

**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

**AGENDA**

**September 8, 2008**

9:00 a.m.

College of the Redwoods, Del Norte (Library)  
883 West Washington Boulevard  
Crescent City, CA

*Board of Trustees*

*George Truett, President*

*Bruce Emad, Vice President*

*Colleen Mullery, Clerk*

*Rick Bennett, Sally Biggin, Tracy Coppini*

*Richard Dorn, Tom Ross, Will Smith*

*Roxanne Estela, Student Representative-Elect*

*Dr. Jeff Marsee, President/Superintendent, Secretary to the Board*

***The Board of Trustees welcomes you to its meetings.*** Most regular meetings are scheduled on the first Tuesday of each month. For the most current information, please check this year's meeting calendar, agendas, and supporting documents at [www.redwoods.edu/district/board/](http://www.redwoods.edu/district/board/). You can call (707) 476-4170 to arrange for agendas or agenda packets to be mailed to you.

After starting a regular meeting, the board often holds a closed session and returns to open session at a stated time.

**CLOSED SESSION.** The Board of Trustees may meet in closed session to consider legal, personnel, labor, and/or contract matters in accordance with Government Code Sections 3549.1, 54956.9, 54957, and/or 54957.6. Board actions in closed session are usually announced in open session.

**OPEN SESSION.** Open session follows the general format you find in this agenda. Action items and informational items often start with a staff report, followed by trustee questions about the report, public comment (see below), board discussion, and if an action item, a board vote.

**Action Items on the Consent Calendar.** These items include *routine* administrative and financial actions that are usually approved by a single majority vote of the board. Any trustee may remove an item for separate discussion and action. As a member of the public, you may comment on a consent calendar item and request that the board remove it for separate discussion and action.

**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.

**YOU CAN ALSO WRITE A COMMENT.** You can write comments to the board about items on the board's agenda. These comments should reach the office of the President/Superintendent not later than three (3) calendar days before the meeting. A letter should be signed, dated, and contain the residence or business address of the author and any organizational affiliation. If you are emailing, please include the same information, but instead of your signature, include a phone number for contacting you if we need to verify you have sent the email. You can send emails to this address: [Sue-alton@redwoods.edu](mailto:Sue-alton@redwoods.edu).

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

**Closed Session.** Before the start of closed session, your public comments are invited about any closed-session subject (See agenda item 2).

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

- ***Your general public comments*** (see agenda item 5.1) are invited for items not on the agenda but related to College of the Redwoods. The board will not discuss or take action on these comments at this meeting, except that a trustee or the staff may briefly ask a question for clarification, make a brief announcement, or make a brief report on his or her activities.
- ***Your public comments on a specific agenda item*** are invited after any staff report on the item and trustee questions regarding the staff report and before the start of board discussion of the item.

The Speaker's Request Card contains additional board guidelines for those who want to comment. Also see board policies BP 2345, BP 2350, and BP 2355 and Administrative Procedure AP 2345 at [www.redwoods.edu/district/board/new/chapter2/index.asp](http://www.redwoods.edu/district/board/new/chapter2/index.asp) or contact the President's Office at (707) 476-4170.

---

**Open Session**, Call to Order, 9:00 a.m., College of the Redwoods, Del Norte (Library), 883 West Washington Boulevard, Crescent City, CA

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** – There are no closed session agenda items for this meeting.

**RECONVENE TO OPEN SESSION**

*Flag Salute in Honor of Those Serving Our Country*

4. **REPORT FROM CLOSED SESSION** – None

*Swearing in of the Student Representative: Ms. Roxanne Estela*

*Presentation: Targets of Opportunity – Jacqueline Debets, County of Humboldt, Community Development Services, Economic Development Division*

**10:00 a.m. - PUBLIC HEARING: 2008-09 Final Budget**

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 following ad hoc committee will make a report:
  - 5.3.1 New Trustee Orientation (Trustees Smith/Chair, Biggin, Dorn, Mullery)
- 5.4 **Board Committee Reports** – Any of the current board ad hoc committee chairs may make a brief report:
  - 5.4.1 Board Self-Evaluation (Trustees Bennett/Chair, Biggin, Smith)
  - 5.4.2 Listing for Sale of Construction Technology Houses (Trustees Dorn/Chair, Coppini)
  - 5.4.3 Facilities Committee (Trustees Emad/Chair, Mullery, Ross)
- 5.5 **Board Standing Committee Report** – The chair of the only standing committee may make a brief report:
  - 5.5.1 Audit Committee (Trustees Emad/Chair, Biggin, Coppini, Ross)

## 6. **SPECIAL PRESENTATIONS AND BOARD DEVELOPMENT**

- 6.1 **Board Development**
  - ACTION 6.1.1 Discuss and Approve Board Goals for 2008-09 – the board will discuss and adopt board goals and will receive a report or presentation relating to each goal at each regular meeting through August 2009. Board members can suggest to staff possible topics under each goal that might be in a report.
  - 6.1.2 Review of Board Policies and Procedures – The Accreditation Standard IV.B.e expects that “The board regularly evaluates its policies and practices and revises them as necessary.” The President/Superintendent and the chair propose the board begin a regular review of policies, beginning with those that affect board governance.

To start, the staff and chair will recommend reviewing certain board policies (BP) or administrative procedures (AP) that need attention now. Afterwards, we will systemically review policies in the 1000s (The District) and 2000s (The Board). If changes are warranted after discussion, staff will respond.

Revised policies will come before the board for a first reading and be sent to College Council before the second reading and board action, if possible. Revised administrative procedures will come before the board for review.

Items recommended for review at this meeting are:

- 6.1.2.1 BP 2715, “Code of Ethics/Standards of Practice” – Review BP 2715 and our procedures for sanctioning those trustees who commit ethical violations. Reason: ACCJC expects “a clearly defined policy for dealing with behavior that violates [the board’s] code.” (Standard IV.B.1.h) Sample policy that meets the standard is from Hartnell Community College.

Items recommended for approval at this meeting are:

- ACTION** 6.1.2.2 Amend Board Policy BP 2730, “Health Benefits” – This revision would add a paragraph to the policy that would allow the district to pay our board member’s premium at another district for the same medical, dental, and vision insurance when coverage through College of the Redwoods benefits would create dual coverage.
- 6.1.3 Recognition of Special Service to the College by the Board – None for this meeting.

- 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.

**Notice to Public:** The Board of Trustees is in the process of revising which items will be included on the consent calendar. For this meeting, only one item is presented. All other types of action items that in the past have been included regularly as part of the consent calendar will be acted upon separately in the appropriate subject category. At the end of an action, any trustee can request that the type of item be re-included on the consent calendar. With board consent, the chair will direct staff to do that for the next regular meeting. Items recommend for consent will be grouped in the order they would be taken up if there were on the regular agenda as action items.

#### 7.1 Minutes

- ACTION** 7.1.1 Approve Minutes of the College of the Redwoods Board of Trustees Regular Meeting of August 5, 2008, and of the Special Meeting of August 20, 2008

#### 8. ACTION/REPORT - PRESIDENT/SUPERINTENDENT

##### 8.1 President/Superintendent’s Report – *Dr. Jeff Marsee*

- ACTION** 8.1.1 Acceptant of Gifts – Approve the acceptance of numerous books.
- 8.1.2 Convocation Report
- 8.1.3 Accreditation Update

- 8.1.4 College Farm Update
  - 8.1.5 Aquatic Report
  - 8.1.6 Del Norte and Mendocino Coast Education Centers
  - 8.1.7 Brief Informational Comments
  - 8.2 **Organizational Reports**
    - 8.2.1 Academic Senate
    - 8.2.2 Classified Report
  - 8.3 **Student Representative Report** – Roxanne Estela
9. **LEARNING AND STUDENT DEVELOPMENT** – *Dr. Keith Snow-Flamer is Vice President, Learning and Student Development*
- ACTION 9.1 **Approve Six-month Report on Equivalencies to Minimum Qualifications** – Approve minimum qualifications for five associate faculty.
  - ACTION 9.2 **Approve Out-of-Country Travel** – Approve Ms. Karen Reiss to travel to Austria.
  - 9.3 **Grants, Contracts, and Memorandums of Understanding**
    - ACTION 9.3.1 Approve Contract: The California Collegiate Brain Trust – Approve contract for assistance in developing an education master plan.
  - 9.4 **Brief Informational Comments**
10. **HUMAN RESOURCES** – *Mr. Bill Studt is the Acting Vice President of Human Resources*
- 10.1 **Personnel**
    - ACTION 10.1.1 Approve and/or Ratify Routine Personnel Actions – Employment, Employee Change of Status, Out-of-Class Changes, Stipends, Unpaid Leave of Absence, Pres-Retirement Workload Reduction, New Associate Faculty Appointments, Voluntary Services, Temporary Staffing Requisitions
  - 10.2 **Resolution**
    - ACTION 10.2.2 Adopt Resolution #621: STRS Resolution for William Studt – A resolution is required by STRS to request an exemption for Mr. William Studt during his employment with College of the Redwoods
  - 10.3 **Brief Informational Comments**

**11. ADMINISTRATIVE SERVICES: FACILITIES AND EQUIPMENT – *Mr. Ron Cox is Acting Vice President, Administrative Services***

**11.1 Change Orders**

**ACTION** 11.1.1 Dental lab/Classroom Modernization at the Eureka Campus – The President/Superintendent is authorized to approve change orders within building project contingency budgets to avoid construction delays. The change orders are presented to the Board for approval.

**11.2 Facility Reports**

11.2.1 Status of Bond-funded Building Projects – 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.

**11.3 Brief Informational Comments**

**12. ADMINISTRATIVE SERVICES: FINANCES**

**12.1 Budget and Financial Reports**

**ACTION** 12.1.1 Ratify Purchase Orders – July 1, 2008 to August 15, 2008 – This report includes a list with selected details of all purchase orders for goods and services.

**ACTION** 12.1.2 Approve 2008-09 Final Budget – The Final Budget includes reporting of all funds, General Fund components, and budget assumptions.

**ACTION** 12.1.3 Adopt 2009-10 Budget Calendar – The budget calendar provides dates for budget preparation, including the consultative process and development timelines.

**12.2 Brief Informational Comments**

**13. FUTURE AGENDA ITEMS, REPORTS, REQUESTS FOR INFORMATION – A trustee may request the President of the Board and/or the President/Superintendent to place an item on a future agenda, may ask for a staff report, for information, or a regular staff report. The President of the Board and/or the President/Superintendent may ask for board consensus on the priority of the items requests. A trustee may move to require an item be placed on a certain agenda. Regular reports added to the agenda require board action.**

**ACTION** **13.1 Approve a Trustee Request to Place an Item on a Future Agenda or Direct Staff to Give a Regular Report**

13.1.1 Aquatic Report

14. **RECONVENE TO CLOSED SESSION IF NECESSARY** – Not applicable
  - 14.1 Reconvene to Open Session
  - 14.2 Report from Closed Session
  
15. **ADJOURNMENT**

**NEXT MEETING**  
October 7, 2008, 2:00 p.m.  
Eureka Campus Board Room (AD 201)  
7351 Tompkins Hill Road, Eureka, CA

**Public Notice—Nondiscrimination:**

College of the Redwoods does not discriminate on the basis of ethnicity, religion, age, gender, sexual orientation, color, or disability in any of its programs or activities. College of the Redwoods is committed to providing reasonable accommodations for persons with disabilities. Upon request this publication will be made available in alternate formats. Please contact Sue Alton, Assistant to the President, 7351 Tompkins Hill Road, Eureka, CA 95501, (707) 476-4170, 8:30 a.m. to 5:00 p.m., Monday – Friday.