

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

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

A G E N D A

Tuesday, January 6, 2009

Note time change

2:30 p.m. — OPEN SESSION (Give Your Comments on Closed-Session Items)

*2:32 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: 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 number 3).

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.

Note time change

2:30 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:

ACTION

3.1 Public Employee Discipline/Dismissal/Release

With respect to every item of business to be discussed in closed session, pursuant to Government Code Section 54956.9:

3.2 Conference with Legal Counsel – Anticipated Litigation – One Case

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 New Trustee Orientation

Trustees Smith/Chair, Biggin, Dorn, Mullery

5.3.2 Board Self-Evaluation

Trustees Bennett/Chair, Biggin, Smith

5.3.3 Evaluation of the President/Superintendent

Trustees Mullery/Chair, Biggin, Bennett

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

6.1 Board Development

ACTION

6.1.1 Consider Revising the 2009 Board of Trustees Schedule of Meetings [Page 10](#)

The board will consider switching locations of the April and September board meetings.

ACTION

6.1.2 Approve Travel to the CCLC Effective Trustee Workshop, January 23-25, 2009, for the Student Representative [Page 12](#)

Approve travel for Student Representative Roxanne Estela to attend the CCLC Effective Trusteeship Workshop to be held in Sacramento, CA

ACTION

6.1.3 Appoint Two Trustees and One Community Member to Serve on a Screening Committee for the Selection of the Vice President, Administrative Services [Page 13](#)

ACTION

6.1.4 Appoint Two Trustees and One Community Member to Serve on a Screening Committee for the Selection of the Dean, Del Norte, Klamath-Trinity, Pelican Bay [Page 14](#)

6.1.5 Recognition of Special Service to the College by the Board

None for this meeting.

3:15 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 Regular Meeting of December 2, 2008, and of the Special Meeting of December 15, 2008** *Page 15*

ACTION **7.2 Acceptance of Gifts** *Page 21*
Accept the donations of numerous books and supplies.

ACTION **7.3 Approve and/or Ratify Personnel Actions - Employment, Employee Change of Status, Out-of-Class Changes, Leave Replacement Faculty, Stipends, Unpaid Leave of Absence, Pre-Retirement Workload Reduction, New Associate Faculty Appointments, Voluntary Services, Temporary Staffing Requisitions** *Page 22*
Personnel actions submitted for review and approval.

ACTION **7.4 Ratify Purchase Orders – November 16, 2008 to December 15, 2008** *Page 26*
This report includes a list with selected details of all purchase orders for goods and services.

3:20 p.m. **8. INFORMATION ITEMS**

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

8.1.1 Accreditation Update

Dr. Marsee and Dr. Snow-Flamer will provide an update from the Accrediting Commission Special Visit of December 5 and report on the team’s discussion of Program Review.

8.1.2 Education Master Plan

Dr. Marsee will provide highlights of the draft Education Master Plan and begin discussion with the Board regarding monitoring and oversight of the plan. The draft report can be viewed at
http://inside.redwoods.edu/EdMasterPlan/documents/EMP_Draft123108_000.pdf.

8.1.3 Academic Building Update

Dr. Marsee will report on relocating faculty offices in the preliminary plans for the Academic Building.

8.1.4 Del Norte and Mendocino Coast Education Centers

8.1.5 Brief Informational Comments

8.2 Organizational Reports

8.2.1 Academic Senate *Page 35*

8.2.2 Classified Report

8.3 Student Representative Report – Roxanne Estela

3:40 p.m. **9. LEARNING AND STUDENT DEVELOPMENT**

Dr. Keith Snow-Flamer is Vice President, Learning and Student Development

ACTION

9.1 Approve Curriculum Changes *Page 38*

Curriculum changes approved by the Academic Senate since the December 2, 2008 board meeting, including a brief narrative of the impact of changes on students.

9.2 Brief Informational Comments

3:45 p.m. **RECESS**

4:00 p.m. **10. HUMAN RESOURCES**

Mr. Bill Studt is the Acting Vice President of Human Resources

ACTION

10.1 Adjust 2008-09 Academic Calendar *Page 52*

Resolve the end date of Saturday classes and the end of the Spring 2009 to May 16, 2009.

ACTION

10.2 Approve: 2009-10 Academic Calendar *Page 55*

Approve the 2009-10 Academic Calendar.

ACTION

10.3 Ratify: Memorandums of Understanding between College of the Redwoods Faculty Organization and Redwoods Community College District for Changing Part-Time Faculty Load Limit *Page 58*

MOU 2007-10-15 changes the load limit to 67 percent for part-time faculty.

10.4 Ratify: Memorandum of Understanding Between College of the Redwoods Faculty Organization and Redwoods Community College District to Add Soccer to List of Approved Coaching Stipends *Page 60*

MOU 2007-10-16 adds soccer to the list of approved coaching stipends.

10.5 Brief Informational Comments

4:10 p.m. **11. ADMINISTRATIVE SERVICES: FACILITIES AND EQUIPMENT**
Mr. Bill Studt

11.1 Facility and Equipment Reports

11.1.1 Bond Project Status *Page 62*

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 11.1.2 Approve Report of Surplus Property Sales and Disposal
Page 64

Sales or disposal of surplus personal property is reported to the board in January and July of each year. A list is provided of surplus property sales or items for disposal from July 1, 2008, to December 31, 2008.

ACTION 11.1.3 Authorize Advertising for Bids: Sewer System Repair, Eureka Campus *Page 65*

This project will provide the needed repairs to the Eureka campus sewer collection system.

11.2 Brief Informational Comments

4:20 p.m. **12. ADMINISTRATIVE SERVICES: FINANCES**
Mr. Bill Studt

12.1 Budget and Financial Reports

ACTION 12.1.1 Approve Monthly Financial Status Report (Mr. Ron Cox)
Page 66

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

ACTION 12.1.2 Adopt Student Nonresident Tuition Fee for 2009-10
(Mr. Ron Cox) *Page 68*

The board will consider adoption of a rate for the next year's student nonresident fee based upon options provided on the accompanying worksheet.

4:30 p.m. **15. ADJOURNMENT**

NEXT MEETING
February 3, 2009
Eureka Campus Board Room (AD 201)
7351 Tompkins Hill Road, Eureka, CA

Public Notice—Nondiscrimination:

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**REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING**

January 6, 2009
Agenda Item: 6.1.1

TO: Board of Trustees

FROM: Dr. Jeff Marsee
President/Superintendent

SUBJECT: CONSIDER REVISING THE 2009 BOARD OF TRUSTEES SCHEDULE
OF MEETINGS

RECOMMENDATION

Consider changing the location of the April 5 and 6 board meetings from the Mendocino Coast Campus to the Del Norte Campus and changing the location of the September 13 and 14 board meetings from the Del Norte Campus to the Mendocino Coast Campus.

BACKGROUND

Following approval of the 2009 Board of Trustees Schedule of Meetings at the December 2 Board of Trustees' organizational meeting, the President/Superintendent was asked to research switching the locations of the board retreats in April and September.

Del Norte County lodging rates remain fairly constant throughout the year, whereas, Mendocino County lodging rates are seasonal. Peak periods in Mendocino County are from mid March to mid October.

BUDGET IMPLICATIONS

Switching the locations of the April and September meetings would cost approximately an additional \$600-\$1,000 in lodging expense for board members.

JM:sa

PROPOSED AMENDMENT

REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
SCHEDULE OF MEETINGS
2009

<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
January 6, 2009	2:00 p.m.	Eureka Campus
February 3, 2009	2:00 p.m.	Eureka Campus
March 3, 2009	2:00 p.m.	Eureka Campus
April 5, 2009*	9:00 a.m.	Retreat, Mendocino Coast Campus-Del Norte Campus
April 6, 2009**	10:00 a.m.	Mendocino Coast Campus-Del Norte Campus
May 5, 2009	2:00 p.m.	Eureka Campus
June 2, 2009	2:00 p.m.	Eureka Campus
July 7, 2009	2:00 p.m.	Eureka Campus
August 4, 2009	2:00 p.m.	Eureka Campus
September 13, 2009***	9:00 a.m.	Retreat, Del Norte Campus Mendocino Coast Campus
September 14, 2009****	10:00 a.m.	Del Norte Campus-Mendocino Coast Campus
October 6, 2009	2:00 p.m.	Eureka Campus)
November 3, 2009	2:00 p.m.	Eureka Campus
December 8, 2009*****	2:00 p.m.	Eureka Campus

Meetings are on first Tuesdays, unless otherwise noted.

- * First Sunday of the Month
- ** First Monday of the Month
- *** Second Sunday of the Month
- **** Second Monday of the Month
- ***** Second Tuesday of the Month

Eureka Campus Board Room
College of the Redwoods
7351 Tompkins Hill Road
Eureka, CA 95501

Mendocino Coast Campus
College of the Redwoods,
Mendocino Coast
1211 Del Mar Drive
Fort Bragg, CA 95437

Del Norte Campus
College of the Redwoods,
Del Norte
883 West Washington
Boulevard
Crescent City, CA 95531

REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

January 6, 2009
Agenda Item #6.1.2

TO: Board of Trustees

FROM: Dr. Jeff Marsee
President/Superintendent

SUBJECT: APPROVE TRAVEL TO THE CCLC EFFECTIVE TRUSTEESHIP WORKSHOP,
JANUARY 23-25, 2009, FOR THE STUDENT REPRESENTATIVE

RECOMMENDATION

Approve travel for Student Representative Roxanne Estela to attend the Community College League of California (CCLC) Effective Trusteeship Workshop (January 23-25, 2009), to be held in Sacramento, California.

BACKGROUND

The CCLC Effective Trusteeship Workshop is targeted for newly elected trustees, including student trustees, and covers topics such as ethics, roles and responsibilities of trustees, student trustee roles on the board, and local decision-making.

BUDGET IMPLICATIONS

Travel expenses are estimated at \$1,200 and are included in the General Fund budget.

JM/sa

REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

January 6, 2009
Agenda Item # 6.1.3

TO: Board of Trustees

FROM: Dr. Jeff Marsee
President/Superintendent

SUBJECT: APPOINT TWO TRUSTEES AND ONE COMMUNITY MEMBER TO SERVE
ON A SCREENING COMMITTEE FOR THE SELECTION OF THE VICE
PRESIDENT, ADMINISTRATIVE SERVICES

RECOMMENDATION

Appoint two trustees and one community member to serve on the screening committee for the Vice President, Administrative Services.

BACKGROUND

In accordance with Board Policy #303, "Employment of Vice President, Associate Vice President, and Campus Vice President," the Board President shall appoint two trustees and the Board of Trustees shall appoint one community member to serve on screening committees when vacancies occur for these positions.

BUDGET IMPLICATIONS

None.

JM:sa

REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

January 6, 2009
Agenda Item # 6.1.4

TO: Board of Trustees

FROM: Dr. Jeff Marsee
President/Superintendent

SUBJECT: APPOINT TWO TRUSTEES AND ONE COMMUNITY MEMBER TO SERVE
ON A SCREENING COMMITTEE FOR THE SELECTION OF THE DEAN,
DEL NORTE, KLAMATH-TRINITY-PELICAN BAY

RECOMMENDATION

Appoint two trustees and one community member to serve on the screening committee for the Dean, Del Norte, Klamath-Trinity, Pelican Bay.

BACKGROUND

In accordance with Board Policy #303, "Employment of Vice President, Associate Vice President, and Campus Vice President," the Board President shall appoint two trustees and the Board of Trustees shall appoint one community member to serve on screening committees when vacancies occur for these positions. The policy further states that when a vacancy occurs at an education center, one of the appointed trustees shall be from the area in which the campus is located.

BUDGET IMPLICATIONS

None.

JM:sa

REDWOODS COMMUNITY COLLEGE DISTRICT

Minutes of the Regular Meeting of the Board of Trustees
Board Room, Administration Building (AD 201)
7351 Tompkins Hill Road, Eureka, CA
December 2, 2008

- PRESENT** Mr. Rick Bennett, Ms. Sally Biggin, Mr. Richard Dorn, Mr. Bruce Emad (departed at 5:00 p.m.), Dr. Colleen Mullery, Mr. Tom Ross, Mr. George Truett, Mr. Will Smith, Student Representative Roxanne Estela
- ABSENT** Mr. Tracy Coppini
- OTHERS PRESENT** Dr. Jeff Marsee – President/Superintendent
Dr. Keith Snow-Flamer – Vice President, Learning and Student Development
Mr. Bill Studt – Acting Vice President, Chief Human Resources Officer/EEO
Mr. Tony Sartori – Copresident, Academic Senate
- CALL TO ORDER** President George Truett called the meeting to order at 2:01 p.m.
- ELECTION OF OFFICERS** Mr. Truett called for nominations for President of the Board. Trustee Smith nominated Mr. George Truett, seconded by Trustee Emad. Trustee Truett was elected as President of the Board by acclamation.
- Mr. Truett called for nominations for Vice President. Trustee Emad nominated Trustee Mullery. Trustee Mullery nominated Trustee Emad and declined the nomination made by Trustee Emad. Trustee Emad was elected as Vice President of the Board by acclamation.
- Mr. Truett called for nominations for Clerk. Trustee Biggin nominated Trustee Mullery. Trustee Mullery was elected as Clerk of the Board by acclamation.
- HCAST REP** President Truett appointed himself to continue as the trustee representative to the Humboldt County Association of School Trustees for 2009.
- RREDC REP** Mr. Truett appointed Trustee Ross to continue as the trustee representative to the Redwood Region Economic Development Commission for 2009 and appointed Trustee Dorn as an alternate member.
- CLOSED SESSION** President Truett announced the item to be discussed in closed session. He then called for public comments. There being none, the board adjourned to closed session at 2:07 p.m.

- FLAG SALUTE** The board reconvened to open session at 3:08 p.m. President Truett led the Pledge of Allegiance. He announced that no action was taken by the board during closed session.
- 2009 BOARD MEETING SCHEDULE** Dr. Marsee noted a correction to the board meeting schedule noting that the dates for the April meetings are the 5th and 6th. A recommendation was made to change the starting time of the September 13 meeting to noon or to switch the retreat locations at the two education centers. It was moved, seconded (Emad/Dorn), and carried unanimously to approve the 2009 board-meeting schedule with the correction to the April dates. It was requested that Dr. Marsee further investigate switching the locations of the board retreats in April and September.
- AUDIT COMMITTEE** It was moved, seconded (Dorn/Smith), and carried unanimously to reappoint Trustees Emad (Chair), Biggin, Coppini, and Ross to the Audit Committee of the board for 2009.
- STUDENT PRIVILEGES** It was moved, seconded (Ross/Emad), and carried unanimously to approve the following privileges for the student trustee for 2009-10:
- The Student Representative has the authority to make and second motions and may cast an advisory vote, which shall be recorded in the minutes. The advisory vote shall not be included in determining the vote required to carry any measure before the board.
 - The Student Representative shall serve on the committees of the board at the pleasure of the President of the board.
 - The Student Representative shall serve a one-year term commencing on May 15.
 - The student member will be compensated at an amount equal to 50 percent of the amount afforded to the board members.
- PUBLIC COMMENTS** Mr. Truett called for public comments. Ms. Mara Chaykin, student, spoke about the Bridgeway Club and efforts to address homelessness. She also commented about banning smoking on campus.
- Mr. Bill Hole, professor, reported on the restoration of the Annie B. Ryan Historical House located in Eureka.
- BOARD COMMENTS** Trustees Dorn, Biggin, and Smith reported about the Community College League of California Annual Convention they attended in November.
- Trustee Biggin commented on collaboration efforts with the Hoopa Valley Tribe for expanded services and programs in eastern Humboldt County.

TRUSTEE ORIENTATION	Trustee Smith recommended that the Trustee Orientation ad hoc committee become a standing committee of the board and suggested that it merge with the ad hoc committee reviewing board self-evaluation. Several suggestions were made for a title of the committee that combines evaluation and ongoing professional development of the board.
BOARD SELF-EVALUATION	Trustee Bennett noted that the ad hoc committee is finalizing the board self-evaluation survey that will be distributed to trustees during February and March followed by discussion at the April retreat.
EVALUATION OF PRESIDENT	President Truett appointed Trustees Mullery (Chair), Bennett, and Dorn to an ad hoc committee to develop an evaluation process of the President/Superintendent that is acceptable to both the board and the President/Superintendent.
CONSENT CALENDAR	Agenda item #9.1, “Approve Minutes of the Redwoods Community College District Board of Trustees Regular Meeting of November 4, 2008,” was pulled from the consent calendar for further discussion. It was moved, seconded (Bennett/Smith), and carried unanimously to approve the remaining consent calendar items: <ul style="list-style-type: none">9.2 Acceptance of Gifts9.3 Approve and/or Ratify Personnel Actions – 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 Requisitions9.4 Ratify Purchase Orders – October 16, 2008 to November 15, 2008
MINUTES	Following a discussion regarding the need of a formal board calendar, Dr. Marsee stated that he will develop a calendar that will include approval of annualized contracts. It was moved, seconded (Ross/Biggin), and carried unanimously to approve the minutes of the November 4, 2008 Board of Trustees meeting.
ACCREDITATION	President Marsee reviewed the meeting schedule for the special visit by the Accrediting Commission on December 5. He stated that the district has evolved to a planning oriented, data-driven organization that has embraced the planning process for guidance for the future and a process to track our progress.
SKUNK WORKS	Ms. Ahn Fielding, Executive Director of the CR Foundation and Manager of Community Relations, provided an overview of the Skunk Works Committee, an advisory group of community members brought together to suggest new and innovative academic programs for the district. She noted that the committee met in November and is basing their recommendations using the six Targets of Opportunity.
RECESS	A recess was taken from 4:09 p.m. to 4:22 p.m.

FARM
ENDOW-
MENT

Dr. Marsee outlined the draft memorandum of understanding (MOU) with the California Coastal Commission, CalTrans, and the CR Foundation. He noted that the issues raised at the November 4 board meeting have been discussed with the parties involved. Following review of the MOU, trustees raised the following concerns:

- The interest from the \$1.5 million endowment will not be sufficient to cover the salary of a teaching position in agriculture. The district needs to determine if it is willing to subsidize the salary.
- The district will be subservient to Coastal Commission. The Coastal Commission will hold the district responsible for preset conditions.
- The MOU may be terminated for good cause. Good cause includes a determination by the Commission that the Foundation is not proceeding reasonably and expeditiously to hire a faculty position. The language is nebulous.
- The MOU requires extensive fundraising and extensive activities to promote the program. This language is too vague
- Concern regarding #15 - “As pledged by the administrators of the College, the Foundation and College shall, to the maximum extent feasible, in the future jointly endeavor to expand the financial resources of the College’s Agricultural Education program...,” the language is too vague.
- It is difficult to determine which agency the MOU refers to during the use of term “Executive Director.”

President Truett postponed action on this item until the next board meeting, or if needed, a special board meeting, so that the concerns can be addressed.

STUDENT
UNION
BUILDING

Dr. Marsee announced that he is deferring the awarding of the bid for the construction of the Student Union Building until the February board meeting pending further research regarding construction options.

HUMAN
RESOURCES
VP

It was moved, seconded (Mullery/Ross), and carried unanimously to extend the employment agreement for the Acting Vice President, Human Resources, through April 30, 2009.

DEL NORTE/
MENDOCINO
COAST
REPORTS

Ms. Carol Mathews, Interim Campus Vice President, Del Norte, and Mr. Geisce Ly, Dean, Mendocino Coast campus, provided updates on campus activities and recruiting efforts at their respective locations.

ACADEMIC
SENATE
REPORT

Academic Senate Copresident Sartori commented on the Skunk Works initiative and asked how the faculty will be included in the process. He also commented on several policies that are currently being reviewed by the faculty. Mr. Sartori requested that the faculty be included in early discussions of new initiatives as he felt the strength of faculty is underutilized.

- STUDENT REP** Student Representative Roxanne Estela requested stricter enforcement of the policy regarding smoking on campus.
- CURRICULUM CHANGES** Mr. Sartori defined courses requiring a prerequisite, a co-requisite, or a recommended preparation requisite. Following a discussion regarding student-learning outcomes for online courses, Dr. Marsee will discuss pedagogy with the Distance Education Committee. It was moved, seconded (Ross/Smith), and carried unanimously to approve the curriculum changes, as presented.
- RES. #623** It was moved, seconded (Biggin/Ross), and carried unanimously to adopt resolution #623, “Northern California Community Colleges Self-Insurance Authority Representation.” Trustee Ross asked for future reports regarding the district’s insurance program.
- RES. #624** It was moved, seconded (Ross/Mullery), and carried unanimously to adopt resolution #624, “STRS Resolution for William Studt.”
- BOND PROJECTS** Mr. Cox, Administrative Services, reviewed the Bond Status Project Report that provides expenditures grouped by location through October 31. He also reviewed changes to the time schedule for the Student Union building.
- MONTHLY FINANCIAL REPORT** Mr. Ron Cox reviewed the monthly financial status report as of October 31, 2008. It was moved, seconded (Biggin/Ross), and carried unanimously to approve the monthly financial status report.
- CONTRACTS/ GRANTS** It was moved, seconded (Ross/Smith), and carried unanimously to approve/ratify the following contracts:
- Ming Tree GMAC Real Estate
 - US Fish and Wildlife Service/Humboldt Bay National Wildlife Refuge Complex
- BASIC SKILLS** Trustees Smith and Dorn requested that the board view a video regarding the Basic Skills Initiative at the January Board meeting.
- ADJOURN** There being no further business, the meeting was adjourned at 6:00 p.m.

sa

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

REDWOODS COMMUNITY COLLEGE DISTRICT

Minutes of the Special Meeting of the Board of Trustees
Eureka Downtown Instructional Site
605 K Street, Room 113, Eureka, CA
December 15, 2008

- PRESENT** Ms. Sally Biggin (by teleconference), Mr. Tracy Coppini, Mr. Richard Dorn, Dr. Colleen Mullery, Mr. Tom Ross, Mr. George Truett (by teleconference)
- ABSENT** Mr. Rick Bennett, Mr. Bruce Emad, Mr. Will Smith, Student Representative Roxanne Estela
- OTHERS** Dr. Jeff Marsee – President/Superintendent (by teleconference)
- PRESENT** Dr. Keith Snow-Flamer, Vice President, Learning and Student Development
Mr. Tony Sartori – Copresident, Academic Senate
- CALL TO ORDER** President George Truett called the meeting to order at 8:01 a.m.
- FARM ENDOWMENT** Ms. Ahn Fielding, Executive Director of the CR Foundation and Manager of Community Relations, reported on discussions held with representatives from CalTrans and the Coastal Commission regarding concerns raised at the December 2 Board of Trustees meeting relating to the memorandum of understanding (MOU) for an endowment to support the college farm.
- Following deliberation, it was moved, seconded (Ross/Mullery), and carried unanimously to authorize the President/Superintendent to execute, pending approval by the College of the Redwoods Foundation, a Memorandum of Understanding between the California Coastal Commission, California Department of Transportation, College of the Redwoods Foundation, and College of the Redwoods on use of the California Department of Transportation’s mitigation fee for the continued improvement of the Shively Education Center and the College of the Redwoods’ agricultural education program. Dr. Marsee stated that the final MOU will be presented to the board for ratification. He also stated that the funds will not be expended until a fully executed contract is received.
- ADJOURNMENT** There being no further business, the meeting was adjourned at 8:28 a.m.
- sa

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

**REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING**

January 6, 2009
Agenda Item # 7.2

TO: Board of Trustees

FROM: Dr. Jeff Marsee
President/Superintendent

SUBJECT: ACCEPTANCE OF GIFTS

RECOMMENDATION

The gifts below are recommended for acceptance.

BACKGROUND

Donations to the District Libraries

- Two books, donated by Mary Rumball
- One book, donated by Bruce Rogerson

Donations to the District

- Sixteen bags of soil and soil amendments to benefit agriculture classes, donated by Kyle Fairall
- Eleven bags of soil and soil amendments to benefit agriculture classes, donated by Mendocino County Hydrogarden
- 385 board feet of cypress wood to benefit the Fine Woodworking program, donated by John Skinner
- Twenty five gallons of propane to benefit the Fine Woodworking program, donated by Craig Rogers
- Nine woodworking books to benefit the Fine Woodworking program, donated by Tom Toldrian

BUDGET IMPLICATIONS

None.

JM/af

REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

January 6, 2009
Agenda Item #7.3

TO: Board of Trustees

FROM: Mr. Bill Studt
Acting Vice President, Human Resources/Equal Employment Officer

SUBJECT: APPROVE AND/OR RATIFY PERSONNEL ACTIONS: EMPLOYMENT, EMPLOYEE CHANGE OF STATUS, OUT-OF-CLASS CHANGES, LEAVE REPLACEMENT FACULTY, STIPENDS, UNPAID LEAVE OF ABSENCE, PRE-RETIREMENT WORKLOAD REDUCTION, NEW ASSOCIATE FACULTY APPOINTMENTS, VOLUNTARY SERVICES, TEMPORARY STAFFING REQUISITIONS

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.

BS:cc

Employment of Classified Staff

1. **Caylor Cuevas, Student Development Advisor** – 1.0 FTE, Range 118, Step 2 - \$3,293.33/month, effective January 5, 2009 (correction on pay level)
2. **Charissa Schulze, Instructional Support Specialist I – Art** - .329 FTE (684 hours/year), Range 112, Step 1, \$13.63/hour, effective January 7, 2009
3. **Rodney Bethune, Custodian I Evenings** – 1.0 FTE, Range 110, Step 2, \$2,234.27/month, effective January 7, 2009
4. **Todd Poletski, Custodian I Evenings** – 1.0 FTE, Range 110, Step 1, \$2,147.60/month, effective January 7, 2009
5. **Garry Patrick, Director, Maintenance and Operations** - 1.0 FTE, Range 126, Step 1 - \$4,849.87/month, effective January 7, 2009

Employee Change of Status

6. **Jessica Herrera, change from Library Technician**, 1.0 FTE, Range 112, Step 3 - \$2,532.40/month **to Library Systems Technician**, 1.0 FTE, Range 116, Step 1 - \$2,870.40/month, effective December 3, 2008
7. **Ahn Fielding, change from Manager, Community Relations/Foundation** 1.0 FTE, Range 125, Step 8, \$5,640.27/month **to Director, Community and Economic Development**, 1.0 FTE, Range 127, Step 8, \$6,850.13/month, effective January 7, 2009
8. **Erica Silver, change from Student Development Advisor**, 1.0 FTE, Range 118, Step 4 - \$3,494.40/month **to Instructional Support Specialist II – DSPS**, .689 FTE (1435 hours/year), Range 114, Step 4 - \$16.57/hour, effective January 12, 2009
9. **Jennifer Bailey, change from Student Development Advisor**, 1.0 FTE, Range 118, Step 2 - \$3,292.33/month **to Student Development Advising Coordinator**, 1.0 FTE, Range 119, Step 2 - \$3,459.73/month, effective January 7, 2009
10. **Deborah Embry, change from ECE Associate**, .788 FTE, Range 113, Step 7 - \$17.26/hour **to ECE Assistant II**, .788 FTE, Range 110, Step 7 - \$14.95/hour, effective January 7, 2009
11. **Wendy Jones, change from ECE Assistant II**, .788 FTE, Range 110, Step 3 - \$13.28/hour **to ECE Associate**, .788 FTE, Range 113, Step 3 - \$15.34/hour, effective January 7, 2009

Out-of-Class Changes

12. **Bridget DeVaney, ECE Assistant II**, Range 110, Step 3 + 5% out-of-class - \$13.94/hour, for additional duties while employee is out due to illness, effective November 12, 2008 through January 31, 2009
13. **Tiffany Schmitcke, Special Programs Office Manager**, Range 118, Step 6 + 5% out-of-class - \$3,891.16/month, for additional duties related to curriculum and scheduling, effective January 7, 2009 through June 30, 2009
14. **Shannon Walkley, Academic Advisor Special Programs**, Range 116, Step 7 plus 5% out-of-class - \$3,632.72/month (categorically funded), effective January 1, 2009 – June 30, 2009 for additional program duties
15. **Brady Wells, Academic Advisor Special Programs**, Range 116, Step 9 plus 5% out-of-class - \$3,854.76/month (categorically funded), effective January 1, 2009 – June 30, 2009 for additional program duties

Leave Replacement Faculty

16. **Robin Carter, Professor, Mathematics** – 100% for Erin Wall, Range 3, Step 1 - \$24,670.50, effective January 20, 2009 – May 16, 2009

Stipends

17. **Award \$100 honorariums for part-time faculty** for completion of orientation and classroom techniques training. New and current part-time faculty will be invited to participate in January. This is in response to the concerns raised by full-time faculty that part-time faculty may not be ready for classroom assignments.

Unpaid Leave of Absence

18. None

Pre-Retirement Workload Reduction

19. None

New Associate Faculty Appointments

20. **Christine Bolli, Art**, Range 4, Step 1 - \$755/TLU, Spring 2009
21. **Stephen Jones, Drafting**, Range 1, Step 8 - \$835/TLU, Spring 2009
22. **Rosalba Dean, Spanish**, Range 2, Step 1 - \$672/TLU, Spring 2009
23. **Wesley Smith, Geology**, Range 0, Step 1 - \$577/TLU, Spring 2009
24. **Beau Walker, Anthropology**, Range 2, Step 1 - \$672/TLU, Spring 2009
25. **Mitchell Swatez, Sociology**, Range 4, Step 1 - \$755/TLU, Spring 2009
26. **Allen Amundsen, English**, Range 3, Step 1 - \$713/TLU, Spring 2009

Voluntary Services

Volunteers

27. Susan Shabazz
28. Shirley Frey
29. Ofelia Ybarra
30. Julianne Colella
31. Ivan Sach

Supervisors

- Susan Larkin
- Susan Larkin
- Susan Larkin
- Prudence Ratliff
- Prudence Ratliff

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

32. **Del Norte Education Center – Professional Resource Matter Expert 2A**, \$20/hour, 680 hours from January 12, 2009 – May 15, 2009, temporary replacement for Student Development Advisor (categorically funded)
33. **Math, Science & Engineering – Reader**, \$8/hour, 96 hours from January 20, 2009 – May 15, 2009, reader for large format classes per CRFO contract
34. **Admissions & Records – Professional Resource Matter Expert 1A**, \$12.50/hour, 60 hours from January 7, 2009 – January 30, 2009, call students who applied to College of the Redwoods and did not register for classes
35. **Bookstore – Bookstore Clerk – Del Norte Education Center**, \$9.17/hour, 280 hours from January 7, 2009 – June 30, 2009, assist with set-up, break-down, sales of the bookstore at the Del Norte Education Center

36. **Learning Resource Center – Temporary Library Technician**, \$13.63/hour, 960 hours from January 12, 2009 – June 30, 2009, operation of circulation desk
37. **Del Norte Education Center - Temporary Student Development Advisor**, \$18.27/hour, 560 hours from January 5, 2009 – April 30, 2009, temporary replacement due to interim assignment of faculty counselor (Mathews)
38. **Maintenance - Temporary Administrative Secretary**, \$13.63/hour, 160 hours from January 7, 2009 – February 3, 2009, temporary position until permanent position is filled
39. **Math, Science & Engineering – Temporary Instructional Support Specialist III**, \$16.56/hour, 96 hours from January 20, 2009 – May 15, 2009, temporary position until permanent position is filled

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

Resignations

40. None

Retirements

41. None

REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

January 6, 2009
Agenda Item # 7.4

TO: Board of Trustees

FROM: Bill Studt
Acting Vice President, Human Resources/Equal Employment Officer

SUBJECT: RATIFY PURCHASE ORDERS – NOVEMBER 16, 2008 TO
DECEMBER 15, 2008

RECOMMENDATION

Ratify the list of purchase orders from November 16, 2008 to December 15, 2008 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.

January 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>					
B0005422	11/17/2008	College of the Redwoods	E O P S	Payments to Bookstore for Stu	75,000.00
P0014979	11/19/2008	sComm, Inc	DSP&S	New Furn/Equip >\$200	4,279.28
P0014984	11/20/2008	Shopanatomical.Com	VTEA Block Grant	Tools and Equipment Under \$200	521.61
P0014986	11/20/2008	CSU Long Beach	Upward Bound	Payments for Fees	55.00
P0014987	11/20/2008	Humboldt County Office of Education	Cal-Soap - Tutorial	Fingerprints	32.00
P0014991	11/20/2008	North 14	Staff Diversity Funds -AB1725	Membership Fees	200.00
P0014992	11/20/2008	College of the Redwoods	College Access Found of CA	Scholarships	314.24
P0014993	11/21/2008	Dell Computer Corp	Associate Degree Nursing Prog	Technology Equip >\$1000	4,446.91
P0014994	11/21/2008	Pocket Nurse Enterprises Inc	Associate Degree Nursing Prog	Instructional Supplies	64.30
P0014995	11/21/2008	Sonoma State University	Upward Bound	Payments for Fees	55.00
P0015000	11/21/2008	JSTOR	Library Automation	Software Maintenance Contract	1,325.00
P0015001	11/21/2008	Del Norte County Unified School Dis	CalSOAP Consortium Cash	Fingerprints	32.00
P0015002	11/21/2008	The North Coast Journal	Cal-Soap - Tutorial	Advertising	43.20
P0015007	11/24/2008	Fisher Scientific Co LLC	ECHS Curriculum Alignment	Miscellaneous Supplies	374.26
P0015008	11/25/2008	Pollack / Belz Broadcasting Co LLC	BFAP Fin Aid Adm Allowance	Advertising	804.38
P0015009	11/25/2008	California Broadcasting Inc	BFAP Fin Aid Adm Allowance	Advertising	804.38
P0015010	11/25/2008	Sainte Partners II L.P.	BFAP Fin Aid Adm Allowance	Advertising	536.25
P0015011	11/25/2008	Sainte Partners II L.P.	BFAP Fin Aid Adm Allowance	Advertising	536.25
P0015011	12/11/2008	Sainte Partners II L.P.	BFAP Fin Aid Adm Allowance	Advertising	536.25

January Board Report on Purchase Orders Issued

<i>PO #</i>	<i>Date</i>	<i>Vendor</i>	<i>Program</i>	<i>Description</i>	<i>Amount</i>
P0015017	11/26/2008	Dell Computer Corp	VTEA Block Grant	Technology Equip >\$1000	1,706.53
P0015028	12/1/2008	Business and Legal Reports, Inc	Economic Dev - REBRAC	Periodicals	811.43
P0015029	12/1/2008	Computerland of Silicon Valley	VTEA Tech Prep	Software < \$200	56.84
P0015036	12/1/2008	Community College League of Califor	Library Automation	Software Maintenance Contract	15,644.00
P0015037	12/1/2008	The Love and Logic Institute Inc	Foster Parent Train - Odd Year	Instructional Supplies	858.00
P0015045	12/2/2008	Artstor	Library Automation	Software Maintenance Contract	1,300.00
P0015058	12/8/2008	Paul Mrowczynski	VTEA Tech Prep	Personal Service Contract	1,000.00
P0015060	12/8/2008	County of Humboldt	CalSOAP Consortium Cash	Fingerprints	20.00
P0015062	12/8/2008	Humboldt County Office of Education	CalSOAP Consortium Cash	Fingerprints	32.00
P0015063	12/8/2008	Humboldt County Office of Education	Upward Bound	Payments for Fees	53.00
P0015064	12/8/2008	Humboldt County Office of Education	Upward Bound	Payments for Fees	64.00
P0015070	12/10/2008	CDW Government Inc	Inst Eq/Lib Matl - Even Year	New Furn/Equip >\$200	1,427.85
P0015071	12/10/2008	The Competitive Edge	DSP&S	Software < \$200	162.16
P0015071	12/10/2008	The Competitive Edge	DSP&S	New Furn/Equip >\$200	2,057.39
P0015072	12/10/2008	US Markerboard	Inst Eq/Lib Matl - Even Year	New Furn/Equip >\$200	847.51
P0015076	12/10/2008	Staples Inc	Inst Eq/Lib Matl - Even Year	Tools and Equipment Under \$200	42.89
P0015077	12/10/2008	Tangent Computer	Inst Eq/Lib Matl - Even Year	Technology Equip >\$1000	992.06
P0015079	12/10/2008	Barbo Machinery Co	VTEA Block Grant	New Furn/Equip >\$200	3,230.74
P0015079	12/10/2008	Barbo Machinery Co	VTEA Block Grant	Tools and Equipment Under \$200	63.28
P0015084	12/12/2008	County of Humboldt	CalSOAP Consortium Cash	Fingerprints	20.00
P0015087	12/15/2008	Medco Supply Co Inc	General	Nursing Supplies	780.00

January Board Report on Purchase Orders Issued

<i>PO #</i>	<i>Date</i>	<i>Vendor</i>	<i>Program</i>	<i>Description</i>	<i>Amount</i>
P0015088	12/15/2008	Mid Valley Surgical Supply	General	Nursing Supplies	780.00
P0015090	12/15/2008	Plus Vision Corp	Inst Eq/Lib Matl - Even Year	Tools and Equipment Under \$200	343.24
Total 110 General Fund Restricted					122,253.23
<i>110 General Fund Unrestricted</i>					
B0005423	11/19/2008	Eureka Oxygen Co	General	Maintenance Supplies	200.00
B0005424	11/19/2008	Electronic Office Equipment Inc	Information Sciences	Equipment Repair, Instruction	195.50
B0005424	11/19/2008	Electronic Office Equipment Inc	Information Sciences	Equipment Repair, Instruction	195.50
B0005425	11/21/2008	Henry Schein Inc	Dental Assisting	Instructional Supplies	2,644.18
B0005426	11/25/2008	KMFB Four Rivers Broadcasting Inc	District General	Advertising	2,000.00
B0005428	12/3/2008	Pierson Building Center	Science and Engineering	Instructional Supplies	200.00
B0005429	12/8/2008	Mr. Donald E. Nuss	General	Maintenance Supplies	350.00
B0005431	12/8/2008	Hensell Materials Inc	Applied Technology	Miscellaneous Supplies	250.00
B0005432	12/8/2008	Phoenix Ceramic & Fire Supply	Arts and Languages	Instructional Supplies	100.00
B0005433	12/8/2008	Campton Electric Supply Inc	District General	Equipment Repair, Instruction	2,500.00
B0005435	12/9/2008	Dick Blick Art Materials	Arts and Languages	Instructional Supplies	150.00
P0014962	11/17/2008	Salvage Redwood Sales Llc	General	Site Improvement	643.50
P0014964	11/17/2008	Napa Valley College	Athletics	Entry Fees	400.00
P0014965	11/17/2008	Shasta College	Athletics	Officials	510.00
P0014966	11/17/2008	Paul Bressoud	Athletics	Personal Service Contract	625.00
P0014967	11/17/2008	Los Rios Community College District	Athletics	Entry Fees	375.00

January Board Report on Purchase Orders Issued

<i>PO #</i>	<i>Date</i>	<i>Vendor</i>	<i>Program</i>	<i>Description</i>	<i>Amount</i>
P0014969	11/17/2008	Tab Sales of California	General	Office Supplies	111.54
P0014970	11/19/2008	Freestyle Photographic Supplies	General	Instructional Supplies	330.09
P0014971	11/19/2008	Times-Standard	Library Fines	Advertising	90.25
P0014972	11/19/2008	Proforma D & D Innovations	District General	Office Supplies	2,095.55
P0014974	11/19/2008	Fortuna Iron Corporation	Intrafund Services Motor Pool	Equipment Repair, Vehicles	884.81
P0014975	11/19/2008	Community College League of Califor	General	Software Maintenance Contract	990.00
P0014976	11/19/2008	Brooks Digital Media Production	Community Education DN/CRMC	Contract Services	250.00
P0014977	11/19/2008	Staples Inc	Applied Technology	Miscellaneous Supplies	386.00
P0014978	11/19/2008	Chad's Automotive Repair Service	Intrafund Services Motor Pool	Equipment Repair, Vehicles	555.48
P0014981	11/20/2008	Calumet Photographic Inc	General	Instructional Supplies	91.91
P0014982	11/20/2008	Klingspor's Woodworking Shop	General	Instructional Supplies	123.08
P0014983	11/20/2008	Felder Group USA	General	Instructional Supplies	101.48
P0014988	11/20/2008	Dick Blick Art Materials	CRMC Art - Other	Instructional Supplies	125.72
P0014989	11/20/2008	Ukiah Paper Supply	General	Cleaning Supplies	228.99
P0014990	11/20/2008	Ukiah Paper Supply	General	Cleaning Supplies	60.45
P0014996	11/21/2008	Clinic Wear	Dental Assisting	Instructional Supplies	231.67
P0014997	11/21/2008	Lambert Dental Instrument Mfg, Llc	Dental Assisting	Instructional Supplies	276.05
P0014998	11/21/2008	Eureka Rubber Stamp Co	Dental Assisting	Instructional Supplies	48.26
P0014999	11/21/2008	Eureka Oxygen Co	Dental Assisting	Instructional Supplies	254.27
P0015012	11/25/2008	State Water Resources Control Board	District General	Regulatory Compliance	100.42
P0015013	11/25/2008	Grundmans Inc	Firearms Range	Equipment Repair, Instruction	110.80

January Board Report on Purchase Orders Issued

<i>PO #</i>	<i>Date</i>	<i>Vendor</i>	<i>Program</i>	<i>Description</i>	<i>Amount</i>
P0015014	11/25/2008	College of the Redwoods	Skid Car Project	Payments for Fees	160.00
P0015015	11/26/2008	Computerland of Silicon Valley	Honors Program	Membership Fees	56.84
P0015016	11/26/2008	Computerland of Silicon Valley	General	Office Supplies	56.84
P0015023	11/26/2008	Fisher Scientific Co LLC	Science and Engineering	Instructional Supplies	751.81
P0015024	11/26/2008	Office Depot Inc	Humanities Div Office	Office Supplies	33.74
P0015026	11/26/2008	Mendes Supply Co Inc	General	Stores Inventory	6,515.23
P0015027	12/1/2008	Power Page	General	Maintenance Service Contract	28.00
P0015030	12/1/2008	California Restaurant Association	Community Education	Instructional Supplies	1,040.65
P0015035	12/1/2008	Regional Visitor Publications	HAF - Community Theatre Prog	Advertising	738.65
P0015039	12/1/2008	Staples Inc	Arcata Instructional Site	Office Supplies	35.38
P0015040	12/1/2008	Telstar Instruments	District General	Pool and Sewer System Supplies	2,767.10
P0015041	12/1/2008	Quill Corp	General	Instructional Supplies	103.42
P0015042	12/2/2008	Office Depot Inc	General	Stores Inventory	2,034.32
P0015043	12/2/2008	Fort Bragg Glass & Mirror Inc	General	Maintenance Supplies	192.92
P0015044	12/2/2008	Epson Accessories Inc	Arts and Languages	Instructional Supplies	197.30
P0015046	12/3/2008	Academic Senate for the California	District General	Institutional Memberships	1,141.70
P0015047	12/3/2008	Carolina Biological Supply Company	General	Instructional Supplies	149.74
P0015048	12/3/2008	Mr. Charles E. Rigney, MD	Athletics	Personal Service Contract	200.00
P0015049	12/3/2008	Crystal Springs Bottled Water Co	Science and Engineering	Maintenance Service Contract	1,022.97
P0015051	12/4/2008	Eureka Broadcasting Co Inc	District Projects	Advertising	25.00
P0015052	12/4/2008	Assoc of Community College Trustees	District General	Institutional Memberships	3,142.00

January Board Report on Purchase Orders Issued

<i>PO #</i>	<i>Date</i>	<i>Vendor</i>	<i>Program</i>	<i>Description</i>	<i>Amount</i>
P0015053	12/5/2008	People Admin, Inc	One-time Special Projects	New Software >\$200	38,000.00
P0015055	12/8/2008	Datatel Inc	District Projects	Contract Services	3,219.75
P0015056	12/8/2008	Education To Go Inc	Community Education DN/CRMC	Instructional Supplies	55.00
P0015057	12/8/2008	Wildwood Saw & Work Wear	District General	New Furn/Equip >\$200	514.75
P0015059	12/8/2008	Ms. Gloria Dinsmore	District General	Painting Supplies	980.00
P0015061	12/8/2008	State Water Resources Control Board	Hazardous Waste Program	Hazardous Waste Contract	1,277.00
P0015066	12/9/2008	Brooks Digital Media Production	General	Contract Services	250.00
P0015067	12/9/2008	Mendes Supply Co Inc	General	Maintenance Supplies	828.97
P0015068	12/9/2008	Fresno City College	Athletics	Entry Fees	450.00
P0015069	12/10/2008	Gatlin Education	Community Education	Contract Services	1,295.00
P0015073	12/10/2008	East Bay Machine & Hydraulics	Applied Technology	Equipment Repair, Instruction	21.90
P0015074	12/10/2008	Eureka Printing Co Inc	Cont-Ed - Office	Office Supplies	980.40
P0015078	12/10/2008	Gatlin Education	Community Education	Contract Services	1,295.00
P0015080	12/10/2008	Northern California Safety Consortium	AJ Instructional Supplies	Instructional Supplies	115.00
P0015082	12/11/2008	Office Depot Inc	Humanities Div Office	Office Supplies	52.75
P0015083	12/11/2008	Eureka Printing Co Inc	General	Stores Inventory	4,259.98
P0015086	12/15/2008	Fisher Scientific Co LLC	Science and Engineering	Instructional Supplies	570.10
P0015089	12/15/2008	North American Conf of Automotive T	Applied Technology	Membership Fees	400.00
P0015091	12/15/2008	Demco Inc	General	Office Supplies	32.42
P0015092	12/15/2008	EBSCO Subscription Services	General	Periodicals, Eureka	194.00

January Board Report on Purchase Orders Issued

<i>PO #</i>	<i>Date</i>	<i>Vendor</i>	<i>Program</i>	<i>Description</i>	<i>Amount</i>
Total 110 General Fund Unrestricted					93,971.13
133 Child Development Fund					
P0015031	12/1/2008	Laminex Inc	Child Development Center	Miscellaneous Supplies	160.37
P0015032	12/1/2008	Mendes Supply Co Inc	Child Development Center	Miscellaneous Supplies	97.68
P0015033	12/1/2008	Child Care Supply Co. West	Child Development Center	Miscellaneous Supplies	276.72
P0015034	12/1/2008	Office Depot Inc	Child Development Center	Office Supplies	186.58
P0015034	12/1/2008	Office Depot Inc	Child Development Center	Instructional Supplies	154.40
P0015038	12/1/2008	Winco Foods	General	Miscellaneous Supplies	100.00
P0015038	12/1/2008	Winco Foods	General	Food Purchases	400.00
Total 133 Child Development Fund					1,375.75
134 Farm Operation Fund					
P0015085	12/15/2008	Dept of Food and Agriculture	Farm Operation	Miscellaneous Supplies	100.00
Total 134 Farm Operation Fund					100.00
139 Other Special Revenue Fund					
B0005427	12/1/2008	Lindquist Landscapes	House #34	Buildings	11,974.00
B0005434	12/8/2008	Town & Country Refrigeration Co.	Dining Services	Equipment Repair, Maintenance	1,209.46
B0005436	12/15/2008	Mr. Todd Trumble	House #35	Buildings	3,500.00
P0015004	11/24/2008	Piner Glass Co. Inc.	Residence Halls	Building Repair	84.97

January Board Report on Purchase Orders Issued

<i>PO #</i>	<i>Date</i>	<i>Vendor</i>	<i>Program</i>	<i>Description</i>	<i>Amount</i>
P0015005	11/24/2008	Superior Alarms Inc	Residence Halls	Equipment Repair, Maintenance	60.00
P0015006	11/24/2008	Assoc. of College & Univ Housing Of	Residence Halls	Staff Development Expense	224.00
P0015075	12/10/2008	Computerland of Silicon Valley	Residence Halls	Software < \$200	214.71
P0015081	12/11/2008	Computerland of Silicon Valley	Residence Halls	Software < \$200	41.83
<i>Total 139 Other Special Revenue Fund</i>					<i>17,308.97</i>
<i>141 Capital Outlay Projects Fund</i>					
B0005430	12/8/2008	Mercer-Fraser Co	Site Improvements	Site Improvement	1,574,204.00
P0014963	11/17/2008	Redwood Electronics Corp	Modernize Health/Technology	Buildings	237.67
P0014973	11/19/2008	Brock's Mobile Home Transportation	Scheduled Maintenance & Repair	Scheduled Maintenance	600.00
P0015050	12/4/2008	Tangent Computer	Modernize Health/Technology	Buildings	900.90
P0015054	12/8/2008	County of Humboldt	Site Improvements	Site Improvement	200.00
P0015065	12/8/2008	Division of the State Architect	Student Services/Admin. Bldg	Buildings	66,337.61
<i>Total 141 Capital Outlay Projects Fund</i>					<i>1,642,480.18</i>
<i>Grand Total All Purchase Orders</i>					<i>1,877,489.26</i>



The Senate Brief

Contents:

The Basic Skills Initiative: Making Student Success a Priority at College of the Redwoods 1

Meeting Dates:

January 16

- Academic Senate

January 23

- Curriculum Committee
- Academic Standards and Policies Committee

Academic Senate Copresidents:

Tony Sartori
Allen Keppner

Assistant:

Sally Frazier

The Basic Skills Initiative: Making Student Success a Priority at College of the Redwoods

“Enrollment is up!” Once a cause for celebration, growth in enrollment is no longer considered to be an accurate measure of a college’s vibrancy and well-being. From Washington, D.C. to Sacramento, the emphasis today is on student *success*, not simply on FTES. That change in emphasis is well founded. Although more young people are attending college than ever before, far fewer graduate. Despite California’s long tradition in providing access to all who desire a higher education, there is a growing awareness that access alone is not sufficient. Without achieving a degree or certificate, students gain few measurable benefits from their college experience. One reason for the low graduation rate in community colleges is that so many students enter college lacking the reading, writing, and mathematic skills and “habits of mind” necessary for academic work. Whether they are termed remedial, developmental, or under-prepared, basic skills students make up the majority of all California community college enrollments. Improving the success rate of these students has become a state imperative.

Purpose of the Initiative

A natural outcome of the national debate on accountability in higher education, and closely linked to ACCJC accreditation standards of institutional effectiveness, the Basic Skills Initiative may prove to be the most important community college initiative ever funded by the state legislature. Developed to address Goal B (student success and readiness) of the California Community College System Strategic Plan, the Basic Skills Initiative (BSI) is intended to transform the way colleges address the needs of basic skills students.

A Growing Sense of Urgency

Although rated highly for providing excellent access to students, California community colleges have a dismal record when it comes to student success. Only 24 percent of degree-seeking students complete a degree, certificate, or transfer to a four-year college within six years. California lags well behind the national average, and the statistics for basic skills students, who statewide account for 70-85 percent of all community college students, are particularly distressing. Only twelve percent of these students earn an associate degree within six years and only five percent transfer. While these statistics are dismal enough, additional factors add to a growing sense of urgency. Once considered a leader in higher education, California now ranks 30th in the share of its population age 25 to 34 with an associate degree or higher. California’s economic and civic well-being depends on a well-educated work force. For much of the population, community colleges are the gateway to a better life. As such, we can no longer afford to ignore the many students who enter our doors only to disappear without achieving their goals.

BSI Self-Assessment at College of the Redwoods

Last year, more than thirty faculty and staff participated in a state-mandated institutional self-assessment in which CR's current organizational, instructional, and student support practices were compared to the best practices nationally identified for developmental education. On the positive side, CR is doing many things well as evidenced by the best practices already followed in the developmental courses. The college continues to receive state recognition for innovations such as the integrated reading and writing curriculum, mandatory placement in math and English courses, college success courses, the Math and English labs, and the certified peer tutor training program. In addition, exemplary DSPS and EOPS programs serve many basic skills students, as does the Academic Support Center. It is essential that these highly effective practices not be lost in the rush for increased FTES.

CR also assessed itself deficient in several areas, including organizational policies that impede student retention and success and a lack of reliable data and tracking of basic skills students. Perhaps the area of greatest impact on basic skills students is the minimal advising available to students. Research shows that proactive counseling during the first year is critical to help students become oriented to college, set appropriate goals, and enroll in the right classes. Yet at the Eureka campus, only a .6 full-time equivalent counselor is available to serve the 2000 or so students who do not qualify for DSPS or EOPS services.

BSI Research and Planning at CR

Local BSI efforts for 2008-09 are two-fold: conducting research to inform future efforts and developing a process for linking basic skills to assessment, program review, planning, and budget. One of the BSI steering committee's first actions was to hire a research assistant, who is now working with IR to establish baseline measures for basic skills at the college and to provide data as requested by the committee for initial analysis. The results of this first round of research will be the focus of the BSI presentation at the January Board of Trustees meeting. The next challenge for the college will be to incorporate this data into program review and use the data to analyze and improve program effectiveness. To meet accreditation standards, the college *must* link student success to planning and budget.

Key Recommendations from State Research and Policy Advisors

Making meaningful improvement in student success rates will require a coordinated and long-term effort. Key among the recommended institutional changes are the following:

- Maintaining an institutional focus on student retention and outcomes, not just enrollment;
- Implementing best practices in developmental education;
- Offering ongoing support for staff development;
- Using data to evaluate student outcomes and improve programs.

Supporting efforts to improve student outcomes is obviously desirable from the standpoint of the mission of the college, but there are economic benefits for the college as well. Students who are successful in their courses and persist semester-to-semester will produce more FTES as they complete their developmental course work, move into college-level courses, and stay at CR to earn a degree or certificate. Over time, successful students will generate more revenue for the college than do unsuccessful students.

While there is much that can be done at the institutional level to improve student success, state policy advisors recognize that some factors are beyond the colleges' control. Thus, they have recommended changes at the system and legislative levels as well:

- Basing apportionment partially on completion rates rather than solely on enrollment;
- Modifying the 50-percent law to allow counselors to be counted on the instructional side of the formula;
- Setting academic progress conditions for Board of Governors fee waivers.

Tying funding directly to academic progress will create a strong incentive for both colleges and students to focus their efforts on program completion.

Looking to the Future

The primary goal at College of the Redwoods should be the success of our students. The low retention, success, and completion rates of our students represent too many lost opportunities: lost opportunities for the thousands of students who fail to achieve their dreams and goals; lost opportunities for the college in the form of lower revenue and FTES as students disappear from our rosters; and lost opportunities for our counties in the form of an undereducated work force. If we are to serve the population we have rather than the population we might wish to have, we must make developmental education an integral part of the college's mission. We must reassess the way we deliver courses, programs, and services. Most of all, we must make student success an *institutional* priority, supported fully by the board of trustees, the administration, staff, and faculty alike. Our students and our community deserve nothing less.

The Senate Brief is prepared in the interest of supporting communication between the Academic Senate and the Board of Trustees.

REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

January 6, 2009
Agenda Item No. 9.1

TO: Board of Trustees

FROM: Keith Snow-Flamer
Vice President Learning and Student Development

SUBJECT: APPROVE CURRICULUM CHANGES

RECOMMENDATION

The Academic Senate recommends approval of the attached curriculum changes.

BACKGROUND

The attached curriculum report reflects all curriculum changes approved by the Senate since the December 2008 Board of Trustees meeting.

Curriculum changes are summarized on the attachment and in the table below:

	Courses	Degrees / Certificates
Inactivated	0	0
Revised	14	1
New	20	0

New courses and courses with updated content positively impact student learning outcomes, improve overall program quality and supports continuous improvement in meeting ACCJC standards. New online courses support CR's commitment to new modalities and accessibility of classes to students.

The administration recommends approval of the curriculum changes.

BUDGET IMPLICATIONS

None

COLLEGE OF THE REDWOODS
SUMMARY OF COURSE CHANGES

12/12/08

LEGEND

PREFIX = Course prefix; **#** = Course Number; **TITLE** = Course title or title change; **NEW** = New course or large format/distance education proposal first submission; **REV** = Revised course; **REP** = Replaces existing course; **INA** = Inactivated course; **UNITS** = Total Units and hrs of new course or change in revised course; **UC, CSU** = UC or CSU transferable; **CR GE** = credits apply to CR General Education; underline indicates **new** CR GE; **COMMENTS** = Review of outline changes, including prerequisites.

PREFIX	#	TITLE/TITLE CHANGE	N E W	R E V	R E P	I N A	[UNITS] LEC/LAB HRS	U C	C S U	CR GE	COMMENTS/ SUMMARY CHANGES DISCIPLINE CODE/ PREREQUISITE CHANGE
ART	1A Online	Art History: Prehistory to Gothic Online	X					X	X	X	New Modality: Online This general education course is used to fulfill the requirements in our Associate of Science degrees and CSU general transfer. Providing this course online supports the college's move to provide greater online access to our transfer degrees. Students will use the same textbook as a face to face class, have a short lecture guiding them through the important topics each week, 3-4 individualized assignments, and 1-2 discussion topics each week that all will be available on Blackboard. Students will access real-time media appropriate to each historic period. Media includes appropriate films students can access on their own, online videos, targeted websites, and power point presentations.
AJ	191	Module III Reserve Peace Officer Course		X			5/1 90/54				Course content was changed to continue meeting state requirements. This course is certified by the California Commission on Peace Officer Standards and Training (POST), satisfies the entry level training requirements for Level III reserve peace officers and is the mandatory prerequisite for the Level II module. It also satisfies the arrest and firearms training requirements specified in Penal Code Section 832. Changes in content and mandated hours added to the course have resulted in an increase in units from 4 to 6.

CT	78C	Residential Wiring III	X							<p>This course is updated to reflect new student learning outcomes, new assessments and texts. This course is a continuation of the electrical theory, principles and skills learned in CT 78B. Specific instruction will be in relays, motors, 3-phase power, schematics, heating equipment, and electronic controls required for the completion of the wiring of the student project house. New course outcomes include:</p> <ol style="list-style-type: none"> 1. Determining the electrical requirements for a single family residence. 2. Calculating watt loss and voltage drop in 2-wire and 3-wire circuits. 3. Understanding NEC and California Electrical Code location requirements for GFCI receptacles. 4. Understanding the operation of electric water heaters and their components. 5. Understanding the various acceptable methods for grounding appliances.
CT	78D	Residential Wiring IV	X			[2.0]	18	/ 54	X	<p>This course is a continuation of the electrical theory, principles and skills learned in CT 78C and is being updated to reflect new student learning outcomes, new assessments and texts. Specific instruction will be in electric service installation, alarms and security systems, over current protection, stand by power, and low voltage circuits required for the completion of the wiring of the student project house. New course outcomes include:</p> <ol style="list-style-type: none"> 1. Understanding the requirements of permanent grounding and bonding for residential electrical services. 2. Calculating the size of the service entrance. 3. Connecting a residence to an electric power system. 4. Selecting and install safety systems: e.g. smoke alarms, security, CO. 5. Understanding over current protection and the application of fuses and circuit breakers.

AG	46	Computers in Agriculture Management	X							<p>The changes in this course include updated course outline, learning outcomes, assessments and texts. This course is an application of the microcomputer to the management of agricultural operations and businesses including livestock, crop and financial management. Topics will include computer integrated management of contracts and accounts, materials, work processes, spreadsheets and personnel. Course outcomes include:</p> <ol style="list-style-type: none"> 1. Performing microcomputer operations that create workplace documents, i.e., contracts, 2. spreadsheets, inventories, and accounts. 3. Defining microcomputer terminology. 4. Understanding the hierarchy of computer program design. 5. Explaining the value of the microcomputer as a business management tool.
NR	99A	Special Topics in GIS	X			[3.0]	36			<p>This course is a special topics course the will be used to develop and pursue current topics within the Geographic Information Systems (GIS) field. Students will explore advanced GIS topics of interest, such as the integration of GPS and remotely-sensed data, the use of interpolation and spatial statistics, the successful application of cartographic techniques and geovisualization, and GIS project planning and management. At the end of the course students will be expected to be able to:</p> <ol style="list-style-type: none"> 1. Explain how technologies such as remote sensing, Geographic Positioning systems 2. (GPS), and cartography are important to the GIS analyst. 3. Access and evaluate spatial data, including GPS and remotely-sensed data, from a variety of sources. 4. Develop geovisualizations of spatial data by utilizing specialized extensions, such as Spatial Analyst, 3D Analyst, or Geostatistical Analyst. 5. Discuss the goals of GIS project management and developing GIS products for a specific client. 6. Develop professional-grade map products, including a poster or lecture presentation.

PE	15	Women's Self Defense									<p>Changes include a new catalog description, new student learning outcomes, new assessments and text. This introduction to self defense course explores violence prevention education; assertiveness skills. Physical self defense techniques are also taught and practiced. New course outcomes include:</p> <ol style="list-style-type: none"> 1. Appraising the societal problem of interpersonal violence and sexual assault. Identify common misconceptions. 2. Differentiating between aggressive, passive and assertive communication. 3. Demonstrating and practice effective avoidance, deterrence and escape maneuvers. 4. Demonstrating and practice verbal, psychological, and physical self defense techniques.
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SNLAN	2A	Intermediate American Sign Language I		X					X	X	X	<p>This SNLAN 2A course will fulfill the requirements for entry into placement in CSU and UC Level II classes and Deaf Studies Programs. The course will provide a more competitive level of proficiency for students to enter their chosen professions in the field of Deafness. New course outcomes include:</p> <ol style="list-style-type: none"> 1. Comprehending intermediate-level American Sign Language in a variety of situations. 2. Engaging in interactive intermediate-level American Sign Language exchanges obtaining and interpreting information. 3. Developing and refining American Sign Language linguistic skills by using past, present, and future tenses in narrations and by expressing emotions and opinions. 4. Using grammatical concepts correctly through specific interactive signing and written activities.
PHYS	4A	Calculus-based Physics: Mechanics		X					X	X	X	<p>The changes include updated course description, learning outcomes, content, learning activities, assessment and texts. This is an introductory course in calculus-based physics for physical science and engineering majors and explores classical mechanics, including analysis of motion, force, momentum, and energy. New course learning outcomes include:</p> <ol style="list-style-type: none"> 1. Applying the scientific method to problems in classical mechanics. 2. Expressing, either orally or in written form, an understanding of core physical principles of mechanics. 3. Conducting experiments, collect and analyze data, identify sources of error, then interpret and correlate the results to physical theory. 4. Identifying essential aspects of a physical problem and formulate a strategy for analysis. 5. Estimating the solution of a problem; apply appropriate technique to arrive at a solution, test the correctness of the solution, interpret and connect the result to physical principles of mechanics.

CHEM	10	Chemistry for the 21st Century	x								<p>This is a new course, similar to Chemistry 104, Chemistry and Society at HSU, designed for non-science majors. Student will be expected to be able to:</p> <ol style="list-style-type: none"> 1. Compare the scientific method with scientific inquiry. 2. Distinguish between data and interpretation. 3. Describe the importance of hypotheses. 4. Describe the importance of peer review. 5. Recognize uncertainty in scientific investigations. 6. Distinguish between physical and chemical properties. 7. Distinguish between potential and kinetic energy and provide chemical examples of each. 8. Describe the subatomic nature of atoms. 9. Compare and contrast ionic and covalent bonding. 10. Discuss the importance of the conservation of matter in physical and chemical changes.
CHEM	52	Chemistry Practicum		x							<p>This course, individualized instruction that helps students address chemistry concepts and applications, replaces the current CHEM-152</p>
GUID	105	Conflict Management	x								<p>This is a new course designed to provide skills in conflict resolution in the workplace. Learning outcomes include:</p> <ol style="list-style-type: none"> 1. Describing the meaning of conflict. 2. Comparing and contrast the different conflict styles and be familiar with one's own style. 3. Recognizing the causes of conflict. 4. Designing strategies for resolving interpersonal conflict. 5. Demonstrating how to use various techniques for resolving conflict.
GUID	106	Decision Making and Problem Solving	x								<p>This is a new course designed to provide strategies in decision-making and problem-solving in the workplace. Students taking this course will be expected to:</p> <ol style="list-style-type: none"> 1. Differentiate between decision making and problem solving. 2. Examine the steps of decision making. 3. Identify various blocks to problem solving. 4. Identify problem solving techniques. 5. Differentiate between the elements involved in individual decision making and group decision making. <p>Recognize the importance of creativity in problem solving.</p>

GUID	107	Handling Organizational Change	x				[0.5] 9 / 0			<p>This new course is designed to provide an overview of the effect change has on an organization and the individuals in it. Students taking this course will be expected to:</p> <ol style="list-style-type: none"> 1. Recognize the fast rate of change in organizations today. 2. Describe the stages of change and how to effectively deal with each stage. 3. Explain the symptoms of resistance to change and how to effectively deal with that resistance. 4. Describe the skills necessary for managing change. 5. Express how being open to change can improve customer service.
RE	12	Real Estate Law		x			[3.0] 54 / 0		x	Reactivation. Updated curriculum to current standards.

COLLEGE OF THE REDWOODS
SUMMARY OF CURRICULAR CHANGES
12/12/08

DEGREES & CERTIFICATES

NEW = New Program (form 501); **SUB** = Revised program that has undergone *substantive* changes (form 510); **NONSUB** = Revised program that has undergone non-substantial changes (form 511); **INA** = Inactivated program (form 511); **COMMENTS** = nature of proposal

PROGRAM TITLE	N E W	N O N S U B	S U B	I N A	COMMENTS/ SUMMARY CHANGES DISCIPLINE CODE/ PREREQUISITE CHANGE
Residential Wiring, Certificate of Recognition		X			Non-substantial change to the Certificate of Recognition for Residential Wiring. Curricular update with the addition of CT-78D, a fourth residential wiring course. This new course allows students to take four semesters of residential wiring without repeating the lecture/lab course CT-78C.

COLLEGE OF THE REDWOODS
SUMMARY OF COURSE CHANGES

11/14/2008

LEGEND

PREFIX = Course prefix; **#** = Course Number; **TITLE** = Course title or title change; **NEW** = New course or large format/distance education proposal first submission; **REV** = Revised course; **REP** = Replaces existing course; **INA** = Inactivated course; **UNITS** = Total Units and hrs of new course or change in revised course; **UC, CSU** = UC or CSU transferable; **CR GE** = credits apply to CR General Education; bold indicates **new** CR GE; **COMMENTS** = Review of outline changes, including prerequisites.

PREFIX	#	TITLE/TITLE CHANGE	N E W	R E V	R E P	I N A	[UNITS] LEC/LAB HRS	U C	C S U	CR GE	COMMENTS/ SUMMARY CHANGES DISCIPLINE CODE/ PREREQUISITE CHANGE
GUID	143	Individualized Assessment and Planning		X							The change revises the "Special Note/Advisories" section of the course outline. The course is an in-depth evaluation of learning disability as it is defined by Title V of the California Education Code for community colleges. The course involves analysis and understanding of learning differences, the importance of the selection and application of effective learning strategies and the critical role of self advocacy in persons with a learning disability.
LIBR	99A	Book of the Year Discussion Group (<i>online</i>)	X						X		New modality: Online Library 99 is a discussion-driven study and exploration of selected topics related to the current Book of the Year selection. Students analyze and discuss different aspects of diverse viewpoints represented in and the issues raised by the book. Written assessments in this class remain the same as in the classroom, with comments and suggestions from the instructor given electronically rather than in written format.

PE	32	Power Circuit (new)	X					[1.0 - 2.0] 0 / 54 - 108	X	This new course is designed to develop and train students to achieve an advanced level of cardiovascular fitness and muscular strength conditioning. Exercise sessions will include timed intervals of moderate to high intensity training on specific muscle groups and aerobic conditioning.
BT	90	Intro. to Excel (<i>online</i>)	X					[1.0] 0 / 54	X	New modality: Online Students taking this online class in creating electronic presentations will complete the same assignments and assessments as they would if taking BT 90 as a face-to-face class on campus.
BT	91	Intro. to PowerPoint (<i>online</i>)	X					[1.0] 0 / 54	X	New modality: Online This is an introduction to electronic presentations using Microsoft PowerPoint. Students learn to create interactive slides using text, graphics, sound, animation, timing, and transitions.
BT	178	Intro. to QuickBooks (<i>online</i>)	X					[1.0] 12 / 18		New modality: Online BT 178 is an introductory-level course in the use of QuickBooks accounting software. The goal of the course is to enable the student to use QuickBooks in real-life situations. This course is particularly relevant for bookkeepers and small business owners who want to be able to use QuickBooks to automate bookkeeping and accounting tasks.
BT	53	Technical and Professional Office Procedures (<i>online</i>)	X					[4.0] 54 / 54	X	New modality: Online This course is designed to provide advanced preparation for students' transition from the classroom to the work force environment. Students will integrate technological knowledge and skills from previous courses with new information about communicating in the workplace, teambuilding, problem solving, organization and time management, and career planning.
CIS	20	Programming with Data Structures (<i>online</i>)	X						X	New modality: Online The course is being reactivated as part of a strategy to offer a 100% online certificate in computer programming. Removing prerequisite and adding recommended prep to enhance course access to high school students and the business community
IT	46	Computers in Industrial Management		X					X	IT 46, a required course for many CT, DT, MT, and Ag. Certificates and Degrees, teaches students the elements of Microsoft Office in a project-based environment. New disciplines were added to the approval list of faculty qualification in an effort to expand the available pool of faculty able to teach this course. New disciplines approved for this course include: Office Technology, Agriculture, Business Education

Prefix	#	Title/Title Change	N E W	R E V	R E P	I N A	[Units] Lec/Lab Hrs	U C	C S U	CR GE	Comments/ Summary Changes Discipline Code/ Prerequisite Change
OCEAN	10	Intro. to Oceanography		X					X		New format: Large Class. During the Fall 2008 semester we offered one section of Ocean 10 (Introduction to Oceanography) on the Eureka campus. During this trial the assignments and expectations remained the same as for the 40-student class. The performance of students in the large-format course has been similar to student performance in the 40 student class (based on mid term grades). The significant modification for the larger format course is to develop grading rubrics that allow for efficient grading of relevant material.
GUID	101	Customer Service in the Workplace (<i>new</i>)	X				[0.5] / 0 9				New course designed to provide the student with certain key skills and attitudes in order to effectively meet the needs of customers. The participants will be introduced to the key elements of outstanding internal and external customer service. Topics will also include understanding and exceeding customer expectations, learning how to better communicate with customers, and how to deal with unrealistic expectations. The course addresses why customers leave and the long-term value of customers. This course also uses problem solving and action plans to better serve customers in the workplace.
GUID	102	Stress Management (<i>new</i>)	X				[0.5] / 0 9				New course designed to introduce key elements of stress management. Topics include the recognition of stress, causes of stress, and benefits of stress management. Various stress management techniques will be covered.
GUID	103	Communication in the Workplace (<i>new</i>)	X				[0.5] / 0 9				New course is designed to introduce the student to key elements in communication within business organizations. Topics will include verbal and nonverbal communication, listening skills and specific workplace communication skills, including telephone and e-mail communication.
GUID	104	Attitude in the Workplace (<i>new</i>)	X				[0.5] / 0 9				New course designed to provide the student with certain key skills in the area of attitude so that they may effectively maintain a positive attitude at the workplace and at home. The student will be introduced to the concepts of how attitudes are communicated, and how to adjust one's attitude.

FS	1	Intro to Fire Behavior (<i>new</i>)	X				[0.5] / 0	9	X	<p>New course designed to meet the fire behavior training needs of a Firefighter Type 2:</p> <ol style="list-style-type: none"> 1. Identify and discuss the three sides of the fire triangle. 2. Identify the environmental factors of fuels, weather and topography that affect the start and spread of wildland fires. 3. Describe the contributing factors that indicate the potential for increased fire behavior that may compromise firefighter safety. <p>This course is typically taken in conjunction with FS-02.</p>
FS	2	Firefighting Training (<i>new</i>)	X				[1.5] / 0	32	X	<p>New course designed to train firefighters on the basic skills needed to become a wildland firefighter. This course includes a basic orientation of wildland firefighting, human factors and leadership, safety and an introduction into the Incident Command System. Fire line construction, water use, firing devices and burnout procedures will also be covered. This course meets the National Wildfire Coordinating Group (NWCG) requirements.</p>
GEOL	10	Environmental Geology		X					X	<p>New format: Change to Large Class format. This is an introductory study of how earth materials and processes impact human activities and how human activities influence the geological environment. Students will investigate geologic hazards, including landsliding, earthquakes, and volcanic activity, and make decisions concerning mitigating action. Students will also learn about water, mineral, and energy resources and consider issues of sustainability.</p>

REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

January 6, 2009
Agenda Item #10.1

TO: Board of Trustees

FROM: Mr. Bill Studt
Acting Vice President, Human Resources/EEO

SUBJECT: ADJUST: THE 2008-09 ACADEMIC CALENDAR

RECOMMENDATION

Adjust the 2008-09 Academic Calendar.

BACKGROUND

The Academic Calendar is being amended to resolve the end date of Saturday classes and would necessitate the end date of Spring, 2009 to be May 16, 2009.

BUDGET IMPLICATIONS

None

BS:ad



COLLEGE
OF THE
REDWOODS

ACADEMIC CALENDAR 2008-2009

SYMBOL CODES

- ◊ Classes Begin ○ Final Exams
- ◻ Classes End △ Convocation
- ▷ Holiday ☆ Commencement
- ▽ Flex Days ◁ No Classes

FALL SEMESTER 2008

- Convocation.....Aug 21 and 22
- Flex Days.....Aug 20 - 22
- Classes Begin.....Aug 25
- All-college Holiday (Labor Day).....Sep 1
- Census Day.....Sep 8
- All-college Holiday (Veterans' Day).....Nov 10
- All-college Holidays (Thanksgiving).....Nov 27 and 28
- No classes.....Nov 29
- Final Exams.....Dec 8-12
- Classes End.....Dec 13
- Winter Break (Faculty).....Dec 15-Jan 19
- All-college Holidays.....Dec 22-26 and Jan 1
- Saturday Classes (Instructional Days).....Sep 6, 13, 20, 27
- Saturday Classes (cont'd).....Oct 4, 11, 18, 25, Nov 1

WINTER SESSION 2009

- Classes Begin.....Dec 29
- Classes in Session on Saturdays.....Jan 3 and Jan 10
- Classes End (Final Exams).....Jan 15

SPRING SEMESTER 2009

- All-College Holiday (Martin Luther King, Jr.'s, Birthday).....Jan 19
- Classes Begin.....Jan 20
- Census Day.....Feb 2
- No Classes (Lincoln's Birthday).....Feb 13-14
- All-college Holiday (Washington's Birthday).....Feb 16
- No Classes (Spring Break).....Mar 14-21
- Final Exams.....May 11-16
- Classes End.....May 16
- Commencement (Del Norte).....May 15
- Commencement (Eureka and K-T).....May 16
- Commencement (Mendocino).....May 17
- All-college Holiday (Memorial Day).....May 25
- Saturday Classes (Instructional Days).....Jan 31, Feb 7, 21, 28
- Saturday Classes (cont'd).....Mar 7, 28, Apr 4, 11, 18

Revised by Board of Trustees - January 6, 2009

AUGUST 2008						
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MARCH 2009						
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MAY 2009						
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COLLEGE
OF THE
REDWOODS

ACADEMIC CALENDAR 2008-2009

SYMBOL CODES			
	Classes Begin		Final Exams
	Classes End		Holiday

SUMMER SESSION 2009

Summer Session Begins May 18
 All-college Holiday (Independence Day) July 3
 Summer Session Ends (Final Exams)..... Aug 6

JUNE 2009						
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AUGUST 2009						
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JULY 2009						
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REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

January 6, 2009
Agenda Item #10.2

TO: Board of Trustees

FROM: Mr. Bill Studt
Acting Vice President, Human Resources/Equal Employment Officer

SUBJECT: APPROVE THE 2009-10 ACADEMIC CALENDAR

RECOMMENDATION

Approve the proposed 2009-10 Academic Calendar, which has been processed through shared-governance, including approval from the faculty and classified unions.

BACKGROUND

Board Policy 4010 provides for the annual publishing of the academic calendar. The proposed 2009-10 Academic Calendar meets the required minimum of 175 academic days. The 2009-10 calendar consists of two 16-week semesters and one three-week winter session. The calendar provides for summer session to be scheduled between May 17, 2009 and August 5, 2009.

There have been increasing concerns about starting winter session in December and thereby creating a hardship on prospective students which might impact enrollment. The Administration intends to open discussion on this issue with CRFO and there is the potential that changes may occur.

The availability of sections will be determined by the developing class schedule and will be made available at the board level when the draft schedule has been completed.

BUDGET IMPLICATIONS

Funds will be included in the 2009-10 General Fund budget.

BS:cc



COLLEGE
OF THE
REDWOODS

ACADEMIC CALENDAR 2009-2010

SYMBOL CODES

- ◊ Classes Begin ○ Final Exams
- ◻ Classes End △ Convocation
- ▷ Holiday ✨ Commencement
- ▽ Flex Days ◁ No Classes

FALL SEMESTER 2009

Convocation.....Aug 20 and 21
 Flex Days.....Aug 19-21
 Classes Begin.....Aug 24
 All-college Holiday (Labor Day).....Sep 7
 Census Day.....Sep 8
 All-college Holiday (Veterans' Day).....Nov 11
 All-college Holidays (Thanksgiving).....Nov 26 and 27
 No classes.....Nov 28
 Final Exams.....Dec 7-12
 Classes End.....Dec 12
 Winter Break (Faculty).....Dec 14-Jan 18
 All-college Holidays.....Dec 21-25 and Jan 1
 Saturday Classes (Instructional Days).....Aug 29, Sep 12, 19
 Saturday Classes (cont'd).....Oct 10, 17, 24, Nov 7, 14, Dec 5

WINTER SESSION 2010

Classes Begin.....Dec 28
 Classes in Session on Saturdays.....Jan 2 and 9
 Classes End (Final Exams).....Jan 15

SPRING SEMESTER 2010

All-College Holiday (Martin Luther King, Jr.'s, Birthday).....Jan 18
 Flex Day.....Jan 15
 Classes Begin.....Jan 19
 Census Day.....Feb 8
 No Classes (Lincoln's Birthday).....Feb 12
 All-college Holiday (President's Day).....Feb 15
 No Classes (Spring Break).....Mar 15-19
 Final Exams.....May 10-15
 Classes End.....May 15
 Commencement (Del Norte).....May 14
 Commencement (Eureka and K-T).....May 15
 Commencement (Mendocino).....May 16
 All-college Holiday (Memorial Day).....May 31
 Saturday Classes (Instructional Days).....Jan 23, 30, Feb 6, 27
 Saturday Classes (con'd).....Mar 6, 27, Apr 10, 24, May 8

Approved by the Board of Trustees on Month Day, 20YY

AUGUST 2009						
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DECEMBER 2009						
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JANUARY 2010						
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FEBRUARY 2010						
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MARCH 2010						
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APRIL 2010						
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COLLEGE
OF THE
REDWOODS

ACADEMIC CALENDAR 2009-2010

SYMBOL CODES			
	Classes Begin		Final Exams
	Classes End		Holiday

SUMMER SESSION 2010

JUNE 2010						
S	M	T	W	T	F	S
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Summer Session Begins May 17
 All-college Holiday (Independence Day) July 5
 Summer Session Ends (Final Exams)..... Aug 5

AUGUST 2010						
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JULY 2010						
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Approved by the Board of Trustees on Month Date, 20YY

REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

January 6, 2009
Agenda Item #10.3

TO: Board of Trustees

FROM: Mr. Bill Studt
Acting Vice President, Human Resources/Equal Employment Officer

SUBJECT: RATIFY: MEMORANDUM OF UNDERSTANDING BETWEEN COLLEGE OF THE REDWOODS FACULTY ORGANIZATION (CRFO) AND REDWOODS COMMUNITY COLLEGE DISTRICT (DISTRICT) FOR CHANGING PART-TIME FACULTY LOAD LIMIT

RECOMMENDATION

Ratify Memorandum of Understanding (MOU) between the College of the Redwoods Faculty Organization (CRFO) and Redwoods Community College District (District).

BACKGROUND

The MOU (2007-10-15) changes the load limit to 67% for part-time faculty to align it with the new state limits effective Spring, 2009. This will facilitate the use of part-time faculty and expand available sections.

BUDGET IMPLICATIONS

Costs already budgeted in the general fund.

BS:ad

Memorandum of Understanding
Redwoods Community College District (District)
College of the Redwoods Faculty Organization (CRFO)

The CRFO and District agree to amend contract sections 3.3.2 and 3.3.3 beginning in the Spring, 2009 semester to read as follows:

- 3.3.2 Associate Faculty: Associate faculty will not be assigned a teaching load in excess of **67 percent** of full-time equivalent workload in any semester.
- 3.3.3 Summer session and Intersession do not count towards the **67%** load limit for Associate Faculty in accordance with Ed Code 87474.

Clinical nursing Associate Faculty will be exempt from the above two contract sections and instead be governed by California Ed Code Section 87482 subdivision b and c (see attachment 1).

This agreement will expire on June 30, 2009.

For the District:

For CRFO:

Date: _____

Date: _____

REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

January 6, 2009
Agenda Item #10.4

TO: Board of Trustees

FROM: Mr. Bill Studt
Acting Vice President, Human Resources/Equal Employment Officer

SUBJECT: RATIFY: MEMORANDUM OF UNDERSTANDING BETWEEN COLLEGE OF THE REDWOODS FACULTY ORGANIZATION (CRFO) AND REDWOODS COMMUNITY COLLEGE DISTRICT (DISTRICT) TO ADD SOCCER TO LIST OF APPROVED COACHING STIPENDS

RECOMMENDATION

Ratify Memorandum of Understanding (MOU) between the College of the Redwoods Faculty Organization (CRFO) and Redwoods Community College District (District).

BACKGROUND

The MOU (2007-10-16) adds Soccer to the list of approved coaching stipends to be paid at the same level as the Volleyball and Track coaching stipends. This is to correct the failure to provide an authorized stipend as part of the contract.

BUDGET IMPLICATIONS

Costs already budgeted in the general fund.

BS:ad

Memorandum of Understanding
Redwoods Community College District (District)
College of the Redwoods Faculty Organization (CRFO)

The CRFO and District agree to the following:

1. Soccer will be added to the listing of approved coaching stipends.
2. The amount of the stipend will be equal to the stipend paid for Volleyball and Track coaches.
3. This agreement will be effective beginning with the Fall, 2008 semester.

This agreement will expire on June 30, 2010.

For the District:

Date: _____

For CRFO:

Date: _____

REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

January 6, 2009
Agenda Item # 11.1.1

TO: Board of Trustees

FROM: Ron Cox
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 two 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 November 30, 2008, actual expenditures total \$17,881,426. Individual project status is discussed 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 11/30/08
Eureka												
Modernization - Health/Technology Building											\$ 3,627,300	\$ 3,093,179
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	716,830
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											11,851,373	825,276
New - Student Services/Administration Building											2,166,012	58,856
New - Academic Building											2,814,910	230,677
Improvements - Eureka Site											6,882,550	112,382
Del Norte												
Modernization - Del Norte Buildings											3,700,352	3,493,802
Renovate/Repair Buildings - Del Norte											0	0
Relocated - Del Norte Classrooms											79,525	79,525
Mendocino Coast												
Modernization - Mendocino Coast Buildings											5,632,577	5,537,091
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											41,820,000	17,409,806
Eureka												
New - Student Services/Administration Building											16,348,450	471,620
New - Academic Building											29,655,000	0
Subtotal State Bond Project Costs											46,003,450	471,620
Total Local and State Bond Project Costs											\$ 87,823,450	\$ 17,881,426

REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

January 6, 2009
Agenda Item # 11.1.2

TO: Board of Trustees

FROM: Bill Studt
Acting Vice President, Human Resources/Equal Opportunity Officer

SUBJECT: APPROVE REPORT OF SURPLUS PROPERTY SALES AND DISPOSAL

RECOMMENDATION

Approve the following report of surplus property that was sold or disposed of July 1, 2008 to December 31, 2008.

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:

- A sale of 2551 library books and periodicals took place in the LRC in November and December of 2008.
- A shrink wrap machine and several pottery wheels were determined to be obsolete or beyond repair, and were of insufficient value to defray the costs of arranging a sale. They will be disposed of within board policy.
- An older model machining lathe will be used in exchange as a trade-in on modern lathe equipment.

BUDGET IMPLICATIONS

Minimal costs were expended for the disposal of surplus items.

REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

January 6, 2009
Agenda Item # 11.1.3

TO: Board of Trustees

FROM: Bill Studt
Acting Vice President, Human Resources/Equal Employment Officer

SUBJECT: AUTHORIZE ADVERTISING FOR BIDS: SEWER SYSTEM REPAIR,
EUREKA CAMPUS

RECOMMENDATION

Authorize advertising for bids for sewer system repair at the Eureka campus.

BACKGROUND

This project will involve repair to our existing sewer collection system by reducing rainfall induced inflow and infiltration to the system. The work will also repair breaches in manholes and piping. This will reduce influent into our Waste Water Treatment Facility, and reduce possible contamination to the environment from waste water. The college was issued an Administrative Civil Liability Complaint by the Regional Water Quality Control Board with assessed fines for violations, related to the operation of our Waste Water Treatment Facility. The Water Board allowed us to complete a compliance project in satisfaction of the fines. We have paid \$10,000 to cover their administrative costs. The construction estimate for this project is \$200,000.

BUDGET IMPLICATIONS

This project will be funded fifty percent by the state Scheduled Maintenance Program and fifty percent with district funds. The district funds are budgeted in the capital outlay fund.

REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

January 6, 2009
Agenda Item #12.1.1

TO: Board of Trustees

FROM: Ron Cox
Administrative Services

SUBJECT: APPROVE MONTHLY FINANCIAL STATUS REPORT

RECOMMENDATION

Approve the monthly Financial Status Report for January 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 monthly report to the board this month is in this new format with columns for the Adopted Budget, Current Budget, Year-to-date Actual, Balance, and Percent.

BUDGET IMPLICATIONS

As discussed above.

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

	<u>Current Budget</u>	42% <u>November Year-to-date Actual</u>	<u>Balance</u>	<u>Actual to Budget Percent</u>
Resources				
Ongoing Revenues				
SB 361 Current Year	\$ 26,671,885	\$ 9,556,228	\$ 17,115,657	35.8%
Prior Year	354,400	322,169	32,231	90.9%
Non-resident Tuition	763,474	656,764	106,710	86.0%
All Other Revenues	2,230,265	344,666	1,885,599	15.5%
One-time Resources - Reserves Over 5%	<u>735,278</u>	<u>735,058</u>	<u>220</u>	100.0%
Total Resources	30,755,302	11,614,885	19,140,417	37.8%
Expenditures (except Discretionary)				
Instructional Component				
Teaching Faculty Salaries	6,100,409	2,384,473	3,715,936	39.1%
Adjunct Faculty Salaries	<u>4,255,811</u>	<u>1,799,469</u>	<u>2,456,342</u>	42.3%
Subtotal Instructional Component Expenditures	10,356,220	4,183,942	6,172,278	40.4%
Mandatory (Institution-wide)				
Regular Faculty and Staff Salaries	7,895,672	3,130,837	4,764,835	39.7%
Employee Benefits	5,645,253	2,078,583	3,566,670	36.8%
Other Mandatory Expenditures	<u>6,160,627</u>	<u>2,343,707</u>	<u>3,816,920</u>	38.0%
Subtotal Mandatory Expenditures	<u>19,701,552</u>	<u>7,553,127</u>	<u>12,148,425</u>	38.3%
Total Expenditures	<u>30,057,772</u>	<u>11,737,069</u>	<u>18,320,703</u>	39.0%
Available for Discretionary Expenditures	<u>\$ 697,530</u>	<u>\$ (122,184)</u>	<u>\$ 819,714</u>	
Discretionary Expenditures	<u>\$ 697,899</u>	<u>\$ 323,496</u>	<u>\$ 374,403</u>	46.4%
Net	(369)	(445,680)	445,311	
Beginning Balance	<u>1,527,613</u>	<u>1,527,613</u>	<u>0</u>	
Ending Balance	<u>\$ 1,527,244</u>	<u>\$ 1,081,933</u>	<u>\$ 445,311</u>	
Reserve Percent	5.0%			

REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

January 6, 2009
Agenda Item # 12.1.2

TO: Board of Trustees

FROM: Ron Cox
Administrative Services

SUBJECT: ADOPT STUDENT NONRESIDENT FEE FOR 2009-10

RECOMMENDATION

Adopt a nonresident tuition fee of \$226 per semester unit for 2009-10.

BACKGROUND

Education Code Section 76140 requires each Community College District Board of Trustees, by February 1 of each year, to adopt a nonresident tuition fee for the subsequent year. Please see the attached worksheet for calculations.

BUDGET IMPLICATIONS

This represents a decrease of \$13 per semester unit from \$239 for 2008-09. Based on the current estimate of nonresident semester units, the revenue from nonresidents for 2009-10 would decrease by \$54,327.

REDWOODS COMMUNITY COLLEGE DISTRICT
NON-RESIDENT TUITION WORKSHEET
FOR FISCAL YEAR 2009-10

Computation in Accordance with ECS 76140:	Statewide (1)	District (2)
A. Current Expense of Education (CEE) for Base Year (2003-04 CCFS 311, Expenditure by Activity Report, Col 1-3, Activity Codes 0100 - 6700)	\$ 6,735,730,877	\$ 32,111,353
B. Annual Attendance Full-Time Equivalent Students (FTES) (Including Credit/NC, Resident/Non-res)	1,235,484	4,935
C. Expense of Education per FTES (A ÷ B)	\$ 5,452	\$ 6,507
D. U.S. Consumer Price Index (CPI) Factor (2 years)	1.042	1.042
E. Cost per FTES for Tuition Year (C x D)	\$ 5,681	6,780
F. 2009-10 Non-resident Fee per Semester Unit (E ÷ 30)	\$ 189	\$ 226
2008-09 Non-resident Fee per Semester Unit	\$ 181	\$ 239 *

* Amount adopted by Redwoods Community College District for 2008-09

OPTIONS:

1. Statewide Basis - Amount on Line F, Column 1
2. District Basis - Amount on Line F, Column 2
3. An Amount between Statewide Basis and District Basis
4. No more than contiguous district (potential rates):

Mendocino-Lake CCD	\$265
Shasta-Tehema-Trinity CCD	\$193
Siskiyou CCD	\$236
Sonoma County CCD	\$183

REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

January 6, 2009
Agenda # 12.1.3

TO: Board of Trustees
FROM: Bill Studt
Acting Vice President, Human Resources/Equal Employment Officer
SUBJECT: APPROVE GRANTS AND CONTRACTS

RECOMMENDATION

Approve the grants, contracts or memorandums of understanding listed below and authorize their execution by the administration, following review by legal counsel if appropriate.

BACKGROUND

Board Policy BP 6340 states that contracts exceeding the amounts specified in Public Contracts Code Section 20651 shall require prior approval by the Board. The Board shall also ratify other contracts. Grants are presented to the Board for its consideration and approval. The senior administrators who have supervisory responsibility in the operational areas concerned have reviewed the following, and recommend approval by the Board:

Approve the following contract:

<u>CONTRACTOR NAME</u>	<u>Sr. Administrator</u>	<u>CONTRACT AMOUNT</u>
LACO ASSOCIATES	Jeff Marsee	\$99,820.00

This contract provides supplementary fault rupture hazard trenching and investigation for areas surrounding and adjacent to the proposed new Academic building on the Eureka campus. This will enable the college to expedite planning and development by exploring additional options. This engineering/geologist contract will be funded by General Obligation Bonds.

Approve the following grant:

<u>CONTRACTOR NAME</u>	<u>Sr. Administrator</u>	<u>GRANT AMOUNT</u>
FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES	Keith Snow-Flamer	\$67,425.00

This grant provides funds from the Bill and Melinda Gates Foundation under the auspices of the Foundation for the California Community Colleges, in partnership with other Foundations. Local high-risk students come to the CR campus as ninth graders enrolling in both high school and college classes. They receive substantial academic support with the expectation that they will graduate at the end of four or five years with both a high school diploma and a 2-year college degree. CR's Eureka campus Early College High School, "Academy of the Redwoods," is a partnership between the Fortuna Union High School District, the Humboldt County Office of Education, Humboldt State University and CR. The term of this fifth and final year of the grant is July 1, 2008 to June 30, 2009. Grant funding of \$232,000 is spread over the five-year grant.

BUDGET IMPLICATIONS

See above.

REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

January 6, 2009
Agenda Item # 12.1.4

TO: Board of Trustees

FROM: Dr. Jeff Marsee
President/Superintendent

SUBJECT: RATIFY A MEMORANDUM OF UNDERSTANDING BETWEEN THE CALIFORNIA COASTAL COMMISSION, THE CALIFORNIA DEPARTMENT OF TRANSPORTATION, THE COLLEGE OF THE REDWOODS FOUNDATION, AND THE COLLEGE OF THE REDWOODS ON USE OF THE CALIFORNIA DEPARTMENT OF TRANSPORTATION'S MITIGATION FEE FOR THE CONTINUED IMPROVEMENT OF THE SHIVELY EDUCATION CENTER AND THE COLLEGE OF THE REDWOODS' AGRICULTURAL EDUCATION PROGRAM

RECOMMENDATION

Ratify a memorandum of understanding (MOU) between the California Coastal Commission, the California Department of Transportation, the College of the Redwoods Foundation, and the College of the Redwoods on use of the California Department of Transportation's mitigation fee for the continued improvement of the Shively Education Center and the College of the Redwoods' agricultural education program.

BACKGROUND

In the fall of 2007, the district was contacted by representatives from CalTrans and the State Coastal Commission regarding an endowment for the college farm. In order to mitigate permanent conversion of prime agricultural lands associated with Caltrans projects on the north coast, they proposed an endowment of a \$2 million fund to the Foundation for the agricultural education program at the farm. The endowment fund would be segregated into two components: a \$1.5 million component reserved for the purpose of permanently endowing a full-time teaching position in agriculture education, and a \$.5 million component for infrastructure improvements at the farm.

At a special board meeting held on December 15, trustees authorized the President/Superintendent to execute the memorandum of understanding, pending approval of the College of the Redwoods Foundation. The MOU was accepted by the CR Foundation on December 17. The fully executed MOU follows.

BUDGET IMPLICATIONS

Funding from the yield of the \$1.5 million endowment will be used to off-set the Shivley Farm manager's salary. The position will be announced as a combination of farm manager and qualified agriculture faculty.

JM/sa

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CALIFORNIA COASTAL COMMISSION
AND
THE CALIFORNIA DEPARTMENT OF TRANSPORTATION
AND
THE COLLEGE OF THE REDWOODS FOUNDATION
AND
THE COLLEGE OF THE REDWOODS
ON
USE of the CALIFORNIA DEPARTMENT OF TRANSPORTATION'S
MITIGATION FEE for the CONTINUED IMPROVEMENT of the SHIVELY
EDUCATION CENTER AND the COLLEGE OF REDWOOD'S
AGRICULTURAL EDUCATION PROGRAM**

This Memorandum of Understanding ("MOU") is entered into by and between the California Coastal Commission ("Commission"), a public agency, the California Department of Transportation ("Caltrans"), a public agency, the College of the Redwoods Foundation ("Foundation"), a non-profit foundation established to provide support for the College of the Redwoods, and the College of the Redwoods ("College"), a public community college, through their duly elected, appointed, qualified, or acting representatives. Unless specified otherwise herein, "Executive Director" refers to the Executive Director of the California Coastal Commission. The Commission, Caltrans, the Foundation and the College are hereinafter referred to collectively as the Parties.

I. RECITALS

- A. WHEREAS, Caltrans applied for a coastal development permit ("CDP"), pursuant to the California Coastal Act ("Coastal Act"),¹ numbered CDP 1-07-013, for the construction of two new bridges at the Mad River crossing of U.S. Highway 101, including demolition of the existing bridges and other related development, in the unincorporated area of Humboldt County, California;
- B. WHEREAS, Caltrans applied for a coastal development permit pursuant to the Coastal Act, numbered CDP 1-07-038, for the construction of an interchange at the intersection of U.S. Highway 101 and Highway 36, at Alton, including related development, in the unincorporated area of Humboldt County, California;
- C. WHEREAS, Coastal Act Section 30241 provides, in part, that, "The maximum amount of prime agricultural land shall be maintained in

¹ Cal. Pub. Res. Code §§ 30,000 *et seq.* In this document, all further references to Code Sections in the 30,000s are references to California Public Resources Code sections within the Coastal Act.

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agricultural production to assure the protection of the area's agricultural economy."

- D. WHEREAS, the Mad River project proposed by Caltrans pursuant to CDP 1-07-013 will permanently convert approximately four (4) acres of prime agricultural land to highway use.
- E. WHEREAS, the Alton Interchange project proposed by Caltrans pursuant to CDP 1-07-038 will permanently convert between thirty-nine (39) and forty-two (42) acres of prime agricultural land to highway use.
- F. WHEREAS, Caltrans further proposes to eventually construct the "Klamath Grade Raise" project in Del Norte County, on U.S. Highway 101 near Klamath, which will additionally and permanently convert not more than two (2) acres of additional prime agricultural land to highway use.
- G. WHEREAS, the College of the Redwoods owns and operates the Shively Farm for the purpose of providing a field education site to train students enrolled in the College's agricultural education program, and other community agriculturalists, in the practice of sustainable, organic agricultural production.
- H. WHEREAS, the College of the Redwoods represents that the Shively Farm requires certain infrastructure improvements and the College's agricultural education program requires financial support to hire and retain a qualified faculty for the purpose of preserving and expanding the program and retaining the Shively Farm as an active teaching site, and that the College lacks funding to provide adequate transportation for students between the College campus and the Shively Farm site.
- I. WHEREAS, the College and the Foundation have expressed to the Commission and to Caltrans a commitment to restore and revitalize the College's agricultural education program and to preserve the Shively Farm for continued use as the program's teaching center for sustainable organic agricultural practices; the College and Foundation have further expressed a commitment to enhance the program's financial resources and to build community support for the College's agricultural education program, through, but not limited to, the pursuit of innovative ways to expand student interest and enrollment in the College's agricultural education program and through a pledge to dedicate the funds generated by such increased student enrollment to the further support of the agricultural education program, including the preservation of the Shively Farm. The

College and Foundation have also expressed an intention to pursue these commitments through, but not limited to, the following activities: the pursuit of feasible, additional fundraising and development efforts for the benefit of the program, undertaken in addition to the acceptance of the mitigation funds described herein; development of collaborative programs between the agricultural education program and other College programs (such as the culinary education program); establishment of binding agreements between the College of the Redwoods and other California colleges and universities with four-year agriculture-related degree programs for the priority transfer acceptance of successful students in the College's agricultural education program to these programs; notification of high school agricultural programs that the College is expanding and improving its agricultural education program opportunities including student transfer agreements with related four-year degree programs at other campuses; development of scholarships sponsored in partnership with the agricultural community for the support of students enrolled in the College's agricultural education program; and through the pursuit of other feasible measures designed to increase interest, enrollment, and financial support for the agricultural education program and for the protection and preservation of the Shively Farm as an important teaching facility for the College's agricultural education program in the future.

- J. WHEREAS, the College and the Foundation, and the administrators of the College have pledged to the Commission and to Caltrans that the expanded financial resources dedicated to the College through the \$2 million agricultural impact mitigation funds secured to satisfy the requirements of the coastal development permits identified herein, as well as additional financial resources that the College and the Foundation will endeavor to secure as feasible in the future for the further benefit of the agricultural education program, will be utilized to expand the financial resources of the College's agricultural education program and to expand the faculty expertise in sustainable organic agricultural production methods through the hiring of additional faculty as the program's financial resources increase, and that through these means, the future use of the Shively Farm as a teaching resource for the College's agricultural education program shall be protected and enhanced.
- K. WHEREAS, on January 11, 2008, the Commission conditionally approved Caltrans' application, approving CDP No. 1-07-013 subject to twenty (20) special conditions, one of which (based on Section 30241 and in recognition of the fact that the Project as proposed could not satisfy this

Section's mandate) stated the following:

CONDITION 19. AGRICULTURAL MITIGATION.

A. PRIOR TO ISSUANCE OF COASTAL DEVELOPMENT PERMIT CDP 1-07-013, an authorized representative of Caltrans shall submit written documentation evidencing Caltrans' agreement to be bound by the requirements of Subsection B.

B. PRIOR TO COMMENCEMENT OF CONSTRUCTION OF ANY DEVELOPMENT AUTHORIZED BY CDP 1-07-013, but only after the Executive Director has indicated that the Commission has entered into an agreement (the "Agreement") with the College of the Redwoods Foundation, the permittee shall provide to the College of the Redwoods Foundation, through a financial instrument subject to the review and approval of the Executive Director, a non-refundable mitigation fee in the sum of \$2 million dollars (\$2,000,000) payable to the College of the Redwoods Foundation. This mitigation fee shall solely be used for agricultural purposes as an endowment for the benefit of the Shively Education Center (Shively Farm) and to fund a full-time teaching position for the purpose of agricultural education at the College of the Redwoods in accordance with the terms and Conditions of the Agreement, which, at a minimum, shall include the following provisions:

(1) The subject \$2 million agricultural mitigation fee must be deposited in a separate and independent interest bearing account created solely to manage the funds consistent with the Agreement as well as prescribe the use of the funds for administrative purposes;

(2) The College of the Redwoods Foundation shall provide a report to the Executive Director annually describing the financial status of the fund and all expenditures from the fund during the previous year;

(3) The fund shall be segregated into two components: a \$1.5 million component that shall be reserved, including the re-investment of interest and income from this portion of the fund, for the purpose of permanently endowing a full-time teaching position

for the purpose of agricultural education programs at the College of the Redwoods, and a \$0.5 million component that shall be reserved, including the re-investment of interest and income from this portion of the fund, for infrastructure improvements at the Shively Education Center (Shively Farm) considered essential to enhancing the agricultural education function of Shively Education Center (Shively Farm) and for the purchase of up to two (2) "green" (hybrid, clean air, high mileage) vans for the transportation of students attending the College of the Redwoods agricultural education program to and from classes and activities at the Shively Education Center (Shively Farm);

(4) The teaching position shall be filled by a candidate, as shall future candidates, with a combination of education, teaching experience, and field experience that provides an excellent foundation for guiding the agricultural education program focused on the use of and support of the Shively Education Center (Shively Farm) as an agricultural teaching facility, including community agricultural outreach and education programs to enhance the skills and success of local agriculturalists;

(5) The agricultural teaching program shall be conducted in a manner that prioritizes revitalizing and sustaining the Shively Education Center (Shively Farm) and increases the farm's relevance and benefits to the County as a source of agricultural education for students, agriculturalists, community supported agricultural programs, farmers' markets, schools, and residents/gardeners;

(6) Fuel expenses and vehicle maintenance shall be funded by the College of the Redwoods from other funding sources; and

(7) The Agreement shall include provisions to address any failure by the College of the Redwoods Foundation to implement the Agreement, including but not limited transfer of the funds to an alternate entity able to implement the Agreement, or, if approved by an amendment to this coastal development permit, to apply the nonrefundable funds to alternative agricultural mitigation.

- L. WHEREAS, on June 12, 2008, the Commission conditionally approved Caltrans' application, approving CDP No. 1-07-038 subject to twenty (20)

special conditions, one of which (based on Section 30241 and in recognition of the fact that the Project as proposed could not satisfy this Section's mandate) stated the following:

CONDITION 11. AGRICULTURAL MITIGATION

A. PRIOR TO ISSUANCE OF COASTAL DEVELOPMENT PERMIT CDP 1-07-038, an authorized representative of Caltrans shall submit a written agreement, in a form and content acceptable to the Executive Director, evidencing Caltrans' agreement to be bound by the requirements of Subsection B.

B. PRIOR TO COMMENCEMENT OF ANY DEVELOPMENT AUTHORIZED BY CDP 1-07-038, but only after the Executive Director has indicated that the Commission has entered into an agreement (the "Agreement") with the College of the Redwoods Foundation, the permittee shall provide to the College of the Redwoods Foundation, through a financial instrument subject to the review and approval of the Executive Director, a non-refundable mitigation fee in the sum of \$2 million dollars (\$2,000,000) payable to the College of the Redwoods Foundation. This mitigation fee to be paid by the applicant to the College of the Redwoods Foundation is the same payment that must be made to satisfy Special Condition 19 of Coastal Development Permit No. 1-07-013 granted by the Commission for the replacement of the U.S. Highway 101 bridges over the Mad River in Humboldt County. This mitigation fee shall solely be used for agricultural purposes as an endowment for the benefit of the Shively Education Center (Shively Farm) and to fund a full-time teaching position for the purpose of agricultural education at the College of the Redwoods in accordance with the terms and Conditions of the Agreement, which, at a minimum, shall include the following provisions:

(1) The subject \$2 million agricultural mitigation fee must be deposited in a separate and independent interest bearing account created solely to manage the funds consistent with the Agreement as well as prescribe the use of the funds for administrative purposes;

- (2) *The College of the Redwoods Foundation shall provide a report to the Executive Director annually describing the financial status of the fund and all expenditures from the fund during the previous year;*
- (3) *The fund shall be segregated into two components: a \$1.5 million component that shall be reserved, including the re-investment of interest and income from this portion of the fund, for the purpose of permanently endowing a full-time teaching position for the purpose of agricultural education programs at the College of the Redwoods, and a \$0.5 million component that shall be reserved, including the re-investment of interest and income from this portion of the fund, for infrastructure improvements at the Shively Education Center (Shively Farm) considered essential to enhancing the agricultural education function of Shively Education Center (Shively Farm) and for the purchase of up to two (2) "green" (hybrid, clean air, high mileage) vans for the transportation of students attending the College of the Redwoods agricultural education program to and from classes and activities at the Shively Education Center (Shively Farm);*
- (4) *The teaching position shall be filled by a candidate, as shall future candidates, with a combination of education, teaching experience, and field experience that provides an excellent foundation for guiding the agricultural education program focused on the use of and support of the Shively Education Center (Shively Farm) as an agricultural teaching facility, including community agricultural outreach and education programs to enhance the skills and success of local agriculturalists;*
- (5) *The agricultural teaching program shall be conducted in a manner that prioritizes revitalizing and sustaining the Shively Education Center (Shively Farm) and increases the farm's relevance and benefits to the County as a source of agricultural education for students, agriculturalists, community supported agricultural programs, farmers' markets, schools, and residents/gardeners;*
- (6) *Fuel expenses and vehicle maintenance shall be funded by the College of the Redwoods from other funding sources; and*

(7) The Agreement shall include provisions to address any failure by the College of the Redwoods Foundation to implement the Agreement, including but not limited transfer of the funds to an alternate entity able to implement the Agreement, or, if approved by an amendment to this coastal development permit, to apply the nonrefundable funds to alternative agricultural mitigation.

- M. WHEREAS, Special Condition 19 of CDP No. 1-07-013 and Special Condition 11 of CDP 1-07-038 both require that if there is a failure to implement the MOU and/or the MOU is terminated for any reason and the funds cannot be transferred to an alternate entity able to implement the MOU as specified herein, Caltrans shall submit an amendment to CDP Nos. 1-07-013 and 1-07-038 to redirect the non-refundable funds from the Foundation to alternative agricultural mitigation;
- N. WHEREAS, the parties now wish to enter into an agreement (“Agreement”), as provided for in Special Condition 19 of CDP 1-07-013, and as provided for in Special Condition 11 of CDP 1-07-038, both conditions set forth above, to guide the Foundation’s dispersal of, and the College’s use of, the agricultural impact mitigation funds (the “Funds”) transferred to the Foundation by Caltrans pursuant to the above-identified conditions and this agreement;
- O. WHEREAS, Caltrans wishes to provide to the College of the Redwoods Foundation a mitigation fee in the sum of \$2 million dollars (\$2,000,000) that would not be refundable to Caltrans;
- P. WHEREAS, the Foundation wishes to receive the Funds and to use them to fill a teaching position for the College of the Redwoods agricultural education program, for improvements to the Shively Farm, a teaching farm with a focus on sustainable, organic agricultural programs, and for the purchase of up to two low-emissions, high mileage (“green”) vans or other appropriate vehicles, for the transportation of students to the Shively Farm or other destinations pertinent to the students’ participation in the agricultural education program activities, consistent with the specific requirements set for in the text of the Special Conditions set forth above;
- Q. WHEREAS, the Commission has concluded that the Foundation will be an appropriate recipient of the Funds and has come to an agreement-in-principle with the Foundation whereby the Foundation will accept the Funds for the purposes described herein;

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- R. WHEREAS, use of the Funds in support of the College of the Redwoods Shively Farm, with a focus on sustainable, organic agricultural education programs at the farm, for the endowment of a teaching position focused on the continued use of the Shively Farm for the purpose of ensuring the continued agricultural education program of the College, and the training and education of new sustainable, organic agricultural practitioners, and for vans or other appropriate vehicles to provide transportation to the Shively Farm or other destinations pertinent to the students' participation in the agricultural education program activities, for the students enrolled in the College's agricultural education program, will help offset the loss of prime agricultural lands converted to highway use by Caltrans, thereby enabling Caltrans to satisfy the Permit Conditions, which required provision of the Funds to meet the goals of Section 30241;
- S. WHEREAS, the Foundation represents that no administrative or other service charges for the services of the Foundation, its employees, or other representatives or agents, will be assessed against the Funds and that the Foundation will administer, invest, provide for independent audit of, and disperse the Funds without any charges against the Fund balances other than for the specific purposes for which the Funds are established as provided pursuant to Special Condition 19 of Coastal Development Permit 1-07-013, Special Condition 11 of CDP 1-07-038 and as set forth in this MOU;
- T. WHEREAS, The Foundation, a full standing and insured 501(c)3 non-profit organization, is authorized to enter into this MOU pursuant to Education Code Section 72672(c) and Title 5 of the California Code of Regulations Sections 59255 and 59257(a) and consistent with its Master Agreement with the Redwoods Community College District;
- U. WHEREAS, The College, known as the Redwoods Community College District, is authorized to enter into this MOU pursuant to Education Code Section 72672(c) and Title 5 of the California Code of Regulations Sections 59255 and 59257(a) and consistent with its Master Agreement with the Foundation;
- V. WHEREAS, Caltrans is authorized to enter into this MOU pursuant to the California Department of Transportation's Cooperative Agreement Manual, which delegates to Charles C. Fielder full authority as Director of District 1 of the California Department of Transportation, to authorize cooperative agreements with state and local agencies and with other public entities, and whereas the Department of Transportation is the "permittee" of CDP

1-07-013 and CDP 1-07-038, approved by the California Coastal
Commission;

- W. WHEREAS, the Executive Director of the Commission is authorized to enter into this agreement on behalf of the Commission by CDP 1-07-013 and CDP 1-07-038, which the Commission approved pursuant to its authority under California Public Resources Code sections 30330, 30600(c), and 30607;

Now, therefore in consideration of the mutual covenants and representations herein, and regardless if Caltrans receives a CDP for the Klamath Grade Raise, it is mutually agreed by and between the undersigned parties as follows:

II. TERMS and CONDITIONS

1. This Memorandum of Understanding ("MOU") is executed as of the date on which it has been signed by the authorized representatives of all the Parties.
2. Upon execution of this MOU by the Parties, the Executive Director of the Commission ("Executive Director") shall transmit a letter to Caltrans as follows: a) designating the Foundation to receive the Funds pursuant to the Permit Condition, and b) indicating that the Parties have entered into an agreement modeled upon the requirements described in Permit Conditions 19 of CDP 1-07-013 and 11 of CDP 1-07-038.
3. Prior to commencement of any development authorized by CDP Nos. 1-07-013 or 1-07-038, Caltrans shall provide to the College of the Redwoods Foundation, through a financial instrument subject to the review and approval of the Executive Director, a mitigation fee in the sum of \$2 million dollars (\$2,000,000), non-refundable to Caltrans, payable to the College of the Redwoods Foundation.
4. Upon receipt of the Funds from Caltrans, the Foundation shall submit evidence to the satisfaction of the Executive Director that the Foundation has established the following accounts, deposited the funds received from Caltrans accordingly, and shall utilize the Funds in accordance with the requirements of the Permit Conditions quoted above and the specific provisions of this MOU, to establish two separate interest-bearing accounts, one for a \$1.5 million component that shall be reserved, including the re-investment of interest and income from this portion of the fund, for the purpose of permanently endowing a full-time teaching

- position for the purpose of agricultural education programs at the College of the Redwoods, and one for a \$0.5 million component, from which principal as well as interest income may be utilized, that shall be reserved, including the re-investment of interest and income from this portion of the fund, for infrastructure improvements at the Shively Education Center (Shively Farm) considered essential to enhancing the agricultural education function of Shively Education Center (Shively Farm) and the farm's focus on sustainable, organic agricultural production practices, and for the purchase of up to two (2) "green" (hybrid, clean air, high mileage) vans or other appropriate vehicles for the transportation of students attending the College of the Redwoods agricultural education program to and from classes, or other destinations pertinent to the students' participation in the agricultural education program activities, and activities at the Shively Education Center (Shively Farm). As both the principal and interest income of the \$0.5 million Shively Farm Improvement Fund may be utilized for approved farm improvement purposes, the fund may eventually be exhausted.
5. The Foundation shall ensure that the teaching position shall be filled by a candidate, as shall the position be filled with future candidates when vacated, with a combination of education, teaching experience, and field experience that provides an excellent foundation for guiding the agricultural education program focused on the use of and support of the Shively Education Center (Shively Farm) as an agricultural teaching facility with a focus on sustainable, organic agricultural production practices, including community agricultural outreach and education programs to enhance the skills and success of local agriculturalists. The Foundation shall ensure that the College, in considering potential candidates, confers to the maximum extent feasible with interested local agricultural organizations, including but not limited to, the University of California Cooperative Extension, Humboldt State University, the Humboldt County Farm Bureau, Community Supported Agriculture organizations, and local agriculturalists pursuing sustainable, organic methods of farming.
 6. The Foundation shall ensure that the agricultural teaching program shall be conducted in a manner that prioritizes revitalizing and sustaining the Shively Education Center (Shively Farm), with a focus on sustainable, organic agricultural production practices, so as to increase the farm's relevance and benefits to the County as a source of agricultural education for students, agriculturalists, community supported agricultural programs, farmers' markets, schools, and residents/gardeners. For the first five

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- years after the hiring of a candidate for a teaching position, the candidate filling the teaching position pursuant to Term and Condition Numbers 4 and 5 above shall annually report to the Executive Director on the progress of the Shively Farm revitalization and educational/outreach programs. Thereafter, the candidate filling the teaching position shall report to the Executive Director biennially on the progress of the Shively Farm's programs.
7. The vans or other appropriate vehicles, purchased pursuant to Term and Condition No. 4 above shall be dedicated exclusively to the use of the agricultural education program, primarily for transport of students from the College to the Shively Farm, as well as to other destinations pertinent to the students' participation in the agricultural education program, and shall not be used for other College purposes. The vans or other appropriate vehicles, shall be low polluting, high mileage models that produce the least amount of greenhouse gas emissions per mile traveled of the available models. The vans or other vehicles purchased for the agricultural education program, shall prominently display permanent external identification associated with the College of the Redwoods Agricultural Education Program. Expenses for fuel and maintenance for the vans or other vehicles purchased for the agricultural education program shall be funded by the College of the Redwoods from other funding sources.
 8. Prior to use of any of the Funds established for the benefit of the Shively Farm, the Foundation shall submit for the review and approval of the Executive Director a Plan, including a spending plan, for the use of the funds for enhancement of the Shively Farm in accordance with the provisions set forth in this MOU. The focus of improvements at the Shively Farm shall be to encourage and enhance the farm's use as a field laboratory for the primary purpose of teaching sustainable organic agricultural methods, and the Plan shall include an explanation of how the proposed expenditures will further this program. The Funds shall be used for long-term infrastructure improvements consistent with these requirements, rather than for the payment of year-to-year operational expenses. The Plan may be prepared for the use of only a portion of the Funds available for this purpose and the remaining Funds reserved for later expenditure; however, in such case a subsequent Plan (or Plans) shall be prepared in accordance with these requirements for the use of the remaining Funds. The Executive Director shall approve or reject the Plan(s) within sixty (60) days of receipt of such Plan(s), provided, however, that the Executive Director may extend this period by sixty (60)

- days if necessary for adequate review by notifying the Foundation. The Executive Director shall reject any Plan if it does not demonstrate that the Foundation will comply with the terms of this MOU. Contingent upon approval of any Plan, the Foundation shall be authorized to expend the Funds as set forth in the approved Plan, except that no Funds shall be expended prior to receipt of all necessary regulatory approvals that may apply to the proposed improvements at the Shively Farm. Any necessary costs to obtain permits shall be provided for by the Foundation or by the College of the Redwoods from other funding sources.
9. Notwithstanding the provision of Funds based on permit conditions imposed by the Commission, and the review of plans and/or programs by the Executive Director pursuant to this MOU, the Foundation and the College of the Redwoods, each agree to assume joint and several responsibility for any liability arising out of any actions, activities, construction and/or development that the Foundation undertakes with the assistance of the Funds granted under this MOU.
 10. During any period that Funds transferred pursuant to this MOU are held by the Foundation, the Funds shall be deposited in separate and independent interest bearing accounts created solely for the purposes listed in this MOU. All of the transferred monies, along with any interest that may accrue while the Foundation holds the Funds, shall be utilized solely as set forth in this MOU. Any reference to the Funds, or to monies to be utilized pursuant to this MOU, shall include such interest. Funds shall remain in the subject interest bearing accounts until disbursed for a specific approved purpose, and shall not be transferred into other Foundation or College accounts except as may be necessary to facilitate immediate disbursement (such as for salary for the approved teaching position or for approved Shively Farm improvements).
 11. The Foundation shall use the Funds exclusively to finance projects described herein, and as approved by the Executive Director pursuant to the Foundation's Plan (or Plans), as required by Term and Condition No. 8 above. The Foundation shall not charge administrative costs for implementing this MOU. The Foundation shall maintain accurate records and accounts of its expenditures in accordance with generally accepted accounting principles, and the records and accounts shall be available for review by the Executive Director, upon reasonable notice to the Foundation.

12. The terms of this MOU shall become effective upon execution by the authorized representative of all of the Parties and shall continue unchanged thereafter unless altered, changed, or amended by mutual consent of the Parties. Any changes or amendments must be in writing and signed by the Parties before any change or amendment shall take effect.
13. Approval of the Plan(s) or status report(s) by the Executive Director is not a substitute for any necessary regulatory approvals that may be required for development undertaken at the Shively Farm. The use of the Funds for development of any kind at locations other than the Shively Farm is not authorized.
14. The Foundation and the College shall ensure institutional support for the preservation and improvement of the Shively Farm and the College's Agricultural Education Program, and for the Agricultural Education Program's focus on the use of the Shively Farm to teach sustainable organic agricultural practices to the program's students and other local agriculturalists.
15. If a dispute arises concerning compliance with or interpretation of any provision of the MOU, the Executive Director will first seek resolution of the dispute amongst the Parties; however, if the dispute cannot be resolved and any party to the MOU so requests, the Executive Director shall refer the dispute to the Coastal Commission for resolution. The Commission's resolution of the dispute shall be determinative.
16. The Foundation shall submit a report to the Commission's Executive Director within twelve months of the transfer of Funds to the Foundation by Caltrans, and annually thereafter, as to the status of the use of the Funds. If the Funds transferred by Caltrans are not used by the Foundation in the timely manner specified herein, commencing from date of such transfer: a) within three (3) years for the hiring of a candidate for the teaching position; b) within two (2) years for the purchase of the vans or other appropriate vehicles for student transport; and c) within five (5) years for the provision of enhanced infrastructure and farm equipment at the Shively Farm, the Foundation shall submit a detailed report to the Executive Director explaining why the projects have not been completed and the Funds spent. The nature of the Funds is that the principle endowment shall continue, particularly for the funding of the agricultural education program teaching position, with the investment income re-invested in accordance with the provisions of Term and Condition No. 4,

set forth above. Thus, a balance will remain for the teaching endowment, and potentially for the Shively Farm improvement Fund; however, the principal of the Shively Farm improvement Fund may be utilized as well as the interest generated by the fund, and therefore that fund may eventually be exhausted for approved farm improvement purposes. Thus, the report should explain the short term use of specific Funds as well as the long-term financial growth of the Funds and projections for future expenditures from each Fund. The Executive Director may grant an extension of time of up to five additional years for the use of the Funds transferred by Caltrans upon a showing of good cause.

The Executive Director shall review all status reports to ensure compliance with the terms of the Permit Condition, MOU and the Plan submitted pursuant to the MOU. If the Executive Director determines that either the Foundation or the College have not complied with the Permit Condition, the MOU or the Plan submitted pursuant to the MOU or that Funds have not been used in the manner specified in the MOU, the Executive Director shall notify the Foundation and the College in writing within sixty (60) days of such determination, and the College and Foundation shall have sixty (60) days from receipt of such notice to explain the lack of compliance to the Executive Director's satisfaction. If the Executive Director is not satisfied with the explanation regarding non-compliance provided by either the Foundation or the College in writing and any of the Parties to the MOU so request, the Executive Director shall schedule a Commission hearing on the matter. At such hearing, the Commission may direct the Executive Director to terminate this MOU and such Termination shall be effective immediately upon Commission action. The Foundation shall transfer all unspent funds within sixty (60) days of termination to an alternate entity approved by the Executive Director that is able to implement the MOU as specified herein. If the Executive Director is unable to find an alternate entity that is able to implement the MOU as specified herein, the Foundation shall transfer all unspent Funds to an entity designated by the Executive Director to hold the Funds pending Caltrans' application to the Commission for all necessary coastal development permit amendments as specified in Term and Condition 20, Special Condition 19 of CDP No. 1-07-013 and Special Condition 11 of CDP No. 1-07-038.

17. The requirements listed in all Sections of Part II herein are conditioned upon the Foundation's receipt of the Funds. If, for any reason, the Foundation does not receive the Funds (for example if Caltrans decides to abandon its permit and not fulfill the conditions listed above), the

Foundation is relieved of its obligations under this MOU and the Parties may terminate this MOU.

18. Except as specified in Terms and Conditions 15 and 16, any of the parties to this MOU may for good cause terminate this MOU by providing written notification thirty (30) days prior to termination. In the event of termination, the Foundation shall, within sixty (60) days of termination, transfer any and all unspent Funds to an alternate entity approved by the Executive Director that is able to implement the MOU as specified herein; provided, however, that sufficient funds shall be reserved to complete the payment of the annual salary for the teaching position funded through the Fund earmarked for that purpose within the term of the pertinent school year that is affected by the termination, and provided that funds shall be provided to complete any infrastructure project at the Shively Farm that is underway at the time of the termination. Any amounts that the Foundation or the College is required to expend as the result of obligations legitimately incurred by the Foundation or the College in implementation of this MOU prior to the termination, and which were unpaid at the time of termination, shall be reimbursed to the Foundation from the Funds prior to transfer of the remaining funds to the Commission or its designee. Good cause shall include, but is not limited to, a determination by the Executive Director of the Commission that the Foundation is not proceeding reasonably and expeditiously to hire a qualified candidate for the agricultural education program teaching position, or with the improvement of the Shively Farm for the stated benefits set forth herein, or is not complying with the Plan, including the budget, approved pursuant to this MOU.
19. If this MOU is terminated for good cause as specified herein and the funds are not transferred within 60 days of termination to an alternate entity approved by the Executive Director that is able to implement the MOU as specified herein, the Foundation shall transfer all unspent Funds to an entity designated by the Executive Director to hold the Funds pending Caltrans' application to the Commission for all necessary coastal development permit amendments as specified in Term and Condition 20, Special Condition 19 of CDP No. 1-07-013 and Special Condition 11 of CDP No. 1-07-038. The Foundation shall transfer all unspent Funds to the entity designated by the Executive Director to hold the Funds consistent with the transfer specifications identified in Term and Condition 18.

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20. If this MOU is terminated for good cause as specified herein and the funds are not transferred within 60 days of termination to an alternate entity approved by the Executive Director able to implement the MOU as specified herein, Caltrans shall, within 120 days of termination, apply for an amendment to: (1) CDP 1-07-013; (2) CDP 1-07-038; and (3) if approved, the CDP for the Klamath Grade Raise, to redirect to alternative agricultural mitigation the nonrefundable funds being held by the entity designated by the Executive Director to hold the funds pending Caltrans' CDP amendment applications.
21. The Parties shall retain their expenditure records for the entire period that Funds are held pursuant to this MOU and shall retain such records for the purpose of potential examination and audit by the Auditor General or other appropriate auditor.
22. The MOU is executed in counterparts, each of which shall be considered a duplicate original.
23. Notices: Any demand upon or notice required or permitted to be given by one party to the other shall be in writing, shall be made in the following manner, and shall be effective (a) upon receipt if given by personal delivery, (b) on the date indicated on the receipt if given by certified or registered mail, return receipt requested, or (c) on the succeeding business day after mailing or deposit if given by Express Mail or by deposit with a private delivery service of general use (e.g. Federal Express), postage or fee paid, as appropriate, addressed to the parties in Section II, Paragraph 24. Notice of a change of address shall be given by written notice in the manner set forth in this section.
24. For the purposes of this MOU, all information, requests, or other business including any demand upon or notice required shall be coordinated through the following agency representatives:

California Coastal Commission
Peter Douglas, Executive Director
45 Fremont Street, Suite 2000
San Francisco, CA 94105-2219

With a copy to: California Coastal Commission
North Coast District
710 E Street, Suite 200
Eureka, CA 95501-6813

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California Department of Transportation
Charles Fielder
Director, District 1
P.O. Box 3700
Eureka, CA 95502-3700

College of the Redwoods Foundation
Ahn Fielding
Executive Director
c/o College of the Redwoods
7351 Tompkins Hill Road
Eureka, CA 95501

College of the Redwoods
Jeff Marsee
President/Superintendent
7351 Tompkins Hill Road
Eureka, CA 95501

25. This MOU shall be binding upon and shall inure to the benefit of the successors and assigns of the Parties.
26. This MOU shall be governed by, and construed and enforced in accordance with, the laws of the State of California.
27. Should any provision of this MOU be found void and unenforceable, it shall be severable from the rest of the MOU and the remaining terms shall be enforced as if the unenforceable term had not existed.

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Memorandum of Understanding
Between the California Coastal Commission, the California Department of
Transportation, the College of the Redwoods Foundation, and the College of the
Redwoods
PAGE 19

28. Each of the signatories to this MOU hereby certifies that he or she is authorized to execute contracts on behalf of the agency listed above his or her signature.

STATE OF CALIFORNIA
CALIFORNIA COASTAL COMMISSION

By: _____
PETER DOUGLAS
Executive Director

Date: _____

COLLEGE OF THE REDWOODS

By: _____
JEFF MARSEE
President/Superintendent

Date: _____

COLLEGE OF THE REDWOODS
FOUNDATION

By: _____
AHN FIELDING
Executive Director

Date: _____

CALIFORNIA DEPARTMENT OF
TRANSPORTATION

By: _____
CHARLES FIELDER
District Director

Date: _____

COLLEGE OF THE REDWOODS
FOUNDATION

By: _____
JAMES DAVIS
President, College of the
Redwoods Foundation Board

Date: _____