

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

AGENDA

Tuesday May 5, 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
Roxanne Estela, Student Representative
Dr. Jeff Marsee, President/Superintendent, Secretary to the Board*

The Board of Trustees welcomes you to its meetings. Most regular meetings are scheduled on the first Tuesday of each month. For the most current information, please check this year's meeting calendar, agendas, and supporting documents at www.redwoods.edu/district/board/. 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 Appointment

3.2.1 Emeritus Faculty Nomination

3.3 Public Employee Performance Evaluation/Goals

3.3.1 President/Superintendent

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
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 Special Presentations

ACTION

6.1.1 Adopt Resolution #626, Classified School Employee week *Page 11*

The California School Employees Association requests the Redwoods Community College District to adopt a resolution declaring the week of May 17-23, 2009 as Classified School Employee Week.

6.2

Board Development

6.2.1 Discussion of Academic Senate Brief

6.2.2 Recognition of Special Service to the College by the Board

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 Special Meeting of April 5, 2009 *Page 13*

ACTION

7.2 Approve Minutes of the Redwoods Community College District Board of Trustees Regular Meeting of April 6, 2009 *Page 15*

ACTION

7.3 Approve and/or Ratify Personnel Actions – Employment, Employee Change of Status, Out-of-Class Changes, Leave Replacement, Stipends, Unpaid Leave of Absence, Pre-Retirement Workload Reduction, New Associate Faculty Appointments, Voluntary Services, Temporary Staffing Requisitions *Page 21*

Personnel actions submitted for review and approval.

ACTION

7.4 Ratify Purchase Orders – March 16, 2009 to April 15, 2009 *Page 25*

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

ACTION **7.5** **Set Public Hearing for Gann Appropriations Limit Initiative:**
Page 37

This item establishes the date and time to conduct the public hearing to be held at the next Board of Trustees meeting for the 2009-10 Gann Appropriations Limit.

ACTION **7.6** **Accept Purchase Offer – Construction Technology House #34,**
1532 East Avenue, Eureka *Page 39*

An offer to purchase the home built in 2007 – 08 by the students in the Construction Technology Program has been received and it is recommended that the offer be accepted.

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

4:10 p.m. **8. INFORMATION ITEMS**

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

ACTION **8.1.1 Approval of Education Master Plan** *Page 41*

The board will be asked to approve the final draft of the Education Master Plan.

- ACTION** **8.1.2** **Approval of Facilities Master Plan** *Page 43*
The board will be asked to approve the final draft of the Facilities Master Plan.
- ACTION** **8.1.3** **Adopt Resolution #627** *Page 45*
Resolution for Ballot Initiatives: May 19 Special Election
- ACTION** **8.1.4** **Approve Change in Medical Plans for Administrative, Management and Confidential Employees** *Page 49*
Approve change in medical plan from Plan F1 to Plan Oak with North Coast Schools Medical Insurance Group (NCSMIG) for all Administrative, Management, and Confidential (AMC) employees effective July 1, 2009.
- 8.1.5** **Brief Informational Comments**
- 8.1.6** **Del Norte and Mendocino Coast Education Centers**
- 8.2** **Organizational Reports**
- 8.2.1** **Academic Senate** *Page 51*
- 8.2.2** **Classified Report**
- 8.3** **Student Representative Report** – Roxanne Estela
- 4:25 p.m. **9.** **STUDENT SERVICES**
Dr. Keith Snow-Flamer is Vice President, Student Services
- ACTION** **9.1** **Approve Board Policy BP 5140, “Disabled Student Program and Services”** second reading *Page 53*
- 9.2** **Brief Informational Comments**
- 4:30 p.m. **10.** **INSTRUCTIONAL SERVICES**
Dr. Marjorie Carson is Vice President, Instruction
- ACTION** **10.1** **Approve Curriculum Changes** *Page 55*
The Academic Senate and administration recommend approval of the attached curriculum changes.
- 10.2** **Brief Informational Comments**
- 10.3** **Book of the Year – *Three Cups of Tea*** by Greg Mortenson and David Oliver Relin

4:40 p.m. **11. HUMAN RESOURCES**

Mr. Mike Wells is Director, Human Resources

ACTION

11.1 Approve Memorandum of Understanding between the Redwoods Community College District and California School Employees Association/College of the Redwoods Chapter #509
Page 83

The District has negotiated a MOU with the CSEA to defer bargaining a successor agreement during the 2008/09 fiscal year and enter into a one-year extension of the existing contract (term July 1, 2006 – June 30, 2009.)

11.2 Brief Informational Comments

4:50 p.m. **12. ADMINISTRATIVE SERVICES: FACILITIES AND EQUIPMENT**

Ms. Ruth Bettenhausen is Vice President, Administrative Services

12.1 Facilities and Equipment reports

12.1.2 Bond Project Status *Page 85*

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.

12.1.3 Shively Farm – Three Year Budget *Page 87*

This report is a three year budget for fiscal years 2010 through 2012 for the Shively Farm. It will be submitted to the California Coastal Commission for approval prior to the District purchasing equipment

12.2 Brief Informational Comments

5:00 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 89*

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

ACTION

13.1.2 Approve Quarterly Financial Status Report – CCFS 311Q *Page 91*

The state uses this quarterly report to monitor the financial stability of California Community Colleges.

- ACTION** **13.1.3 Adopt Resolution #627, Authorize Ruth Bettenhausen, Vice President, Administrative Services as Signature Authority for the District Banking and Investment Accounts** *Page 95*

The permanent Vice President of Administrative Services, Ruth Bettenhausen, should be the authorized signatory on these accounts for the purpose of purchasing, investing, selling, transferring, exchanging, and managing all District banking and investment relations.

- ACTION** **13.1.4 Appoint Member to Citizens’ Bond Oversight Committee** *Page 97*

Appoint Richard T. Twiddy of Eureka, CA to the Citizens’ Bond Oversight Committee. Mr. Twiddy is active in the Humboldt Tax League and has a Masters in Human Resources and Organizational Development and is a retired professional engineer.

- ACTION** **13.1.5 Approve Grants** *Page 99*

This report lists three grants awarded by the California Community Colleges Chancellor’s Office:

- 1) Environmental Training Center (ETC)
- 2) Career and Technical Act (CTEA)
- 3) Tech Prep Program Allocation

- ACTION** **13.1.6 Approve Contracts** *Page 101*

The report lists the following agreement:

- Commission on Peace Officers Standards and Training (POST)

13.2 Brief Informational Comments

- 5:10 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.

