

**REDWOODS COMMUNITY COLLEGE DISTRICT**

Minutes of the Regular Meeting of the Board of Trustees  
College of the Redwoods, Eureka Campus  
7351 Tompkins Hill Road, Eureka, CA 95501  
June 7, 2016

**PRESENT**

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

**OTHERS PRESENT**

Dr. Keith Snow-Flamer – Interim President/Superintendent  
Lee Lindsey - Vice President, Administrative Services  
Dr. Mark Winter – Interim Vice President, Student Services and Instruction  
Mark Renner – Academic Senate Co-President  
Connie Wolfsen – Academic Senate Co-President

**CALL TO ORDER**

Trustee Ross, President of the Board, called the meeting to order at 1:00 pm.

**FLAG SALUTE**

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

**PUBLIC COMMENTS**

Trustee Ross called for public comments on items to be discussed in open session.

There were none.

**BOARD MEMBER COMMENTS**

Trustee Emad stated that he had the honor of attending the commencement ceremony with Trustee Biggin. Emad commented that it was a very fulfilling experience to witness the students receiving their degrees.

Trustee Rice stated that she attended the Fine Woodworking Graduation on the Mendocino Campus.

Trustee Mathews stated that she attended the Del Norte Commencement Celebration.

Trustee Biggin stated that she was also able to attend the commencement celebration at the Klamath Trinity Campus. Trustee Biggin thanked the staff who attended the Klamath-Trinity commencement.

## BOARD COMMITTEE REPORTS

Trustee Mathews commented that at the Board Retreat on June 4<sup>th</sup> the Board reviewed the GISS Survey as well as the Board's Self Evaluation.

Trustee Dorn asked what the status was on the President/Superintendent Evaluation.

## APPROVE CONSENT CALENDAR ITEMS

Trustee Rice pulled item 2.1

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

- Approve /Ratify Personnel Actions
- Approve/Ratify Contracts, Agreements, MOUs
- Approve Bond Project Status Report
- Approve Curriculum Changes

## APPROVE MINUTES OF THE REDWOODS COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES REGULAR MEETING OF MAY 3, 2016

Trustee Rice commented that in the past when a vote was not unanimous the minutes would state who voted in support and who did not. It was suggested that this information be included in the future.

It was moved, seconded (Rice/Dorn) and carried unanimously to approve the minutes of the Redwoods community college district Board of Trustees Regular Meeting of May 3, 2016.

## APPROVE MONTHLY FINANCIAL STATUS REPORT

Interim President/Superintendent pointed out that the district is self-borrowing \$630,000 because the state is slow on distributing appropriations but that it is temporary.

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

### APPROVE GANN APPROPRIATIONS LIMIT

Interim President/Superintendent Snow-Flamer summarized that on an annual bases the District reports their Gann Appropriations for the following year. The projection for next year is the same as this year.

It was moved, seconded (Biggin/Matthews) and carried unanimously to approve the Gann Appropriations Limit.

### APPROVE TENTATIVE BUDGET

Vice President Lindsey reviewed the tentative budget for 2016-17.

Lindsey commented that expenditures increase due to annual steps on salaries, increased medical costs, pension payments, and unfunded mandate costs, and funding for the new resource officer position. Vice President Lindsey also stated that the fund balance is increasing by ½ of one percent in 2016-17 and \$50,000 will be set aside for the pension costs. The 2016-17 budget also includes some budget tightening measures that were made to ensure that the budget remains balanced.

Trustee Emad thanked Vice President Lindsey for the thorough report. Trustee Emad expressed his concern that the bad news is permanent and the good news is temporary. Vice President Lindsey responded that the state is already in a long recovery and that they are overdue for a correction. If there was a recession one of the first things the state would cut would be the one time funding sources. It was stated that constituent group leaders would be sitting down in June to discuss the upcoming budget difficulties and propose possible budget savings plans.

Trustee Dorn asked if the timber tax was included in this report. Vice President Lindsey responded that it was included under “other revenue”.

Trustee Mullery asked what sets the usual salary increases that are creating the ongoing structural problems. Lindsey responded that the salary steps are a negotiated item and is included in employee contracts. Lindsey also commented that currently there are not enough retirements to fund the costs of the salary steps.

Interim President/Superintendent Snow-Flamer stated that the district is just starting to see the growth that results from the mechanisms that have been put into place over the last few years.

It was moved, seconded (Dorn/Biggin) and carried unanimously to approve the tentative budget.

### FIRST READING OF BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

AP 2320 Special and Emergency Meetings – Trustee Rice pointed out that this AP gives the Board permission to call a special meeting without 24 hours’ notice. Trustee rice asked if this was legal. It was stated that the language in the procedure would be clarified before the July meeting.

BP 2330 Quorum and Voting – Trustee Rice asked for clarification on whether or not a majority of the full board was needed for a vote or a majority of the members in attendance.

BP and AP 2345 Public Participation at Board Meetings – Trustee Rice pointed out that there is a discrepancy between the BP and the AP. One states that we require an address for those who address the Board and one does not. Another discrepancy is that one states that there is a 3 minute time limit and the other does not. Dr. Snow-Flamer commented that the AP is intentionally more procedural. Trustee Rice also commented that she felt that the BP or AP should give the Board the authority to waive the time limit. Trustee Mullery asked if this policy could be combined with BP 2350 Speakers.

BP 2355 Decorum – Trustee Rice commented that there is inconsistency in this policy.

BP 2360 Minutes – Trustee Rice suggested adding language that states that when votes are not unanimous minutes should include how each trustee voted.

BP 2431 President/Superintendent Selection – Discussion ensued regarding how to improve this policy. The following changes were suggested:

- Include language regarding who decided if the student representative participates
- Add language “with consultation with the Board” to the section regarding to the HR director appointing members

AP 3435 Discrimination and Harassment Complaints and Investigations – Trustee Rice asked where the district planned to keep hard copies of the policies and procedures. Dr. Snow Flamer responded that they would be available in the President’s Office.

BP and AP 6100 Delegation of Authority – Trustee Rice asked for clarification on what “delegated authority” referred to.

BP and AP 6331 – Employee Microcomputer Purchase Program – Trustee Rice asked for more information on how the district budgets for this loan program.

AP 6450 Cellular Phone Program – Trustee Emad asked for clarification on the intent of this policy and what the specific criteria is for issuing cell phones to employees.

BP and AP 6500 Property Management – Trustee Dorn asked if this policy appropriately complies with the current practice of the Board delegating authority to the President/Superintendent.

BP 7120 Recruitment and Hiring – Trustee Mathews asked for additional language regarding encouraging diversity in the hiring process in each of the corresponding APs.

AP 7212 Temporary Faculty – Trustee Rice asked if there are any staff who have been on contract since before 2009 and if the language referencing 2009 could be removed. Trustee Rice also asked for the term “recruitment” to be added.

BP 7240 Confidential Employees – Trustee rice asked if confidential employees are at will employees or if they have the same rights as a full time employee. It was stated that they are similar to a classified manager. Trustee rice asked if they are codified as at will employees.

BP and AP 7310 Nepotism – Trustee Emad stated that the general practice is that you cannot hire someone into a position that is supervised by an immediate family member. Trustee Emad commented that this policy does not clearly state this and that there is room for confusion.

Trustee Emad asked what mechanism is in place within the district to ensure that all policies and procedures are being followed. Dr. Snow-Flamer asked trustee Emad to request this under agenda item 5.1.

## SECOND READING OF BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

BP 2432 President/Superintendent Selection – Trustee Dorn asked if there should be language included regarding term limits for Interim Presidents. Interim President/Superintendent Snow-Flamer responded that the term limits are stated in law.

BP 2715 Code of Ethics/Standards of Practice – Trustee Biggin asked for some revisions to this policy including clarification regarding what happens if there is a complaint regarding the President of the Board.

It was moved, seconded (Emad/Mathews) and carried unanimously to approve all BPs and APs except 2715.

## APPROVE EMERITUS FACULTY NOMINATIONS

Three faculty members were nominated for emeritus status. The faculty were: Kathleen (Kady) Dunleavy, Clyde Johnson, and Vincent (Vinnie) Peloso.

It was moved, seconded (Emad/Biggin) and carried unanimously to approve the emeritus status of the three aforementioned faculty members.

## NAMING OF ROADS AND ROUTES ON THE EUREKA CAMPUS

Trustee Dorn stated that he was not fond of the names chosen for the roads.

Trustee Biggin expressed that she appreciated that the road names were indicative of where they were located.

Trustee Emad expressed that this was an opportunity to honor people who have devoted their lives to the college.

Marty Coelho responded that the naming of roads and routes on campus was recommended by first responders to enhance safety on campus by helping the first responders know where to go in case of emergency.

Trustee Emad recommended that these names be temporary place holders until official names were determined.

It was moved, seconded (Biggin/Rice) and carried 6-2 (Dorn, Emad voted Nay) to approve the temporary naming of roads and routes as presented.

#### RESPONSE TO ACADEMIC SENATE RESOLUTION RE AB 798

The purpose of this resolution is to support and encourage all faculty to embrace open text books.

It was moved, seconded (Emad/Biggin) and carried unanimously to approve the response to academic senate resolution re: AP 798.

#### DISCUSSION OF SOUTHERN HUMBOLDT COMMUNITY HEALTHCARE DISTRICT PROPOSAL FOR GARBERVILLE SITE

Matt Reese, CEO of the Southern Humboldt Healthcare District introduced himself to the Board of Trustees and stated that he was looking forward to the conversation.

Interim President/Superintendent Snow-Flamer stated that he and Vice President Lindsey took a tour of the Garberville site a month prior and discussed the potentialities of selling the site to the Southern Humboldt Healthcare District. Dr. Snow-Flamer stated that he requested them to bring forward a formal proposal.

Trustee Emad stated as a point of order that since the discussion was regarding a potential real estate transaction any conversation needed to be in terms of general information and not negotiations.

Trustee Dorn expressed that he was concerned because he had heard rumors that the Hospital had already hired a consultant to evaluate the Garberville site. Dorn stated that this is giving the illusion that we have already sold the site or have already decided to sell it. Barbara Truett, a representative from the Southern Humboldt Healthcare District, stated that the intent to purchase the site needed to be public information because the timeline for gathering information prior to the purchase was so tight.

Vice President Lindsey stated that College of the Redwoods would need to give first refusal rights to the Humboldt Unified School district to purchase the Garberville site at the \$200,000 purchase price as well as the \$1.8 million invested into upgrades.

Trustee Dorn asked if the Healthcare District was planning on building a multiple story building and the answer was yes.

Trustee Mathews asked if there would be a closed session item to discuss this in more detail. Dr. Snow-Flamer responded that the Board could give him direction during closed session.

ADOPT RESOLUTION #695 DESIGNATING DR. LEO MARK WINTER, INTERIM VICE PRESIDENT OF INSTRUCTION AND STUDENT DEVELOPMENT, AS THE SITE SUPERVISOR OF THE CHILD DEVELOPMENT CENTER AT COLLEGE OF THE REDWOODS AND TO ACT AS THE REPRESENTATIVE TO THE CALIFORNIA DEPARTMENT OF SOCIAL SERVICES COMMUNITY CARE LICENSING

It was moved, seconded (Biggin/Emad) and carried unanimously to adopt resolution #695 Designating Dr. Leo Mark Winter, Interim vice president of Instruction and Student Development, as the Site supervisor of the Child Development Center at College of the Redwoods and to act as the Representative to the California Department of Social Services Community Care Licensing.

ADOPT RESOLUTION #696 DESIGNATING DR. ANGELINA HILL, INTERIM VICE PRESIDENT OF INSTRUCTION AND STUDENT DEVELOPMENT, AS THE SITE SUPERVISOR OF THE CHILD DEVELOPMENT CENTER AT COLLEGE OF THE REDWOODS AND TO ACT AS THE REPRESENTATIVE TO THE CALIFORNIA DEPARTMENT OF SOCIAL SERVICES COMMUNITY CARE LICENSING

It was moved, seconded (Biggin/Emad) and carried unanimously to adopt resolution #695 Designating Dr. Angelina Hill, Interim vice president of Instruction and Student Development, as the Site supervisor of the Child Development Center at College of the Redwoods and to act as the Representative to the California Department of Social Services Community Care Licensing.

APPROVE APPOINTMENT OF ERIN WALL AS DISTRICT CHIEF NEGOTIATOR: CRFO

It was moved, seconded (Biggin/Rice) and carried unanimously to appoint Erin Wall as District Chief Negotiator: CRFO.

PROGRAM REVIEW EXECUTIVE SUMMARY

Interim President/Superintendent stated that this summary is done on an annual basis as a part of the long standing program review process.

Dr. Angelina Hill, Director of Institutional Research, stated that many of the items included in the summary have already begun and that a document was created to help authors create next year's report.

UPDATE ON DISTANCE EDUCATION

Library Director and Director of Technology Enhanced Education, Cathy Cox, spoke about the structure of online instruction. Mark Renner gave a demonstration on what the online education platform looks like from a student's perspective.

Trustee Ross asked if distance education is out pacing conventional classroom learning according to current statistics. Director Cox responded that it looks like the future will be a blend of the two educational methods and that there are some types of class that would be

difficult to teach online due to the nature of the material.

Trustee Coppini asked what safe guards there are in regards to cheating in online classes. Director Cox responded that tests can be proctored and that there are algorithms in place that can pick up cheating based on responses when compared to various criteria.

#### REPORT REGARDING STUDENT DISCIPLINE

Interim President/Superintendent Snow-Flamer commented that this is an annual report that is brought to the Board. This year there were two suspensions and there is another suspension that is not finalized yet.

#### STUDENT EQUITY UPDATE

Interim President/Superintendent Snow-Flamer commented that this report, created by Dr. Angelina Hill, is brought to the Board on an annual basis. Dr. Snow-Flamer also introduced the new Directory of Student Equity and Success Renee Saucedo.

#### ACADEMIC SENATE

Academic Senate Co-President Mark Renner stated that this was his last Board meeting as a Co-President. He then thanked Interim President/Superintendent Snow-Flamer and his colleague Connie Wolfsen for all of their work over the last year and for fostering an environment of mutual respect. Co-President Renner then thanked Dr. Winter for his service as Interim Vice President of Instruction and Student Development and for his willingness to take on that leadership role for the 2015-16 school year.

#### CRFO REPORT

Connie Wolfsen read the CRFO report aloud on behalf of the representative. The CRFO thanked the Board for continuing to agendaize the CRFO at meetings. The CRFO continues to meet regularly with Dr. Snow-Flamer to problem solve effectively and continue open communication. Several Faculty members went to Sacramento to meet with politicians to advocate for some of the challenges that we face at College of the Redwoods as a rural institution.

#### CLASSIFIED REPORT

None.

#### MANAGEMENT COUNCIL

Management Council President Ron Waters stated that this is his last report to the Board as management council president. He thanked Dr. Snow-Flamer for taking the time to meet with leadership groups to discuss the budget. Waters expressed appreciation for the honest explanations given for the challenges that are in front of the Institution at this time. The meeting calmed employees concerns and allowed leadership to ask questions.

Waters reported that 30 of the basic law academy graduates already had jobs after graduation and that the rest are in the process of being hired.

#### INTERIM PRESIDENT/SUPERINTENDENT REPORT

Dr. Snow-Flamer thanked his outgoing colleagues Dr. Mark Winter and Mark Renner. Dr. Snow-Flamer stated that it was a pleasure working with the two of them over the last year and that they will be missed.

Dr. Snow-Flamer thanked the Board of Trustees for prioritizing safety and ensuring that the district take steps to make our campus a safe place for faculty, staff, and students.

#### INTERIM VICE-PRESIDENT OF INSTRUCTION AND STUDENT DEVELOPMENT REPORT

Dr. Mark Winter thanked the student development and instructional staff for making his year as Interim Vice President of Instruction and Student Development a pleasant one. Dr. Winter stated that it was a pleasure working with the members of the Cabinet and that they were positive and supportive colleagues.

#### VICE-PRESIDENT OF ADMINISTRATIVE SERVICES REPORT

Vice President Lindsey reported that some safety projects are underway including the installation of heavy equipment in some labs, VOIP phone installation in the dorms, and furniture and equipment upgrades.

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

Trustee Emad asked Dr. Snow-Flamer to give a summary of the upcoming budget forums at the July Board Meeting.

Trustee Emad asked Dr. Snow-Flamer to explain to the Board how policies and procedures are implemented.

Trustee Biggin asked Dr. Snow-Flamer to follow up on the Kathryn G. Smith Leadership Award.

Trustee Emad asked Dr. Snow-Flamer to review the policy on naming buildings and roads.

#### PUBLIC COMMENTS

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

- Public Employee Discipline/Dismissal/Release
- Public Employee Performance Evaluation/Goals – Interim President/Superintendent

- Public Employment – Interim President/Superintendent
- Conference with Labor Negotiator – CSEA
- Conference with Labor Negotiator - CRFO

There were no public comments.

#### CLOSED SESSION

At 5:20 PM the Board returned to open session at which time Trustee Ross, President of the board adjourned the meeting. There was nothing to report out from closed session.

#### ADJOURN

There being no further business, the meeting was adjourned at 5:21 p.m.

KSF/ks

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