluntarily requesting that his contract be amended for the 2009-10 fiscal year to reflect a 0% COLA adjustment to his salary. Effective July 1, 2009, this will make his contract consistent with the Administrators, Managers and Confidential (AMC) salary schedule.
  - 11.2      Brief Informational Comments**
- ACTION**

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 33*

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 Ratify Change Orders: Parking Lot Rehabilitation Project at the Eureka Campus** *Page 35*

The Board has authorized the President/Superintendent to approve change orders within the contingency budgets to avoid construction delays during the parking lot rehabilitation project at the Eureka campus.

**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 37*

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

ACTION

**13.1.2 Approve 2009-2010 Tentative Restricted Categorical Budget** *Page 39*

This is the proposed Tentative Restricted Categorical Budget for 2009-10 in the state required format for approval by the Board for the District Restricted Categorical General Fund.

ACTION

**13.2 Adopt Resolution #632: Authorizing and Approving the Participation in the Futuris – A Retiree Health Benefits Trust Administered by Keenan and Associates**

By authorizing and approving this resolution, the District will have the opportunity to participate in the Futuris – a Retiree Health Benefits Trust administered by Keenan & Associates for Fiscal Year 2009-10. *Page 45*

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  
August 4, 2009  
Eureka Campus Board Room (AD 201)  
7351 Tompkins Hill Road, Eureka, CA

**Public Notice—Nondiscrimination:**

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