

## REDWOODS COMMUNITY COLLEGE DISTRICT

*Committed to maximizing the success of each student  
Committed to enriching the economic vitality of the community  
—CR Mission Statement*

### ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES

Eureka Campus Board Room (AD 201)  
7351 Tompkins Hill Road, Eureka, CA 95501

### A G E N D A

**Tuesday, December 2, 2008**

- 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/](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: [Sue-alton@redwoods.edu](mailto:Sue-alton@redwoods.edu).

#### **MORE GUIDELINES ABOUT MAKING YOUR COMMENTS**

**Closed Session** Before the start of closed session, your public comments are invited about any closed-session subject (See agenda item 3).

**Open Session** (after Closed Session, starting with the Flag Salute)

- **Your general public comments** (see agenda item 7.1) 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

- ACTION**
- 1.      ELECTION OF BOARD OFFICERS**  
The Board of Trustees will elect a President, Vice President, and Clerk. *Page 9*
  - 2.      DISCLOSURE OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**  
The Board of Trustees of the Redwoods Community College District will meet in closed session to consider the items listed under agenda item number 4, “Closed Session.”
  - 3.      PUBLIC COMMENT REGARDING ANY CLOSED-SESSION ITEM**
  - 4.      CLOSED SESSION**  
With respect to every item of business to be discussed in closed session, pursuant to Government Code Section 54957:
    - 4.1      Public Employee Discipline/Dismissal/Release**

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

*Flag Salute in Honor of Those Serving Our Country*

- 5.      REPORT FROM CLOSED SESSION**
- 3:05 p.m.      **6.      ORGANIZATIONAL PROCEDURES**
- ACTION**
- 6.1      Appoint Trustee Representatives *Page 10***  
The Board of Trustees will appoint trustee representatives to the Humboldt County Association of School Trustees and the Redwood Region Economic Development Commission.
- ACTION**
- 6.2      Establish Board Meeting Dates and Times *Page 11***  
The Board of Trustees will establish the 2009 Board of Trustees meeting calendar.
- ACTION**
- 6.3      Appoint/Confirm Trustees To Board Audit Committee *Page 13***  
Members of the Audit Committee will be confirmed/appointed.

**ACTION**                      **6.4    Establish Student Representative Privileges for 2009-10** *Page 14*  
Student Representative privileges for 2009-10 will be established by the board.

3:15 p.m.            **7.    COMMENTS**

**7.1    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.

**7.2    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.

**7.3    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.

**7.3.1    New Trustee Orientation**

*Trustees Smith/Chair, Biggin, Dorn, Mullery*

**7.3.2    Board Self-Evaluation**

*Trustees Bennett/Chair, Biggin, Smith*

**8.    SPECIAL PRESENTATIONS AND BOARD DEVELOPMENT**

**8.1    Board Development**

**ACTION**                      **8.1.1    Appoint Ad Hoc Committee for the Evaluation of the President/Superintendent**

The Board President will appoint an ad hoc committee for the evaluation of the President/Superintendent in accordance with administrative procedure AP 2435.

**8.1.1    Recognition of Special Service to the College by the Board**

*None for this meeting.*

3:25 p.m.      **9.      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                      9.1      Approve Minutes of the Redwoods Community College District Board of Trustees Regular Meeting of November 4, 2008 *Page 15***

**ACTION                      9.2      Acceptance of Gifts *Page 21***  
Accept the donations of numerous books, supplies, and equipment.

**ACTION                      9.3      Approve and/or Ratify Personnel Actions *Page 22***  
Employment, Employee Change of Status, Out-of-Class Changes, Stipends, Unpaid Leave of Absence, Pre-Retirement Workload Reduction, New Associate Faculty Appointments, Voluntary Services, Temporary Staffing Requisitions

**ACTION                      9.4      Ratify Purchase Orders – October 16, 2008 to November 15, 2008 *Page 25***  
This report includes a list with selected details of all purchase orders for goods and services.

3:30 p.m.      **10.      INFORMATION ITEMS**

**10.1      President/Superintendent's Reports**  
*Dr. Jeff Marsee is President/Superintendent*

**10.1.1      Accreditation Update**  
There will be a review of the district's planning process and the visit by representatives of the Accrediting Commission scheduled for December 5.

**10.1.2      Skunk Works**  
There will be a report regarding the Skunk Works workshop held November 22.

**10.1.3      Student Union Building Update**  
Awarding the bid for the construction of the Student Union Building will be deferred to provide an opportunity to evaluate the Eureka campus building plan.

- ACTION**                      **10.1.4 Authorize the President/Superintendent to Execute a Memorandum of Understanding between the California Coastal Commission, California Department of Transportation, College of the Redwoods Foundation, and College of the Redwoods *Page 35***

Provides authorization for the President/Superintendent to execute the final MOU regarding a \$2 million endowment for the improvement of the College Farm and the Agriculture Program.

- ACTION**                      **10.1.5 Extend Employment Agreement for Acting Vice President, Human Resources/Equal Employment Officer *Page 53***

Contract terms and timeline for continuing employment agreement for Acting Vice President, Human Resources/Equal Employment Officer.

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

**10.1.7 Brief Informational Comments**

**10.2 Organizational Reports**

**10.2.1 Academic Senate *Page 54***

**10.2.2 Classified Report**

**10.3 Student Representative Report – Roxanne Estela**

4:10 p.m.                      **RECESS**

4:20 p.m.                      **11. LEARNING AND STUDENT DEVELOPMENT**  
*Dr. Keith Snow-Flamer is Vice President, Learning and Student Development*

- ACTION**                      **11.1 Approve Curriculum Changes *Page 56***

Approve new curriculum and revised curriculum as approved by the Academic Senate since the November 4, 2008 board meeting.

**11.2 Brief Informational Comments**

4:25 p.m.                      **12. HUMAN RESOURCES**  
*Mr. Bill Studt is the Acting Vice President of Human Resources*

- ACTION**                      **12.1 Adopt Resolution #623: Northern California Community Colleges Self-Insurance Authority Representation *Page 60***

This resolution is required by the Northern California Community Colleges Self-Insurance Authority in order to have representation on the board of directors.



4:45 p.m.      **15.    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**

**15.1    Approve a Trustee Request to Place an Item on a Future Agenda or Direct Staff to Give a Regular Report**

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

**16.1    Reconvene to Open Session**

**16.2    Report from Closed Session**

4:50 p.m.      **17.    ADJOURNMENT**

**NEXT MEETING**

To Be Determined

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

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