

REDWOODS COMMUNITY COLLEGE DISTRICT

College of the Redwoods puts student success first by providing accessible and relevant developmental, career technical, and transfer education. The College partners with the community to contribute to the economic vitality and lifelong learning needs of its service area. The College continually assesses student learning and institutional performance and practice to embrace diversity, to encourage a healthy community environment and to improve upon the programs and services we offer, all to promote student learning. —CR Mission Statement

REGULAR MEETING OF THE BOARD OF TRUSTEES

College of the Redwoods, Eureka
7351 Tompkins Hill Road, Eureka CA, 95501
Board Room – Room No. SS202

A G E N D A

Tuesday, August 01, 2017

Board of Trustees

Sally Biggin, President

Carol Mathews, Vice President

Bruce Emad, Clerk

*Tom Ross, Tracy Coppini, Richard Dorn, Colleen Mullery, Barbara Rice,
Dr. Keith Snow-Flamer, President/Superintendent - Secretary to the Board*

*1:00 p.m. **OPEN SESSION** Call to Order, Eureka Campus Board Room SS202,
7351 Tompkins Hill Road, Eureka, CA 95501

Flag Salute in honor of those serving our country.

1. COMMENTS/BOARD BUSINESS

1.1. 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 should comment on a specific agenda item when the board considers that item.

1.2. 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.

1.3. Board Committee Reports

The Audit Committee is the only standing committee of the board (*Trustees Mullery, Coppini, and Ross*).

Any member of the current board ad hoc committees may make a brief report.

1.4. Board Business

2. CONSENT CALENDAR ACTION ITEMS

Any board member may remove an item from the consent calendar and place it under discussion. Items removed will be voted on separately. As part of any agenda item action, a trustee can request that this type of item be included on the next consent calendar.

2.1. Approve Minutes of the Redwoods Community College District Board of Trustees Regular Meeting of July 11, 2017 [Page 5](#)

2.2. Approve/Ratify Personnel Actions

Personnel actions are submitted for approval. The Open Position spreadsheet is attached for information only. [Page 15](#)

2.3. Approve/Ratify Contracts, Agreements, MOUs [Page 20](#)

2.4. Approve Bond Project Budget [Page 22](#)

3. ACTION/DISCUSSION ITEMS

ACTION **3.1. Monthly Financials [Page 27](#)**

ACTION **3.2. Quarterly Financial Reports [Page 33](#)**

ACTION **3.3. Set Public Hearing for Final Budget [Page 38](#)**

ACTION **3.4. Naming of Facilities and Properties [Page 39](#)**

ACTION **3.5. Approve NCCSIA JPA Agreement/Bylaws [Page 40](#)**

ACTION **3.6. Approve plan to replace Del Norte portable buildings [Page 41](#)**

ACTION **3.7. Authorize the President/Superintendent to research financing and options for residence halls [Page 51](#)**

4. INFORMATIONAL REPORTS

4.1. Student Satisfaction Inventory Results [Page 52](#)

4.2. Police Academy Report [Page 54](#)

4.3. Fire Service Class Report [Page 56](#)

4.4. Organizational Reports

4.4.1. Academic Senate Report

4.4.2. CRFO Report

4.4.3. Classified Report

4.4.4. Management Council Report

4.5. Administrative Reports

4.5.1. President/Superintendent Report – Dr. Keith Snow-Flamer [Page 57](#)

4.5.2. Vice President of Administrative Services Report – Mr. Lee Lindsey [Page 61](#)

4.5.3. Vice-President of Instruction and Student Development Report - Dr. Angelina Hill [Page 66](#)

5. FUTURE AGENDA ITEMS, REPORTS, REQUESTS FOR INFORMATION

A trustee may request the President of the Board and/or the President/Superintendent to place an item on a future agenda, may ask for a staff report, for information, or a regular staff report. The President of the Board and/or the President/Superintendent may ask for board consensus on the priority of the items requested. A trustee may move to require an item be placed on a certain agenda. Regular reports added to the agenda require board action.

ACTION

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

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 7, “Closed Session.”

6. PUBLIC COMMENT REGARDING THE CLOSED-SESSION ITEMS

7. CLOSED SESSION

With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54957:

7.1. Public Employee Discipline/Dismissal/Release

7.2. Public Employment

With respect to every item of business to be discussed in closed session, pursuant to Government Code Section 54957.6:

7.3. Conference with Labor Negotiator – Wendy Bates
Employee Organization: CSEA

7.4. Conference with Labor Negotiator – Rex Randall Erikson, LLC
Employee Organization: CRFO

8. RECONVENE TO OPEN SESSION

9. REPORT FROM CLOSED SESSION

10. ADJOURNMENT

NEXT REGULAR MEETING
September 05, 2017 1:00 p.m.
Eureka Campus Board Room
7351 Tompkins Hill Rd.
Eureka, CA 95501

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REDWOODS COMMUNITY COLLEGE DISTRICT

Minutes of the Regular Meeting of the Board of Trustees
College of the Redwoods, Eureka Campus
7351 Tompkins Hill Rd, Eureka, CA
July 11, 2017

PRESENT

Ms. Sally Biggin; Mr. Bruce Emad; Ms. Carol Mathews; Dr. Colleen Mullery; Ms. Barbara Rice; Mr. Tom Ross; Mr. Richard Dorn

OTHERS PRESENT

Dr. Keith Snow-Flamer –President/Superintendent
Lee Lindsey – Vice President, Administrative Services
Dr. Angelina Hill – Vice President, Instruction and Student Development
Kerry Mayer, Professor, Communication Studies; Co-President Academic Senate

CALL TO ORDER

Trustee Biggin, President of the Board, called the meeting to order at 1:02 pm.

FLAG SALUTE

Trustee Biggin led the flag salute to honor those serving our country.

PUBLIC COMMENTS

Trustee Biggin called for public comments on items to be discussed in open session. There were none.

BOARD MEMBER COMMENTS

Trustee Biggin called for Board member comments.

Trustee Emad discussed a rewarding experience at the Police Academy graduation and announced that the majority of graduates have secured jobs, with nine in the process of background checks. Trustee Ross was also in attendance and reported 32 graduates, which he stated was one of the largest graduating classes.

Trustee Mathews reported attendance at the Del Norte School Awards. Over \$300,000 in scholarships were awarded, and many students plan to attend College of the Redwoods or Humboldt State.

Trustee Biggin reported attendance at the CCCT Board Meeting in June. A topic of discussion was the Tom Bailey book, *Redesigning American Community Colleges*.

A letter from Governor Brown to Chancellor Oakley regarding establishment of the 113th campus in California, which will be totally online was discussed. Legislation, timeline and the CCCT decision regarding support or opposition was discussed.

BOARD COMMITTEE REPORTS

Trustee Ross stated the Audit Committee Meeting will be held in August or September and there is currently nothing to report.

APPROVE TRUSTEE TRAVEL TO THE CCLC CONFERENCE IN SAN JOSE

It was moved and seconded (Emad/Mathews) and carried unanimously to Approve Trustee Travel to the CCCL Conference in San Jose in November.

APPROVE REVISING THE LOCATION OF THE OCTOBER AND NOVEMBER BOARD MEETINGS

It was moved and seconded (Emad/Mathews) to hold the October board meeting at the Eureka Campus and the November board meeting at the Klamath-Trinity Instructional Site.

The proposed 2017-2018 board goals were discussed and will be discussed in greater detail at the August workshop. Trustee Mathews provided a color version of the draft with additions at the suggestion of Trustees Mathew, Dorn and Coppini. Trustee Mathews stated the focus is on enrollment growth and stability in light of the President's goals and the FCMAT report.

AMEND PRESIDENT/SUPERINTENDENT CONTRACT

Trustee Mullery discussed advice from General Council to revisit the President's contract based on Ed Code requirements. The original contract was effective April 01, 2017 with an expiration of March 31, 2021. A three month extension to June 30, 2021 would allow the expiration to fall on the normal cycle. Trustee Rice asked for the starting date of the contract. Trustee Mullery stated the start date as today, July 11, 2017.

It was moved, seconded (Mathews/Ross) and carried unanimously to extend the President/Superintendent contract from March 31, 2021 to June 30, 2021 at \$208,000 per year, with a \$600 monthly expense allowance, \$417 automobile allowance, gasoline card allowance, two (2) days monthly vacation accrual with health benefits and sick leave the same as management, and a \$200,000 term life insurance policy.

APPROVE CONSENT CALENDAR ITEMS

It was moved, seconded (Dorn/Emad) and carried unanimously to approve the following Consent Calendar item:

- Approve Bond Project Budget

Trustee Dorn pulled 2.1 Approve Minutes of the Redwoods Community College District Board of Trustees Regular Meeting of June 06, 2017 and 2.3 Approve/Ratify Contracts, Agreement, MOUs.

Trustee Emad pulled 2.2 Approve/Ratify Personnel Actions.

APPROVE MINUTES OF THE REDWOODS COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES REGULAR MEETING OF JUNE 06,2017

Trustee Dorn addressed 2.1 and referenced page 17 of the minutes of June 06, 2017. He asked for a correction as he did not hold a BBQ at his house hosted by the Athletic Department, he did however purchase a barbecue at the C.R. auction.

It was moved, seconded (Emad/Dorn) and carried unanimously to approve the minutes of June 06, 2017 with the correction.

APPROVE/RATIFY PERSONNEL ACTIONS

Trustee Emad asked for an explanation of the requests for temporary assistance. He stated that there is an inordinate number of positions in this category with salaries up to \$20,000. President Snow-Flamer stated that these temporary positions are front loaded in July to address the need for the whole year.

Trustee Emad asked why these are not permanent positions if they are rehired every year. President Snow-Flamer replied that some of the positions are held in reserve based on departmental need.

Trustee Ross stated that several are hired at the post because we hire a lot of part time police officers. President Snow-Flamer stated that many are hired to teach because of their expertise in that particular classroom and do not warrant a full time or permanent position.

Trustee Emad asked for the definition of categorical funds. President Snow-Flamer stated it is a non-general, non-grant funds. Trustee Emad asked for the source of the funds. President Snow-Flamer replied from the state, and some are federal.

Trustee Mullery asked how the community knows about these positions. President Snow-Flamer stated that if a candidate has been previously identified, they are hired immediately. If no applicant is identified, hiring is done through the normal process.

Trustee Emad asked for an explanation of 69, 70 and 71 regarding the Child Development Center and hiring of substitute teachers and a cook. CBC Director Whitney Jones explained requirements regarding the teacher to student ratio required by the State.

It was moved, seconded (Emad/Dorn) and carried unanimously to Approve/Ratify Personnel Actions.

Trustee Dorn referenced contract amounts and requested a not to exceed figure. Trustee Mathews pointed out that the amount was zero. President Snow-Flamer confirmed the zero dollar contract amounts.

It was moved, seconded (Dorn/Ross) and carried unanimously to Approve/Ratify Contracts, Agreements and MOU's.

Dr. Angelina Hill reviewed the Institutional Self Evaluation Report (ISER). She stated that changes were made based on comments and feedback received. Trustee Mathews thanked Dr. Hill and called the report a work of art.

Trustee Emad stated that every claim made was supported by solid evidence.

Trustee Dorn stated that the report was extremely well done and commented on the addition of the colored graphs.

Trustee Rice stated that the table on page eight (8) is not associated to the year.

President Snow-Flamer stated that the report is the result of a two year process and he believes that we are stronger after completion of this project. He pointed out that problems were self-identified and can be corrected now.

APPROVE 2017-18 PRESIDENT/SUPERINTENDENT GOALS

President Snow-Flamer directed the board to an amended list of goals, with one addition. Trustee Dorn asked if goal 8, the alumni database had been implemented and questioned whether it was the President's responsibility or the responsibility of the Foundation. President Snow-Flamer replied that it is his desire to become more involved with the Foundation. Further discussion ensued regarding the relationship between the District and the Foundation. Trustee Emad stated that the Board and the District are ultimately responsible for the Foundation.

Trustee Dorn asked how Goal 4 to strengthen working relationships with the Academic Senate, CRFO, CSEA and the Management Council would be measured. President Snow-Flamer stated that he would report questions and comments at the board level.

It was moved, seconded (Emad/Ross) and carried unanimously to approve the 2017-18 President/Superintendent goals.

MONTHLY FINANCIAL STATUS REPORT

President Snow-Flamer asked for questions regarding the monthly financial status report. There were none.

It was moved, seconded (Dorn/Mathews) and carried unanimously to approve the monthly financial status report.

APPROVE SURPLUS PROPERTY RECOMMENDATION

It was moved, seconded (Ross/Dorn) and carried unanimously to approve the surplus property recommendation.

FIRT READING OF BOARD POLICIES

Trustee Emad referenced AP 3501 Access and Visitors. In the first paragraph it states that if a person is disruptive, the President *may* eject the person from the property. Trustees recommended language was to replace the word *may* with the word *shall*, stating it is the President's responsibility to make sure the campus is secure.

President Snow-Flamer stated that AP 4226 -7217 are currently active as interim AP's. It was determined unnecessary for a second reading.

SECOND READING OF BOARD POLICIES

It was moved, seconded (Dorn/Mathews) and carried unanimously to approve the second reading of board policies BP Quorum and Voting, BP 4225 Course Repetition, BP Multiple and Overlapping Enrollments, BP 5010 Admissions and Concurrent Enrollment and BP 5410 Associated Student Elections.

APPROVE EDUCATION MASTER PLAN

President Snow-Flamer announced that all comments received have been incorporated into the final documents. Trustee Mathews addressed the use of data and stated that she enjoyed the reporting on goals and projects. Trustee Emad stated that he enjoyed both documents. It was noted that there is no clear layout of the steps we will take to increase FTES.

Trustee Emad stated that the Facilities Master Plan has a heavy emphasis on buildings and maintenance and asked from where the money will come. He referenced the State's emphasis on online education and suggested that the funding for facilities should include how we are going to improve distant education, which is where he feels we should be going.

President Snow-Flamer addressed the comments regarding online education, and noted that not all students benefit from online educations, and not all teachers can provide online instruction. He stated that we must be ready for all students who walk in the door and are following the FCMAT recommendations.

Trustee Ross stated that he feels we are not placing enough emphasis on brick and mortar enrollment, e.g., welding, nursing, auto mechanics and those courses that cannot be taught online.

President Snow-Flamer stated that we will evaluate our 4020 and 4021 programs to identify gaps in degrees and services.

Trustee Mathews stated that the Del Norte physical facility is necessary to keep our current programs such as Nursing and Computer classes successful.

Trustee Emad stated that he understands that most of the construction is paid for by the State, but asked the Board to consider the cost of servicing and maintaining the buildings.

Trustee Emad discussed the need for measureable goals, such as allocating x number of man hours at Arcata High and Eureka High, charting the percentage of those students who enroll at College of the Redwoods.

President Snow-Flamer stated that the enrollment questions would be better answered in the Enrollment Management Plan that we will begin developing in the fall semester. The Education Master Plan is very broad and high level, and now we will start to work on a more detailed plan on how to increase enrollment and maintain retention.

Trustee Rice pointed out that the Mendocino Center was mentioned in the Education Master Plan and needs to read that the territory was transferred. President Snow-Flamer noted the change.

Trustee Biggin discussed page 11 showing Hoopa Valley High School named Oregon. Dr. Hill will check on this, but believes this is a grouping of students coming from Oregon. She also asked if Willow Creek could be reflected as Willow Creek/Hoopa as most of the jobs are in Hoopa.

Trustee Dorn expressed appreciation for the plan and agreed with Trustee Ross that we will always have brick and mortar buildings. He questioned the timing of the Governor's request and pointed out a statistic regarding the age population in Humboldt County.

Trustee Mathews stated that these trends are mirrored across Northern California Colleges and does not reflect poor performance, but that we are affected by trends that we cannot control.

It was moved, seconded (Ross/Emad) and carried unanimously to approve the Education Master Plan with the assumption that the trustee's comments will be incorporated.

APPROVE FACILITIES MASTER PLAN

Trustee Emad had questions regarding the lease in downtown Eureka. Lee Lindsey, Vice President of Administrative Services discussed the potential consolidation of the two spaces into one large space and are hoping to use adult education consortium funding.

Trustee Emad discussed residence hall renovations. He stated that we are in a 40 year low interest rate environment, and encouraged the use of COPD's or Revenue Bonds to fund the residence hall renovations.

It was moved, seconded (Ross/Mathews) and carried unanimously to approve the Facilities Master Plan with the assumption that the Trustee's comments will be incorporated.

(2:30 p.m.) Break.

(2:44 p.m.) Resume

ADOPT RESOLUTION #712 DESIGNATING PRESIDENT/SUPERINTENDENT AS ADMINISTRATOR OF THE CHILD DEVELOPMENT CENTER TO ACT AS THE REPRESENTATIVE TO THE CALIFORNIA DEPARTMENT OF SOCIAL SERVICES, COMMUNITY CARE LICENSING.

It was moved, seconded (Emad/Dorn) and carried unanimously to approve Resolution 712 designating President/Superintendent as Administrator of the Child Development Center, to act as the representative to the California Department of Social Services, Community Care Licensing.

ADOPT RESOLUTION #713 DESIGNATING VICE PRESIDENT OF INSTRUCTION AND STUDENT DEVELOPMENT AS SUPERVISOR OF THE CHILD DEVELOPMENT CENTER TO ACT AS THE REPRESENTATIVE TO THE CALIFORNIA DEPARTMENT OF SOCIAL SERVICES, COMMUNITY CARE LICENSING.

It was moved, seconded (Ross/Mullery) and carried unanimously to adopt Resolution #713 designating Vice President of Instruction and Student Development as Supervisor of the Child Development Center, to act as the Representative to the California Department of Social Services, Community Care Licensing.

INFORMATIONAL REPORTS

STUDENT SUCCESS DATA: STUDENT ACHIEVEMENT DATA

President Snow-Flamer stated that the Student Success Date and Student Achievement Data has been previously reviewed with the Education Master Plan.

CHILD DEVELOPMENT CENTER REPORT

CDC Director Wendy Jones provided an overview of the annual Self-Assessment Report that was provided to the Department of Early Education and Support. Ms. Jones stated that parents have requested that the center provide more culturally diverse activities and they are addressing this request. The Parent Advisory Committee was successful last year and they will take this to the committee for

consideration. She stated that they are participating in a pilot program through First Five Humboldt, (QRIS), Quality Rating Improvement System. Ms. Jones reported on grant awards and enrollment.

Trustee Dorn stated that he was impressed with the report and their work toward solving issues.

Trustee Biggin stated that she appreciates the focus on diversity.

Trustee Ross asked about enrollment numbers. Ms. Jones stated that there are 67 students, and all but four or five students have parents who are attending College of the Redwoods.

QUARTERLY FOUNDATION REPORT

President Snow-Flamer reported that Marty Coelho was doing a presentation at the Student Development Summit and offered to answer questions or take any questions or concerns back to Marty.

Trustee Dorn asked what the coordinator would be doing. President Snow Flamer stated that the wage of recently resigned Kimberly Sweet would be reallocated for an assistant to help Marty coordinate fundraising activities such as the sports auction and other similar events. They will also make sure that the Alumni Association records are up to date.

ORGANIZATION REPORTS

ACADEMIC SENATE

Kerry Mayer, Co-President for Academic Senate reported that they have been working with Human Resources to fill staffing vacancies this summer. Additionally they are working on the academic retreat and developing goals for the Senate for the upcoming year.

CRFO

No report.

CLASSIFIED REPORT

Tami Engman, First Vice President for the Chapter and Administrative Assistant and Office Coordinator for Maintenance, Facilities and I.T., reported that the committee is on a break for July. Ms. Engman stated that during this time, they are encouraging others to volunteer for various screening committees, competing in the summer baking competition, or taking advantage of additional training and development opportunities such as the two day Student Development Summit. Classified member Crystal Morse will complete the 10 Day Cascadia Leadership Training alongside 23 managers and

administrators. At the end of the month, two nominated and elected members will participate in the CSCA conference in Las Vegas, where they will be debating and voting on resolutions that affect classified employees across the state. They will be attending workshops on topics such as leadership, problem solving, community college staff employee concerns and much more. Ms. Engman stated that this year's delegates are Kristin Chorbi and Tami Engman.

MANAGEMENT COUNCIL REPORT

No report.

ADMINISTRATIVE REPORTS

PRESIDENT/SUPERINTENDENT REPORT

President Snow-Flamer referenced his written report and added that he appreciated the Board's comments on growth, stability and FTS. He stated that he is following a bill written by Reyes that will add transgender, bisexual and LGBT students to our student equity numbers.

Trustee Ross asked if the Wildland Fire Class is still being offered. Dr. Hill responded that the class is offered through adult education.

VICE PRESIDENT OF ADMINISTRATIVE SERVICES REPORT

Lee Lindsey provided a short update on the UIR project. He reported that I.T. and Facilities Director, Steven Roper is currently at DSA in Oakland for an all-day meeting and called to report at lunch time that the meeting is going well.

Trustee Dorn stated that he appreciated the charts again, and had not realized that we were so far behind sister community colleges in reserves.

VICE PRESIDENT OF INSTRUCTION AND STUDENT DEVELOPMENT

Dr. Angelina Hill stated that the CCC Common Assessment roll out date has been postponed, but will happen, and she feels it will be good for the college. She stated that Accuplacer is the primary skills assessment that is used.

Trustee Emad asked if the board would be playing a role with the accreditation team. Dr. Hill stated that the team would want to meet with them either as a group or individually.

Trustee Dorn stated that he appreciated the imposing team members going around campus asking questions, and felt that the board members should go through the same exercise.

Trustee Rice asked for the dates of the accreditation visit. Dr. Snow-Flamer reported the dates as October 9th through the 12th.

Trustee Mathews stated that she appreciates the common assessment and feels that it will be helpful for those students who move from college to college.

APPROVE A TRUSTEE REQUEST TO PLACE AN ITEM ON A FUTURE AGENDA OR DIRECT STAFF TO GIVE A REGULAR REPORT

Trustee Ross reported attending the Wildlands Fire Class two years ago and requested a report of enrollment, attendance and involvement with forestry and fire services.

Trustee Dorn mentioned hearing the Dean from Del Norte on the radio urging people to write letters regarding Last Chance Grade, however we need board approval to write a letter. President Snow-Flamer stated that he has been on the radio as well, and stated that the reason we need approval at the board level is because we would be speaking as a whole board.

PUBLIC COMMENTS

Trustee Biggin announced the items to be discussed in closed session as follows:

- Public Employee Discipline/Dismissal/Release
- Public Employee Performance Evaluation/Goals
- Conference with labor negotiator for CSCA
- Conference with labor negotiator for CR Fault

There were no public comments.

CLOSED SESSION

At 3:23 p.m. the Board returned to open session.

There was no report out from closed session.

ADJOURN

There being no further business, the meeting was adjourned at 3:28 p.m.

KSF/cp _____

Keith Snow-Flamer, President/Superintendent
Board of Trustees
Redwoods Community College District

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

August 1, 2017
Agenda Item No. 2.2

SUBJECT: APPROVE AND/OR RATIFY PERSONNEL ACTIONS

RECOMMENDATION

Action is required. The President/Superintendent recommends approval of the personnel items as presented on the attached list per Board Policy 7110.

BACKGROUND

The personnel actions listed are being submitted for Board approval. The Open Position Spreadsheet is presented as information.

BUDGET IMPLICATIONS

Salaries and benefits are included in the identified budgets.

Employment of Classified Staff**General Fund**

1. Allison Formica, Instructional Support Specialist III – Science Lab – Range 116, Step 3, \$17.74/Hourly, .82 FTE effective August 9, 2017
2. Jessica Frint, Administrative Secretary II – Academic Senate – Range 115, Step 2, \$34,112.00/Annually, 1.0 FTE effective August 1, 2017

Other/Auxiliary Funds

3. Margaret Talcott, Student Development Advisor – Adult Education – Range 118, Step 3, \$40,705.60/Annually, 1.0 FTE effective August 21, 2017

Employment of Confidential Staff

4. None

Employment of Manager**General Fund**

5. None

Other/Auxiliary Funds

6. Chad Williams, Director, Upward Bound – Range 123, Step 11, \$68,238.33/Annually, effective August 2, 2017

Employment of Administrator

7. None

Employment of Faculty

8. None

Reclassification

9. None

Employee Change of Status**General Fund**

10. Kristy Seher, Sr. Payroll Technician – Range 118, Step 8, \$49,566.40/Annually to Interim Payroll Manager – Range 123, Step 2, \$52,605.44/Annually, effective July 18, 2017
11. John Walsh, Maintenance Specialist II – Measure Q – Range 116, Step 6, \$40,310.40/Annually to Maintenance Specialist III – Waste Water, Range 119, Step 3, \$42,764.80/Annually effective July 17, 2017

Categorical/Other Fund

12. None

Out-of-Class Changes**General Fund**

13. Thomas Cossey, Senior Programmer Analyst – Range 124, Step 12, \$73,590.40/Annually to Range 124, Step 12, \$73,590.40/Annually plus 6 percent out-of-class pay for higher level duties during the migration to SQL effective July 1, 2017 – June 30, 2018
14. James Hays, Programmer Analyst – Range 122, Step 5, \$52,873.00/Annually to Range 122, Step 5, \$52,873.00/Annually plus 6 percent out-of-class pay for higher level duties during the migration to SQL effective July 1, 2017 – June 30, 2018

15. Shane Stodola, Custodian I, Del Norte – Range 110, Step 4, \$28,454.40/Annually to Range 110, Step 4, \$28,454.40/Annually plus 18 percent out-of-class pay to perform duties of the Maintenance Specialist III position fifty percent of daily schedule until permanent position is filled effective July 1, 2017 – June 30, 2018

Categorical Fund

16. None

Grant Fund

17. Katy Keyser, Academic Advising Coordinator, Upward Bound – Range 118, Step 9, \$48,588.80/Annually to Range 118, Step 9, \$48,588.80/Annually plus 5 percent out-of-class pay for additional duties until the Director, Upward Bound position is filled effective July 1, 2017 – August 31, 2017

Auxiliary Fund

18. None

Leave of Absence without pay

19. None

Partial Leave of Absence

20. None

39-Month Re-Employment list

21. None

Pre-Retirement Workload Reduction

22. Deanna Herrera Thomas, Professor Psychology – Effective 2017-2018 Academic Year at 50%

New Associate Faculty Appointments

General Fund

23. None

Voluntary Services

Volunteers

24. Darrin Turpin

Supervisors

Bob Brown

Requests for Temporary Assistance – These positions shall not exceed the maximum days allowable by law and shall not exceed the 2016-2017 budget allocations. The Board approval is for the position. Names, if available, have also been identified. Personnel in these positions may change.

General Fund

25. Art – Art Model- \$11.00/hour up to 224 hours from August 20, 2017 – June 30, 2018 – art models for drawing and painting courses
26. Library – Professional Resource Expert 1B - \$13.50/hour up to 112 hours from July 1, 2017 – August 17, 2017 – library technician duties until permanent position is filled
27. Athletics – Professional Resource Expert 1A – 3A - \$11.00 - \$30.00/hour up to 1,280 hours from July 1, 2017 – June 30, 2018 – assist Athletic Trainer when needed
28. Student Equity – Mentor - \$15.00/hour up to 200 hours from July 1, 2017 – June 30, 2008 – mentor for the Cap and Gown program

29. President's Office – Professional Resource Expert 4A – Garberville - \$40.00/hour up to 15 hours from August 1, 2017 – November 1, 2017 – assisting with community messaging and identifying possible course offerings

Categorical Fund

30. Institutional Research – Professional Resource Expert 2A - \$20.00/hour up to 480 hours from July 1, 2017 – June 30, 2018 – research related to student equity
31. Student Equity – Bilingual (Spanish) Outreach Specialist - \$13.00/hour up to 2,080 hours from July 1, 2017 – June 30, 2018 – outreach to recruit and retain students from the Del Norte Latino community
32. Printing Services – Professional Resource Expert 2A - \$20.00/hour up to 24 hours per week while employee is on voluntary reduced work schedule from July 1, 2017 – June 30, 2018 – assist with graphics projects
33. Foster Care/Kinship – Professional Resource Expert 4A - \$40.00/hour up to 624 hours from July 1, 2017 – June 30, 2018 – trainers to train on specific curriculum to program participants

Grant Fund

34. None

Other/Auxiliary Fund

35. Maintenance – Custodial Service Worker – Garberville - \$11.77/hour up to 520 hours from July 1, 2017 – June 30, 2018 – custodial services as needed

Resignations

36. Clifford LaMastus, Student Services Specialist II – Veterans Resource Center – last day of employment August 4, 2017

Retirement

37. None

Stipends

General fund

38. Faculty Summer Work – Facilities Planning Committee
- | | |
|--------------|----------|
| a. Bob Brown | \$ 40.00 |
|--------------|----------|
39. Farm Management – Summer 2017
- | | |
|-------------------|-------------|
| a. Franz Rulofson | \$ 7,680.00 |
|-------------------|-------------|

Grant Fund

40. Basic Skills Initiative for Tutor Training
- | | |
|-------------------------|-------------|
| a. David Holper | \$ 340.00 |
| b. Levi Gill | \$ 680.00 |
| c. Kyle Falbo | \$ 480.00 |
| d. Sean Herrera-Thomas | \$ 500.00 |
| e. Nicole BryantLescher | \$ 500.00 |
| f. Erin Wall | \$10,000.00 |

SITE	POSITION	FUND TYPE	POSITION TYPE	SALARY RANGE (ANNUAL)	CLOSING/ FIRST REVIEW	HOURS
POSTED						
DN	Maintenance Specialist III – Mechanical Systems	General	Replacement	\$32,734.40 – \$45,592.00	07/30/2017	.78 FTE
EKA	Financial Aid Processing Specialist	General	Replacement	\$35,817.60 - \$49,899.20	08/04/2017	1.0 FTE
EKA	Assistant Professor, Biology (1-semester replacement)	General	Replacement	\$48,314.00 - \$63,506.00	09/01/2017	1.0 FTE
CLOSED						
EKA	SSS I – ASCR	Grant	Replacement	\$6,749.18 - \$9,399.94	03/17/2017	.24 FTE
EKA	Dean, Counseling and Student Success	Categorical	Replacement	\$86,990.00 - \$123,056.00	05/30/2017	1.0 FTE
EKA	Custodian I – Evenings	General	Replacement	\$26,811.20 - \$37,356.80	06/02/2017	1.0 FTE
EKA	Instructional Support Specialist III – Woodshop	General	Replacement	\$16,875.60 - \$23,510.20	06/26/2017	.47 FTE
DN	Assistant Professor, Counseling (Title IVA)	Categorical	Replacement	\$48,314.00 - \$63,506.00	06/28/2017	1.0 FTE
EKA	Administrative Office Assistant II – Student Equity	Categorical	Replacement	\$10,545.60 - \$14,687.40	07/05/2017	.375 FTE
DN	Student Services Specialist III – TriO	Grant	Replacement	\$34,112.00 - \$47,528.00	07/05/2017	1.0 FTE

BOARD APPROVAL						
EKA	Administrative Secretary II – Academic Senate	General	Replacement	\$34,112.00 - \$47,528.00	03/24/2017	1.0 FTE
EKA	Student Development Advisor – Adult Education	Categorical	Replacement	\$39,520.00 – \$55,036.80	05/16/2017	1.0 FTE
EKA	Director, Upward Bound	Grant	Replacement	\$50,582.00 – \$73,270.00	05/30/2017	1.0 FTE
EKA	Instructional Support Specialist III – Science Lab	General	Replacement	\$27,221.38 - \$37,923.39	06/02/2017	.76 FTE

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

August 1, 2017
Agenda Item No. 2.3

SUBJECT: APPROVE/RATIFY CONTRACTS, AGREEMENTS, MOUs

RECOMMENDATION

Action is required. The President/Superintendent recommends approval/ratification of the items listed on the schedule pursuant to BP 6340 *Contracts*.

Contract/Agreement/ MOU	Date	Contract Amount	Background
General Fund			
Advanced Security Eureka, CA	07-02-2017	\$588	Life safety: Annual contract for alarm system monitoring.
American Medical Response – Cheyenne Cheyenne, WY	07-01-2017	\$0	Clinical placement of student in Health Occupations program.
Keenan and Associates Rancho Cordova, CA	08-01-2017	\$86,150	Annual student accident insurance contract.
MetLife New York, NY	08-01-2017	Not to exceed \$2,700	Change from Prudential to MetLife for District paid Life and AD&D insurance. No change to policy or cost.
Restricted/Bond Funds			
DCI Builders Ferndale, CA	06-15-2017	\$9,970	Life safety: District requested change order to replace stairs from parking lot to Academy of the Redwoods.
DCI Builders Ferndale, CA	06-15-2017	\$30,897	Life safety: District requested change order to replace of ADA ramp at the Greenhouse building.
Lynette Mullen Eureka, CA	06-12-2017	\$5,000	Consultant for Homeless project work and outcomes generation.
Infinity Abatement Services Redding, CA	03-05-2017	\$44,390	Life Safety: Asbestos abatement at stadium.
Revenue/Self Support			
Pepsi Beverages Sacramento, CA	08-01-2017	Not to exceed \$115,000	Beverage RFP contract for CR Dining.

Academic Works Austin, TX	07-05-2017	\$14,000	Scholarship management software.
Woods Pest Control Redding, CA	07-01-2017	\$660 annually	Life safety: Monthly pest control services in and around the Bookstore.
Woods Pest Control Redding, CA	07-01-2017	\$840 annually	Life safety: Monthly pest control services in and around Dining Services.
Condensed Curriculum Fairfield, NJ	06-06-2017	\$7,596	Addendum to current contract for extension of services and term for Community Ed.

BUDGET IMPLICATIONS

Contracts funded within existing budgets.

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

August 01, 2017
Agenda Item No. 2.4

SUBJECT: APPROVE BOND PROJECT BUDGET

RECOMMENDATION

Action is required. The President/Superintendent recommends approving the Bond Project status report.

BACKGROUND

This is a preliminary June 30 Measure Q expenditure report. Payment for services performed through June 30 will be posting through August 16. A final 6-30-17 Measure Q expenditure report will be presented at the September Board meeting. Measure Q expenditures to date total \$41,336,279. With about \$3.2 million in unspent budget, Measure Q bond funds are steadily winding down. While the monthly billings to Measure Q projects were relatively small during June, several projects are continuing to move forward.

Measure Q project budgets equal available funding comprised of \$40,320,000 bond proceeds plus \$4,241,551 interest to date.

This report is presented to the Board pursuant to BP 6300 *Fiscal Management*, Title 5 §58311 *Principles for Sound Fiscal Management*, and Education Code 84040(c). This report helps the District meet Accreditation Standard III D - *The institution plans and manages its financial affairs with integrity and in a manner that ensures financial stability.*

BUDGET IMPLICATIONS

All of the available bond funds are allocated to various projects.

REDWOODS COMMUNITY COLLEGE DISTRICT DISTRICT PROP 39 BONDS OF 2004 June 2017- Preliminary Pending Final Accrual				<i>Total</i> <i>Project</i> <i>Budget</i>	<i>June</i> <i>Expenditures</i>	<i>Total</i> <i>Expenditures</i>	<i>Budget</i> <i>Remaining</i>
	<i>Q51</i> <i>ADA</i>	<i>Q52 Life</i> <i>Safety</i>	<i>All Other</i> <i>Q Budgets</i>				
Eureka							
Q16 Physical & Life Sciences Repurpose or Demo			35,000	35,000	2,777	34,115	885
Q35 Vets Center			250,000	400,000	4,000	4,000	396,000
Q51/29 AJ Classroom in Maint/ IT Space in AJ/ Phone @ Firing R	80,000			80,000	-	42,192	37,808
Q52/QA5 Remove Stadium Hazard		495,000		649,150	2,777	75,397	573,753
Q52/QA7 Address SWACC Inspection Report Deficiencies		222,199		267,199	11,106	138,832	128,367
Q52/QA9 Tree Removal		137,500		137,500	10,500	137,500	-
Q56 Physical Education Labs Upgrades	100,426	510,295	1,478,904	1,469,475	8,000	501,571	967,904
Q60 Automotive Technology Lab upgrade			286,732	302,732	153	279,658	23,073
Q61 Welding area cover expansion			135,000	150,000	-	-	150,000
Q69 Construction Technology Lab upgrade			223,268	223,268	-	211,319	11,950
Q72 Student Union Upgrade		30,000	130,000	160,000	-	146,562	13,438
Q75 Career and Technical Ed Computer Lab Upgrades			250,000	250,000	-	217,965	32,035
Del Norte							
Q30 Science Wing Modernization	50,000	325,000	1,506,819	1,881,819	135	1,790,547	91,271
Q29 Portable Lease/Purchase			24,000	24,000	-	24,000	-
Q52/QA8 DN Campus Exterior lighting Upgrade		13,172		13,172	-	13,172	-
District Projects							
Q52/QA2 Mendocino Center MOU Repairs		140,000		140,000	10,530	90,262	49,738
Q52/QA3 Energy savings, boilers, and bathroom repairs		188,304		188,304	-	118,377	69,927
Q52/QB3 Mandated improvements to wastewater plant		270,000		270,000	-	146,240	123,760
Q31 Technology Infrastructure Upgrades			1,951,176	2,001,176	7,457	1,850,761	150,415
Q63 Self Service Datatel module			45,000	45,000	-	28,232	16,768
Q36 Document Imaging and Secure Storage			219,000	219,000	2,380	150,905	68,095
Q77 Project Management			1,101,957	1,241,952	24,011	1,152,712	89,240
Q54 Security, Marquee Upgrades and Fire Alarm			300,000	300,000	2,084	119,154	180,846
NEW Measure Q /B Final Project Closeout				50,000			50,000
Completed Measure Q Projects				\$34,062,804	-	\$34,062,804	-
Total Local Bond Projects				44,561,551	85,911	41,336,279	3,225,273
Voter Approved Measure Q Total				40,320,000	Total of Expenditures through 6-30-17		41,336,279
Interest & Bond Premium to Date				4,241,551	Available for Capital Projects		3,225,273
Total Measure Q Principal and Interest				44,561,551			

RCCD COMPLETED AND/OR CLOSED LOCAL BOND FUND PROJECTS

PROJECT NAME	June 2017	DISTRICT ACTUALS
General		
General (District Project Administration)		\$263,666
New - Furnishings and Equipment		\$404,952
DSA/CGS Consulting		\$39,274
LT Debt Prof Fees & Costs : General		\$1,079,503
Voice over IP (VOIP) to replace PBX & phones		\$353,074
Diplomas on Demand		\$3,813
Eureka Main Campus		
2 cadavers and ripple tank assembly		\$5,969
NMR for AA-T Chemistry		\$32,250
Gym Floor/Bleachers Replacement		\$791,123
Repair Pool		\$132,695
Lower Locker Rooms Renovation		\$960,758
Renovate/Repair Buildings - Eureka		\$13,812
Upgrade - Eureka Classrooms		\$32,548
Upgrade - Wastewater Treatment		\$71,255
Student Union Seismic Upgrade/Remodel, Preliminary Plans		\$46,360
Modernize Health Technology Building		\$3,115,217
Modernize Physical Science Building		\$126,628
Modernize Life Science Building		\$53,279
Modernize Labs/Classrooms/Theater		\$160,299
Modernize Student Services/Admin Building		\$87,346
LRC Mezzanine Structure		\$213,713
Library Building Seismic Upgrade/Remodel		\$4,093
Student Union Building (plans for new Union)		\$1,023,018
Old Library Seismic Retrofit and Repurpose		\$190,141
New S.S./Admin/Theatre (Measure Q Match)		\$3,220,899
Site Improvements to Support New Construction		\$255,987
Parking Lot Rehabilitation		\$2,306,496
Firing Range		\$2,011
Spray Booth Water Bath		\$6,962
Firing Range Upgrade		\$582,453
Fire Technology Equipment & Apparatus Storage		\$4,438
Academic Building (New)		\$3,292,725
Modernization & Engineering for/Retro/New Construction		\$734,297
Woodshop Dust Collector		\$8,000
Emergency Generators		\$16,809
Replace Seating - Creative Arts & Adm Justice		\$372
ADA Vehicles and Parking		\$275,668

RCCD COMPLETED AND/OR CLOSED LOCAL BOND FUND PROJECTS

PROJECT NAME	June 2017	DISTRICT ACTUALS
EOPS Furniture for Ergonomic Updates		\$18,397
PE Temporary classrooms (portables)		\$11,430
AT: Repair walkways		\$11,650
EVOQ		\$11,246
Mandatory Life Safety Remediation		\$135,581
Security Computer		\$2,383
PE:Temporary Classrooms		\$104,153
AT: Woodshop Dust Collector		\$174,424
CA & AJ: Replace Seating (Q32)		\$49,029
Exterior Paint and Light Upgrade (Life & Safety)		\$10,061
AJ: Carpet		\$19,626
AJ Lighting, Resurfacing, Cabling, Carpet		\$106,561
AT: Carpet		\$65,875
AT: Cad Lab Ventilation Repair		\$24,710
CA: Carpet includes FM Dental Kitchen PE and CA and Student Unio		\$258,096
Cell Phone Boosters		\$47,972
Sidewalk and driveway, move nursery fence.		\$66,355
AJ: Replace decking and portable bld.		\$32,691
Vehicle replacement		\$128,838
Large Format Modular Classrooms		\$23,377
Assessable sidewalk & footpath DSPS		\$20,142
Shivley Farm Water System		\$29,200
Caretakers House Demo		\$98,429
Sewer Inspection Camera		\$23,241
4 Video Cameras for PE/Ath		\$443
Ag Dept. Tompkins Hill barn renovation/ replacement		\$191,317
Repurposing vacated buildings, incl faculty ofcs		\$101,130
Technology Network Upgrades		\$218,659
<i>Mendocino Coast</i>		
Renovate/Repair Buildings - Mendocino		\$4,186
Modernize Main Building: Mendocino		\$5,553,504
Fine Woodworking Building		\$2,830
Science Wing Modernization		\$478,866
<i>Southern Humboldt</i>		
Garberville Instructional Site Purchase/Retrofit		\$1,804,311
<i>Del Norte</i>		
Relocated Del Norte Classrooms		\$79,525
Modernize Main/Art Building: Del Norte		\$3,524,625
<i>101 Corridor</i>		

RCCD COMPLETED AND/OR CLOSED LOCAL BOND FUND PROJECTS

PROJECT NAME	June 2017	DISTRICT ACTUALS
Culinary Kitchen - Arcata Instructional Site		\$176,433
Jefferson School- Investigation/Feasibility		\$41,607
<i>Budget Transfers to Other Funds</i>		
Construction Technology Program Funding		\$400,000
Block Grant Match- PE Lighting Retrofit		\$100,000
Total Completed and/or Closed Local Bond Fund Projects		\$34,062,804

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

August 1, 2017
Agenda Item No. 3.1

SUBJECT: APPROVE MONTHLY FINANCIAL STATUS REPORT

RECOMMENDATION

Action is required. The President/Superintendent recommends that the Board of Trustees approve the monthly Financial Status Report for year-to-date activity through June 30, 2017 for the 2016-17 fiscal year.

BACKGROUND

This report covers the period of July 1, 2016 to June 30, 2017 or 100% of the fiscal year, and shows unrestricted general fund revenue and expenditures. In recent years, we have not provided this report at the August Board meeting because the books are not yet closed. Our FCMAT analyst recommended providing this report as a draft and then providing a final updated report after the October submission of the final CCFS 311 report. As a result, please consider these as draft numbers for the 2016-17 fiscal year. We plan to provide an updated report for the November 7, 2017 Board meeting.

In revenue this month, we reduced the Other Revenue in the State sources section by about \$143,000 and increased the SB 361 revenue by \$93,000. This recognizes a lower level of other revenue, while SB 361 increase reflects the District's 320 enrollment report which shows 3966 FTES, slightly above the 3950 FTES budget for the year.

Salaries expenditures are above 100%. Some closing adjustments remain to be posted. The budgeted transfer in from other funds, i.e. auxiliaries, rental income, etc., has been increased this month. To maintain fiscal stability during 2017-18, the District will need to focus on cutting costs in the unrestricted general fund.

The Transfers Out are comprised of the following:

- \$50,000 Final COP payment
- \$90,000 Child Development Center
- \$88,000 Shively Farm
- \$175,000 OPEB fund
- \$25,000 CalPERS/CalSTRS Set Aside (New this year)
- \$428,000 Total

The cash balance for June 2017 increased over May primarily due to receipt of property tax payments from the County.

This report is presented to the Board pursuant to BP 6300 *Fiscal Management*, Title 5 §58311 *Principles for Sound Fiscal Management*, and Education Code 84040(c).

BUDGET IMPLICATIONS

This report reflects year-to-date budget adjustments and actual activity for fund 10 through June 30, 2017.

REDWOODS COMMUNITY COLLEGE DISTRICT

Unrestricted General Fund

Fiscal Year 2016-17

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE					<i>June 100% Year-to-date Actual</i>	<i>Current Actual to Budget Percent</i>
<i>Description</i>	<i>Object Range</i>	<i>Final Budget</i>	<i>Year to Date Adjustments</i>	<i>Current Budget</i>		
REVENUES:						
Federal Sources	8100-8199	\$ 100,598	\$	\$ 100,598	\$ 12,448	12.4%
State Sources (3950 FTES)						
SB 361 State Support	8611	9,786,890	93,000	9,879,890	10,183,566	103.1%
SB 361 Prop 30 EPA	8630	3,940,000		3,940,000	3,662,016	92.9%
CA State Lottery	000 / 8681	434,579		434,579	435,314	100.2%
Other Revenue (Including One-Time)	8600-8699	1,093,334	(393,334)	700,000	679,993	97.1%
Local Sources						
SB 361 Enrollment Fees	8874	1,070,940		1,070,940	1,223,447	114.2%
SB 361 Property Taxes	8811-8818	10,523,236		10,523,236	6,369,824	60.5%
Non-Resident Tuition	8880	720,000		720,000	710,955	98.7%
Other Revenue	8820-8899	190,000		190,000	150,537	79.2%
Total Revenue		\$ 27,859,577	\$ (300,334)	\$ 27,559,243	\$ 23,428,100	85.0%
EXPENDITURES:						
Academic Salaries	1000-1999	\$ 11,586,416	\$ 333,000	\$ 11,919,416	\$ 12,285,290	103.1%
Other Staff Salaries	2000-2999	4,959,172		4,959,172	5,315,306	107.2%
Employee Benefits	3000-3999	6,582,954		6,582,954	6,743,545	102.4%
Supplies	4000-4999	422,193	(82,000)	340,193	117,898	34.7%
Services	5000-5999	3,699,641	(110,000)	3,589,641	3,376,753	94.1%
Capital Outlay	6000-6999	110,000	(40,000)	70,000	11,532	16.5%
Total Expenditures		\$ 27,360,376	\$ 101,000	\$ 27,461,376	\$ 27,850,324	101.4%
EXCESS REVENUES (EXPENDITURES)		\$ 499,201	\$ (401,334)	\$ 97,867	\$ (4,422,224)	
OTHER FINANCING SOURCES/(USES):						
Transfers In	8981-8999	\$ 105,000	\$ 300,000	\$ 405,000	\$ 5,437	1.3%
Transfers Out	7200-7399	(503,000)	75,000	(428,000)	(57,689)	13.5%
Student Financial Aid	7500-7699	(55,000)	25,000	(30,000)	(15,497)	51.7%
Total Other Sources (Uses)		\$ (453,000)	\$ 400,000	\$ (53,000)	\$ (67,750)	
FUND BALANCE INCREASE (DECREASE)		46,201	(1,334)	44,867	(4,489,973)	
BEGINNING FUND BALANCE:						
Beginning Balance	9790	\$ 1,881,258	\$	\$ 1,881,258	\$ 1,881,258	
ENDING FUND BALANCE		\$ 1,927,459	\$	\$ 1,926,125	\$ (2,608,715)	
Fund Balance Percent		6.90%		6.90%		
CASH BALANCE						
Total District Cash in County Treasury and Student Clearing account excluding local bond and debt service funds		\$ 3,601,441				

CAL CARD REPORT

JUNE 1, 2017-JUNE 30, 2017

Item GL Number	Program	Description	Voucher #	Voucher Date	Amount
11006-4020-020-6600-54710	Academic Affairs	Food Purchase	V0359877	6/30/2017	326.69
11006-4020-020-6600-55640	Academic Affairs	Maint. Service Contract	V0359877	6/30/2017	21.00
11006-4020-020-6600-55820	Academic Affairs	Postage & Delivery	V0359877	6/30/2017	150.00
11006-5305-041-6960-54335	Athletics	Instructional Supplies	V0359860	6/30/2017	1,006.38
11006-5305-041-6960-55280	Athletics	Administrator Travel	V0359853	6/30/2017	290.48
11006-5629-039-6320-54301	Assessment	Test Materials	V0359877	6/30/2017	2,475.00
Total 110 Unrestricted General Fund					4,269.55
11011-5096-322-7320-57630	Upward Bound	Payments on behalf of Stu.	V0359877	6/30/2017	386.87
11040-5439-307-7320-57630	EOPS	Payments on behalf of Stu.	V0359852	6/30/2017	288.06
11041-5439-321-6430-55207	CARE/EOPS	Travel Instructional Conf.	V0359852	6/30/2017	101.33
11041-5439-321-6430-55285	CARE/EOPS	Staff Travel	V0359852	6/30/2017	1,666.05
11053-5049-049-1305-54300	Foster Parent Training	Instructional Supplies	V0359854	6/30/2017	77.90
11053-5049-049-1305-54500	Foster Parent Training	Office Supplies	V0359854	6/30/2017	11.73
11053-5049-049-1305-54710	Foster Parent Training	Food Purchase	V0359854	6/30/2017	680.00
Total 110 Restricted General Fund					3,211.94
28945-0000-A01-0000-54710	Special Athletic Fund	Food Purchase	V0359853	6/30/2017	43.58
28945-0000-A01-0000-54730	Special Athletic Fund	Misc. Supplies	V0359853	6/30/2017	1,045.00
28945-0000-A12-0000-54710	Softball Trust	Food Purchase	V0359860	6/30/2017	390.62
28945-0000-A12-0000-55235	Softball Trust	Team Travel Women's SB	V0359860	6/30/2017	318.54
Total 289 Other Agency Fund					1,797.74
Total All Cal Card Expenditures 06/01/2017-06/30/2017					9,279.23

PURCHASE ORDER REPORT
06/01/17-06/30/17

PO #	Date	Vendor	Program	Description	Amount
P0023612	06/20/2017	Academic Senate for the California	Academic Senate	Institutional Member	1,398.20
P0023594	06/02/2017	North Coast Refrigeration	General	Maintenance Service	250.20
P0023598	06/07/2017	Humboldt County Office of Ed.	Dual Enrollment - HS	Contract Services	40,000.00
P0023599	06/07/2017	Humboldt County Office of Ed.	Dual Enrollment - HS	Contract Services	30,000.00
P0023600	06/07/2017	Fortuna Elementary School District	Dual Enrollment - HS	Contract Services	14,000.00
P0023609	06/07/2017	Stafford & Associates	General	Staff Development Ex	490.00
P0023611	06/20/2017	City of Arcata	General	Contract Services	812.00
P0023613	06/27/2017	Noel - Levitz	General	Contract Services	1,905.70
P0023614	06/27/2017	Del Norte County	District General	Sewer	719.82
Total 110 General Fund Unrestricted					103,575.92

P0023593	06/02/2017	Trevi Partners	Upward Bound	Special Project Travel	4,596.00
P0023608	06/07/2017	North Valley Bank	Upward Bound	Special Project Travel	3,360.00
B0009973	06/20/2017	Ms. Teri C. Smolens	IEPI Leadership Gran	Food Purchases	5,000.00
P0023601	06/07/2017	Nova Solutions	Basic Skills & SOTP	New Furn/Equip >\$200	33,843.41
P0023602	06/07/2017	Nova Solutions	Basic Skills & SOTP	New Furn/Equip >\$200	60,826.51
P0023603	06/07/2017	Tangent Computer	DSP&S	New Furn/Equip >\$200	19,337.89
P0023604	06/07/2017	ExamSoft Worldwide Inc.	Nurse Enrollment Growth	Software Maintenance	12,000.00
P0023605	06/07/2017	CDW Government Inc.	Inst Eq/Lib Matl - O	New Furn/Equip >\$200	10,861.20
P0023607	06/07/2017	North Valley Bank	Upward Bound	Upward Bound Student	500.00
P0023615	06/27/2017	Humboldt County Office of Ed.	AEBG - FY 16/17	Contract Services	126,289.50
P0023617	06/27/2017	Humboldt Transit Authority	E O P S	Payments for Fees	6,500.00
P0023618	06/29/2017	Shasta College	C.A.R.E. - (EOPS)	Travel Instruction	1,711.00
P0023619	06/29/2017	Jansport	E O P S	Payments on behalf of Stu.	25,345.39
P0023620	06/29/2017	Proforma Wholey Impressions	E O P S	Payments on behalf of Stu.	20,157.35
P0023621	06/29/2017	FHEG College of the Redwoods	E O P S	Payments to Bookstore	56,587.00
P0023621	06/29/2017	FHEG College of the Redwoods	E O P S	Payments for Fees	147.50
P0023623	06/29/2017	Renner Petroleum 76 Products	TANF	Payments on behalf of Stu.	1,250.00
P0023624	06/29/2017	C. Renner Petroleum, Inc.	TANF	Payments on behalf of Stu.	1,250.00
P0023627	06/30/2017	Gelinas James Inc.	IEPI Leadership Gran	Contract Services	40,700.00
Total 110 General Fund Restricted					430,262.75

P0023622	06/29/2017	HDLM LLC	Firearms Range	Maintenance Service	5,062.00
P0023595	06/02/2017	Humboldt Co. Weights & Measures	Dining Services	Contract Services	163.30
P0023596	06/02/2017	Waxie's Enterprises Inc.	Residence Halls	New Furn/Equip >\$200	5,481.55
Total 139 Other Special Revenue Fund					<u>10,706.85</u>
P0023592	06/02/2017	Johnson's Mobile Rentals	Utility Infrastructure	Site Improvement	568.73
B0009971	06/02/2017	Design Air Heating & Sheet Metal	Scheduled Maintenance	Equipment Repair	3,176.00
B0009972	06/07/2017	GR Sundberg Inc.	Athletic Complex Faculty	Contract Services	27,535.00
B0009974	06/29/2017	WLC Architects Inc.	Mandatory Life Safety	Contract Services	35,000.00
P0023590	06/02/2017	Cummins Pacific LLC	DN Science Lab	Buildings	1,003.64
P0023591	06/02/2017	Redwood Electrical Services	Mandatory Life Safety	Contract Services	9,952.50
P0023597	06/07/2017	Waxie's Enterprises Inc.	Mandatory Life Safety	Tools & Equip Under \$200	640.34
P0023606	06/07/2017	Snap on Tools Industrial	Automotive Technology	New Furn/Equip >\$200	10,464.18
Total 141 Capital Outlay Projects Fund					<u>88,340.39</u>
P0023610	06/20/2017	Condensed Curriculum International	Customized Training	Contract Services	7,596.00
Total 159 Other Enterprise Fund					<u>7,596.00</u>
P0023616	06/27/2017	Sophy Dy	General	Food Purchases	2,692.80
171 Associated Students Trust Fund					<u>2,692.80</u>
Grand total all purchase orders					<u>\$643,174.71</u>

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

August 1, 2017
Agenda Item No. 3.2

SUBJECT: QUARTERLY FINANCIAL STATUS REPORT

RECOMMENDATION

Action is required: The President/Superintendent recommends approval of the Quarterly Financial Status Report, CCFS-311Q for the quarter ended June 30, 2017.

BACKGROUND

The 311Q covers the 12 month period ended 6-30-2017 for the unrestricted general fund. Budgeted revenues, expenditures, and ending fund balance match to this month's Monthly Financial Status Report.

The cash balance on the 311Q differs from the Monthly Financial Status Report because the 311Q reports only unrestricted general fund cash. The Financial Status Report includes cash from other funds, such as the State Capital Outlay fund. This is because our cash balances at the County will be drawn down next year by progress payments to the contractor for the Utility Infrastructure and Seismic Strengthening (UIR) project. The District must pay the contractor and then request reimbursement from the State.

The State uses this quarterly report to monitor the financial stability of California Community Colleges. The format for the report provides a view of trends of revenues, expenditures, fund balances, FTES, and cash balances over a four-year-period.

The following disclosure has been noted on the 311 report:

The District continues to maintain its unrestricted fund balance above the 5.0% minimum recommended by the Chancellor's Office for fiscal stability. While no COLA or other salary increases have been provided in 2014-15, 2015-16, or year-to-date 2016-17, permanent ongoing payroll expenditures continue to grow on increased costs for medical insurance, CalPERS/CalSTRS pension payments, and employee salary step increases, most of which are contractually mandated.

District administration identified a structural budget deficit, due to level enrollments and the receipt of minimal unencumbered new funds through the State Apportionment funding model. The structural budget deficit exists due to a funding mismatch where permanent, ongoing expenditures (such as permanent staffing costs) are funded by an unsustainable level of non-recurring, one-time resources (such as temporary vacancy savings, underfunded equipment replacement budgets, deferred maintenance). As a result, the District's year-to-year financials may appear to indicate sufficient resources, but one-time resources can fall short in any year and are therefore not an appropriate long-term resource.

The structural deficit continues to be addressed through fiscal year 2017-18. The District's 2017-18 Tentative Budget was balanced with some reliance on temporary savings. Also, the District engaged FCMAT to provide advice on the District's fiscal position. We are working to implement FCMAT's recommendation relative to ongoing fiscal stability. As the District prepares its 2017-18 Final Budget and throughout the year, administration is engaging constituencies in identifying and implementing long term solutions.

This report is presented to the Board pursuant to BP 6300 *Fiscal Management*, Title 5 §58311 *Principles for Sound Fiscal Management*, and Education Code 84040(c).

BUDGET IMPLICATIONS

No change to the current year budget.

LL/lw

Quarterly Financial Status Report, CCFS-311Q
ENTER OR EDIT CURRENT DATA

Record Updated

CHANGE THE PERIOD ▼

Fiscal Year: 2016-2017

Quarter Ended: (Q4) Jun 30, 2017

District: (160) REDWOODS

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Projected Actuals as of June 30 (Col. 4)
------	-------------	-------------------------	--------------------------------	-------------------------------	--

I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Closed for edits after Aug 16, 2017

A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	27,859,577	27,559,243	23,428,100	27,559,243
A.2	Other Financing Sources (Object 8900)	105,000	405,000	5,437	810,000
A.3	Total Unrestricted Revenue (A.1 + A.2)	27,964,577	27,964,243	23,433,537	28,369,243
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	27,360,376	27,461,376	27,850,324	27,850,324
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	558,000	458,000	73,186	458,000
B.3	Total Unrestricted Expenditures (B.1 + B.2)	27,918,376	27,919,376	27,923,510	28,308,324
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	46,201	44,867	-4,489,973	60,919
D.	Fund Balance, Beginning	1,881,258	1,881,258	1,881,258	1,881,258
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	1,881,258	1,881,258	1,881,258	1,881,258
E.	Fund Balance, Ending (C. + D.2)	1,927,459	1,926,125	-2,608,715	1,942,177
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	6.9%	6.9%	-9.3%	6.9%

SAVE EDITS >>

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	3,966
-----	---	-------

III. Total General Fund Cash Balance (Unrestricted and Restricted)

H.1	Cash, excluding borrowed funds	2,531,979
H.2	Cash, borrowed funds only	0
H.3	Total Cash (H.1+H.2)	2,531,979

IV. Has the district settled any employee contracts during this quarter?

☐ Yes

☒ No

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic		Classified	
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:						
Year 1:						
Year 2:						
Year 3:						
b. BENEFITS:						
Year 1:						
Year 2:						
Year 3:						

* As specified in Collective Bargaining Agreement or other Employment Contract

SAVE EDITS »

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

2000 Characters Remaining

V. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

☐ Yes

☒ No

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

2000 Characters Remaining

VI. Does the district have significant fiscal problems that must be addressed?

This year?

☐ Yes

☒ No

Next year?

☒ Yes

☐ No

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

The District continues to maintain its unrestricted fund balance above the 5.0% minimum recommended by the Chancellor's Office for fiscal stability. While no COLA or other salary increases have been provided in 2014-15, 2015-16, or year-to-date 2016-17, permanent ongoing payroll expenditures continue to grow on increased costs for medical insurance, CalPERS/CalSTRS pension payments, and employee salary step increases, most of which are contractually mandated.

District administration identified a structural budget deficit, due to level enrollments and the receipt of minimal unencumbered new funds through the State Apportionment funding model. The structural budget deficit exists due to a funding mismatch where permanent, ongoing expenditures (such as permanent staffing costs) are funded by an unsustainable level of non-recurring, one-time resources (such as temporary vacancy savings, underfunded equipment replacement budgets, deferred maintenance). As a result, the District's year-to-year financials may appear to indicate sufficient resources, but one-time resources can fall short in any year and are therefore not an appropriate long-term resource.

The structural deficit continues to be addressed through fiscal year 2017-18. The District's 2017-18 Tentative Budget was balanced with some reliance on temporary savings. Also, the District engaged FCMAT to provide advice on the District's fiscal position. We are working to implement FCMAT's recommendation relative to ongoing fiscal stability. As the District prepares its 2017-18 Final Budget and throughout the year, administration is engaging constituencies in identifying and implementing long term solutions.

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

August 1, 2017
Agenda Item No. 3.3

SUBJECT: SET PUBLIC HEARING: 2017-18 FINAL BUDGET

RECOMMENDATION

Action is required. The President/Superintendent recommends setting the public hearing for September 5, 2017 Board of Trustees meeting for the adoption of the 2017-18 Final Budget.

BACKGROUND

In accordance with the California Code of Regulations Title V, Section 58301, the Board must hold a public hearing and adopt the final budget after making it available for public inspection for at least three days prior. The public hearing is scheduled for 1:00 p.m. on September 5, 2017, at College of the Redwoods, 7351 Tompkins Hill Road, Eureka, CA.

BUDGET IMPLICATIONS

None.

LL/lw

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

August 1, 2017
Agenda Item No. 3.4

SUBJECT: NAMING OF FACILITIES AND PROPERTIES

RECOMMENDATION

Action is required. The President/Superintendent recommends that the Board approve renaming the Student Services/Administration building on the Eureka Campus after Dr. Eugene Portugal.

BACKGROUND

Trustee Richard Dorn submitted a request to name a building or facility after Dr. Portugal. The request has been discussed with the Executive Cabinet and Expanded Cabinet. Both bodies support the request based on Dr. Portugal's exemplary service to the District. If approved the Administration would hold a dedication by renaming the building, Dr. Eugene Portugal Student Services and Administration building.

The procedures set forth in BP and AP 6620 have been satisfied.

BUDGET IMPLICATIONS

None.

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

August 1, 2017
Agenda Item No. 3.5

SUBJECT: APPROVE NCCCSIA JPA AGREEMENT/BYLAWS

RECOMMENDATION

Action is required. The President/Superintendent recommends approval/ratification of the revised JPA Agreement/Bylaws.

BACKGROUND

Northern California Community Colleges Self Insurance Authority (NCCCSIA) is a risk-sharing pool for property and liability and workers' compensation coverage. For many years, NCCCSIA has continuously maintained accreditation through the California Association of Joint Powers Authorities (CAJPA).

As a requirement for maintaining its accreditation status, the SIA must undergo the CAJPA reaccreditation process every three (3) years. During the most recent accreditation audit, two sections in the JPA Agreement were flagged as having become non-compliant with current CAJPA accreditation standards. As a result, the JPA Agreement has been reviewed in order to revise and bring the flagged sections of the Agreement into compliance with updated CAJPA Accreditation standards. At the last NCCCSIA Board meeting on June 8, 2017, the NCCCSIA Board approved recommended revisions to the JPA Agreement.

The revised JPA Agreement and Bylaws must now be approved by the Board of each NCCCSIA member. The provided signature page must be signed by an authorized Board representative, or in the alternative, by another person if directed and authorized by the Board of Trustees to execute agreements on the Board's behalf.

BUDGET IMPLICATIONS

None.

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

August 1, 2017
Agenda Item No. 3.6

SUBJECT: APPROVE PLAN TO REPLACE DEL NORTE PORTABLE BUILDINGS

RECOMMENDATION

Action is required. The President/Superintendent recommends approving the plan to replace the aging and worn out portable buildings at the Del Norte Center.

BACKGROUND

The portable classrooms and buildings at the Del Norte Center date back to 1963 and are clearly past their useful life expectancy. These are among the oldest portables currently in service statewide. The plan is to obtain State capital outlay funds to demolish the portable buildings and replace with a new building. Approval of this action item will allow the District to begin working with a consultant to complete the necessary paperwork and enter data into the Chancellor's Office FUSION system to create an initial project proposal. This is required for the Chancellor's Office to score and prioritize the project request for potential funding several years in the future.

Unlike the last several State capital outlay projects approved for the District, this replacement building request is required due to the age/obsolescence, and not seismic deficiencies. Therefore, the District will be required to post matching funds. The District plans to advocate for the State to recognize the District's expenditures on the new Science Lab as meeting the local matching funds requirement.

As discussed in the District's Facilities Master Plan, the plan will be to design replacement facilities that can be more easily repurposed and are more flexible in their use. For example, a career and technical education lab might be included in the new building that can accommodate several different technical programs, perhaps swapping out programs every few years on a cohort basis. Also, rooms will be designed with fire detection, HVAC, and related systems that will allow the District to install or remove some walls as needs change.

This report helps the District meet Accreditation Standard III B – *The institution assures that physical resources at all locations where it offers courses, programs, and services are constructed and maintained to assure access, safety, security, and a healthful learning and working environment.*

BUDGET IMPLICATIONS

Funded from State Capital Outlay funds.

JOINT EXERCISE OF POWERS AGREEMENT

To Establish, Operate, and Maintain Separate Programs for Workers' Compensation and Liability & Property Protection

THIS AGREEMENT is entered into pursuant to the provisions of Title 1, Division 7, Chapter 5, Article I (Sections 6500, et seq.) of the California Government Code, relating to the joint exercise of powers, between the public agencies signatory hereto, and also those which may hereafter become signatory hereto, for the purpose of operating an agency to be known and designated as "Northern California Community Colleges Self-Insurance Authority" (hereinafter referred to as "The Authority").

WITNESSETH:

WHEREAS, it is to the mutual benefit of the parties herein subscribed and in the best public interest of said parties to join together to establish this Joint Exercise of Powers Agreement to accomplish the purposes hereinafter set forth; and

WHEREAS, the development, organization, and implementation of The Authority is of such magnitude that it is desirable for aforesaid parties to join together in this Joint Exercise of Powers Agreement in order to accomplish the purposes hereinafter set forth; and

WHEREAS, the signatories hereto have determined that there is need, by public agencies, for Separate Programs for Workers' Compensation and Liability & Property protection; and

WHEREAS, it has been determined by such signatories that Separate Programs for Workers' Compensation and Liability & Property protection is of value on an individual and mutual basis; and

WHEREAS, Title 1, Division 7, Chapter 5, Article 1, of the California Government Code authorizes joint exercise by two or more public agencies of any power common to them; and

WHEREAS, it is the desire of the signatories hereto to jointly provide for Separate Programs for Workers' Compensation and Liability & Property protection for their mutual advantage and concern; and

WHEREAS, it is the desire of the signatories hereto to study and from time to time to incorporate other forms of risk management into the Separate Programs such as that described herein.

NOW, THEREFORE, FOR AND IN CONSIDERATION OF THE MUTUAL ADVANTAGES TO BE DERIVED THEREFROM, AND IN CONSIDERATION OF THE EXECUTION OF THIS AGREEMENT BY OTHER PUBLIC AGENCIES, each of the parties hereto does agree as follows:

I. CREATION OF THE JOINT POWERS ENTITY

A joint powers entity, separate and apart from the public agencies signatory hereto, shall be and is hereby created and shall hereafter be designated as the Northern California Community Colleges Self-Insurance Authority (hereinafter referred to as "The Authority").

II. FUNCTIONS OF THE AUTHORITY

- A. The Authority is established for the purposes of administering this Agreement, pursuant to the provisions of the California Government Code, and of providing the services and other items necessary and appropriate for the establishment, operation and maintenance of Separate Programs for Workers' Compensation and Liability & Property protection for the public agencies who are Members thereof, and to provide a forum for discussion, study, development and implementation of recommendations of mutual interest regarding other programs.
- B. The functions of The Authority are:
 - 1. To provide Separate Programs and systems, as stated in the Basis of Contribution and given to each Member, for Workers' Compensation and Liability & Property claims against the Members of The Authority and as such, to perform, or contract for the performance of, the financial administration, policy formulation, claims services, legal representation, safety engineering, and other services as necessary for the payment and handling of all Workers' Compensation and Liability & Property claims against Members.
 - 2. To pursue the Members' right of Subrogation against third parties when in the discretion of the Board of Directors the same is appropriate. Any and all proceeds resulting from the assertion of such Subrogation rights shall accrue to the benefit of The Authority's Separate Programs of Workers' Compensation and Liability & Property.
 - 3. To enter into contracts.
 - 4. To obtain appropriate commercial insurance coverage as determined by the Board of Directors.
 - 5. To acquire, hold, and dispose of property, real and personal, all for the purpose of providing the membership with the necessary education, study, development, and implementation of Separate Programs for Workers' Compensation and Liability & Property including, but not limited to, the acquisition of facilities and equipment, the employment of personnel, and the operation and maintenance of a system for the handling of the Separate Programs.
 - 6. To incur debts, liabilities, and obligations necessary to accomplish the purposes of this Agreement.

7. To receive gifts, contributions, and donations of property, funds, services, and other forms of assistance from persons, firms, corporations, associations, and any governmental entities.
 8. To invest funds as deemed appropriate by the Board of Directors, and as subject to law.
 9. To provide a forum for discussion, study, development, and implementation of recommendations of mutual interest regarding the Separate Programs.
 10. To sue and be sued in the name of The Authority.
 11. To perform such other functions as may be necessary or appropriate to carry out this Agreement, so long as such other functions so performed are not prohibited by any provision of law.
 12. To join other Joint Powers Authorities to provide services and coverage to The Authority.
- C. Pursuant to Section 6505 of the Government Code, The Authority is strictly accountable for all funds received and dispersed by it and, to that end, shall establish and maintain such funds and accounts as may be required by generally accepted accounting principles, or by any provision of law, or any resolution of The Authority. In addition, the Board of Directors shall contract with a certified public accountant to conduct an annual audit of the accounts, records, and financial affairs of The Authority.

III. POWERS OF THE AUTHORITY

The Authority shall have the power and authority to exercise any power common to the public agencies that are parties to this Agreement, provided that the same are in furtherance of the functions and objectives of this Agreement as herein set forth. Pursuant to, and to the extent required by, Section 6509 of the Government Code, The Authority shall be restricted in the exercise of its powers in the same manner as the Butte-Glenn Community College District is restricted in its exercise of similar powers. If the Butte-Glenn Community College District shall cease to be a Member, then The Authority shall be restricted in the exercise of its powers in the same manner as the Solano Community College District. If the Solano Community College District shall cease to be a Member, then The Authority shall be restricted in the exercise of its powers in the same manner as the Yuba Community College District. If the Yuba Community College District shall cease to be a Member, then The Authority shall be restricted in the exercise of its powers in the same manner as the Napa Valley Community College District. If the Napa Valley Community College District shall cease to be a Member, then The Authority shall be restricted in the exercise of its powers in the same manner as the Marin Community College District. If the Marin Community College District shall cease to be a Member, then The Authority shall be restricted in the exercise of its powers in the same manner as the Redwoods Community College District. If the Redwoods Community College District shall cease to be a Member, then The Authority shall be restricted in the exercise of its powers in the same manner as the Siskiyou Joint Community College

District. If the Siskiyou Joint Community College District shall cease to be a Member, then The Authority shall be restricted in the exercise of its powers in the same manner as the Mendocino-Lake Community College District. If the Mendocino-Lake Community College District shall cease to be a Member, then The Authority shall be restricted in the exercise of its powers in the same manner as the Feather River Community College District. If the Feather River Community College District shall cease to be a Member, then The Authority shall be restricted in the exercise of its powers in the same manner as the Lassen Community College District.

IV. TERM OF THE AGREEMENT

The original JPA Agreement was effective as of June 1, 1979. This Agreement, which amends and restates the 1979 JPA Agreement, is effective as of October 1, 2017, and shall continue in effect until lawfully terminated as provided herein and in the Bylaws.

V. BYLAWS

- A. The Authority shall be governed pursuant to certain Bylaws, a copy of which is attached hereto as "Exhibit A" and incorporated herein by reference, and by such amendments to the Bylaws as may from time to time be adopted. Wherever in this Agreement "Bylaws" are referred to, said Bylaws shall be those set forth in "Exhibit A" and as may be amended. Each party to this Agreement agrees to comply with, and be bound by, the provisions of said Bylaws. and further agrees that The Authority shall be operated pursuant to this Agreement and said Bylaws.
- B. Procedures for amending the Bylaws shall be as provided in the Bylaws. so long as they are not inconsistent with this Agreement.
- C. The officers of The Authority shall be elected from within the Board of Directors by the affirmative vote of a majority of the Directors present at the Board of Directors meeting. The principal officers shall be a President, a Vice President, a Secretary, and a Treasurer (the positions of Secretary and Treasurer may be combined and performed by a single individual at the discretion of the Board of Directors). Each shall serve a term of office as may be established by the Board of Directors in its Bylaws. Any person elected as an officer may be removed at any time by the affirmative vote of a majority of the Directors present at the Board of Directors meeting. All vacancies that arise may be filled at any time by the affirmative vote of a majority of the Directors present at the Board of Directors meeting. The Treasurer shall be the Chief Financial Officer of The Authority and shall assume the duties described in Sections 6505.1, 6505.5 and 6505.6 of the California Government Code.

VI. MEMBERSHIP IN THE AUTHORITY

- A. Each party to this Agreement must be eligible for membership in The Authority as defined in the Bylaws, and any New Member Underwriting Guidelines, and shall become a Member of either, or both, of The Authority's Separate Programs on the effective date of this Agreement, except as provided herein below.

Each party which becomes a Member of either of The Authority's Separate Programs shall be entitled to the rights and privileges of, and shall be subject to the obligations of, membership as provided in this Agreement and in the Bylaws.

- B. Upon two-thirds (2/3) vote of the Members, any public agency that is not a party hereto, but that desires to join either, or both, of The Authority's Separate Programs created hereby, may become a Member hereof by executing a copy of this Agreement whereby said public agency agrees to comply with the terms of this Agreement and Bylaws effective as of the date of such execution.

VII. WITHDRAWAL FROM OR TERMINATION OF MEMBERSHIP

- A. Any party to this Agreement who, as described in the Bylaws, has completed the minimum term of membership in either of The Authority's Separate Programs, may voluntarily terminate this Agreement as to itself and withdraw from membership in The Authority's Separate Programs.

Such termination or withdrawal of membership shall become effective subject, and according to, the conditions, manner and means set forth in the Bylaws.

- B. A Member may be involuntarily terminated from either of The Authority's Separate Programs upon two-thirds (2/3) vote of the Members, as provided in the Bylaws. Such removal from membership shall become effective subject and according to the conditions, manner and means set forth in the Bylaws.

VIII. TERMINATION OF AGREEMENT

This Agreement may be terminated effective any fiscal year end by a three-fourths (3/4) vote of the Members; however, The Authority and this Agreement shall continue to exist thereafter until the disposing of obligations, distribution of assets, and all other functions necessary to conclude the affairs of The Authority's Separate Programs are complete.

IX. DISPOSITION OF PROPERTY, FUNDS AND OBLIGATIONS

- A. In the event of dissolution of The Authority, or the complete rescission or other final termination of this Agreement by the public agencies then a party hereto, any property interest remaining in The Authority following a discharge of all obligations shall be disposed of as provided for in the Bylaws.

In the event a Member withdraws from this Agreement, any property interest of that Member remaining in The Authority following discharge of all obligations shall be disposed of as provided for in the Bylaws.

X. AMENDMENTS

- A. Amendments to this Agreement may be proposed by any Member of The Authority.

- B. All amendments to this Agreement must be endorsed, after first reading by 2/3 votes of the Members, before being forwarded to the Member districts' Governing Board.
- C. Such amendments shall be effective upon the Secretary of The Authority, of a sufficient number of Board Resolutions to affirm the required 3/4 votes. Such amendments shall be binding upon all members of The Authority.

XI. SEVERABILITY

Should any portion, term, condition, or provision of this Agreement be decided by a court of competent jurisdiction to be illegal, or in conflict with any law of the State of California, or any other applicable law, or be otherwise rendered unenforceable or ineffectual, the validity of the remaining portions, terms, conditions, and provisions shall not be affected thereby.

XII. LIABILITY

- A. Pursuant to Section 6508.1 of the California Government Code, the debts, liabilities, and obligations of The Authority shall be debts, liabilities, and obligations of the parties to this Agreement.
- B. Pursuant to the provisions of Sections 895, et seq., of the California Government Code, the Members of The Authority are jointly and severally liable for any liability that is otherwise imposed by law upon any one of the Members, or upon The Authority, for injury caused by a negligent or wrongful act or omission occurring in the performance of this Agreement. If a Member is held liable upon any judgment for damages caused by such an act or omission and makes payments in excess of its Pro Rata Share on such judgment, such Member of The Authority is entitled to contribution from each of the other Members that are parties to the Agreement. A Member's Pro Rata Share shall be determined in the same manner as for the disposition of property and funds as provided in the Agreement and the Bylaws.
- C. The Authority may insure itself, to the extent deemed necessary or appropriate by the Board of Directors, against loss, liability, and claims arising out of or connected with this Agreement.

XIII. ENFORCEMENT

The Authority is hereby given authority to enforce this Agreement. In the event suit is brought upon this Agreement by The Authority and judgment is recovered against a Member, the Member shall pay all costs incurred by The Authority, including reasonable attorney fees as fixed by the court.

XIV. MULTIPLE COUNTERPARTS

The Agreement may be executed in multiple counterparts, each of which shall be considered an original.

XV. DEFINITIONS

The terms used herein and in the Bylaws shall have the following meanings:

- A. "The Authority" shall mean the Northern California Community Colleges Self-Insurance Authority created by this Agreement.
- B. "Basis of Contribution" shall mean the method by which the Board of Directors computes the Members' share of the cost of each program year of the Separate Programs.
- C. "Board of Directors" shall mean the Governing Board of The Authority established by the Bylaws to direct and control The Authority.
- D. "Minimum Capitalization Reserve Target" shall mean the excess by which the assets exceed the liabilities for all the program years of each separate program measured at a point in time as determined by the Board of Directors.
- E. "Claim Liability" shall mean those liabilities established by The Authority, which represents the Workers' Compensation program and Liability & Property program, as respects to claims that have been incurred but unpaid and incurred but not reported.
- F. "Contribution" shall mean monies paid by Members to The Authority, or monies assessed to Members of The Authority.
- G. "Separate Programs" shall mean the group purchasing of insurance or the setting aside of funds and reserves to pay for a self-insured retention or for losses not covered by insurance for the separate Workers' Compensation and Liability & Property programs.
- H. "Member" shall mean an individual California Community College District that belongs to The Authority.
- I. "Memorandum of Coverage" shall mean the description of the scope of protection provided to the Members for the separate Workers' Compensation and Liability & Property claims.
- J. "Net Contribution Available For Pool Operations" shall mean the Contribution by each Member for each separate program by Program Year, less amounts paid for Member's share of any excess insurance and individual risk management services.
- K. "Obligations" shall mean to include, but not be limited to, all payments required by law together with all claim liabilities and any other legal obligations incurred by The Authority pursuant to this Agreement and Bylaws.
- L. "Program Year" shall mean one year of the Separate Programs, separate from each and every other program year, and shall operate on a fiscal year from July 1st through June 30th, or as otherwise determined by the Board of Directors.

- M. "Pro Rata Share" shall mean each Member's Net Contribution available for each Separate Program's Pool Operations in proportion to the total of all Members' Net Contributions available for each Separate Program's pool operations for each program year.
- N. "Subrogation" shall mean the recovery of payments that The Authority has made on behalf of a Member. Subrogation monies received are the property of The Authority and, for the Basis of Contribution, are credited to the account of the Member.
- O. "Workers' Compensation" shall mean coverage for Workers' Compensation and Employer's Liability claims as defined in the Basis of Contribution.
- P. "Liability & Property" shall mean coverage for Liability and Property claims as defined in the Basis of Contribution.

XVI. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between The Authority and the Members, and as such, supersedes all prior agreements, understandings, negotiations, and representations.

XVII. CONTROLLING LAW

This Agreement shall be governed by, and construed in accordance with, the laws of the State of California.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed by their authorized officers thereunto duly authorized as set forth herein below.

Member: _____

Date: _____

By: _____

Title: _____

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

August 1, 2017
Agenda Item No. 3.7

SUBJECT: AUTHORIZE THE PRESIDENT/SUPERINTENDENT TO RESEARCH
FINANCING AND OPTIONS FOR RESIDENCE HALLS

RECOMMENDATION

Action is required. The President/Superintendent recommends authorizing the President/Superintendent to research options for updating the existing residence halls and/or constructing a new residence hall and to research financing options.

BACKGROUND

Approval of this action item would authorize the President/Superintendent to research various options to renovate the existing residence halls and/or to construct a new residence hall. This action item would also authorize researching and analyzing various types of debt that might be used to finance these costs. The President/Superintendent would then provide a report summarizing the findings and options for Board review.

The Facilities Master Plan (FMP) identified certain repairs needed to maintain the existing residence halls. A new residence hall would provide an opportunity to implement best practices relative to residence hall design. The FMP identified these links to the Education Master Plan:

1. Goal 2 D Establish partnerships that enhance success by supporting the safety, health, and wellness of our students.
2. Goal 2 C Serve as a hub of cultural, social, and economic activities.
3. Goal 4 D Engage and empower students, particularly those from underrepresented communities.

This item also links to the following FMP themes:

- Remediate immediate life safety or ADA issues.
- Develop adequate funding sources for facility needs, in particular by leveraging state capital outlay project funds and other non-general fund resources.
- Create outdoor spaces and indoor facilities conducive to student learning with standard, proven industry practices.
- Update or replace existing facilities over net expansion.

BUDGET IMPLICATIONS

None.

REDWOODS COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES MEETING

August 01, 2017
Agenda Item No. 4.1

SUBJECT: STUDENT SATISFACTION INVENTORY RESULTS

RECOMMENDATION

For information only. No action required.

BACKGROUND

All CR students were invited to participate in the Noel Levitz Student Satisfaction Inventory (SSI) in spring 2017. A total of 282 students took the survey in 2017 and 566 students took the survey in spring 2013. Both survey administrations were sent via e-mail with gift card prizes to incentivize participation.

The SSI measures students' satisfaction and priorities, showing how satisfied students are as well as what issues are most important to them. The following scales show the average ratings for a group of items relating to the scale. For example, the "Student Centeredness" scale contains items about feeling a sense of belonging at the college, and the college showing concern for students as an individual. The "Gap" is the difference between how important a student rates an item and their rating of satisfaction. The "Difference" to the far right shows how satisfaction has changed from 2013 to 2017. Positive differences indicate higher satisfaction in 2017, and statistically significant differences are noted with an asterisk (*) next to the difference.

Scale / Item	May 2017				May 2013				Difference [Ⓢ]
	Importance	Satisfaction / SD	Gap [Ⓢ]		Importance	Satisfaction / SD	Gap [Ⓢ]		
Student Centeredness	6.26	6.68 / 1.30	0.68		5.17	6.32 / 1.29	0.85		0.28 **
Instructional Effectiveness	6.43	5.59 / 1.17	0.84		6.37	5.46 / 1.09	0.91		0.19
Responsiveness to Diverse Populations		5.61 / 1.44				5.34 / 1.45			0.27 *
Campus Support Services	6.12	5.24 / 1.52	0.88		5.86	4.90 / 1.47	0.56		0.34 **
Safety and Security	6.36	5.39 / 1.28	0.97		6.12	5.36 / 1.16	0.76		0.03
Academic Advising/Counseling	6.47	5.63 / 1.48	0.94		6.33	5.16 / 1.57	1.17		0.37 **
Admissions and Financial Aid	6.38	5.39 / 1.39	0.99		6.31	5.10 / 1.38	1.21		0.29 **
Academic Services	6.41	5.70 / 1.10	0.71		6.27	5.35 / 1.18	0.92		0.35 ***
Registration Effectiveness	6.38	5.51 / 1.14	0.87		6.33	5.34 / 1.11	0.99		0.17 *
Service Excellence	6.26	5.48 / 1.16	0.78		6.17	5.24 / 1.12	0.93		0.24 **
Concern for the Individual	6.37	5.52 / 1.34	0.85		6.29	5.35 / 1.28	0.94		0.17
Campus Climate	6.26	5.49 / 1.21	0.77		6.17	5.21 / 1.19	0.96		0.28 **

[Ⓢ]Difference statistically significant at the .05 level

^{**}Difference statistically significant at the .01 level

^{***}Difference statistically significant at the .001 level

All of the scales show that students give higher satisfaction ratings in 2017 compared to 2013, and for 9 of the 12 scales this improvement is statistically significant. The "Academic Services" scale had the highest satisfaction with an average of 5.71 where 1 = Not satisfied at all and 7 = very satisfied. This scale included items such as accessible computer labs, readily available

tutoring services, and approachable library staff. Students rated the “Academic Advising/Counseling” scale as most important. Of the items in this scale, having an academic advisor who is knowledgeable about program requirements received the highest importance rating.

Noel Levitz also provides National comparison data for each item and scale. This is provided for all National Community College and all Community Colleges in the West. No statistical significance was identified for any of the scales when comparing CR to all National participating Colleges. CR received higher significance ratings (statistically significant) compared to Western Community Colleges for the scales Safety and Security, Academic Advising/Counseling, and Concern for the Individual. No other statistically significant differences were identified.

BUDGET IMPLICATIONS

None.

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

August 1, 2017
Agenda Item No. 4.2

SUBJECT: POLICE ACADEMY REPORT

RECOMMENDATION

For information only. No action required.

BACKGROUND

The 120th Basic Law Enforcement Academy is now underway. This is one of our smaller classes at 19 students. We have five affiliated students one each from Mendocino County SO, Humboldt County Special Investigations Unit, and Fortuna, Arcata and Willits Police Departments. We have already had recruiters coming from several agencies and expect several more as the course continues. We expect to add at least five more students when Module I begins in September. This class will graduate on Thursday, December 14, 2017.

The 119th class graduated in June 2017. Of the 31 graduates, 24 had jobs at graduation and the rest were actively pursuing a career. This class could be the first to have 95-100% of the class being hired after graduation.

Law enforcement training is continuing to change and those changes are impacting us. As an example, training regulations changed in February 2017 mandating additional training in first aid, CPR and the use of automatic external defibrillators or AEDs. The law change required our instructor to attend special training to update his skills and be able to teach to the new training mandates. The Arcata Police Department was gracious enough to send him to the training. He was scheduled to teach all day on a Monday. However, when the agency had an attempted homicide early Sunday morning, he was called back to work and had to let the Academy Coordinator know he would not be able to teach Monday. The Academy Coordinator had to try schedule shuffling, but in the end, was unable to get an instructor to teach on such short notice and had to cancel the class for that day. The students will have to come back on a Saturday and make up the missed material.

Our challenge for this particular example is that in order to teach in the Basic Law Enforcement Academy, instructors must complete a 40-hour Basic Academy Instructor course plus the First Aid/CPR/AED Instructor training. Agencies are increasingly unable or unwilling to send their personnel to the Basic Academy Instructor training, and finding additional instructors is becoming harder.

Many instructors are retired and have been teaching for several years. They aren't getting younger. In general, we've found that new instructors aren't stepping up as we have seen in the past. This is potentially a problem in the future if this trend continues. Also, many officers in

the county do not have degrees and cannot be hired as Associate Faculty as they do not meet minimum qualifications.

On a positive note, work on the new Force Option Simulator room is finally done. The simulator was without a home for almost two years following the demolition of the former range classroom. This room will be put into immediate use by local agencies, the Basic Academy, and during mandated Advanced Officer Training. We anticipate even more use of force training, de-escalation of force, and force option training in the future as law enforcement nationwide try to deal with complaints regarding use of force issues.

We provide Emergency Vehicle Operations (EVOC) training to the Basic Academy and during Advanced Officer instruction. We have been using the former Pacific Lumber Company mill site in Fortuna and the Samoa Drag strip. We are exploring different EVOC locations that will better simulate actual street or highway driving. The Basic Academy has had a mandated increase from 24 to 40 hours, including night driving, high speed at night, and collision avoidance training.

Lastly, we are expecting our Basic Course Certification Review sometime this year. For this review, very similar to the College accreditation report, we will be completing a self-evaluation and sending that to the California Commission on Peace Officer Standards and Training (POST) and they will have visiting evaluators examine our defensive tactics, firearms, EVOC, lifetime fitness, and scenario testing and also be reviewing our internal procedures. We look forward to this process to be able to grow and improve.

BUDGET IMPLICATIONS

None.

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

August 1, 2017
Agenda Item No. 4.3

SUBJECT: FIRE SERVICE CLASS REPORT

RECOMMENDATION

As Requested by the Board. For information only. No action required.

BACKGROUND

College of the Redwoods Community Education offers the following classes for Fire Services: Hired Vendors for Fireline Safety and Wildland Fire School. For the 2016-17 year there were 6 sessions of Fireline Safety with 156 completions and 1 session of the Wildland Fire School with 16 completions.

The Fireline Safety class is required for bulldozer operators, water tenders, crew bus drivers, vehicle drivers and mechanics who have a CalFire/USFS agreement or contract. Upon completion the participants receive an Office of State Fire Marshall course completion certificate. For the 2017-18 year there are 7 sessions tentatively scheduled in Garberville, Hoopa, Fortuna, Del Norte and at the Eureka Main Campus. These classes are taught by instructors who meet the state qualifications and have been certified by Cal Fire.

The Wildland Fire School was offered at the Del Norte site during Spring Break. In the one week class on basic firefighting techniques students learned the following:

- How to use basic firefighting tools; Fire behavior and Weather;
- What the LCES (Lookouts, Communications, Escape Routes, and Safety Zones) system is and how it relates to the Standard Firefighting Orders and Watch Out Situations;
- How to construct a fire line to required standards using various methods; How to strengthen, reinforce, and use holding actions on a fire line;
- How to extinguish the fire with or without the use of water;
- Completion of assigned tasks in a safe and efficient manner;
- Factors that could occur in a particular wildfire environment which could impact safety.

Each student received the following certificates: L180, S190, S130 and all training needed for applying to the federal government as a firefighter. They were also given additional homework assignments for IS-700 and ICS-100 certifications. The class was offered through a collaboration with the Redwood Rivers Interagency Fire Management Division for Fire Prevention and Training and the instructor was from the National Park Service. The next class is scheduled with the same instructor for March 12-16, 2018, at the Del Norte campus. Students 15 years and older are encouraged to take this course as it opens up summer employment opportunities.

BUDGET IMPLICATIONS

None.

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

August 1, 2017
Agenda Item No. 4.5.1

SUBJECT: PRESIDENT/SUPERINTENDENT DR. KEITH SNOW-FLAMER REPORT

RECOMMENDATION

For information only. No action required.

BACKGROUND

The College contracted with Fiscal Crisis and Management Assistance Team (FCMAT) in December 2016 to conduct a fiscal risk analysis of the District. The administration asked FCMAT to review the District's 2016-17 general fund budget and multiyear financial projection (MYFP) for the current and two subsequent fiscal years to validate the district's financial status based on current economic forecasts to sustain recommended reserve levels and to maintain financial solvency and stability. Based on the review, make recommendations for expenditure reductions and/or revenue enhancements to maintain financial solvency if needed. The administration also asked FCMAT to complete a fiscal health analysis of the District and its risk of insolvency in the current and two subsequent fiscal years based on key fiscal indicators.

FCMAT, in conjunction with Cambridge West Partnership, LLC, spent three days in the District meeting with staff in-person and online, toured the main campus, researched district documents and attended a board meeting. FCMAT reviewed and provided guidance to the district on its 2016-17 general fund budget and MYFP for the current and two subsequent fiscal years. FCMAT also completed a Fiscal Health Risk Analysis to provide an overview of its fiscal condition and a blueprint to help determine the next steps in developing an overall financial plan. FCMAT did not complete a comprehensive audit of the district's financial reports.

The final FCMAT management letter was made available for District-wide review in March 2017. In summary, FCMAT found that:

- Our risk level is moderate with a score of 37% (7 no/19 total).
- Enrollment decreases are contributing to our fiscal problem and there is no evidence to suggest that we can expect "significant FTES increases before the funding formula permanently reduces the base funding level of FTES."
- Although several initiatives have been developed to increase FTES, we don't have a "comprehensive plan to address the decline in FTES and FTES-generated revenue."
- We should focus our financial resources on supporting our highest priority programs and programs that meet the needs of the community.
- FCMAT voiced concerns about our inability "to recruit, hire, train and retain adequately qualified business division staff so that annual audits and required California Community Colleges Chancellor's Office (CCCCO) reports are submitted within required timelines."
- Staff and faculty are not confident in the fiscal reporting and projections.
- Although FTES and enrollment projections appear reasonable based on the assumptions; "the relationship between budgeted and actual revenue, expenses and ending balance numbers is not as easily assessed or transparent..."
- Our fund balance is not stable due to ongoing revenues and/or expenditure reductions.

- We will not be able to maintain our reserves for economic uncertainty based on current revenue and expenditure trends.

The FCMAT management letter also offered fourteen recommendations for improvement. The administration is making progress on the addressing several of the recommendations. What follows is an update on the progress as of July, 2017.

Recommendation	Status
# 1: Pursue every possible option to regain FTES before the funding is permanently lost.	The Enrollment Management Committee, a cross constituent integrated planning body, has been tasked with exploring ways to increase retention and strategically grow enrollment.
2: Create a task force to identify and create cost-effective strategies to regain enrollment.	The President convened an Enrollment Task Force on Wednesday June 21 to discuss this recommendation. The task force agreed to pursue the following actions: <ul style="list-style-type: none"> • Tasking the Enrollment Management Committee (EMC) and Budget Planning Committee (BPC) to recommend a sustainable enrollment level for the District. • Tasking the EMC to recommend actions/initiatives that will improve student retention (i.e., reviewing and/or revising current registration processes) and strategically grow enrollment (telepresence, Pelican Bay, fixing bottleneck areas). • Reviewing and improving the AP 4020 and AP 4021 processes.
#3: Consider focusing the newly contracted advocacy representative on increasing funding for small rural districts.	The administration is working with the McCallum Group to advance rural funding issue with the Chancellors Office and the State Department of Finance. The CEOs of the northern rural districts have agreed to use its CEO consortium group to advocate for issues pertinent to rural colleges.
#4: Work with community and Native American advocates to seek enhanced educational funding for the reservations.	Language reflecting the desire of the administration to work with the Hoopa tribe to identify new grant funding opportunities is being included in the MOA.
#5: Investigate innovative K-12/community college initiatives in California and the rest of the country.	An innovation related goal is included in the President's 2017-18 goals. The President will discuss this goal with the Academic Senate, Cabinet and the Dean's Council in fall 2017.
#6: More vigorously and uniformly implement AP 4020, Program and Curriculum Development.	The Transfer Task Force identified the evaluation of the "gaps" in the District's academic program offerings and, through the

	established AP 4020 process, evaluate the efficacy offering additional degrees or certificates (i.e. Environmental Science, Environment Resource Engineering, Social Work, Recreation, Hospitality Management, Chemistry, and/or Pre-Engineering). The reorganized Executive Cabinet will work with the Academic Senate and Deans Council to identify potential areas of growth in fall 2017.
7: Fully implement AP 4021, Program Revitalization and Discontinuation Process.	The Cabinet and the Enrollment Task Force identified the improvement of the AP 4021 process as an important area for improvement for fall 2017. The Cabinet will use established processes to identify potential programs to submit for AP 4021 review. The Cabinet will also work with the Academic Senate to review and improve the AP 4021 process.
#8: Investigate the feasibility of a voter-approved parcel tax.	This action is under the purview of the Board of Trustees. This may be discussed with the Board in the 2017-18 year.
#9: Commission a business processes/workflow study to help ensure that processes and procedures are as efficient as possible.	The administration contracted with I4 Process to assess the business office's work processes in the fall 2017.
# 10: Offer training programs for business division staff.	I4 Process will conduct staff development with the business office staff in fall 2017. The staff development will include clarification of staff roles and responsibilities and process improvement training for all business office staff.
#11: Offer an in-house business processes training program for all staff who generate purchasing and budgeting documents.	I4 Process will provide process improvement training for all of the business office staff.
#12: Initiate ongoing communication and presentation skill and technique training for the Administrative Services Division leadership.	Two administrative office leaders attended the Cascadia Leadership training program during the summer of 2017.
#13: Consider a mentoring resource for the business division leadership.	The vice president for administrative services has contacted the former special trustee about acting as a mentor. They plan to check in once a month or so.
#14: Consider developing a new board policy to specifically document the desired level of unrestricted reserves and clarifications to other board policies.	The vice president for administrative services revised AP 6100 and AP 6200 and developed new a BP 6250 and AP 6250.

BUDGET IMPLICATIONS

None.

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

August 1, 2017
Agenda Item No. 4.5.2

SUBJECT: VICE PRESIDENT OF ADMINISTRATIVE SERVICES LEE LINDSEY
REPORT

RECOMMENDATION

For information only. No action required.

BACKGROUND

PG&E Gas Line Encroachment

Last month, the Board approved a memorandum of understanding (MOU) with PG&E regarding the bus stop encroaching on a PG&E gas line. Since last month, the District informed PG&E of the cost to relocate the gas line and demanded funding assistance from PG&E. Now, PG&E has backed away from their demand for a hold harmless MOU. At present, the District will not move forward with the MOU. If this changes, we will update the Board prior to signing an MOU.

Check and Wire Fraud Update and Caution

We recently learned that individuals apparently are attempting to pass a fraudulent checks drawn against a District bank account. With high quality printers, it has become easier to create authentic looking checks. The checks were accepted by a local business, but our bank rejected and returned the checks. Public Safety is working with staff and law enforcement to provide assistance.

The District's process is that the Business Office submits an electronic record of each check issued, including check number, amount, etc. to the bank. This is referred to as "positive pay". Our bank will reject all demands for payment that do not match to our positive pay report.

Through this interaction, we learned that K-12 school districts in the area are also seeing the same problem with bad checks and that phishing schemes have targeted local public agencies attempting to coerce illegal wire transfers. By hijacking a legitimate email account, the email request for a wire transfer can look convincing. This is a cautionary lesson to never blindly trust an email or cold call, and to exercise caution before accepting or cashing a third party check.

State Mandate Claims Audit Update

The Office of the State Controller has been conducting an audit of the District's outstanding mandate claims dating back to July 1, 2001. In a brief email, we have been notified that the State

Controller plans to reject as unallowable \$7,270,606 in mandate claims related to minimum conditions for state aid. Among other reasons, their primary justification is that all of the reimbursable time should have been recorded on original monthly timesheets and that we should have supplied them with all of the original timesheets back to 2001. Instead, we used the practice of allocating the costs on a percentage basis as recommended by our Six-Ten Consultants. This is similar to what has happened across the community college system. Redwoods is one of the last colleges to have its mandates claims audited and rejected. It appears that disallowing 90% or more of claims is a common outcome from these audits. The District has appeal rights. Once we receive the official notice, we plan to ask legal counsel to help with an appeal. However, given what other colleges and districts have seen, it is unlikely that the appeal will be successful.

Annual Audit Update

For the 2016-17 audit, we asked Kcoe-Isom to provide additional disclosures, reviews, and explanatory materials.

- Last year's financial statements included disclosures relative to "general funds" which combined unrestricted and restricted funds. The new format will provide a separate disclosure for the unrestricted general fund and the restricted general fund.
- Last year's statement included auxiliary activities, including bookstore, housing, and dining, but not in a discrete format. Housing, for example, was combined with other activities under the heading "Rental Income" which included income derived from PG&E and day rentals. The new report will provide separate columns for bookstore, dining, and housing.
- At the District's request, the auditors will perform more in depth reviews of cash controls, and internal controls. This will provide the District with useful information to improve processes and controls.
- The auditors will physically verify the District's art collection inventory.

Tying these additional reviews and disclosures to the District's annual audit is intended to address issues raised in the FCMAT report relative to improving transparency and trust in the District's financial reports.

Dining Beverage RFP Update

Included in this month's Contracts report is a contract with Pepsi Beverages to supply soft drinks. We issued a Request for Proposals (RFP), and Pepsi was selected from the two responses received. As part of the contract, Pepsi will provide funds for scholarships and for the District's athletic programs. We negotiated a fiscal stability clause where the Foundation Board or the Board of Trustees must approve these distributions after reviewing Dining's audited financial statements. If Dining posts positive net revenue, then staff will recommend approval of the distributions. However, if Dining posts a net deficit on the audited statements, then the recommendation will be retain these funds to help offset the deficit in Dining Services.

In the feedback we have received regarding Dining Services, cost has been noted as an issue. This contract includes favorable pricing for a set of basic canned soft drinks and basic water bottles. This will allow Dining Services to offer some economy beverage options.

Capital Projects Update

The Board of Governors recently approved the 2018-19 capital projects plan, including planning monies for the replacement Physical Education complex and the Creative Arts building. Both projects are itemized in the high priority “health and safety” section of the report due to seismic deficiencies. Both projects are scheduled to be paid entirely from State capital funds, thereby allowing Measure Q local bond funds to be used on other important projects.

At present and subject to change, the working plan is that the new Fieldhouse with new bleachers will replace the existing stadium bleachers that are about to be abated and then demolished. The new Fieldhouse will be located on a portion of the existing track, so the track and field will need to be moved over. A one story replacement Physical Education building and a one story replacement Creative Arts building will be constructed on the current baseball and softball fields. Then, the old Fieldhouse, PE, and Creative Arts buildings will be demolished. Next, replacement baseball and softball fields will be constructed at the site of the old Fieldhouse and PE buildings.

There are many moving parts and dependency relationships, and there is only a limited amount of seismically cleared space. There is money in the PE budget to purchase additional land. This may be necessary if the architect is unable to locate all the facilities on the existing seismically cleared land. Also, the additional land may be needed if the new leech field needs to be expanded or if an additional fire access road should be required in the final project plans or to accommodate some other contingency.

The next hurdle is for the Governor to include these capital projects in next year’s State budget proposal in January 2018. If approved, then funding would be released in July 2018 for an architect to prepare plans and drawings.

For the Utility Infrastructure Replacement and Seismic Strengthening Project (UIR), the billings to date remain the same as last month. The State has approved all of the District’s billings to date.

UIR Budget	JCAF 32	DF14D	Current Bgt	Billings	Other	Available
State Capital Outlay	Original Bgt	Augment		in FUSION	Billings	Budget
Preliminary Plans	2,062,668		2,062,668	2,062,668		(0)
Working Drawings	1,349,287	341,000	1,690,287	1,349,000	77,773	263,514
Construction	29,740,000	3,259,000	32,999,000	-		32,999,000
Contingency	1,487,000		1,487,000	-		1,487,000
Architect/Engineer Oversight	595,000		595,000	-		595,000
Tests/Inspections	639,000		639,000	-		639,000
Construction Management	685,000		685,000	-		685,000
Total UIR Project Budget	36,557,955	3,600,000	40,157,955	3,411,668	77,773	36,668,514

UIR Budget	Billings	Other	State	State
State Capital Outlay	in FUSION	Billings	Approval	Payment
			Pending	Approved
Preliminary Plans	2,062,668	-	-	2,062,668
Working Drawings	1,349,000	77,773	77,773	1,349,000
Construction	-	-	-	
Contingency	-	-	-	
Architect/Engineer Oversight	-	-	-	
Tests/Inspections	-	-	-	
Construction Management	-	-	-	
Total UIR Project Budget	3,411,668	77,773	77,773	3,411,668

Below is a tracking summary for the submission and approval of required quarterly status reports to the Chancellor's Office. Submission of timely quarterly reports is required to avoid delays in State payment approvals.

UIR Budget State Capital Outlay - Quarterly Reports	Submitted	Approved
2014-15 Q2	Yes	Yes
2015-16 Q3	Yes	Yes
2015-16 Q4	Yes	Yes
2016-17 Q1	Yes	Pending
2016-17 Q2	Yes	Pending
2016-17 Q3	Yes	Pending
2016-17 Q4	In process	

We have obtained Division of State Architect (DSA) approval for six sets of plans for the Utility Infrastructure Replacement and Seismic Strengthening Project (UIR), the same as last month. We are seeking approval of the remaining three sets of plans. The District recently submitted to the California Geological Survey (CGS) the additional borings reports and ground motion studies they requested. Toward the end of a recent all-day conference call, DSA verbally indicated that once CGS completes their review and signs off their approval that DSA will then provide final

approval on the three remaining projects. Final DSA approval is the last requirement remaining that we are aware of before the State Public Works Board can approve release of \$36 million for construction and related project funds at its September 8, 2017 meeting. Then, the Department of Finance will authorize the District to proceed with a public bid.

UIR Project Name	Approximate Cost Estimate	Sent to DSA	Final DSA Approval
Wastewater Treatment and Disposal System	\$3,316,609	Apr 22, 2016	Sep 21, 2016
Water Tanks and Transmission Main	\$4,261,549	Apr 7, 2016	Pending
Building Infrastructure and Site Utilities	\$4,814,549	Nov 21, 2016	Pending
IT Server Room	\$294,729	Dec 23, 2016	Mar 21, 2017
Campus Cabling	\$601,284	Jan 27, 2017	April 18, 2017
Campus Fire Alarm System	\$770,668	Apr 2016	Jun 1, 2016
Campus Energy Management System	\$845,343	Dec 8, 2016	Feb 21, 2017
Applied Technology Building Retrofit	\$5,269,896	Mar 2016	Mar 14, 2017
Student Union Building Retrofit	\$2,691,316	Dec 23, 2016	Pending

With the final DSA approvals in the works on this project, I want to recognize Steven Roper, Director of IT and Facilities Planning, for attending every DSA and CGS meeting and actively negotiating solutions and representing the District's best interests. Steven also worked with Chancellor's Office Facilities staff to obtain approvals to use State dollars for most of these studies and reports, thereby saving local Measure Q funds for other District needs. We would not have made such steady progress on the UIR project without his consistent leadership.

This report helps the District meet Accreditation Standards, including:

- III.B.4. *Long-range capital plans support institutional improvement goals and reflect projections of the total cost of ownership of new facilities and equipment.*
- III.D.1. *Financial resources are sufficient to support and sustain student learning programs and services and improve institutional effectiveness. The distribution of resources supports the development, maintenance, allocation and reallocation, and enhancement of programs and services. The institution plans and manages its financial affairs with integrity and in a manner that ensures financial stability. (ER 18)*

BUDGET IMPLICATIONS

None.

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

August 01, 2017
Agenda Item No. 4.5.3

SUBJECT: VICE PRESIDENT OF INSTRUCTION AND STUDENT DEVELOPMENT
REPORT BY ANGELINA HILL

RECOMMENDATION

For information only. No action required.

BACKGROUND

Accreditation Update

CR sent the Institutional Self-Evaluation Report to the ACCJC prior to the July 15 deadline allowing plenty of review time for the visiting team. The External Evaluation Team visit will take place on Monday, October 9 – Thursday, October 12, 2017. The President’s Office and the Office of Instruction and Student Development are putting in place accommodations for the team including lodging, a team room, etc.

The ACCJC recently appointed Dr. Richard Winn as President following his interim term. Dr. Winn held senior positions for 12 years at the WASC Senior College and University Commission. He retired as its Senior Vice President.

The ACCJC is currently taking comments on a proposed policy revision that would provide a mechanism for individual standard review in between the comprehensive review cycle. This would be a substantial change to what is in place, and would allow for specific standards perceived as problematic to be revised without needing to wait for a full revision.

New Strategic Vision of the CCC System

The California Community Colleges Board of Governors just embraced an ambitious new strategic plan. The plan calls for large increases in the number of students transferring to UCs and CSUs, substantial improvements in preparing students for in-demand jobs, and eliminating the achievement gap.

Goals in the Vision for Success are:

- Increasing by 35 percent the number of California community college students transferring annually to a UC or CSU campus. The Public Policy Institute of California says this benchmark must be reached if California is to meet future workforce demands for employees with bachelor’s degrees. The *Vision for Success calls for reaching this goal by mid-2022.*

- Boosting by 2022 the number of students completing career education programs who find a job in their field of study from the current 60 percent to 69 percent.
- Increasing by at least 20 percent the number of students annually who earn associate degrees, credentials, certificates or acquire specific skill sets that prepare them for an in-demand job. This goal, set for 2022, is needed to meet future workforce demand in California, as analyzed by the Centers of Excellence for Labor Market Research.
- Significantly reducing the average number of units accumulated by students who earn an associate degree from approximately 87 to 79. Most associate degree require 60 units, and reducing the average number of units-to-degree will help students reach their educational goals sooner and at less cost.
- Reducing achievement gaps by 40 percent within 5 years and fully closing those achievement gaps for good within 10 years.

CR's 2017-2022 Strategic Vision aligns with this plan in many aspects of student success such as reducing the achievement gap, responding to workforce training needs, and providing affordable education.

Summer Enrollments

The following table provides projected enrollments for this summer. This shows projected enrollments over the entire summer term and does not reflect what is reported for apportionment in the 320 report. Overall enrollment are strong, and this is driven by strong enrollments in online courses.

Summer 2017 Resident & Non-Resident FTES

Location	Credit Classes	Non-Credit	Total FTES
Del Norte	6.99	15.73	22.72
Pelican Bay	5.76	4.56	10.32
Eureka	119.27	34.29	153.56
Klamath Trinity	0.93	2.04	2.97
Online	128.27		128.27
Grand Total	261.22	56.62	317.84

BUDGET IMPLICATIONS

None.