

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/. 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 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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REDWOODS COMMUNITY COLLEGE DISTRICT

Minutes of the Regular Meeting of the Board of Trustees
College of the Redwoods, Eureka Campus
7351 Tompkins Hill Road, Eureka, CA 95501
June 2, 2009

- PRESENT** Mr. Rick Bennett, Ms. Sally Biggin, Mr. Tracy Coppini, Mr. Richard Dorn, Mr. Bruce Emad, Dr. Colleen Mullery, Mr. Tom Ross, Mr. George Truett, Mr. Will Smith, Student Representative Karen Rio
- ABSENT** None
- OTHERS PRESENT** Dr. Jeff Marsee – President/Superintendent
Dr. Keith Snow-Flamer – Vice President, Student Services
Mr. Mike Wells – Director, Human Resources
Ms. Ruth Bettenhausen – Vice President, Administrative Services
Dr. Marjorie Carson – Vice President, Instruction
Mr. Tony Sartori – Co-President Academic Senate
- CALL TO ORDER** President George Truett called the meeting to order at 2:00 p.m. and announced the items to be discussed in closed session. He then called for public comments. There being none, the board adjourned to closed session until 3:00 p.m.
- CLOSED SESSION** The board reconvened to open session at 3:10 p.m. at which time President Truett announced that no action was taken during closed session.
- SWEARING IN OF STUDENT REPRESENTATIVE** Trustee Biggin swore in College of the Redwoods student, Karen Rio, as Student Representative to the Board of Trustees for 2009-10 year.
- FLAG SALUTE** President George Truett led the flag salute.
- PUBLIC COMMENTS** President George Truett asked for public comments. Ms. Jennifer Thompson, current College of the Redwoods student and 2008-09 Secretary of the Associated Student Body of College of the Redwoods (ASCR), stated that she feels the ASCR made an uninformed and hasty decision to help purchase the Hobart Brown piece currently on display in the library. Mr. David Reyes, current College of the Redwoods student and 2008-09 Treasurer, ASCR, stated that he feels the 2008-09 ASCR was “bullied” into an uninformed vote regarding the purchase of the Hobart Brown piece. Mr. Reyes requested that the board reassess the importance of the piece and the “tactics” taken to acquire it. Ms. Deldean Lamb made comments regarding the pool and possible solutions and alternatives for its future operation.

- BOARD COMMENTS** Trustee Dorn commented that he has enjoyed attending Redwood Region Economic Development Commission (RREDC) meetings with Trustee Ross over the last several months. Trustee Biggin noted that she recently attended the CR production of *Little Women* and very much enjoyed it.
- EVAL OF THE PRESIDENT** Trustee Mullery reported that the evaluation instrument for the president will soon be finished and ready for review by the board.
- BOARD DEVELOPMENT** Trustee Smith commented that curriculum for board development is being compiled. President Truett asked that Trustee Smith present a timeline for the curriculum development at the July board meeting.
- CONSENT CALENDAR** Agenda items #7.1, “Approve Minutes of the Redwoods Community College District Board of Trustees Regular Meeting of May 5, 2009,” #7.2, “Approve and/or Ratify Personnel Actions,” and #7.6, to adopt Resolutions #630 and #631, “Specifications of the Election Order and Consolidation of School Board Election, County of Humboldt/County of Mendocino” were removed from the consent calendar for further discussion.
- CONSENT ITEM #7.1** Trustee Mullery commented that she was not in attendance at the Board of Trustees Regular meeting of May 5, 2009, and would therefore abstain from approving the minutes for that meeting. It was moved, seconded, (Emad/Dorn), and carried on an 8 – 1 vote (Mullery – Abstain) to approve minutes of the Redwoods Community College District Board of Trustees Regular meeting of May 5, 2009.
- CONSENT ITEM #7.6** Trustee Emad asked the board to consider adding language to Resolutions #630 and #631 “Specifications of the Election Order and Consolidation of School Board Election, County of Humboldt/County of Mendocino,” to allow the increase of words on the candidate’s statement from 200 to 400 words. It was moved, seconded, (Emad/Ross) and carried unanimously to adopt Resolutions #630 and #631 with added language and clarification from the Humboldt County Office of Elections to allow for the increase of words in the candidate’s statement from 200 to 400 words.
- PUBLIC HEARING GANN** Mr. Truett opened the public hearing on the Gann Appropriations Limit for 2009-10. There being no comments, Mr. Truett declared the hearing closed.
- CONSENT CALENDAR ITEMS #7.3, #7.4 AND #7.5** It was moved, seconded (Coppini/Bennett), and carried unanimously to approve the remaining consent calendar items:
- 7.3 Ratify Purchase Orders – April 16, 2009 to May 15, 2009
 - 7.4 Approve Gann Appropriations Limit
 - 7.5 Approve travel for Student Trustee to attend CCLC Student Trustee Workshop August 14-15, 2009, in San Francisco.

- PRESIDENT'S REPORT** President Jeff Marsee stated that he has recently discovered an abandoned school building in Garberville that may serve as an instructional site. Dr. Marsee noted that he will be doing a walk-through of the building this week and he will report to the board on his findings.
- Dr. Marsee commented that with board approval today, Steve Brown will join the administration team as Dean, Career and Technology programs.
- DEL NORTE** Anita Janis, Dean, Del Norte Campus, thanked everyone for the warm welcome she has received. Ms. Janis noted that she has been exploring the local community in an effort to meet people and develop relationships and search out potential areas of growth. Anita also stated that she met with staff at Hoopa/KT and will be participating in discussions with staff at Pelican Bay Prison in the coming weeks.
- MENDOCINO** Dr. Geisce Ly, Dean, Mendocino Coast Campus, reported on the following:
- T-shirts and sweat shirts to raise money for student scholarships
 - Community Emergency Response Team (CERT) Disaster Preparedness Training
 - Disc golf
 - Interviewing for math full-time one-year position
 - New summer associate faculty orientation
 - Marine Science Technology scholarship committee
 - Farewell party for Aeron Ives and Charlotte Gullick
- ACADEMIC SENATE** Mr. Tony Sartori, Co-President, Academic Senate, reported on the following:
- End of Semester
 - Senate approval of Program Review process
 - Summer Session
- CLASSIFIED STAFF** Brady Wells, Secretary, CSEA, reported on the following:
- One year extension to CSEA contract including a compensation study
- RECESS** There was a recess from 3:55 – 4:12 p.m.
- STUDENT REPRESENTATIVE** Student Representative Karen Rio noted that student athletes are concerned that an athletic counselor will no longer be available and asked if an advisor will be able to provide the same support they have received in the past. Dr. Keith Snow-Flamer stated that with board approval today, Mike Miller will be hired as a counselor. He also stated that Mr. Miller has 10 years experience specializing in athletic counseling and will be strongly linked to the academic advisors who will be serving student athletes.

- RESOLUTION #629** It was moved, seconded (Ross/Biggin) and carried unanimously to adopt Resolution #629, “designating Dr. Keith Snow-Flamer as the Site Supervisor of the Child Development Center at College of the Redwoods and to act as the representative to the California Department of Social Services, Community Care Licensing.”
- STUDENT ACTIVITY FEE** Trustee Truett asked that with consent of the board Item #9.2 “Approve Student Activity Fee Increase” be tabled until next month’s meeting due to concern that the current fee structure may not be fair to all students. Mr. Truett also asked that more information be provided by the Administration and ASCR.
- STUDENT SERVICES REPORT** Dr. Snow-Flamer reported on the following:
- Summer and Fall Enrollment
 - New Advising Positions (4)
 - Director of Campus Life
 - Support and training for the KT staff
- CURRICULUM CHANGES** It was moved, seconded (Ross/Coppini), and carried unanimously to approve the curriculum changes recommended by the administration and Academic Senate.
- CONSENT ITEM #7.2** After brief discussion it was moved, seconded (Dorn/Coppini), and carried unanimously to approve Consent Item #7.2 Approve and/or Ratify Personnel Actions.
- HUMAN RESOURCES REPORT** Mike Wells, Director, Human Resources, noted that two training sessions were recently offered to all staff by Dr. Marsee and that the sessions were well attended.
- BOND PROJECT STATUS** Ruth Bettenhausen, Vice President, Administrative Services reported on the bond project status report noting updates from last month.
- HP SERVER REPLACEMENT** Trustee Coppini noted his concern that only one bid was obtained for the HP Server replacement. Trustee Ross asked that more information about criteria for selection be provided on future board reports. Vice President Bettenhausen assured the Board that she is working with staff to create a vendor database and develop a more aggressive approach to seek out vendors. It was moved, seconded (Ross/Coppini), and carried unanimously to award the bid for the “HP Server replacement at the Eureka Campus” to Systems Technology Associates, Inc. of Tustin, CA in the amount of \$230,000.
- SEWER SYSTEM REPAIR** It was moved, seconded (Ross/Biggin), and carried unanimously to award the bid for the “Sewer System Repair Project at the Eureka Campus” to Bill Sheppard Construction of Blue Lake, CA in the amount of \$145,698.

- AUTHORIZE PRESIDENT/SUPERINTENDENT** It was moved, seconded (Emad/Mullery), and carried on an 8-1 vote (Dorn – No) to approve “Authorize District President/Superintendent to approve change orders during the Parking Lot Rehabilitation.”
- CHANGE ORDER** It was moved, seconded (Emad/Ross), and carried on an 8-1 vote (Dorn – No) to approve change orders for the parking lot rehabilitation project at the Eureka Campus.
- FINANCIAL STATUS REPORT** It was moved, seconded (Ross/Coppini), and carried unanimously to approve the Monthly Financial Status report.
- RECESS** There was a recess from 6:02 – 6:12 p.m.
- PUBLIC COMMENT** Lynn Thiesen, Director, Financial Aid, on behalf of Administrators, Managers and Confidential (AMC) group, asked that the board consider approving a 2.26 percent pay increase for the AMC. Lynn noted that in the past the AMC has seldom received a raise when faculty and classified employees have, and that this has led to an inequitable pay scale. She also noted that the AMC group is very devoted to the college and has its best interest at heart, but feel that it is unfair to try to balance the budget on the backs of this group.
- TENTATIVE BUDGET 2009-10** It was moved, seconded (Ross/Dorn), and carried unanimously to approve the 2009-10 Tentative Budget.
- BOARD COMMENTS** Trustee Dorn requested:
- Report on the Mendocino Coast campus (profit/loss, ownership of grounds and buildings, cost of operations/maintenance)
 - Review policy on CR built homes (green, handicap accessible)
- Trustee Ross requested:
- Investigate housing needs of the local population
- Trustee Truett requested:
- Review board policies (chapters I and II)
- Trustee Emad requested:
- Investigate medical coding program opportunities
- ADJOURN** There being no further business, the meeting was adjourned at 6:25 p.m.

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Dr. Jeff Marsee, Secretary
Board of Trustees
Redwoods Community College District

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REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

July 7, 2009
Agenda Item 7.2

TO: Board of Trustees

FROM: Mike Wells
Director, Human Resources/Equal Employment Officer

SUBJECT: APPROVE AND/OR RATIFY PERSONNEL ACTIONS

RECOMMENDATION

The administration recommends approval of the personnel items as presented on the attached list.

BACKGROUND

The personnel actions listed are being submitted for your review and approval.

BUDGET IMPLICATIONS

Salaries and benefits are included in the General Fund budget.

MW:cc

Employment of Classified Staff

1. **Polly Scott, Administrative Office Assistant I (categorically funded)** – 1.0 FTE, 40 hours/week, 12 months/year, Range 109, Step 2 - \$2,132.00/month, effective July 8, 2009
2. **Jennifer Knight, Student Development Advisor** - 1.0 FTE, 40 hours/week, 12 months/year, Range 118, Step 2 - \$3,293.33/month, effective July 13, 2009
3. **Barry Tucker, Student Development Advisor** - 1.0 FTE, 40 hours/week, 12 months/year, Range 118, Step 1 - \$3,166.80/month, effective July 13, 2009
4. **Scott Rose, Maintenance Specialist 3 – Waste Water** - 1.0 FTE, 40 hours/week, 12 months/year, Range 119, Step 3 - \$3,563.73/month, effective July 13, 2009
5. **Samantha Todd, Early Childhood Education Assistant I** - .59 FTE, 1,230 hours/year, Range 108, Step 1 - \$11.30/hour, effective July 20, 2009
6. **Teresa Daigneault, HR Technician (Confidential)** – 1.0 FTE, 40 hours/week, 12 months/year, Range 118, Step 3,- \$3,246.53/month, effective July 20, 2009

Employment of Administrator

7. None

Employment of Faculty

8. None

Employee Change of Status

9. **Vinci Adams, Director, Accounting Services** – 1.0 FTE, change from Range 125, Step 4 - \$5,011.07/month to Range 127, Step 4 - \$5,707.87/month, effective July 1, 2009
10. **Shannon Walkley** – 1.0 FTE, change from **Academic Advisor Special Programs (categorically funded)**, Range 116, Step 8 - \$3,563.73/month to **Academic Advising Coordinator Special Programs (categorically funded)**, Range 118, Step 7 - \$3,816.80/month, effective July 1, 2009
11. **Brady Wells** – 1.0 FTE, change from **Academic Advisor Special Programs (categorically funded)**, Range 116, Step 10 - \$3,782.13/month to **Academic Advising Coordinator Special Programs (categorically funded)**, Range 118, Step 9 - \$4,049.07/month, effective July 1, 2009

Employee Transfer/Reassignment

12. None

Out-of-Class Changes

13. **Barb Franklin, Payroll & Benefits Manager** - Range 120, Step 11 plus 5% out-of-class, effective July 1, 2009 – June 30, 2010
14. **Connie Carlson, HR Technician** – Range 118, Step 12 plus 5% out-of-class, effective July 1, 2009 – June 30, 2010

Leave Replacement Faculty

15. None

Stipends

16. Addiction Studies Curriculum re-write

- a. Ginger Olsen \$2,500.00
- b. Noreen Held \$2,500.00

Unpaid Leave of Absence

17. **Michael Regan, Assistant Director Student Development – Career Center**, 60% Leave of Absence to accept a 60% assignment as Associate Faculty EOPS Counselor, July 1, 2009 through June 30, 2010.

Pre-Retirement Workload Reduction

18. None

New Associate Faculty Appointments

- 19. **Gregory Westbrook, Addiction Studies – Del Norte**, Range 2, Step 1 - \$698/TLU, Fall 2009
- 20. **James Ambrosini, Economics/Business**, Range 2, Step 1 - \$672/TLU, Summer 2009
- 21. **Amanda Devons, Guidance**, Range 4, Step 1 - \$784/TLU, Fall 2009
- 22. **Patricia DuRant, Engineering**, Range 3, Step 1 - \$740/TLU, Fall 2009
- 23. **Paul Elmore, Physical Education**, Range 3, Step 1 - \$740/TLU, Fall 2009
- 24. **Heidi Epps, Guidance**, Range 2, Step 1 - \$698/TLU, Fall 2009
- 25. **Stephanie Gai, English**, Range 2, Step 1 - \$698/TLU, Fall 2009
- 26. **Susan Gilbert, French**, Range 4, Step 1 - \$784/TLU, Fall 2009
- 27. **Levi Gill, Mathematics Intern**, Range 0, Step 1 - \$599/TLU, Fall 2009
- 28. **Laura Power, Guidance**, Range 3, Step 1 - \$713/TLU, Summer 2009
- 29. **Mark Soderstrom, Art**, Range 2, Step 1 - \$698/TLU, Fall 2009
- 30. **Joy Soll, Guidance**, Range 3, Step 1 - \$740/TLU, Fall 2009
- 31. **Thad Van Bueren, Anthropology**, Range 2, Step 1 - \$698/TLU, Fall 2009
- 32. **Montel Vanderhorck, Digital Media**, Range 4, Step 1 - \$755/TLU, Summer 2009
- 33. **Eileen McGee, Digital Media-Klamath-Trinity**, Range 1, Step 1 - \$659/TLU, Fall 2009
- 34. **Anneliese Waters, Guidance-Klamath-Trinity**, Range 3, Step 1 - \$713/TLU, Summer 2009
- 35. **Anne Beck, Art-Mendocino Coast**, Range 3, Step 1 - \$740/TLU, Fall 2009
- 36. **Charles Bush, Philosophy-Mendocino Coast**, Range 4, Step 1 - \$755/TLU, Summer 2009
- 37. **William Fenley, Psychology-Mendocino Coast**, Range 4, Step 1 - \$784/TLU, Fall 2009
- 38. **William Heffernan, English-Mendocino Coast**, Range 4, Step 1 - \$784/TLU, Fall 2009
- 39. **Catherine Lonergan, Psychology-Mendocino Coast**, Range 2, Step 1 - \$698/TLU, Fall 2009
- 40. **James Maxwell, Art-Mendocino Coast**, Range 3, Step 1 - \$740/TLU, Fall 2009
- 41. **Peter Sucek, Sociology-Mendocino Coast**, Range 4, Step 1 - \$784/TLU, Fall 2009

Voluntary Services

Volunteers

- 42. James Schultz
- 43. Mahogany Woods
- 44. Geoffrey Cain

Supervisors

- Bruce Van Meter
- Kara Newman
- Maggie Lynch

45. Katie Pixley	Joe Hash
46. Mike Preston	Joe Hash
47. Jim McIntosh	Joe Hash
48. Shaylin Hendixson	Joe Hash
49. Andrew Redden	Joe Hash
50. Alejandro Fuentes	Joe Hash
51. Liz Mondragon	Joe Hash
52. Tricia Paugelow	Joe Hash
53. Aaron Anderson	Joe Hash
54. Arlis Fike	Joe Hash
55. Danny Gray	Joe Hash
56. Nick Freemantle	Joe Hash
57. James Sullivan	Joe Hash
58. Jesse Williams	Joe Hash
59. Clark Schweitzer	Joe Hash
60. Rodney Brunlinger	Joe Hash
61. Michael Hoes	Joe Hash
62. Jeremiah Dickson	Joe Hash
63. Ben Johnston	Joe Hash
64. Jeri McMillin	Joe Hash
65. Lonny Avila	Joe Hash
66. Thomas Myers	Joe Hash
67. Kal Tankink	Joe Hash
68. Jeremiah Hammen	Joe Hash
69. Ted Elvin	Joe Hash

Temporary Staffing Requisitions – these positions shall not exceed the maximum days allowable by law

70. **Dining Services – Student Food Service Worker 1** – (self funded) - \$8.00/hour, 1,753 hours from July 8, 2009 – June 30, 2010, dishwasher, deli set-up and clean up for dining services
71. **Dining Services – Student Food Service Worker 2** (self funded) - \$8.53/hour, 378 hours from July 1, 2009 – June 30, 2010, cashier for dining services
72. **Health Occupations – Professional Resource Matter Expert 1A** (grant funded) – \$12.50/hour, 800 hours from July 8, 2009 – June 30, 2010, data input for student retention, recruitment and tracking
73. **Physical Education – Professional Resource Matter Expert 2A** – \$20.00/hour, 250 hours from August 22, 2009 – June 30, 2010, cheerleading coach
74. **Residential Life – Temporary Assistant Director of Residential Life** (self funded) - \$17.48/hour, 1040 hours from July 20, 2009 – December 30, 2009, temporary staffing until permanent position is hired
75. **Upward Bound – Professional Resource Matter Expert 1A** (categorically funded) - \$12.50/hour, 15 hours from June 21, 2009 – June 30, 2009, transportation for Upward Bound students from Ft. Bragg
76. **Upward Bound – Professional Resource Matter Expert 1A** (categorically funded) - \$12.50/hour, 75 hours from July 1, 2009 – August 7, 2009, transportation for Upward Bound students from Ft. Bragg

77. **Health Occupations – Professional Resource Matter Expert 5C** (grant funded) - \$65.00/hour, 230 hours from July 8, 2009 – June 30, 2010, paramedic program manager
78. **Math, Science & Engineering – Temporary Instructional Support Specialist 3 – Lab Tech** - \$23.43/hour, 40 hours from July 1, 2009 – July 16, 2009, lab support for summer session chemistry class

As authorized in Board of Trustees Policy No. 335 and 419, the President has accepted the following:

Resignations

79. **Victoria Hargenrader, Assistant Director, Residential Life**, effective July 17, 2009
80. **Jason Leppaluoto, Director, Learning Resource Center**, effective September 8, 2009

Retirements

81. **None**

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REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

July 7, 2009
Agenda Item # 7.3

TO: Board of Trustees

FROM: Ruth Bettenhausen
Vice President, Administrative Services

SUBJECT: RATIFY PURCHASE ORDERS – MAY 16, 2009 TO
JUNE 15, 2009

RECOMMENDATION

Ratify the list of purchase orders from May 16, 2009 to June 15, 2009 as attached.

BACKGROUND

Board Policy BP 6340 states that the Board shall ratify contracts not exceeding the amounts specified in Public Contracts Code Section 20651. The budget managers who have responsibility in the operational areas concerned have reviewed and approved these purchase orders, following review by legal counsel if appropriate.

BUDGET IMPLICATIONS

See attached.

July Board Report on Purchase Orders Issued

<i>PO #</i>	<i>Date</i>	<i>Vendor</i>	<i>Program</i>	<i>Description</i>	<i>Amount</i>
<i>110 General Fund Restricted</i>					
B0005625	4/24/2009	Laguna Tools Inc	VTEA Block Grant	Tools and Equipment Under \$200	323.63
B0005625	4/24/2009	Laguna Tools Inc	VTEA Block Grant	New Furn/Equip >\$200	4,397.35
B0005632	5/4/2009	Staples Inc	DSP&S	Office Supplies	500.00
B0005639	5/13/2009	Amazon.Com LLC	Inst Eq/Lib Matl - Odd Year	Videos, Eureka	200.00
B0005640	5/13/2009	Films for the Humanities & Sciences	Inst Eq/Lib Matl - Odd Year	Videos, Eureka	1,374.00
B0005651	5/21/2009	A & D Machinery Company	VTEA Block Grant	Equipment Repair, Maintenance	4,790.00
B0005652	5/22/2009	Dentsply International Rinn Division	CTE - Equip for Nursing	Equipment Repair, Instruction	5,920.00
B0005655	6/1/2009	Snap on Tools Industrial	VTEA Block Grant	Tools and Equipment Under \$200	348.51
B0005655	6/1/2009	Snap on Tools Industrial	Upward Bound Food Program	New Furn/Equip >\$200	35,889.68
B0005655	6/1/2009	Snap on Tools Industrial	Upward Bound Food Program	Tools and Equipment Under \$200	1,917.66
B0005656	6/2/2009	Shaw Computer Services	VTEA Block Grant	New Furn/Equip >\$200	7,935.35
P0015872	5/20/2009	Datatel Inc	Title III Institution Research	Contract Services	1,000.00
P0015887	5/21/2009	Winzler & Kelly	California Endowment Grant	Personal Service Contract	1,106.50
P0015889	5/21/2009	Tangent Computer	VTEA Block Grant	Technology Equip >\$1000	1,456.76
P0015890	5/21/2009	Donald L. Jones	California Endowment Grant	Personal Service Contract	984.55
P0015892	5/21/2009	The Paton Group LLC	VTEA Block Grant	Miscellaneous Supplies	1,924.40
P0015900	5/26/2009	Cambridge W Partnership Llc	Title III Institution Research	Contract Services	3,900.00
P0015901	5/26/2009	Pocket Nurse Enterprises Inc	VTEA Block Grant	New Furn/Equip >\$200	1,948.50
P0015901	5/26/2009	Pocket Nurse Enterprises Inc	VTEA Block Grant	Tools and Equipment Under \$200	649.50

July Board Report on Purchase Orders Issued

<i>PO #</i>	<i>Date</i>	<i>Vendor</i>	<i>Program</i>	<i>Description</i>	<i>Amount</i>
P0015902	5/26/2009	MSC Industrial Direct Co Inc	CTE Collaborative Grant	New Furn/Equip >\$200	4,303.32
P0015902	5/26/2009	MSC Industrial Direct Co Inc	VTEA Block Grant	New Furn/Equip >\$200	6,781.86
P0015903	5/26/2009	Office Depot Inc	Title III Institution Research	Tools and Equipment Under \$200	140.71
P0015904	5/26/2009	Staples Inc	Title III Institution Research	Office Supplies	423.58
P0015910	5/27/2009	Community College League of Califor	Library Automation	Software Maintenance Contract	11,802.00
P0015915	6/1/2009	Dell Computer Corp	Associate Degree Nursing Prog	Technology Equip >\$1000	1,358.20
P0015916	6/2/2009	Humboldt County Office of Education	Upward Bound	Payments for Fees	217.00
P0015919	6/2/2009	Humboldt State University	Staff Diversity Funds -AB1725	Staff Development Expense	272.15
P0015928	6/5/2009	Assessment Technologies Institute	Associated Degree Nursing c/o	Instructional Supplies	244.00
P0015936	6/10/2009	The Bookcomber	Cal-Soap - Tutorial	Instructional Supplies	587.64
P0015946	6/15/2009	Turning Technologies Llc	Title III Institution Research	Tools and Equipment Under \$200	2,055.68
P0015947	6/15/2009	Humboldt County Office of Education	CTE Collaborative Grant	Personal Service Contract	147.25
P0015948	6/15/2009	B W Bayshore/Country Inn	Title III Institution Research	Special Project Travel	581.06
P0015950	6/15/2009	Datatel Inc	Title III Institution Research	Contract Services	500.00

Total 110 General Fund Restricted

105,980.84

110 General Fund Unrestricted

B0005619	4/20/2009	Dale Scott & Company	One-time Special Projects	Contract Services	6,000.00
B0005620	4/20/2009	Pierson Building Center	Arts and Languages	Tools and Equipment Under \$200	150.00
B0005627	5/1/2009	Staples Inc	Applied Technology	Miscellaneous Supplies	1,205.00
B0005627	5/28/2009	Staples Inc	Applied Technology	Miscellaneous Supplies	2.75

July Board Report on Purchase Orders Issued

<i>PO #</i>	<i>Date</i>	<i>Vendor</i>	<i>Program</i>	<i>Description</i>	<i>Amount</i>
B0005628	5/1/2009	Staples Inc	Information Sciences	Instructional Supplies	210.00
B0005629	5/1/2009	Phoenix Ceramic & Fire Supply	Arts and Languages	Instructional Supplies	700.00
B0005630	5/1/2009	Phoenix Ceramic & Fire Supply	Arts and Languages	Instructional Supplies	100.00
B0005631	5/4/2009	Dick Blick Art Materials	General	Instructional Supplies	500.00
B0005635	5/6/2009	Del Norte Solid Waste Mgmt Authty	District General	Disposal Service	100.00
B0005636	5/8/2009	Bicoastal Media, LLC	Community Education DN/CRMC	Advertising	1,950.00
B0005637	5/13/2009	Cummins West Inc	Truck Driving	Equipment Repair, Vehicles	758.31
B0005643	5/15/2009	Amazon.Com LLC	General	Office Supplies	80.00
B0005647	5/20/2009	Professional Personnel Leasing Inc	District Projects	Contract Services	4,694.40
B0005652	5/22/2009	Dentsply International Rinn Division	Dental Assisting	Equipment Repair, Instruction	1,480.00
B0005653	5/27/2009	Susan M. Burdick	President's Fine Art	Personal Service Contract	4,135.12
B0005653	5/27/2009	Susan M. Burdick	President's Fine Art	Personal Service Contract	2,000.00
B0005654	5/29/2009	Automasters Auto Repair	Skid Car Project	Equipment Repair, Vehicles	2,000.00
B0005659	6/4/2009	Steve Agee	Applied Technology	Membership Fees	867.82
B0005661	6/9/2009	Cummins West Inc	Truck Driving	Equipment Repair, Vehicles	359.99
B0005662	6/9/2009	Mr. John Antich	Truck Driving	Equipment Repair, Vehicles	1,500.00
B0005667	6/15/2009	Verizon Northwest Inc	General	Phone	2,500.00
B4997A	5/13/2009	North Coast Cooperative Inc	Information Sciences	Food Purchases	480.00
B4998A	5/13/2009	Rays Food Place	Information Sciences	Food Purchases	375.00
B4998A	5/14/2009	Rays Food Place	Information Sciences	Food Purchases	12.46
P0015866	5/20/2009	Musician's Friend Inc.	Arts and Languages	Equipment Repair, Instruction	558.99

July Board Report on Purchase Orders Issued

<i>PO #</i>	<i>Date</i>	<i>Vendor</i>	<i>Program</i>	<i>Description</i>	<i>Amount</i>
P0015868	5/20/2009	State of CA Dept of General Services	District General	Equipment Repair, Maintenance	150.00
P0015869	5/20/2009	Schmidbauer Lumber	One-time Special Projects	Miscellaneous Supplies	80.84
P0015870	5/20/2009	Eureka Ready Mix	One-time Special Projects	Miscellaneous Supplies	303.80
P0015871	5/20/2009	Hensell Materials Inc	One-time Special Projects	Miscellaneous Supplies	761.29
P0015874	5/20/2009	State Board of Equalization	Hazardous Waste Program	Hazardous Waste Contract	213.92
P0015875	5/20/2009	Pacific Gas & Electric Co	District General	Scheduled Maintenance	4,442.14
P0015883	5/20/2009	Northwoods Restaurant	General	Board Travel	1,236.00
P0015884	5/20/2009	Secretary of State	General	Staff Development Expense	40.00
P0015885	5/20/2009	Costco	General	Remodeling	1,469.72
P0015886	5/21/2009	The College Board	Proctored Testing	Test Materials	1,084.89
P0015888	5/21/2009	Achro/Eeo	General	Membership Fees	200.00
P0015890	5/21/2009	Donald L. Jones	One-time Special Projects	Personal Service Contract	1,000.00
P0015891	5/21/2009	CDW Government Inc	General	Tools and Equipment Under \$200	142.29
P0015894	5/21/2009	Jostens Inc	General	Graduation Supplies	19.76
P0015895	5/21/2009	Mendes Supply Co Inc	General	Maintenance Supplies	32.67
P0015896	5/22/2009	Steris Corp	Science and Engineering	Maintenance Service Contract	5,094.93
P0015897	5/22/2009	Del Norte Office Supply	General	Office Supplies	17.66
P0015899	5/26/2009	Eureka Printing Co Inc	General	Stores Inventory	1,409.42
P0015905	5/26/2009	GoPrint Systems Inc	Library Printers	Software Maintenance Contract	6,429.57
P0015906	5/27/2009	Western Burner Co	District General	Scheduled Maintenance	7,743.00
P0015908	5/27/2009	Superior Alarms Inc	President's Fine Art	Contract Services	361.09

July Board Report on Purchase Orders Issued

<i>PO #</i>	<i>Date</i>	<i>Vendor</i>	<i>Program</i>	<i>Description</i>	<i>Amount</i>
P0015909	5/27/2009	Kurt H Fischer & Associates Llc	One-time Special Projects	Personal Service Contract	681.50
P0015911	5/29/2009	Disc Golf Association, Inc	One-time Special Projects	New Furn/Equip >\$200	3,481.17
P0015913	6/1/2009	Peterson Tractor Co	Applied Technology	Miscellaneous Supplies	79.22
P0015917	6/2/2009	Department of Motor Vehicles	Community Education DN/CRMC	Miscellaneous Supplies	150.00
P0015922	6/4/2009	John Ruczak Refrigeration	General	Equipment Repair, Instruction	80.00
P0015927	6/5/2009	Computerland of Silicon Valley	General	New Software >\$200	1,313.17
P0015929	6/5/2009	The College Board	Proctored Testing	Test Materials	1,786.13
P0015930	6/9/2009	B & B Portable Toilets	Woodfair	Rental Equipment	87.00
P0015931	6/9/2009	AT&T		Maintenance Service Contract	459.85
P0015931	6/9/2009	AT&T	Institutional Research	New Furn/Equip >\$200	3,186.99
P0015931	6/9/2009	AT&T		New Furn/Equip >\$200	3,186.99
P0015931	6/9/2009	AT&T	Institutional Research	Maintenance Service Contract	459.85
P0015932	6/9/2009	AT&T	Institutional Research	New Furn/Equip >\$200	2,485.29
P0015932	6/9/2009	AT&T		New Furn/Equip >\$200	2,485.29
P0015933	6/10/2009	Community College Search Services	District Projects	Contract Services	8,238.00
P0015934	6/10/2009	California Department of Education	CRDN Test Fund	Contract Services	100.00
P0015935	6/10/2009	Bay West Supply Inc	General	Maintenance Supplies	127.06
P0015937	6/10/2009	Computerland of Silicon Valley	Info System Implementation	New Software >\$200	608.37
P0015938	6/10/2009	Mendes Supply Co Inc	General	Maintenance Supplies	51.96
P0015939	6/10/2009	Bay West Supply Inc	General	Maintenance Supplies	65.06
P0015940	6/10/2009	Xenium Co	General	Office Supplies	185.33

July Board Report on Purchase Orders Issued

<i>PO #</i>	<i>Date</i>	<i>Vendor</i>	<i>Program</i>	<i>Description</i>	<i>Amount</i>
P0015941	6/12/2009	Schooldude.Com Inc	Info System Implementation	New Software >\$200	8,890.00
P0015942	6/12/2009	Northern California Safety Consortium	AJ Instructional Supplies	Instructional Supplies	140.00
P0015943	6/12/2009	Impressions International	District General	Miscellaneous Expense	208.00
P0015944	6/15/2009	Hock Tools	Community Education DN/CRMC	Instructional Supplies	1,305.00
P0015945	6/15/2009	Higgins Hardwoods	Community Education DN/CRMC	Instructional Supplies	1,309.70
P0015952	6/15/2009	Comcast	One-time Special Projects	Telecommunication Services	550.00
P15779A	5/7/2009	Staples Inc	General	Tools and Equipment Under \$200	308.06
Total 110 General Fund Unrestricted					106,961.82
115 General Fund - One Time Restricted					
B0005621	4/22/2009	Suddenlink	Eureka Campus WiFi Svc	Telecommunication Services	1,014.95
Total 115 General Fund - One Time Restricted					1,014.95
134 Farm Operation Fund					
P0015923	6/4/2009	California Certified Organic Farmer	Farm Operation	Miscellaneous Expense	301.86
Total 134 Farm Operation Fund					301.86
139 Other Special Revenue Fund					
B0005617	4/20/2009	City of Eureka	House #34	Buildings	750.00
B0005618	4/20/2009	Mr. Colin H. Ott	House #35	Buildings	1,700.00
B0005623	4/23/2009	Eureka Overhead Door Co	House #35	Buildings	1,550.00

July Board Report on Purchase Orders Issued

<i>PO #</i>	<i>Date</i>	<i>Vendor</i>	<i>Program</i>	<i>Description</i>	<i>Amount</i>
B0005624	4/23/2009	Renaissance Painting Co	House #35	Buildings	6,305.00
B0005633	5/4/2009	New Horizon Drywall	House #35	Buildings	11,100.00
B0005642	5/15/2009	Carpet Depot	House #35	Buildings	7,333.00
B0005644	5/20/2009	Sears Industrial Sales	House #35	Buildings	1,775.00
B0005645	5/20/2009	Eureka Glass Company	House #35	Buildings	1,160.00
B0005646	5/20/2009	Jamie L Bucklin	House #35	Buildings	7,500.00
B0005649	5/20/2009	New Life Service Co	General	Building Repair	3,643.11
B0005650	5/20/2009	Winzler & Kelly	General	Contract Services	1,400.00
P0015867	5/20/2009	Harbor Heights Drainage Association	House #35	Buildings	67.00
P0015873	5/20/2009	Hensell Materials Inc	General	Building Repair	79.98
P0015876	5/20/2009	Wilco Supply	General	Building Repair	331.25
P0015877	5/20/2009	Eel River Disposal Co Inc	General	Building Repair	475.00
P0015878	5/20/2009	Grainger Acc#821136298	General	Building Repair	4,091.85
P0015879	5/20/2009	Mendes Supply Co Inc	General	Building Repair	788.60
P0015880	5/20/2009	Campton Electric Supply Inc	General	Building Repair	174.97
P0015881	5/20/2009	American Blinds & Draperies Inc	General	Building Repair	2,589.02
P0015882	5/20/2009	Sherwin-Williams Co	General	Building Repair	3,908.32
P0015907	5/27/2009	Thrifty Supply Co	General	Building Repair	341.16
P0015912	6/1/2009	This End Up Furniture Co	General	Building Repair	9,064.22
P0015914	6/1/2009	Town & Country Refrigeration Co.	Dining Services	Equipment Repair, Maintenance	394.20
P0015924	6/4/2009	Superior Alarms Inc	Residence Halls	Equipment Repair, Maintenance	150.00

July Board Report on Purchase Orders Issued

<i>PO #</i>	<i>Date</i>	<i>Vendor</i>	<i>Program</i>	<i>Description</i>	<i>Amount</i>
P0015926	6/4/2009	Eureka Glass Company	House #35	Buildings	119.70
P0015951	6/15/2009	College of the Redwoods	Residence Halls	Staff Development Expense	107.00
Total 139 Other Special Revenue Fund					66,898.38
141 Capital Outlay Projects Fund					
B0005626	5/1/2009	LACO Associates	Student Services/Admin. Bldg	Buildings	1,500.00
B0005626	5/1/2009	LACO Associates	Academic Building (New)	Buildings	11,500.00
B0005660	6/5/2009	Systems Technology Associates Inc	Furnishings and Equipment	New Furn/Equip >\$200	230,000.00
B0005663	6/10/2009	KMM Services Inc.	Site Improvements	Buildings	11,000.00
B0005664	6/10/2009	Nichols Melburg & Rossetto & Assoc Inc	Student Union Building (New)	Buildings	16,000.00
B0005664	6/10/2009	Nichols Melburg & Rossetto & Assoc Inc	Student Services/Admin. Bldg	Buildings	17,000.00
B0005665	6/10/2009	Malloroy Construction	Modernize Main/Art Building	Buildings	14,899.00
B0005666	6/10/2009	Bill Sheppard	Scheduled Maintenance & Repair	Scheduled Maintenance	145,698.00
P0015865	5/20/2009	City of Eureka Fire Department	Cafeteria Fire Damage	Buildings	1,387.00
Total 141 Capital Outlay Projects Fund					448,984.00
Grand Total All Purchase Orders					730,141.85

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REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

July 7, 2009
Agenda Item # 7.4

TO: Board of Trustees

FROM: Ruth Bettenhausen
Vice President, Administrative Services

SUBJECT: APPROVE REPORT OF SURPLUS PROPERTY SALES AND DISPOSAL

RECOMMENDATION

Approve the following report of surplus property that was sold or disposed of January 1, 2009 to June 30, 2009.

BACKGROUND

BP/AP 6550, Disposal of Property, specifies that all sales of surplus personal property be reported to the Board in January and July of each year. The President/Superintendent has delegated the Vice President, Administrative Services, to dispose of property in accordance with the Administrative Procedure. The following items are reported:

Obsolete or Beyond Repair Surplus Property, January 1, 2009 to June 30, 2009

- Three Sun Analyzer/Tester/Scopes in Automotive
- Two 40 year-old Universal weight training machines in Athletics

Surplus Property to be sold

- Four outdated machining mill lathes in Manufacturing

BUDGET IMPLICATIONS

Minimal costs will be expended for the disposal of surplus items.

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REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

July 7, 2009
Agenda Item # 12.1.1

TO: Board of Trustees

FROM: Ruth Bettenhausen
Vice President, Administrative Services

SUBJECT: REPORT: BOND PROJECT STATUS

RECOMMENDATION

For information only.

BACKGROUND

The attached Bond Status Project Report is provided monthly to the Board to keep the Trustees informed about the progress of the various projects and to report the budget and actual data. In November of 2004, voters approved \$40,320,000 in Proposition 39 general obligation bonds. The district has issued \$33,000,000 in bonds to date. The remaining \$7,320,000 will be issued as cash flow requirements and market conditions dictate. Due to concerns over potential seismic hazards on the Eureka campus, the state has awarded the district \$46,003,450 in state facility bond funds from Proposition ID of 2006 for the construction of new buildings.

Project budgets have been developed based on the total authorized amount of \$87,823,450 and are adjusted periodically to reflect changes in cost estimates, project plan changes, and accrued interest. Through May 30, 2009, actual expenditures total \$19,546,665. Individual project status is displayed in the attached report.

BUDGET IMPLICATIONS

None.

REDWOODS COMMUNITY COLLEGE DISTRICT
DISTRICT PROP 39 BONDS OF 2004
AND STATE PROP 1D BONDS OF 2006

Budget and Actual Project Expenditures

	Other	Feasibility/Hold	Programming	Preliminary Plans	Working Drawings	DSA Approval	Bids & Awards	Construction	Closeout	Completed	Project Budget	Actual 5/31/09
Eureka												
Modernization - Health/Technology Building											\$ 3,627,307	\$ 3,111,560
Nursing												
Dental												
Modernization - Physical Science Building											126,628	126,628
Modernization - Forum Theater/Labs/Classrooms											160,299	160,299
Modernization - Student Services/Admin Building											87,346	87,346
New - Mezzanine Structure LRC											213,713	213,713
Seismic Upgrade & Remodel - Library Building											4,093	4,093
Modernization - Engineering for Projects											1,745,544	722,605
Repair - Pool/Locker Rooms												
Pool											161,413	161,413
All Other Areas											932,040	932,040
Replacement - Gym Floor/Bleachers											779,693	779,693
Renovate/Repair Buildings - Eureka											13,812	13,812
Upgrade - Eureka Classrooms											32,548	32,548
Upgrade - Wastewater Treatment											77,378	71,255
Modernization - Life Science Building											53,279	53,279
New - Firing Range											2,011	2,011
New - Student Union Building											1,021,038	1,021,038
New - Student Services/Administration Building											2,261,880	188,635
New - Academic Building											3,488,295	551,073
Improvements - Eureka Site											6,726,403	1,551,797
Del Norte												
Modernization - Del Norte Buildings											3,700,352	3,504,721
Renovate/Repair Buildings - Del Norte											0	0
Relocated - Del Norte Classrooms											79,525	79,525
Mendocino Coast												
Modernization - Mendocino Coast Buildings											5,635,806	5,553,523
New - Woodworking Building - Mendocino											2,830	2,830
Renovate/Repair Buildings - Mendocino											4,186	4,186
Arcata Instructional Site												
Renovate/Repair Buildings - Arcata Instructional											0	0
New - Culinary Kitchen											176,433	176,433
All Locations												
New - Furnishings and Equipment											186,118	176,943
Election Costs and Project Management											306,037	263,666
Subtotal Local Bond Project Costs											31,606,007	19,546,665
Eureka												
New - Student Services/Administration Building											16,663,688	755,594
New - Academic Building											29,470,812	585,067
Subtotal State Bond Project Costs											46,134,500	1,340,661
Unallocated											10,067,193	
Total Local and State Bond Project Costs											\$ 87,807,700	\$ 20,887,326

REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

July 7, 2009
Agenda Item # 12.1.2

TO: Board of Trustees

FROM: Ruth Bettenhausen, Vice President, Administrative Services

SUBJECT: RATIFY CHANGE ORDERS: PARKING LOT REHABILITATION PROJECT
AT THE EUREKA CAMPUS

RECOMMENDATION

Ratify the change orders listed below.

BACKGROUND

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.

In November 2008, the District contracted with Mercer-Fraser Company for the rehabilitation of existing parking areas at the Eureka campus by awarding a bid of \$1,574,204.

CONTRACTOR NAME

Mercer-Fraser Company

CONTRACT AMOUNT

Expenditure: \$101,148

After the parking lot rehabilitation commenced, the District requested the contractor to provide additional items or services that have resulted in three change orders.

Change Order #5 in the amount of \$11,494 was needed to protect the new ticket dispenser that was relocated with student input from the original centered location to the side and to raise the landscape grade area. A new pull box and concrete collar were installed.

Change Order #6 in the amount of \$47,836 was needed to improve the paving condition at the south entrance. The substrate had to be significantly rebuilt due to unforeseen serious underground water erosion in order to accommodate heavy bus and truck traffic loads at the bus loop. In addition, to help reduce the water, a drain and drop inlet was installed near the pump house.

Change Order #7 in the amount of \$41,818 addresses unforeseen conditions that were identified during the development of the bus loop near the Security building and the demolition of the existing Security Building foundation. These conditions included the presence of substantial underground water, and unstable soils beneath the demolished building foundation. Mitigation of these conditions required substantial infill materials, rock placement and the addition of a sub-drain.

BUDGET IMPLICATIONS

This project will be funded through bond proceeds. There is sufficient contingency budgeted for these change orders.

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REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

July 7, 2009
Agenda Item # 13.1.1

TO: Board of Trustees

FROM: Ruth Bettenhausen
Vice President, Administrative Services

SUBJECT: APPROVE MONTHLY FINANCIAL STATUS REPORT

RECOMMENDATION

Approve the monthly Financial Status Report for July 2009.

BACKGROUND

A new budget model was introduced to the board at the September 2008 meeting. This budget model is being adopted to assist the institution to better link planning to the budget. The model develops and displays the unrestricted budget by components: Instruction, Mandatory, and Discretionary. The report format features columns for the Adopted Budget, Current Budget, Year-to-date Actual, Balance, and Percent. Object range detail has been added to facilitate a better understanding.

BUDGET IMPLICATIONS

This report reflects actual revenues and expenditures through May 2009 or 91.66% of the fiscal year. Total unrestricted revenue received year to date as a percentage of the current budget is 86.3%. Total instruction and mandatory actual expenditures as a percentage of current budget is 90.3%, and total actual discretionary expenditures as a percentage of budget is 111.5%.

REDWOODS COMMUNITY COLLEGE DISTRICT
 UNRESTRICTED GENERAL FUND
 FISCAL YEAR 2008-09

	Object Range	Current Budget	92% May Year-to-date Actual	Balance	Actual to Budget Percent
Revenues					
Ongoing Revenues					
SB 361 Current Year	8000	\$ 26,493,838	\$ 23,088,779	\$ 3,405,059	87.1%
Prior Year	8000	354,400	310,564	43,836	87.6%
Non-resident Tuition	8000	884,523	787,052	97,471	89.0%
All Other Revenues	8000	2,306,621	1,587,190	719,431	68.8%
One-time Revenues - Reserves Over 5%	8000	<u>1,204,675</u>	<u>1,204,675</u>	<u>0</u>	<u>100.0%</u>
Total Revenues		31,244,057	26,978,260	4,265,797	86.3%
Expenditures (except Discretionary)					
Instructional Component					
Teaching Faculty Salaries	1000	6,064,019	6,004,758	59,261	99.0%
Adjunct Faculty Salaries*	1000	<u>4,677,091</u>	<u>4,558,779</u>	<u>118,312</u>	<u>97.5%</u>
Subtotal Instructional Component Expenditures		10,741,110	10,563,537	177,573	98.3%
Mandatory (Institution-wide)					
Regular Faculty and Staff Salaries					
Academic Non-instructional	1000	2,539,061	2,287,528	251,533	90.1%
Regular Staff	2000	5,131,147	4,609,465	521,682	89.8%
Employee Benefits	3000	5,533,462	5,141,382	392,080	92.9%
Other Mandatory Expenditures					
Matching & Other Academic	1000	250,032	291,695	(41,663)	116.7%
Other Part-time Mandatory Salaries	2000	820,801	862,236	(41,435)	105.0%
Benefits	3000	276,405	246,134	30,271	89.0%
Supplies	4000	583,498	372,653	210,845	63.9%
Services/Other Operating	5000	3,609,855	2,927,172	682,683	81.1%
Capital Outlay	6000	235,782	137,564	98,218	58.3%
Other Outgo	7000	<u>853,637</u>	<u>182,361</u>	<u>671,276</u>	<u>21.4%</u>
Subtotal Mandatory Expenditures		<u>19,833,680</u>	<u>17,058,190</u>	<u>2,775,490</u>	<u>86.0%</u>
Total Expenditures		<u>30,574,790</u>	<u>27,621,727</u>	<u>2,953,063</u>	<u>90.3%</u>
Available for Discretionary Expenditures		<u>\$ 669,267</u>	<u>\$ (643,467)</u>	<u>\$ 1,312,734</u>	
Discretionary Expenditures					
Part-time Academic Non-instructional	1000	\$ 47,864	\$ 40,079	\$ 7,785	
Other Part-time Salaries	2000	55,187	102,423	(47,236)	
Benefits	3000	13,988	16,690	(2,702)	
Supplies	4000	94,452	159,271	(64,819)	
Services/Other Operating	5000	431,046	404,715	26,331	
Capital Outlay	6000	<u>35,854</u>	<u>33,386</u>	<u>2,468</u>	
Total Discretionary Expenditures		<u>678,391</u>	<u>756,564</u>	<u>(78,173)</u>	<u>111.5%</u>
Net		(9,124)	(1,400,031)	1,390,907	
Beginning Balance		<u>1,527,613</u>	<u>1,527,613</u>	<u>0</u>	
Ending Balance		<u>\$ 1,518,489</u>	<u>\$ 127,582</u>	<u>\$ 1,390,907</u>	
Reserve Percent			4.9%		

*Includes Administration of Justice Resources Matter Experts

REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

July 7, 2009
Agenda Item # 13.1.2

TO: Board of Trustees

FROM: Ruth Bettenhausen
Vice President, Administrative Services

SUBJECT: APPROVE 2009-2010 TENTATIVE RESTRICTED CATEGORICAL BUDGET

RECOMMENDATION

Approve the 2009-2010 Tentative Restricted Categorical Budget as attached.

BACKGROUND

The Tentative Restricted Categorical Budget is the next step in the budget development process. State budget development guidelines require Board approval, in order to have an initial budget plan to begin operations for the new fiscal year. The Final Budget is scheduled to be presented to the Board for approval in September.

During the interim, operational decisions concerning employee salaried funding will be resolved and included in the final version of the budget in September.

BUDGET IMPLICATIONS

See attached budget documents.

REDWOODS COMMUNITY COLLEGE DISTRICT
Tentative FY10 Budget
CATEGORICAL FUNDS - RESTRICTED GENERAL FUND

Index:

DSP&S	Disabled Student Programs and Services
EOPS	Extended Opportunity Programs and Services
CARE	Cooperative Agencies Resources for Education
Foster Care	Foster and Kinship Care Education Program
Nursing	Enrollment Growth for Associate Degree Nursing (RN) Programs
CalWORKS	California Work Opportunities and Responsibility to Kids
Economic Development	Environmental Training Center - Economic & Workforce Development Program
BFAP - SFAA	Board Financial Assistance Program - Student Financial Assistant Administration
TTIP	Telecommunications and Technology Infrastructure Program

Tentative Budget Restricted Categorical Programs 2009-10

	<i>DSP&S</i>	<i>EOPS</i>	<i>CARE</i>	<i>Foster Care</i>	<i>Matric</i>	<i>Nursing</i>	<i>Cal-WORKS</i>	<i>Econ Devel</i>	<i>BFAP</i>	<i>TTIP</i>	<i>FY09/10 Total</i>	Operating Budget 2008-09	Difference	%
<u>INCOME</u>														
<u>STATE INCOME</u>														
Principal Apport.	929,023	892,407	157,828	223,628	228,796	156,912	266,129	139,400	247,860	29,189	3,271,172	3,700,141	(428,969)	-11.6%
Total State Income	929,023	892,407	157,828	223,628	228,796	156,912	266,129	139,400	247,860	29,189	3,271,172	3,700,141	(428,969)	-11.6%
TOTAL INCOME	929,023	892,407	157,828	223,628	228,796	156,912	266,129	139,400	247,860	29,189	3,271,172	3,700,141	(428,969)	-11.6%
Percentage Reduction	16%	16%	16%	0%	32%	16%	15%	32%	0%	19%				
<u>EXPENDITURES</u>														
<u>ACADEMIC SALARIES</u>														
Teaching	-	-	-	-	-	57,913	-	-	-	-	57,913	1,010	56,903	5634.0%
Non-Teaching	158,025	239,252	-	-	50,881	18,046	23,154	-	-	-	489,358	600,368	(111,010)	-18.5%
Teaching	99,000	-	-	-	-	-	-	-	-	-	99,000	-	99,000	100.0%
Non-Teaching-Admin	-	-	3,192	-	-	-	35,493	-	-	-	38,685	85,000	(46,315)	-54.5%
Total	257,025	239,252	3,192	-	50,881	75,959	58,647	-	-	-	684,956	686,378	(1,422)	-0.2%
<u>CLASSIFIED</u>														
Full Time	309,000	156,642	18,480	65,717	97,903	-	76,745	85,232	97,317	-	907,036	923,179	(16,143)	-1.7%
Instructional Aides	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
P/T Non Instructional	120,000	25,132	-	-	-	-	-	-	75,056	-	220,188	302,163	(81,975)	-27.1%
P/T Instr.--Aides	-	-	-	50,000	-	-	-	-	-	-	50,000	22,000	28,000	127.3%
Total	429,000	181,774	18,480	115,717	97,903	-	76,745	85,232	172,373	-	1,177,224	1,247,342	(70,118)	-5.6%
<u>STAFF BENEFITS</u>														
Part-time Benefits	26,280	3,016	383	6,000	-	-	4,259	-	9,007	-	48,945	59,229	(10,284)	-17.4%
Teachers' Retirement	17,902	14,898	-	-	4,198	1,489	1,910	-	-	-	40,397	46,588	(6,191)	-13.3%
Empl. Retirement	28,673	20,905	1,794	6,380	13,126	5,623	7,451	10,539	7,899	-	102,390	85,278	17,112	20.1%
OASDI, Medicare	26,784	18,576	1,413	5,027	11,081	4,693	6,207	8,304	7,444	-	89,529	79,405	10,124	12.7%
Medical	120,877	84,025	5,447	20,456	46,995	16,780	26,644	27,274	30,533	-	379,031	345,320	33,711	9.8%
Unemployment Insur.	2,264	1,701	79	282	801	327	430	466	418	-	6,768	6,309	459	7.3%
Workers' Comp.	10,768	8,104	377	1,345	3,811	1,555	2,046	2,223	1,993	-	32,222	71,779	(39,557)	-55.1%
Total	233,548	151,225	9,493	39,490	80,012	30,467	48,947	48,806	57,294	-	699,282	693,908	5,374	0.8%

Tentative Budget Restricted Categorical Programs 2009-10

	<i>DSP&S</i>	<i>EOPS</i>	<i>CARE</i>	<i>Foster Care</i>	<i>Matric</i>	<i>Nursing</i>	<i>Cal-WORKS</i>	<i>Econ Devel</i>	<i>BFAP</i>	<i>TTIP</i>	<i>FY09/10 Total</i>	Operating Budget 2008-09	Difference	%
<u>BOOKS, SUPPLIES</u>														
Books	-	-	-	-	-	-	-	-	-	-	-	325	(325)	-100.0%
Instructional Supplies	500	-	407	10,627	-	10,000	244	-	-	-	21,778	45,680	(23,902)	-52.3%
Other Instr. Supplies	-	-	-	-	-	8,000	-	-	-	-	8,000	600	7,400	1233.3%
Non-Instr. Supplies	1,000	2,000	-	-	-	-	1,100	-	-	-	4,100	16,821	(12,721)	-75.6%
Gas/Repr. & Maint.	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Other Supplies	-	-	-	12,000	-	-	-	-	2,000	-	14,000	32,586	(18,586)	-57.0%
Interprogram Supplies	-	1,500	-	-	-	-	600	-	-	-	2,100	3,764	(1,664)	-44.2%
Total	1,500	3,500	407	22,627	-	18,000	1,944	-	2,000	-	49,978	99,776	(49,798)	-49.9%
<u>OPERATING</u>														
Contract -- Per. Svs.	-	-	-	4,000	-	10,000	-	-	-	-	14,000	9,971	4,029	40.4%
Travel, Conf. & Train	1,000	-	-	6,000	-	5,451	-	-	2,993	-	15,444	59,106	(43,662)	-73.9%
Dues and	-	-	-	-	-	-	-	-	1,200	-	1,200	1,024	176	17.2%
Insurance	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Utl. and Custodial	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Cont/Rentals/Repairs	950	-	-	28,840	-	-	-	-	-	29,189	58,979	50,546	8,433	16.7%
Elections/Audit	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Other/Postage/Advert	-	2,500	-	1,500	-	5,000	-	-	12,000	-	21,000	21,685	(685)	-3.2%
Charge-backs	6,000	3,000	-	5,454	-	6,035	-	5,362	-	-	25,851	37,682	(11,831)	-31.4%
Total	7,950	5,500	-	45,794	-	26,486	-	5,362	16,193	29,189	136,474	180,014	(43,540)	-24.2%
<u>CAPITAL OUTLAY</u>														
Land & Improve	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Building	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Library Books	-	-	-	-	-	-	-	-	-	-	-	3,000	(3,000)	-100.0%
Equipment	-	-	-	-	-	-	-	-	-	-	-	92,308	(92,308)	-100.0%
Software > \$200	-	-	-	-	-	6,000	-	-	-	-	6,000	-	6,000	100.0%
Total	-	-	-	-	-	6,000	-	-	-	-	6,000	95,308	(89,308)	-93.7%
<u>OTHER OUTGO</u>														
Debt Retirement	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Intrafund Transfer	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Interfund Transfer	-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
Student Financial Aid	-	-	-	-	-	-	79,846	-	-	-	79,846	34,297	45,549	132.8%
F/A Transfers	-	311,156	126,256	-	-	-	-	-	-	-	437,412	539,946	(102,534)	-19.0%

Tentative Budget Restricted Categorical Programs 2009-10

											Operating Budget 2008-09			
	<i>DSP&S</i>	<i>EOPS</i>	<i>CARE</i>	<i>Foster Care</i>	<i>Matric</i>	<i>Nursing</i>	<i>Cal- WORKS</i>	<i>Econ Devel</i>	<i>BFAP</i>	<i>TTIP</i>	<i>FY09/10 Total</i>			
Reserve for Cont.				-		-				-	-	123,172	(123,172)	-100.0%
Total	-	311,156	126,256	-	-	-	79,846	-	-	-	517,258	697,415	(180,157)	-25.8%
TOTAL	929,023	892,407	157,828	223,628	228,796	156,912	266,129	139,400	247,860	29,189	3,271,172	3,700,141	(428,969)	-11.6%

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REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

July 7, 2009
Agenda Item # 13.2

TO: Board of Trustees

FROM: Ruth Bettenhausen
Vice President, Administrative Services

SUBJECT: ADOPT RESOLUTION # 632: AUTHORIZING AND APPROVING THE PARTICIPATION IN THE FUTURIS - A RETIREE HEALTH BENEFITS TRUST ADMINISTERED BY KEENAN AND ASSOCIATES.

RECOMMENDATION

Adopt resolution # 632: “Authorizing and Approving the Participation in the Futuris – a Retiree Health Benefits Trust administered by Keenan & Associates for Fiscal Year 2009-2010

BACKGROUND

The District reviewed several Retiree Health Benefit Trust Plans and recommends Futuris for the following reasons:

1. It allows local control of the trust and investment decisions. It is the Employers trust with no other plan members. The Futuris plan allows for the District Board of Trustees to appoint the Retirement Board of Authority (RBA) members and can replace members as needed. The Futuris allows for a great degree of flexibility to alter your target rate of return to take advantage of a growing market or mitigate against declining market losses.
2. The Futuris Plan provides a risk assessment and accepts a target rate of return as determined by the RBA. This Plan has achieved a somewhat better recent rate of return on investments than other reviewed plans. When the Employer selected a conservative target rate of return the investment performance stayed above water.
3. The Futuris Plan provides comprehensive compliance plan documentation that is very useful for compliance and historical record purposes.
4. The Futuris Plan mitigates fiduciary obligation of the Board of Trustees by delegating the constitutional responsibilities to the Plan Trustee.

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 2009-2010.

BUDGET IMPLICATIONS

There are no budget implications.

**RESOLUTION # 632:
AUTHORIZING AND APPROVING
THE PARTICIPATION IN THE FUTURIS –
A RETIREE HEALTH BENEFITS TRUST
ADMINISTERED BY KEENAN AND ASSOCIATES**

WHEREAS, the Board of Trustees (“Board”) of Redwoods Community College District (“Employer”) desires to establish a trust to be used for the purposes of: (i) investment and disbursement of funds irrevocably designated by Employer for the payment of its obligations to eligible employees (and former employees) of Employer and their eligible dependents and beneficiaries for life, sick, hospitalization, major medical, accident, disability, dental and other similar benefits (sometimes referred to as “other post-employment benefits,” or “OPEB”), in compliance with Governmental Accounting Statement Nos. 43 and 45; and (ii) investment and disbursement of excess funds held by Employer for future use in connection with any lawful purpose of Employer, as further described herein;

WHEREAS, Keenan & Associates (“Keenan”) has presented the “Futuris Public Entity Investment Trust Program” (the “Program”) as an alternative for accomplishing the above objectives and the Board desires to engage Keenan and other necessary parties to assist in the process of establishing a trust (the “Trust”) for these approved objectives; and

WHEREAS, the Board has the authority and desire to establish a nine member Retirement Board of Authority for the Trust (the “Retirement Board of Authority”), which shall be appointed, terminated or replaced by the Employer at any time to serve at the pleasure of the Board, to have the authority to engage other necessary providers of services in connection with the Program, including the adoption of the Trust, the appointment of a fiduciary trustee and custodian, as well as to make any and all other decisions in the name of an on behalf of the Employer with regard to the Trust and other applicable agreements;

THEREFORE BE IT RESOLVED, that the Retirement Board of Authority shall be established to serve at the pleasure of the Employer, with authority to make decisions on behalf of and in the name of the Employer with regard to the implementation of the Trust and other corresponding agreements and the following persons shall be appointed as the members of the Retirement Board of Authority, until such time as their successors shall be appointed by the Employer as follows:

Board of Trustees, President
Board of Trustees, Two members
College of the Redwoods, President
College of the Redwoods, Vice President Administrative Services
College of the Redwoods, Academic Senate, One member
College of the Redwoods, Classified Senate, One member
College of the Redwoods, Administrators, Management, Confidential, One member
General Public, one member to be appointed by the Board of Trustees

The foregoing Resolution was passed, approved and adopted at a regular meeting on this 7th day of July, 2009, by the following vote.

AYES: _____ **NOES:** _____ **ABSENT/NOT VOTING:** _____

I hereby certify the foregoing to be a full, true, and correct resolution duly adopted by the Board of Trustees of the Redwoods Community College District.

Colleen Mullery, Clerk
Board of Trustees
Redwoods Community College District

ATTEST:

Jeff Marsee, Secretary
Board of Trustees
Redwoods Community College District