

REDWOODS COMMUNITY COLLEGE DISTRICT

College of the Redwoods puts student success first by providing outstanding 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. We continually assess student learning and institutional performance and practices to improve upon the programs and services we offer.

—CR Mission Statement

SPECIAL MEETING OF THE BOARD OF TRUSTEES

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

ATTENDING VIA TELECONFERENCE

Trustee Barbara Rice
College of the Redwoods, Mendocino Campus
1211 Del Mar Drive
Fort Bragg, CA 95437
Administrative Office – Room No. 100

ATTENDING VIA TELECONFERENCE

Trustee Colleen Mullery
Humboldt State University
1 Harpst St.
Arcata, CA 95521
Siemens Hall 212

A G E N D A

Wednesday, February 24, 2016

Board of Trustees

Tom Ross, President

Sally Biggin, Vice President

Carol Mathews, Clerk

Tracy Coppini, Bruce Emad, Richard Dorn, Colleen Mullery, Barbara Rice,

Liam Howard - Student Trustee

Dr. Keith Snow-Flamer, Interim President/Superintendent - Secretary to the Board

*11:00 a.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

*After convening the meeting, all times are approximate.

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 Brief Announcements of College-Related Activities/Board Member Comments

Board members may briefly report on college-related events and meetings that they have attended. All comments are informational and not related to current or expected future agenda items.

1.3 Board Committee Reports

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

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

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.

ACTION **2.1 Approve Minutes of the Redwoods Community College District Board of Trustees Regular Meeting of February 2, 2016 [Page 5](#)**

ACTION **2.2 Approve/Ratify Personnel Actions [Page 11](#)**
Personnel actions are submitted for approval. The Open Position spreadsheet is attached for information only.

ACTION **2.3 Approve/Ratify Contracts, Agreements, MOUs [Page 19](#)**

ACTION **2.4 Approve Bond Project Status Report [Page 21](#)**

ACTION **2.5 Approve Curriculum Changes [Page 25](#)**

3. ACTION/DISCUSSION ITEMS

ACTION **3.1 Approve Monthly Financial Status Report [Page 31](#)**

ACTION **3.2 Award Bid for the Del Norte Campus New Science Lab Project [Page 41](#)**

ACTION **3.3 Approve Proposed Lease – Garberville [Page 43](#)**

3.4 Accreditation Report [Page 45](#)

3.5 Assessment Report [Page 47](#)

4. 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

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

5. ADJOURNMENT

NEXT REGULAR MEETING

April 5, 2016 10:30 a.m.

Del Norte Campus – Room Number 34/36

883 West Washington Boulevard, Crescent City, CA

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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 Road, Eureka, CA 95501
February 2, 2016

PRESENT

Ms. Sally Biggin; Mr. Tracy Coppini; Mr. Richard Dorn; Mr. Bruce Emad;
Dr. Colleen Mullery

OTHERS PRESENT

Dr. Keith Snow-Flamer – Interim President/Superintendent
Lee Lindsey - Vice President, Administrative Services
Dr. Mark Winter – Interim Vice President, Student Development and Instruction
Lhiam Howard – Student Trustee

CALL TO ORDER

Trustee Biggin, Vice President of the Board, called the meeting to order at 1:00 p.m.

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 stated that she attended the CCCT Board meeting in Sacramento where they reviewed an update on accreditation as well as a federal update.

Trustee Biggin summarized the Accreditation update stating that in 2017 a new accrediting agency will replace the ACCJC and that the standards would remain the same. Trustee Biggin also said that some of the Federal priorities for higher education are affordability, sexual assault prevention, and accreditation.

Trustee Dorn asked if anything was said to imply that the accrediting agencies would work in parallel with one another in 2017. Trustee Biggin responded that the discussion stated that the ACCJC would be responsible for accreditation in 2016 but not 2017.

BOARD COMMITTEE REPORTS

Trustee Biggin asked for any Board committee reports. There were none.

ADMINISTER OATH OF OFFICE TO STUDENT TRUSTEE

Interim President/Superintendent Snow-Flamer administered the oath of office to new Student Trustee Liam Howard.

APPROVE CONSENT CALENDAR ITEMS

Trustee Biggin pulled item 2.1 Approve Minutes of the Redwoods Community College District Board of Trustees Regular Meeting of January 12, 2016.

Trustee Dorn pulled items 2.2 and 2.3 Approve/Ratify Personnel Actions and Approve/Ratify Contract, Agreements, MOUs.

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

- Approve Bond Project Status Report

APPROVE MINUTES OF THE REDWOODS COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES REGULAR MEETING OF JANUARY 12, 2016.

Trustee Biggin stated that the signature at the end of the minutes needs to be corrected and asked that language be included to relay that Trustee Biggin encouraged Board members to take advantage of the health screening.

It was moved, seconded (Biggin, Dorn) and carried unanimously to approve the minutes of the Redwoods Community College district board of Trustees Regular Meeting of January 12, 2016.

APPROVE/RATIFY PERSONNEL ACTIONS

Trustee Dorn asked how Dr. Angelina Hill's position related to accreditation would be backfilled when she transitions into the VPSD/VPI role. Dr. Keith Snow-Flamer responded that the Administration is working with the Academic Senate to resurrect the Accreditation Oversight Committee on which Dr. Hill will serve as the co-chair. Snow-Flamer also stated that subcommittees of this group will ensure that all gaps are filled and that the evidence gathered is true and honest and represents the district.

Trustee Dorn asked if there is an update on the HR Director position. Dr. Snow-Flamer stated that the position listing closes on February 12th.

APPROVE/RATIFY CONTRACTS, AGREEMENTS, AND MOUS

Trustee Dorn asked about the HCOE expense and where that funding came from. Vice President Lindsey stated that it was a categorical fund and not a general fund.

APPROVE MONTHLY FINANCIAL STATUS REPORT

Dr. Keith Snow-Flamer stated that this report is being presented for the Board's approval. Snow-Flamer pointed out that the funds in column B were transferred per the discussion at the January Board meeting.

Trustee Dorn asked if the funds that the state is paying over the next few months will bring the balance up.

Vice President Lee Lindsey responded that over the next three months the state's contributions will be catching up the one time funds.

Dr. Snow-Flamer also pointed out that the Cal Card report and Purchase Order report were included in the report.

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

APPROVE QUARTERLY FINANCIAL STATUS REPORT

Vice President Lindsey stated that there is a 3 year summary on the top of page 5 which shows that the district did not need to use TRAN funding for the last 2 years.

It was moved, seconded (Emad/Coppini) and carried unanimously to approve the quarterly financial status report.

FIRST READING OF ADMINISTRATIVE PROCEDURES

AP 3530 Weapons on Campus

Trustee Dorn asked if the language regarding the length of a fixed blade was mandated language. It was stated that the language used is a part of penal code.

AP 3440 Service Animals

No comments.

AUTHORIZE THE INTERIM PRESIDENT/SUPERINTENDENT TO AWARD BID FOR THE DEL NORTE CAMPUS NEW SCIENCE LAB PROJECT

This action item asks the Board to authorize the Interim President/Superintendent to award the bid for the Del Norte Science Lab project.

Trustee Dorn asked if there are any parameters for the approval in the event that the bids came back high.

Vice President Lindsey stated that if the bids come in over the architects estimate a conversation regarding how to move forward would be necessary.

It was moved, seconded (Emad/Mullery) and carried unanimously to authorize the Interim President/Superintendent to award the bid for the Del Norte Campus New Science Lab Project.

SIX-MONTH REPORT ON EQUIVALENCIES TO MINIMUM QUALIFICATIONS

It was moved, seconded (Emad/Dorn) and carried unanimously to approve the six-month report on equivalencies to minimum qualifications.

ACADEMIC SENATE

Academic Senate Co President mark Renner stated that the senate has met once since the last board meeting and that the meeting focused entirely on preparing for the upcoming accreditation self-study. Dr. Renner stated that there will be two more meetings in February regarding accreditation. The intent of these meetings is to ensure that there are no surprises regarding accreditation and that the district is well prepared for the self-study.

Trustee Dorn asked if there were any red flags identified at this point. Dr. Renner stated that at this point they have identified many areas where we have made progress as well as areas where continued progress will be supported.

Trustee Dorn asked if there was anything that the Board could do to support their efforts. Dr. Renner responded that they are already doing it by encouraging and supporting the administration.

Trustee Mullery encouraged anyone with an interest in accreditation to participate on a visiting team if they had the opportunity to do so. Dr. Renner stated that the administration was already soliciting participants and encouraging those who are interested in participating.

CRFO REPORT

CRFO President Mike Haley stated that the CRFO continues to meet regularly with Interim President Snow-Flamer to address any concerns before they become problems. Haley stated that the CRFO is looking forward to negotiations and cleaning up the language regarding evaluations and CTE.

CLASSIFIED REPORT

CSEA President Crystal Morse stated that the CSEA is grateful for ongoing open communication with Interim President/Superintendent Snow-Flamer and for being able to be a part of shared governance. Morse thanked Human Resources for allowing them to be a part of the onboarding process for new CSEA members.

MANAGEMENT COUNCIL

Management Council President Ron Waters echoed the comments of CRFO and CSEA.

Waters stated that it is great to be in a place as an institution where everyone is optimistic about the future.

Waters stated that management council representatives met with human resources to discuss the onboarding process for managers.

INTERIM PRESIDENT/SUPERINTENDENT REPORT

Dr. Snow-Flamer stated that FTES are up by 25 and he thanked everyone for helping the district get to this point.

Dr. Snow-Flamer also announced that the district is about to launch the option for students to have a one year schedule. There is only one other school who has implemented a one year schedule and this will put College of the Redwoods ahead of the curve. Dr. Snow-Flamer thanked staff, faculty, and managers for their hard work on this project. He stated that there are sure to be some bumps in the road but that the district is ready to move forward and make appropriate changes as deemed necessary.

INTERIM VICE-PRESIDENT OF INSTRUCTION AND STUDENT DEVELOPMENT REPORT

Dr. Mark Winter stated that the first credit bearing class has begun at Pelican Bay State Prison.

Dr. Winter stated that BIT is continuing to work on what we can do to identify potential threats and prevent problems. BIT is working on identify the criteria what identifies a potential risk.

Trustee Dorn asked what the district is doing about educating students on what behaviors could indicate potential red flags.

Dr. Winter stated that this is one piece of a larger puzzle. The district is working on improving communication and identifying processes for various situations.

Trustee Mullery asked if the BIT has any link with Title IX complaints.

Dr. Winter stated that there is a Title IX representative on BIT and that once a situation is identified as a Title IX conflict it is transferred from BIT to Human Resources.

VICE-PRESIDENT OF ADMINISTRATIVE SERVICES REPORT

Vice President Lindsey called the board's attention to the application for Measure Z funding. If any of these projects are accepted it would augment some of the district's spending.

Trustee Dorn asked when the hearing is regarding the funding and asked if there was anything the Board could do.

Vice President Lindsey responded that the citizen's committee makes the recommendations to the Board of Supervisors and that all applications are due on February 18th or 19th.

Trustee Dorn asked if there would be a report on student defaults.

Vice President Lindsey summarized that our default rate is above the requirements and that he would include a more thorough report in March.

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

Trustee Dorn requested a regular update on accreditation. Discussion ensued and it was requested that the district provide a quarterly update on accreditation until we are six months out from the self-study and then they would like a monthly update.

PUBLIC COMMENTS

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

- Tenure Review Report
- 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. The Board went into closed session at 1:52 p.m.

CLOSED SESSION

At 2:49 p.m. the Board returned to open session at which time Trustee Biggin, Vice President of the Board, reported that the board voted unanimously to approve the Tenure Review Report under agenda item 7.1.

ADJOURN

There being no further business, the meeting was adjourned at 2:51 p.m.

KSF/ks

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

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

February 24, 2016
Agenda Item # 2.2

SUBJECT: APPROVE AND/OR RATIFY PERSONNEL ACTIONS

RECOMMENDATION

Action is required. The Interim 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 review and approval. The Open Position Spreadsheet is presented as information.

BUDGET IMPLICATIONS

Salaries and benefits are included in the identified budgets.

Employment of Classified Staff

1. **David Gaddis – Custodian I** – Range 110, Step 5, \$2,442.27/Month, 1.0 FTE effective March 2, 2016

Employment of Confidential Staff

2. **None**

Employment of Manager

3. **None**

Employment of Administrator

4. **None**

Employment of Faculty

5. **None**

Employee Change of Status

6. **Joshua Harkins – Library Technician** – Range 112, Step 3, \$2,532.40/Monthly to Student Services Specialist II – EOPS, Range 113, Step 4, \$2,738.67/Monthly effective March 14, 2016
7. **Joe Hash – Dean, PE/Athletics, Health Occupations and Child Development Center** – Range 131, Step 11, \$117,355.95/Annually to Dean of Students/Athletics Director, Range 131, Step 11, \$117,355.95/Annually effective April 1, 2016
8. **Jessica Howard, Professor, Nursing (LVN degree program)** – Range 3, Step 7, \$64,801/Annually, 1.0 FTE transfer to Professor, Nursing (RN degree program) – Range 3, Step 7, \$64,801/Annually, 1.0 FTE effective August 1, 2016
9. **Melody Pope, Professor, Nursing** – Range 4, Step 16, \$95,885/Annually, 1.0 FTE transfer to Professor, Nursing (Del Norte), Range 4, Step 16, \$95,885/Annually, 1.0 FTE effective August 1, 2016
10. **Grete Valadao – Lead Cashier-** Range 115, Step 5, \$3,295.07/Monthly to Account Clerk III, Range 115, Step 7, \$19.01/Hourly, .50 FTE and Administrative Office Coordinator, Range 119, Step 2, \$19.96/Hourly, .50 FTE effective April 1, 2016

Out-of-Class Changes

11. **Debbie Romero, Administrative Office Assistant II – CalWORKS** – Range 111, Step 5, \$2,561.87/Monthly to Administrative Office Assistant II, Range 111, Step 5, \$2,561.87/Monthly plus 5 percent out-of-class pay to perform MIS duties effective July 1, 2014 – February 29, 2016
12. **Joanna Tindle, Evaluation Specialist** – Range 118, Step 3 \$3,392.13/Monthly to Evaluation Specialist, Range 118, Step 3 \$3,392.13/Monthly plus 5 percent out-of-class pay to provide backup support to new Academic Affairs Analyst during training effective January 4, 2016 – March 31, 2016

Leave of Absence without pay or benefits

13. **None**

Partial Leave of Absence

14. **None**

39-month Re-Employment list

15. None

Pre-Retirement Workload Reduction

16. Jeff Hogue, Professor Biological Sciences – Effective 2016-2017 at 56.67%

New Associate Faculty Appointments

- 17. Holland Heese, Mathematics - Eureka, Range 4, Step 1 - \$796/TLU, general fund, Spring 2016
- 18. Kristin Lane, Nursing – Eureka, Range 4, Step 2 - \$828/TLU, general fund, Spring 2016
- 19. Haley Mulvihill, Kinesiology – Eureka, Range 2, Step 1 - \$709/TLU, general fund, Spring 2016
- 20. Joshua Rayburn, Biological Sciences – Eureka, Range 2, Step 1 - \$709/TLU, general fund, Spring 2016
- 21. Robert Rohde, Forestry/Natural Resources – Klamath-Trinity, Range 3, Step 1 - \$751/TLU, general fund, Spring 2016
- 22. Misa Smith, Interdisciplinary Basic Skills – Noncredit – Del Norte, Range 4, Step 1 - \$796/TLU, Spring 2016

Voluntary Services

Volunteers

- 23. Leticia Anderson
- 24. Ericka Balderas
- 25. Brian Barreto
- 26. Matthew Dougherty
- 27. Austin Galea
- 28. Trevor Gallian
- 29. Violet Green
- 30. Kamie Harris
- 31. Stephanie Hetrick
- 32. Corey Lee
- 33. Gustavo Moreno
- 34. Kayla Osburne
- 35. Scott Stephansky
- 36. Carrie Wagner
- 37. William White

Supervisors

- Kelley Nolan
- Julia Peterson
- Joe Hash
- Kelley Nolan
- Kelley Nolan
- Joe Hash
- Kelley Nolan
- Kelley Nolan
- Maggie White
- Trish Blair
- Joe Hash
- Kelley Nolan
- John Short
- Kelley Nolan
- Joe Hash

Requests for Temporary Assistance – These positions shall not exceed the maximum days allowable by law and shall not exceed the 2015-2016 budget allocations. The Board approval is for the position. Names, if available, have also been identified. Personnel in these positions may change.

- 38. Institutional Research – Professional Resource Expert 1B - \$20.00/hour (student equity fund) up to 440 hours from January 15, 2016 – June 30, 2016 – provide assistance in conducting research related to equity initiatives

39. **Enrollment Services – Professional Resource Expert 1B** - \$15.00/hour (general fund) up to 40 hours per week while employee is out on leave from February 1, 2016 – June 30, 2016 – assist with admissions duties
40. **Upward Bound – Professional Resource Expert 2A** - \$20.00/hour (categorical fund) up to 30 hours from December 17, 2015 – June 30, 2016 – liaison to assist Upward Bound Advisor with high school students in Fort Bragg
41. **Security - Professional Resource Expert 3A** - \$30.00/hour (general fund) up to 50 hours from January 4, 2016 – June 30, 2016 – provide safety training
42. **Upward Bound – Residential Coordinator** - \$12.50/hour (categorical fund) up to 120 hours from June 1, 2016 – June 30, 2016 – residential coordinator for summer program
43. **Upward Bound – Assistant Residential Coordinator** - \$11.00/hour (categorical fund) up to 120 hours from June 1, 2016 – June 30, 2016 – assist Residential Coordinator with summer program
44. **Foster Care/Kinship** – Professional Resource Expert 1B - \$15.00/hour (categorical fund) up to 360 hours from March 1, 2016 – April 29, 2016 – provide clerical support until permanent position is filled

Resignations

45. **Le Loni Colegrove – Student Services Specialist I – KTIS** – last day of employment February 5, 2016
46. **Amber Hamilton – Administrative Office Assistant III – Foster Care** – last day of employment February 29, 2016

Retirement

47. **Paul Kinsey, Professor Construction Technology** – Last day of employment December 18, 2016

Stipends

48. **Pelican Bay State Prison Safety Training Stipend**

a. Bernadette Johnson	\$320.00	General Fund
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49. **Math Lab Substitute**

a. Kyle Falbo	\$30.00	General Fund
b. Brad Morin	\$60.00	General Fund
50. **Associate Faculty Day Stipend**

a. Megan Atherton	\$25.00	
b. Rafael Ayala	\$25.00	
c. Colette Beaupre	\$25.00	
d. Jack Bernstein	\$25.00	
e. Jennifer Black	\$25.00	
f. Leigh Blakemore	\$25.00	
g. Melissa Brisso	\$25.00	
h. Wendy Butler	\$25.00	
i. Ana Canter	\$25.00	
j. John Colianno	\$25.00	
k. Daniel Dempsey	\$25.00	
l. Susan Diemer	\$25.00	
m. Ryder Dschida	\$25.00	

n.	Kyle Falbo	\$25.00
o.	Adam Falk	\$25.00
p.	Nicholas Flenghi	\$25.00
q.	Janne Gibbs	\$25.00
r.	Deidra Kolman	\$25.00
s.	Brenda Lindemann	\$25.00
t.	Alicia McKellar	\$25.00
u.	Anna Montoya	\$25.00
v.	Patrick O'Rourke	\$25.00
w.	Steven Palecki	\$25.00
x.	Lisa Polack	\$25.00
y.	Susan Rosen	\$25.00
z.	Dennis Schlotzhauer	\$25.00
aa.	Jeanne Schoenstein	\$25.00
bb.	John Schutt	\$25.00
cc.	Penelope Schwartz	\$25.00
dd.	Frank Simpson	\$25.00
ee.	Amanda Singleton	\$25.00
ff.	David Slagle	\$25.00
gg.	Dean Smith	\$25.00
hh.	Misa Smith	\$25.00
ii.	Sean Stewart	\$25.00
jj.	Hope Wilder	\$25.00
kk.	Pat Wille	\$25.00
ll.	David Wilson	\$25.00

SITE	POSITION	POSITION TYPE	SALARY RANGE	CLOSING/ FIRST REVIEW	HOURS
	<u>POSTED (Accepting Applications)</u>				
EKA	Administrative Office Assistant III–Foster Care	Replacement	\$2,580 - \$3,593/Monthly	03/25/2016	FT
CRMC	Maintenance Specialist III / Master Carpenter	Replacement	\$3,459 - \$4,818/Monthly	03/11/2016	FT
EKA	Instructional Support Specialist III – ASC	New	\$2,984 - \$4,158/Monthly	02/26/2016	FT
EKA	Student Services Specialist II – EOPS	Replacement	\$2,580 - \$3,593/Monthly	03/11/2016	FT
EKA	Administrative Office Assistant II – UPB	Replacement	\$13.52 - \$18.83/Hourly	03/04/2016	.47 FTE
EKA	Lead Cashier	Replacement	\$2,842 - \$3,960/Monthly	03/25/2016	FT
EKA	Maintenance Specialist III – Measure Q	New	\$3,459 - \$4,818/Monthly	03/25/2016	FT
EKA	Administrative Office Coordinator – SSSP	New	\$3,459 - \$4,818/Monthly	03/25/2016	FT
	<u>CLOSED (Review, Selection & Interview Process)</u>				
EKA	Instructional Support Specialist II – Art	Replacement	\$15.62 - \$21.76/Hourly	01/29/2016	.33 FTE
EKA	Assistant Professor, Automotive Technology	Replacement	\$3,798 - \$5,292/Monthly	02/19/2015	FT
EKA	Assistant Professor, Chemistry	Replacement	\$4,026 - \$5,292/Monthly	02/12/2016	FT
EKA	Assistant Professor, Counseling	Replacement	\$4,026 - \$5,292/Monthly	02/12/2016	FT
EKA	Assistant Professor, Counseling	New	\$4,026 - \$5,292/Monthly	02/12/2016	FT
EKA	Assistant Professor, Counseling	New	\$4,026 - \$5,292/Monthly	02/12/2016	FT
DN	Assistant Professor, Counseling	New	\$4,026 - \$5,292/Monthly	02/12/2016	FT
EKA	Assistant Professor, Counseling (EOPS/CARE)	New	\$4,026 - \$5,292/Monthly	02/12/2016	FT
EKA	Director of Student Equity & Success	New	\$62,439 - \$90,445/Annually	02/15/2016	FT
EKA	Director and Chief Human Resources Officer	Replacement	\$8,766 – \$12,400/Monthly	02/12/2016	FT
EKA	Assistant Manager, Maintenance and Operations	New	\$50,582 - \$73,270/Annually	02/16/2016	FT
EKA	Assistant Professor, Earth Science (One-Year Replacement)	Replacement	\$4,026 - \$5,292/Monthly	02/19/2016	FT

EKA	Assistant Professor, Forestry/Natural Resources	New	\$3,798 - \$5,292/Monthly	02/12/2016	FT
EKA	Assistant Professor, Mathematics (One-Year Replacement)	Replacement	\$4,026 - \$5,292/Monthly	02/19/2016	FT
	<u>BOARD APPROVAL</u>				
EKA	Custodian I	Replacement	\$2,234 - \$3,113/Monthly	01/08/2016	FT
DN	Student Services Specialist II – DN	Replacement	\$2,580 - \$3,593/Monthly	01/22/2016	FT
EKA	Account Clerk III (Grants/Auxiliary/Bond)	New	\$16.40 - \$22.80/Hourly	03/04/2016	.50 FTE
EKA	Administrative Office Coordinator (Grants/Auxiliary/Bond)	New	\$19.96 - \$27.80/Hourly	03/04/2016	.50 FTE

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

February 24, 2016
Agenda Item # 2.3

SUBJECT: APPROVE/RATIFY CONTRACTS, AGREEMENTS, MOUs

RECOMMENDATION

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

Contract/Agreement/ MOU	Date	Contract Amount	Background
Education Management Assistance Corporation (EdMAC)	12-08-2015	\$5,000 per month	Amended contract to include services as District representative in CRFO Negotiations.
K·COE ISOM	01-14-2016	\$6,000	Review of documents regarding the Mendocino transfer of territory.
Fortuna Adventist Community Services ²	04-06-2016	\$1,680 annual revenue	Lease 1 day per week at the Garberville Instructional site.
Kevin Powers	10-06-2015	\$9,000	Book of the Year author public presentations.

¹Restricted/Bond funds.

²Revenue/Self support. No change to unrestricted general fund budget.

BUDGET IMPLICATIONS

Contracts funded within existing budgets.

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

February 24, 2016
Agenda Item # 2.4

SUBJECT: APPROVE BOND PROJECT STATUS REPORT

RECOMMENDATION

Action is required. The Interim President/Superintendent recommends approving the Bond Project Status Report.

BACKGROUND

This month's report reflects current month Measure Q expenditures of \$164,804. Through January 31, 2016, Measure Q expenditures total \$38,083,176. This month's report also reflects expenditures of the new state funded project, noted under 'Current State Funded Projects' as 'Utility Infrastructure Replacement.' Monthly expenditures totaled \$377,815. The total budget for the utility infrastructure project is \$36,558,000 and is 100% State funded. There is no general fund or Measure Q match.

In November 2004, voters of Humboldt, Mendocino, and Del Norte Counties approved \$40,320,000 in Proposition 39 general obligation bonds. Due to concerns over potential seismic hazards on the Eureka campus, the state awarded the district \$78,990,322 in state facility bond funds for the construction of the new Student Services/Administration/Theater and Academic buildings, and for Utility Infrastructure replacement. With the Student Services/Administration/Theater project complete, the budget for current state funded projects totals \$62,868,109. Project budgets totaling \$107,314,843 have been developed to facilitate completion of Trustee approved state and local funded projects.

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 will be allocated to various projects.

LL/de

RCCD COMPLETED AND/OR CLOSED LOCAL BOND FUND PROJECTS

PROJECT NAME	January 31, 2016	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		253,074
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		\$779,693
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		582,452.53
Fire Technology Equipment & Apparatus Storage		\$4,438
Academic Building (New)		3,289,948
Modernization & Engineering for/Retro/New Construction		695,023
Woodshop Dust Collector		8,000
Emergency Generators		16,809
Replace Seating - Creative Arts & Adm Justice		372
EOPS Furniture for Ergonomic Updates		\$18,397
AT: Repair walkways		\$11,650
EVOQ		\$11,246
AJ: Carpet		\$19,626
AT: Carpet		\$65,875
CA: Carpet includes FM Dental Kitchen PE and CA and Student Union		\$258,096
Sewer Inspection Camera		23,241
4 Video Cameras for PE/Ath		443
Repurposing vacated buildings, incl faculty ofcs		101,130
Technology Network Upgrades		218,659
Mendocino Coast		
Renovate/Repair Buildings - Mendocino		\$4,186
Modernize Main Building: Mendocino		\$5,553,504
Fine Woodworking Building		\$2,830
Science Wing Modernization		\$478,866
Southern Humboldt		
Garberville Instructional Site Purchase/Retrofit		\$1,804,311
Del Norte		
Relocated Del Norte Classrooms		\$79,525
Modernize Main/Art Building: Del Norte		\$3,524,625
101 Corridor		
Culinary Kitchen - Arcata Instructional Site		\$176,433
Jefferson School- Investigation/Feasibility		\$41,607
Budget Transfers to Other Funds		
Construction Technology Program Funding		\$400,000
Block Grant Match- PE Lighting Retrofit		\$100,000
Total Completed and/or Closed Local Bond Fund Projects		\$32,977,002

REDWOODS COMMUNITY COLLEGE DISTRICT
DISTRICT PROP 39 BONDS OF 2004
AND STATE PROP 1D BONDS OF 2006

Current and Budgeted Measure Q Projects

Eureka

Physical & Life Sciences Repurpose or Demo									750,000	-	0
Career and Technical Ed Computer Lab Upgrades									250,000	-	217,965
Physical Education Labs Upgrades									1,478,904	-	315,719
Automotive Technology Lab upgrade									350,000	6,005	223,704
Welding area cover expansion									135,000	-	0
Construction Technology Lab upgrade									250,000	-	88,311
Student Union Upgrade									130,000	-	129,478
Ag Dept. Tompkins Hill barn replacement									130,000	118	126,296
AJ: Replace Decking and Portable Building									70,000	-	8,640
Vehicle Replacement									130,000	-	128,838
Remove Stadium Hazard									375,000	-	0
Large Format Modular Classrooms									145,000	-	15,040
Address SWACC Inspection of Report Deficiencies									28,500	4,135	27,294
Tree Removal									90,000	-	86,000
Assessable Sidewalk to AR & Footpath Near DSPS									45,000	-	20,142

Del Norte

Science Wing Modernization											825,000	220	200,699
Portable Lease/Purchase											24,000	-	16,000
DN Campus Exterior lighting Upgrade to match EKA											25,000	-	0

REDWOODS COMMUNITY COLLEGE DISTRICT
DISTRICT PROP 39 BONDS OF 2004
AND STATE PROP 1D BONDS OF 2006

	New Project @ April 2014	Budgeted Project	Feasibility/Programming	Preliminary Plans	Working Drawings	DSA Approval	Bids & Awards	Construction/In Progress	Closeout	Completed	ADA	Life Safety	Project Budget	Current Month	Cumulative Actual to Date 1/31/16
District Projects															
Mandatory Life Safety													2,007,338	58	1,009,338
Mandatory ADA Compliance													1,280,519	3,715	311,810
Mendocino Center MOU Repairs													100,000	-	6,573
Energy savings, boilers, and bathroom repairs													208,304	19,222	31,667
Technology Infrastructure Upgrades													1,896,167	11,306	1,706,972
Self Service Datatel module													45,000	-	28,232
Document Imaging and Secure Storage													169,000	-	145,491
Project Management													757,000	20,288	746,038
Security, Marquee Upgrades and Fire Alarm													250,000	99,738	113,078
Shively Farm Water System													25,000	-	0
Mandated improvements to wastewater plant													100,000	-	0
Completed Measure Q Projects													32,377,002		32,377,002
Subtotal Local Bond Projects													44,446,734	164,804	38,083,176
Current State Funded Projects															
Eureka															
Utility Infrastructure Replacement													36,558,000	377,815	1,535,978
New Academic Complex (State Funded Portion)													26,310,109	-	26,273,183
Subtotal State Projects													62,868,109	377,815	27,809,161
Total Local Bond and State Project Budget & Costs													107,314,843	542,619	65,892,337
Voter Approved Measure Q Total													40,320,000		40,320,000
Interest & Bond Premium to Date													4,169,914		4,169,914
Total of Committed Q Budgets													(44,446,734)		
Available for Capital Projects													43,180		
Total of Expended Q Budgets															(38,083,176)
Balance Measure Q Funds for Capital Projects															6,406,738

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

February 24, 2016
Agenda Item # 2.5

SUBJECT: APPROVE CURRICULUM CHANGES

RECOMMENDATION

Action is required. The Interim President/Superintendent recommends approval of the attached curriculum changes.

BACKGROUND

The attached curriculum report reflects curriculum changes approved by the Academic Senate since the February, 2016 Board of Trustees meeting.

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

	Courses	Degrees / Certificates
Inactivated	3	0
Revised/Non-Substantive Changes	6	0
Replaced	0	0
New	1	2

Inactivations reflect actions taken to delete courses from the catalog when those courses have not been offered in several years. This allows us to publish, consistent with ACCJC expectations, courses in the catalog that students can expect to see in the course schedule. The courses that have been inactivated are not part of a degree or certificate.

As a matter of principal and practice, new courses and courses with updated content positively impact student learning outcomes, improve overall program quality and supports continuous improvement in meeting ACCJC standards. Similarly, new online courses support CR's commitment to new modalities and accessibility of classes to students. Types of updated course changes include:

- Development of new student and course learning outcomes
- Adjustment of course unit values
- Adjustment of course descriptions to meet current standards
- Reactivation of course(s) to reinvigorate programs

BUDGET IMPLICATIONS

None.

**College of the Redwoods
Summary of Curricular Changes**

01.22.16

DEGREES & CERTIFICATES

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

Program Title	NEW	NONSUB	SUB	INA	Comments/ Summary Changes Discipline Code/ Prerequisite Change
Workplace Performance Certificate of Competency	X				A noncredit Certificate of Competency preparing students with essential professional skills for the workplace. This certificate is the second in a series of three certificates providing workplace training. Students will learn how to be more productive at work and discover effective strategies for providing excellent customer service, managing time more efficiently, and dealing with stress on the job. <u>Program Learning Outcomes:</u> 1. Demonstrate strategies to maintain motivation and improve performance in the workplace
Workplace Leadership Certificate of Competency	X				A noncredit Certificate of Competency in workplace leadership skills. This certificate is the third in a series of three certificates providing workplace training. Student will learn essential leadership skills that are highly valued by employers. Students will discover effective strategies for team-building, problem-solving, conflict management and handling organizational change. They will also examine the importance of professional values in the workplace. <u>Program Learning Outcomes:</u> 1. Demonstrate effective team-building and leadership skills in the workplace

**College of the Redwoods
Summary of Course Changes**

1.22.16

LEGEND

PREFIX = Course prefix; **#** = Course Number; **TITLE** = Course title or title change; **NEW** = New course or large format/distance education proposal first submission; **REV** = Revised course; **REP** = Replaces existing course; **INA** = Inactivated course; **UNITS** = Total Units and hours of new or revised course; **UC** = UC transferable – indicate UC transfer status by placing an A for approved courses and a P for courses pending; **CSU** = CSU transferable – indicate CSU transfer status by placing an A for approved courses and a P for courses pending **CR GE** = credits apply to CR General Education; underlined indicates new CR GE and R for approval removed; **COMMENTS** = Review of outline changes, including prerequisites.

Prefix	#	Title/Title Change	N E W	R E V	R E P	I N A	[Units] Lec/Lab Hrs	U C	C S U	CR GE	Comments/ Summary Changes Discipline Code/ Prerequisite Change
IT	260	Design and Production of a Solid Body Electric Guitar	X				0.0 [0/60]				New noncredit course. A course designed to guide students through the design and construction of a custom solid body electric guitar. <u>Course Learning Outcomes:</u> 1. Select and safely use woodworking hand tools, power tools, and speciality luthier tools 2. Employ the technologies of Computer Aided Design and Computer Numerical Control to automate design and manufacturing tasks. 3. Apply appropriate math, science , and technology concepts into the production and setup of a guitar.
DRAMA	34	Musical Theatre Production				X		A	A		Course inactivation.
DRAMA	40	Independent Study: Drama				X			A		Course inactivation.
ENGL	52	English Lab Practicum				X			A		Course inactivation.

KINS	64	Concepts of Strength Training		X				A	A	<p>Course update. Course ID and number changed from PE-64 to better align with CSU/UC curriculum. Also the Catalog Description updated.</p> <p><u>Course Learning Outcomes:</u></p> <ol style="list-style-type: none"> 1. Identify and manipulate acute program variables to design individualized strength training programs. 2. Describe the various types of training programs to maximize muscle strength, power, hypertrophy, and muscle endurance. 3. Select appropriate exercises to train every major muscle group in the body. 4. Describe the various types of strength training modalities and the advantages and disadvantages of each.
HO	15	Nutrition		X				A	A	<p>Course update. Course outline and learning outcomes updated to better reflect current course and align to CID descriptor.</p> <p><u>Course Learning Outcomes:</u></p> <ol style="list-style-type: none"> 1. Identify nutrients in foods and explain the digestion, absorption, and metabolism of these nutrients. 2. Relate nutrition to health, fitness, and disease. 3. Analyze and evaluate the adequacy of one's own personal diet by applying the dietary guidelines and current nutrition recommendations.

AJ	103	Radar Operator		X			1.0 [1.0/0]			Course update. Changed unit values to better match hours. <u>Course Learning Outcomes:</u> 1. Identify the purpose of radar within law enforcement. 2. Demonstrate ability to conduct visual estimations of vehicle speed accurately. 3. Operates police radar properly including pre-use inspection.
AJ	106	Field Training Officer Update		X			1.0 [1.0/0]			Course update. Changed unit values to better match hours. <u>Course Learning Outcomes:</u> 1. Identify the effect(s) of identified ethical issues on the FTO/Trainee relationship. 2. Contrast the difference between training and evaluation, and recognize how both compliment each other in a successful field training program. 3. Comprehend current trends in personal and agency civil liability.

AJ	81	Basic Law Enforcement Academy Module III		X					A	<p>Course update. Course approved for Distance Education via interactive-video based instruction.</p> <p><u>Course Learning Outcomes:</u></p> <ol style="list-style-type: none"> 1. Demonstrate proper arrest and control techniques. 2. Analyze crime scenarios and apply applicable law to determine if a violation of law has occurred, especially in Laws of Arrest, Search and Seizure, and Use of Force. 3. Demonstrate a minimum level of proficiency of handgun usage. 4. Demonstrate proficiency in basic First Aid and CPR.
AJ	82	Basic Law Enforcement Academy Module II		X					A	<p>Course update. Course approved for Distance Education via interactive-video based instruction.</p> <p><u>Course Learning Outcome:</u></p> <ol style="list-style-type: none"> 1. Demonstrate proper arrest and control techniques. 2. Analyze crime scenarios and apply applicable law to determine if a violation of law has occurred. 3. Demonstrate understanding of current court decisions and how they affect law enforcement procedures (e.g., Miranda Rights). 4. Demonstrate a minimum level of handgun proficiency in both night and day conditions.

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

February 24, 2016
Agenda Item # 3.1

SUBJECT: APPROVE MONTHLY FINANCIAL STATUS REPORT

RECOMMENDATION

Action is required. The Interim President/Superintendent recommends that the Board of Trustees approve the monthly Financial Status Report for year-to-date activity through January 31, 2016 for the 2015-16 fiscal year.

BACKGROUND

This report covers the period of July 1, 2015 to January 31, 2016, and shows unrestricted general fund revenue and expenditures. With Chancellor's Office fiscal stability funding, apportionment revenue is secure for this year, but is at risk if enrollments drop next year. Again this month, actual revenue from the State increased. The increase reflects the State continuing to catch up on apportionment payments for the one-time mandate reimbursements. The Chancellor's Office noted that we will receive larger reimbursements for three months, then normal monthly payments thereafter. Therefore, we expect one more month of catch up payments after this month.

Year-to-date expenditures are higher than last year, but still on track. Some of the increase reflects one-time retroactive payroll paid out earlier this year. Also, we are reviewing expenditures, particularly the services and the capital outlay, for items to record in bond funds, grants, auxiliaries, etc.

In last month's report, the actual Transfers Out included a \$700,000 transfer to the capital fund to support District capital needs. Also, \$225,000 is being transferred out to serve as a set aside for upcoming increases in CalPERS/STRS pension fund costs. These two items account for the \$925,000 currently reflected in actual Transfers Out. At year-end, we will analyze the fund balance to determine if the remaining \$75,000 can be transferred to the pension set-aside. We had held these general fund transfers out until now, pending the State releasing the cash to support the one-time mandate reimbursements and property tax receipts.

Purchase Order and CalCard Reports

Last month, we included the first of the newly revised purchase order and Cal Card reports. The reports are included again this month. The reports are sorted by fund type and include section subtotals. These reports are intended to provide additional detail of the financial activity occurring in the District's accounting records over the period reviewed, January 1, 2016 to January 31, 2016.

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 December 31, 2015.

REDWOODS COMMUNITY COLLEGE DISTRICT

Unrestricted General Fund

Fiscal Year 2015-16

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE	Object Range	A		Current Budget	B	B/A	Prior Yr Actual to Budget Percent
		Final Adopted Budget	Year to Date Adjustments		January 58% Year-to-date Actual	Current Actual to Budget Percent	
<i>Description</i>							
REVENUES:							
Federal Sources	8100-8199	\$ 100,598	\$	\$ 100,598	\$ 794	0.8%	0.0%
State Sources (3936 FTES)							
SB 361 State Support	8611 / 8671-8672	10,464,177	(80,000)	10,384,177	7,758,883	74.7%	58.3%
SB 361 Prop 30 EPA		4,454,436		4,454,436	2,284,084	51.3%	50.1%
CA State Lottery	000 / 8681	434,579		434,579	0	0.0%	29.3%
Other Revenue (Including One-Time)	8600-8699	2,963,279		2,963,279	1,966,305	66.4%	87.6%
Local Sources							
SB 361 Enrollment Fees	8874	1,191,321		1,191,321	1,085,345	91.1%	97.3%
SB 361 Property Taxes	8811-8818	9,238,849		9,238,849	4,616,251	50.0%	56.8%
Non-Resident Tuition	8880	720,000		720,000	597,233	82.9%	108.7%
Other Revenue	8820-8899	190,000		190,000	144,373	76.0%	22.1%
Total Revenue		\$ 29,757,239	\$ (80,000)	\$ 29,677,239	\$ 18,453,267	62.2%	55.2%
EXPENDITURES:							
Academic Salaries	1000-1999	\$ 12,005,427	\$	\$ 12,005,427	\$ 6,891,486	57.4%	61.0%
Other Staff Salaries	2000-2999	4,916,532		4,916,532	3,279,209	66.7%	62.0%
Employee Benefits	3000-3999	5,423,204		5,423,204	3,447,448	63.6%	52.3%
Supplies	4000-4999	288,045		288,045	214,395	74.4%	40.9%
Services	5000-5999	3,133,560		3,133,560	2,590,368	82.7%	59.3%
Capital Outlay	6000-6999	73,057		73,057	80,548	110.3%	38.9%
Reserve, Contingency and One-Time Exp		2,021,286		2,021,286	0	0.0%	
Total Expenditures		\$ 27,861,111	\$ 0	\$ 27,861,111	\$ 16,503,454	59.2%	56.0%
EXCESS REVENUES (EXPENDITURES)		\$ 1,896,128	\$ (80,000)	\$ 1,816,128	\$ 1,949,813		
OTHER FINANCING SOURCES/(USES):							
Transfers In	8981-8989	\$ 0	\$	\$ 0	\$ 0		
Transfers Out	7200-7399	(1,461,280)		(1,461,280)	(925,000)	63.3%	100.0%
Student Financial Aid	7500-7699	0	(35,000)	(35,000)	(22,834)	65.2%	53.2%
Total Other Sources (Uses)		\$ (1,461,280)	\$ (35,000)	\$ (1,496,280)	\$ (947,834)		
FUND BALANCE INCREASE (DECREASE)		434,848	(115,000)	319,848	1,001,979		
BEGINNING FUND BALANCE:							
Beginning Balance	9790	\$ 1,597,720	\$ 41,690	\$ 1,639,410	\$ 1,639,410		
Reserve for PERS/STRS pension costs		75,000		75,000			
ENDING FUND BALANCE		\$ 1,957,568	\$	\$ 1,884,258	\$ 2,641,389		
Fund Balance Percent		6.66%		6.40%			

CAL CARD REPORT**FY 2015-16****JANUARY****1/1/16-1/31/16**

<u>Item GL Number</u>	<u>Program</u>	<u>Description</u>	<u>Reference No.</u>	<u>Date</u>	<u>Amount</u>
11006-1054-000-6770-55641	GENERAL - ALL	Software Maintenance Contract	V0334317	1/31/2016	\$ 25
11006-1054-000-6770-55850	GENERAL - ALL	Advertising	V0334317	1/31/2016	\$ 74
11006-3027-000-6130-55285	GENERAL - ALL	Staff Travel	V0334510	1/31/2016	\$ 763
11006-3027-000-6780-55641	GENERAL - ALL	Software Maintenance Contract	V0334317	1/31/2016	\$ 300
11006-3027-000-6780-56460	GENERAL - ALL	New Software > \$200	V0334317	1/31/2016	\$ 249
11006-3027-175-6780-56480	Mandated Payments - One-time funds	New Furn/Equip > \$200	V0334317	1/31/2016	\$ 436
11006-4020-002-1002-54300	Arts and Languages	Instructional Supplies	V0334493	1/31/2016	\$ 137
11006-4020-002-1002-54300	Arts and Languages	Instructional Supplies	V0334493	1/31/2016	\$ 34
11006-4020-003-1701-54300	Mathematics	Instructional Supplies	V0335406	1/31/2016	\$ 225
11006-4020-004-0614-54300	Information Sciences	Instructional Supplies	V0335382	1/31/2016	\$ 74
11006-4020-007-2105-54720	Law Enforcement Training	Tools & Equip < \$200	V0334518	1/31/2016	\$ 33
11006-4020-007-2105-55641	Law Enforcement Training	Software Maintenance Contract	V0334518	1/31/2016	\$ 85
11006-4020-008-0114-54300	Applied Technology	Instructional Supplies	V0335382	1/31/2016	\$ 89
11006-4020-008-0114-54300	Applied Technology	Instructional Supplies	V0335382	1/31/2016	\$ 72
11006-4020-008-0953-55320	Applied Technology	Membership Fees	V0335382	1/31/2016	\$ 100
11006-4020-016-1905-54300	Science and Engineering	Instructional Supplies	V0335406	1/31/2016	\$ 40
11006-4020-020-6600-55820	Academic Affairs	Postage & Delivery	V0334352	1/31/2016	\$ 150
11006-4020-080-2105-54300	Police Academy	Instructional Supplies	V0334518	1/31/2016	\$ 88
11006-4020-080-2105-54300	Police Academy	Instructional Supplies	V0334518	1/31/2016	\$ 18
11006-4020-080-2105-54300	Police Academy	Instructional Supplies	V0334518	1/31/2016	\$ 10
11006-4020-080-2105-54300	Police Academy	Instructional Supplies	V0334518	1/31/2016	\$ 119
11006-4020-094-6600-54710	Dean of Athletics, Health, CDC	Food Purchases	V0334507	1/31/2016	\$ 76
11006-4020-100-6010-54300	Science Div Office	Instructional Supplies	V0335406	1/31/2016	\$ 85
11006-4020-100-6010-54300	Science Div Office	Instructional Supplies	V0335406	1/31/2016	\$ 15
11006-4020-100-6010-54300	Science Div Office	Instructional Supplies	V0335406	1/31/2016	\$ 145
11006-4020-101-6010-54500	Humanities Div Office	Office Supplies	V0334493	1/31/2016	\$ 54
11006-4020-101-6010-54500	Humanities Div Office	Office Supplies	V0334493	1/31/2016	\$ 128
11006-4020-101-6010-54500	Humanities Div Office	Office Supplies	V0334493	1/31/2016	\$ 29
11006-4020-102-6010-55850	Occupations & Career Div Office	Advertising	V0335382	1/31/2016	\$ 489
11006-5024-000-6150-56455	GENERAL - ALL	New Technology Equip > \$1000	V0335391	1/31/2016	\$ 87
11006-5024-000-6150-56455	GENERAL - ALL	New Technology Equip > \$1000	V0335391	1/31/2016	\$ 42
11006-5024-000-6150-56455	GENERAL - ALL	New Technology Equip > \$1000	V0335391	1/31/2016	\$ 187
11006-5024-000-6150-56455	GENERAL - ALL	New Technology Equip > \$1000	V0335391	1/31/2016	\$ 224
11006-5030-000-6600-55641	GENERAL - ALL	Software Maintenance Contract	V0334317	1/31/2016	\$ 1,728

11006-5231-000-6310-54500	GENERAL - ALL	Office Supplies	V0334107	1/31/2016	\$	38
11006-5231-000-6310-54500	GENERAL - ALL	Office Supplies	V0334107	1/31/2016	\$	21
11006-5305-041-6960-55222	Athletics	Team Travel Basketball	V0334350	1/31/2016	\$	1,800
11006-5305-041-6960-55222	Athletics	Team Travel Basketball	V0334507	1/31/2016	\$	22
11006-6050-000-6600-55614	GENERAL - ALL	Equip Repair, Vehicles	V0335382	1/31/2016	\$	155
11006-6051-000-6720-54500	GENERAL - ALL	Office Supplies	V0335400	1/31/2016	\$	116
11006-6051-000-6720-54500	GENERAL - ALL	Office Supplies	V0335400	1/31/2016	\$	58
11006-6051-000-6720-54500	GENERAL - ALL	Office Supplies	V0335400	1/31/2016	\$	53
11006-6051-000-6720-55212	GENERAL - ALL	Staff Development	V0334510	1/31/2016	\$	494
11006-6051-000-6720-55320	GENERAL - ALL	Membership Fees	V0334510	1/31/2016	\$	50
11006-6052-000-6510-54652	GENERAL - ALL	Carpenter Supplies	V0335391	1/31/2016	\$	70
11006-6052-000-6510-54654	GENERAL - ALL	Painting Supplies	V0335391	1/31/2016	\$	384
11006-6052-000-6510-54654	GENERAL - ALL	Painting Supplies	V0335391	1/31/2016	\$	147
11006-6052-000-6510-54656	GENERAL - ALL	Plumbing Supplies	V0335391	1/31/2016	\$	84
11006-6052-000-6510-54656	GENERAL - ALL	Plumbing Supplies	V0335391	1/31/2016	\$	16
11006-6052-000-6510-54656	GENERAL - ALL	Plumbing Supplies	V0335391	1/31/2016	\$	117
11006-6052-000-6510-54656	GENERAL - ALL	Plumbing Supplies	V0335391	1/31/2016	\$	10
11006-6052-000-6510-54676	GENERAL - ALL	Sewer System Supplies	V0335391	1/31/2016	\$	69
11006-6052-000-6510-54676	GENERAL - ALL	Sewer System Supplies	V0335391	1/31/2016	\$	251
11006-6052-000-6510-54676	GENERAL - ALL	Sewer System Supplies	V0335391	1/31/2016	\$	542
11006-6052-000-6510-54676	GENERAL - ALL	Sewer System Supplies	V0335391	1/31/2016	\$	213
11006-6052-000-6510-55320	GENERAL - ALL	Membership Fees	V0335391	1/31/2016	\$	60
11006-6052-000-6530-54655	GENERAL - ALL	New Technology Equip > \$1000	V0335391	1/31/2016	\$	273
11006-6052-000-6530-54655	GENERAL - ALL	New Technology Equip > \$1000	V0335391	1/31/2016	\$	81
11006-6052-000-6550-54665	GENERAL - ALL	Gardening Supplies	V0335391	1/31/2016	\$	295
11006-6052-074-6510-55630	Southern Humboldt Branch	Building Repair	V0335391	1/31/2016	\$	642
11006-6057-000-6770-54710	GENERAL - ALL	Food Purchases	V0334367	1/31/2016	\$	43
11006-7070-000-0401-54300	GENERAL - ALL	Instructional Supplies	V0335406	1/31/2016	\$	185
11006-7070-000-6010-54500	GENERAL - ALL	Office Supplies	V0335387	1/31/2016	\$	69
11007-8071-000-6530-54655	GENERAL - ALL	New Technology Equip > \$1000	V0335391	1/31/2016	\$	27
11007-8071-000-6530-54655	GENERAL - ALL	New Technology Equip > \$1000	V0335391	1/31/2016	\$	142
Total 110 UnRestricted General Fund						\$ 12,937

11012-4020-V60-0953-54720	CTEA Block Grant	Tools & Equip < \$200	V0334510	1/31/2016	\$	305
11012-4020-V60-0953-54720	CTEA Block Grant	Tools & Equip < \$200	V0334510	1/31/2016	\$	337
11040-5439-307-6430-54500	EOPS	Office Supplies	V0334106	1/31/2016	\$	182
11040-5439-307-6430-55285	EOPS	Staff Travel	V0334106	1/31/2016	\$	113

11044-5232-142-6310-55285	TANF	Staff Travel	V0335385	1/31/2016	\$	32
11044-5232-142-6310-55285	TANF	Staff Travel	V0335385	1/31/2016	\$	32
11044-5232-142-6310-55285	TANF	Staff Travel	V0335385	1/31/2016	\$	584
11044-5232-142-6310-55285	TANF	Staff Travel	V0335385	1/31/2016	\$	584
11044-5232-142-7320-57630	TANF	Payments on behalf of Students	V0335385	1/31/2016	\$	270
11044-5232-144-6410-54500	Calworks	Office Supplies	V0335385	1/31/2016	\$	397
11047-5036-314-6310-55212	Credit Student Success	Staff Development	V0334107	1/31/2016	\$	900
11053-5049-049-1305-54710	Foster Parent Training	Food Purchases	V0334428	1/31/2016	\$	121
11059-4020-137-6190-56480	IELM	New Furn/Equip > \$200	V0334507	1/31/2016	\$	2,796
11059-5030-346-6750-55212	14/15 Basic Skills	Staff Development	V0334344	1/31/2016	\$	737
11059-5030-346-6750-55212	14/15 Basic Skills	Staff Development	V0334344	1/31/2016	\$	359
11066-4020-000-6600-54500	GENERAL - ALL	Office Supplies	V0334510	1/31/2016	\$	398
11066-4020-000-6600-54500	GENERAL - ALL	Office Supplies	V0334510	1/31/2016	\$	84
11067-4020-121-6600-54720	ABEG-Adult Ed Block Grant	Tools & Equip < \$200	V0335391	1/31/2016	\$	54
11071-6058-148-6950-55614	Parking	Equip Repair, Vehicles	V0334367	1/31/2016	\$	104
Total 110 Restricted General Fund						\$ 8,391

13300-4020-018-0000-54730	Child Development Center	Miscellaneous Supplies	V0335388	1/31/2016	\$	37
13300-4020-018-0000-54730	Child Development Center	Miscellaneous Supplies	V0335388	1/31/2016	\$	19
13356-4020-334-0000-54300	State Preschool	Instructional Supplies	V0335388	1/31/2016	\$	34
13356-4020-334-0000-54300	State Preschool	Instructional Supplies	V0335388	1/31/2016	\$	46
13357-4020-335-0000-54300	State Toddler	Instructional Supplies	V0335388	1/31/2016	\$	31
Total 133 Child Development Fund						\$ 166

13903-1054-193-0000-55884	Library Printers	Bank Card Expense	V0334349	1/31/2016	\$	2
13903-4020-045-0000-54300	Math Text Royalties	Instructional Supplies	V0335406	1/31/2016	\$	754
13903-4020-045-0000-55610	Math Text Royalties	Equip Repair, Instruction	V0335406	1/31/2016	\$	500
13903-4020-045-0000-55610	Math Text Royalties	Equip Repair, Instruction	V0335406	1/31/2016	\$	395
13903-4020-140-2105-56480	Firearms Range	New Furn/Equip > \$200	V0334518	1/31/2016	\$	1,388
13903-4020-164-2105-55614	Skid Car Project	Equip Repair, Vehicles	V0334518	1/31/2016	\$	108
13903-4020-327-1701-54720	Math Calculators	Tools & Equip < \$200	V0335406	1/31/2016	\$	427
13983-5733-033-0000-54650	Residence Halls	Maintenance Supplies	V0335403	1/31/2016	\$	174
13983-5733-033-0000-54650	Residence Halls	Maintenance Supplies	V0335403	1/31/2016	\$	196
13983-5733-033-0000-54650	Residence Halls	Maintenance Supplies	V0335403	1/31/2016	\$	38
13983-5733-033-0000-54710	Residence Halls	Food Purchases	V0335403	1/31/2016	\$	331
13983-5733-033-0000-54710	Residence Halls	Food Purchases	V0335403	1/31/2016	\$	103

Total 139 Other Special Revenue Fund**\$ 4,416**

14197-6052-Q51-0000-56480 District Wide ADA & Safety
14197-8071-Q52-0000-55630 Campus Safety Alerts
14197-8071-Q52-0000-55630 Campus Safety

New Furn/Equip > \$200
Building Repair
Building Repair

V0335391 1/31/2016 \$ 141
V0335391 1/31/2016 \$ 317
V0335391 1/31/2016 \$ 206

Total 141 Capital Outlay Fund**\$ 664**

17100-5040-000-0000-55641 GENERAL - ALL

Software Maintenance Contract

V0335381 1/31/2016 \$ 63

Total 171 Associate Student Body**\$ 63**

28945-0000-A01-0000-54710 Special Athletic Fund
28945-0000-A01-0000-54730 Special Athletic Fund
28945-0000-A03-0000-54300 Woman's Basketball
28945-0000-A03-0000-54710 Woman's Basketball
28945-0000-A04-0000-54710 Football Trust Fund
28945-0000-A06-0000-54300 Men's Basketball
28945-0000-A14-0000-54300 Cross Country Trust

Food Purchases
Miscellaneous Supplies
Instructional Supplies
Food Purchases
Food Purchases
Instructional Supplies
Instructional Supplies

V0334424 1/31/2016 \$ 27
V0334507 1/31/2016 \$ 62
V0334507 1/31/2016 \$ 40
V0334507 1/31/2016 \$ 56
V0334425 1/31/2016 \$ 52
V0334507 1/31/2016 \$ 33
V0334372 1/31/2016 \$ 304

Total 289 Foundation Fund**\$ 574****Total All Cal Card Expenditures 1/1/16 - 1/31/16****\$ 27,211**

PURCHASE ORDER REPORT**2015-16****01/01/2016 - 01/31/2016**

PO #	Date	Vendor	Program	Description	Amount
B0009371	1/13/2016	Education Management and Assis	Mandate One-Time Pay	Contract Services	20,947.50
P0022724	1/21/2016	Yosemite Community College Dis	General	Advertising	500
P0022707	1/21/2016	Dell Computer Corp	Mandate One-Time Pay	New Furn/Equip >\$200	1,772.71
P0022708	1/21/2016	Dell Computer Corp	Mandate One-Time Pay	New Furn/Equip >\$200	1,082.98
P0022689	1/12/2016	Bill Ryder	Arts and Languages	Personal Service Con	1,100.00
P0022736	1/29/2016	CDW Government Inc	Applied Technology	Instructional Suppli	547.48
B0009376	1/21/2016	Hardy Diagnostics	Science and Engineer	Instructional Suppli	746.82
B0009377	1/21/2016	Carolina Biological Supply Com	Science and Engineer	Instructional Suppli	298.68
B0009379	1/21/2016	Fisher Scientific Co LLC	Science and Engineer	Instructional Suppli	937.86
P0022722	1/21/2016	Triarch Incorporated	Science and Engineer	Instructional Suppli	259.2
P0022735	1/29/2016	CDW Government Inc	Academic Affairs	Office Supplies	451.96
P0022697	1/19/2016	Western Regional Honors Council	Honors Program	Membership Fees	75
B0009382	1/29/2016	Cash and Carry Smart Food Serv	Occupational & Caree	Instructional Suppli	300
B0009383	1/29/2016	Safeway Inc	Occupational & Caree	Instructional Suppli	300
P0022732	1/29/2016	Winco Foods	Occupational & Caree	Instructional Suppli	300
B0009372	1/19/2016	SIGMA Threat Management Associ	Mandate One-Time Pay	Contract Services	7,000.00
P0022733	1/29/2016	Golden State Umpires Associati	Athletics	Officials	6,020.00
P0022701	1/19/2016	North Valley Bank	Athletics	Team Travel Baseball	900
P0022702	1/19/2016	North Valley Bank	Athletics	Team Travel Baseball	900
P0022703	1/19/2016	North Valley Bank	Athletics	Team Travel Baseball	1,200.00
P0022704	1/19/2016	North Valley Bank	Athletics	Team Travel Baseball	1,200.00
P0022717	1/21/2016	North Valley Bank	Athletics	Team Travel Baseball	450
P0022718	1/21/2016	North Valley Bank	Athletics	Team Travel Baseball	900
P0022719	1/21/2016	North Valley Bank	Athletics	Team Travel Baseball	1,350.00
P0022727	1/29/2016	North Valley Bank	Athletics	Team Travel Baseball	1,200.00
P0022709	1/21/2016	North Valley Bank	Athletics	Team Travel Women's	900
P0022710	1/21/2016	North Valley Bank	Athletics	Team Travel Women's	900
P0022711	1/21/2016	North Valley Bank	Athletics	Team Travel Women's	900
P0022712	1/21/2016	North Valley Bank	Athletics	Team Travel Women's	900
P0022713	1/21/2016	North Valley Bank	Athletics	Team Travel Women's	900
P0022714	1/21/2016	North Valley Bank	Athletics	Team Travel Women's	900

PO #	Date	Vendor	Program	Description	Amount
P0022715	1/21/2016	North Valley Bank	Athletics	Team Travel Women's	360
B0009368	1/12/2016	Envoy Plan Services, Inc.	General	Contract Services	1,300.00
B0009368	1/12/2016	Envoy Plan Services, Inc	General	Contract Services	1,300.00
P0022706	1/19/2016	Humboldt Bay Fire Joint Powers	General	Fire District Contra	1,944.23
P0022731	1/29/2016	Proforma Wholey Impressions	General	Office Supplies	682.48
P0022705	1/19/2016	Hopkins Technical Products Inc	General	Sewer System Supplie	2,546.34
P0022734	1/29/2016	State Water Resources Control	General	Membership Fees	140
P0022694	1/19/2016	Waynes Maples Plumbing & Heati	General	Scheduled Maintenanc	3,510.00
P0022725	1/25/2016	RWS Services	General	New Furn/Equip >\$200	264.6
P0022721	1/21/2016	Bedliners Plus	General	Equipment Repair, Ve	1,100.00
B0009369	1/12/2016	Hardy Diagnostics	General	Instructional Suppli	1,072.45
B0009370	1/12/2016	Carolina Biological Supply Com	General	Instructional Suppli	1,331.21
P0022691	1/12/2016	Ward's Natural Science Est LLC	General	Instructional Suppli	157.89
Total 110 Unrestricted General Fund					\$ 71,849
B0009367	1/12/2016	Ferndale Veterinary	CTEA Block Grant	Instructional Suppli	850
P0022723	1/21/2016	Toon Boom Animation, Inc	CTEA Block Grant	Software < \$200	2,325.00
P0022729	1/29/2016	CDW Government Inc	CTEA Block Grant	New Furn/Equip >\$200	1,841.01
P0022692	1/12/2016	B & H Photo Video Inc	CTEA Block Grant	Tools and Equipment	4,859.68
P0022699	1/19/2016	Heiberg Consulting Inc	SSS - TRIO - Eureka	New Software >\$200	1,798.00
B0009378	1/21/2016	Humboldt County Office of Educ	WIA Resource Code 39	Contract Services	25,000.00
B0009373	1/19/2016	El-A Apparel	General	Contract Services	2,800.00
P0022693	1/12/2016	Sierra School Equipment Compan	Inst Eq/Lib Matl - E	New Furn/Equip >\$200	35,325.72
B0009381	1/29/2016	Olympus America Inc	Inst Eq/Lib Matl - E	New Furn/Equip >\$200	108,404.67
P0022716	1/21/2016	Classtech	14/15 Basic Skills	New Furn/Equip >\$200	2,706.53
P0022730	1/29/2016	Foundation for California Comm	14/15 Basic Skills	Membership Fees	1,000.00
P0022720	1/21/2016	CDW Government Inc	Enrollment Growth FY	Technology Equip >\$1	5,901.08
P0022728	1/29/2016	Classtech	Enrollment Growth FY	Technology Equip >\$1	10,363.68
P0022695	1/19/2016	Humboldt County Office of Educ	General	Contract Services	3,500.00
P0022696	1/19/2016	Humboldt County Office of Educ	General	Contract Services	3,500.00
Total 110 Restricted General Fund					\$ 210,175
P0022725	1/25/2016	RWS Services	Child Development Ce	New Furn/Equip >\$200	264.6

PO #	Date	Vendor	Program	Description	Amount
P0022698	1/19/2016	Winco Foods	General	Food Purchases	1,000.00
Total 133	Child Development Fund				\$ 1,265
B0009385	1/29/2016	Patterson Dental Supply Inc	Dental Assisting	Instructional Suppli	700
B0009388	1/29/2016	Norman's Dry Cleaners	Dental Assisting	Laundry Service	200
B0009374	1/19/2016	Napa Auto Parts	Skid Car Project	Equipment Repair, Ve	500
P0022700	1/19/2016	Jennifer L. Bailey	Visiting Writers Ser	Personal Service Con	300
P0022738	1/29/2016	Thrifty Supply Co	Dining Services	Equipment Repair Mac	1,468.13
Total 139	Other Special Revenue Fund				\$ 3,168
P0022726	1/29/2016	Mobley Construction	General	Contract Services	600
P0022737	1/29/2016	County of Humboldt	Utility Infrastructu	Site Improvement	2,605.34
P0022690	1/12/2016	The Triplicate	DN Science Lab	Advertising	487.1
B0009366	1/12/2016	LACO Associates	Mandatory Life Safet	Contract Services	9,250.00
B0009384	1/29/2016	Del Biaggio Construction	Mandatory Life Safet	Contract Services	4,170.00
B0009380	1/28/2016	Communications Cabling Systems	Mandatory Life Safet	Maintenance Service	9,215.00
Total 141	Capital Projects Outlay Fund				\$ 26,327
B0009375	1/19/2016	Condensed Curriculum Internati	Customized Training	Contract Services	14,807.65
B0009386	1/29/2016	Mr. Thomas L. Whitchurch	House 41	Buildings	2,000.00
B0009387	1/29/2016	Ms. Anne M. McQueeney	House 41	Buildings	500
Total 159	Other Enterprise Fund				\$ 17,308
Grand Total - All Purchase Orders					\$ 330,093

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

February 24, 2016
Agenda Item # 3.2

SUBJECT: AWARD CONTRACT ON PUBLIC BID FOR DEL NORTE NEW SCIENCE LABORATORY PROJECT

RECOMMENDATION

Action is required. The Interim President/Superintendent recommends awarding the Del Norte New Science Laboratory Project contract to the lowest qualified bidder, Cal Electro, Inc. of Redding, California, for \$1,503,000.

BACKGROUND

The District solicited bids for the Del Norte New Science Laboratory Project through a public bid. Seven bids were received. The low bid was \$1,503,000, the next to lowest bid was \$1,504,320, and the highest bid was \$1,621,000. By State law, the contract must be awarded to the lowest qualified bidder, or the District must reject all bids. The project remediates the following deficiencies:

- Mandatory improvements necessary for ADA and life safety:
 - Backup generator to cool the cadaver room and for emergency lighting, and upgrades to the cadaver storage facilities.
 - Extensive improvements to ADA accessible pathways.
 - Improvements to campus fire lanes.
- The new laboratory facility will allow all lab sections to be offered in Del Norte creating parity with the Eureka campus. Biology AA degree recently added degree requirements for Chemistry labs and RN Bridge requires Chemistry lab as well.
- The existing Science lab has extensive code deficiencies, such as inadequate flume hood ventilation, grandparented fire detection equipment, inadequate supply lines and drains, unsafe equipment, and deficient cadaver storage facilities.
 - For Fall 2016, seven Biology sections are scheduled (BIO 6, 8, and 15) that will have serious ventilation problems in the existing DN Science lab. This could impact up to 168 students at full capacity.
 - For Fall 2016, at least one section of Chemistry 2 will probably be cancelled due to limited lab space and ventilation problems. This could impact up to 24 students.

The construction bid is higher than the architect's estimate. Administration considered reducing the scope of the project. However, a scope reduction would have eliminated the backup power and/or reduced the lab, so that the full slate of lab courses could not be offered. Rejecting all bids and starting over was also considered. However, the project was already scoped down in square footage when it moved from a modular design to stick built, and the equipment and

appliances specified are in the mid-price range. Quality and functionality would suffer from shifting to lesser equipment. Total cost of ownership may actually increase if equipment must be replaced sooner.

The project was reviewed and discussed at a special Budget Planning Committee meeting on February 17, 2016 with the committee recommending to the Interim President/Superintendent that the project should move forward.

As a result, the project can be funded from a combination of local bond funds and an anticipated 2016-17 categorical physical plant allocation. Based on the Governor's January 2016 Budget Proposal, we expect about \$975,000 in categorical physical plant and instructional equipment allocation for 2016-17. We would set aside \$555,000 to augment this project budget. By bringing this action item to the March 2016 Board of Trustees meeting, the construction timeline will not allow for Fall 2016 occupancy. However, late start Fall 2016 classes may be possible, provided the construction timeline proceeds on schedule.

If construction of a new Science lab does not move forward, the District will spend a significant budget to partially remediate the existing lab to repair vent hoods, fire detection equipment and may be forced to cut into the existing foundation to replace drain and supply lines. The District will also be required to move forward with ADA accessible pathway improvements and will need to bring the cadaver storage facility up to minimum requirements, including backup power for cooling equipment. This level of work on the existing lab would be costly, but still would not provide the Del Norte center with facilities comparable to labs in Eureka.

This action helps the District meet Accreditation Standard III.B.1. *The institution assures safe and sufficient physical resources at all locations where it offers courses, programs, and learning support services. They are constructed and maintained to assure access, safety, security, and a healthful learning and working environment,* and 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* and III.C.4. *Institutional planning reflects a realistic assessment of financial resource availability, development of financial resources, partnerships, and expenditure requirements.*

BUDGET IMPLICATIONS

The project will be funded with bond fund budget and 2016-17 categorical physical plant funds. Del Norte Science Laboratory Capital Construction Project:

1,200,000	Measure Q/B budget
1,503,000	Construction bid - Cal Electro
303,000	Higher bid than expected
345,540	Additional funds for testing, inspectors, DSA costs, change order budget, plus 5% contingency
648,540	Remaining expenditures
555,000	2016-17 categorical physical plant funds
93,540	Capital or bond funds augment
648,540	Additional funding to complete the project

REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

February 24, 2016
Agenda Item # 3.3

SUBJECT: APPROVE NOTICE OF PROPOSED LEASE - GARBERVILLE

RECOMMENDATION

Action is required. The Interim President/Superintendent recommends approval of the following Notice of Proposed Lease:

NOTICE OF PROPOSED LEASE

The Redwoods Community College District is considering the approval of a lease of certain office space at the Garberville Instructional Site based at \$1.00 per square foot per month dependent upon the actual amount of leased space and use for a term not to exceed five years.

The Governing Board will consider this lease at its meeting of February 24, 2016, at 11:00 a.m., at 7351 Tompkins Hill Road, Eureka CA. The public is invited to attend and provide comments regarding this proposal.

BACKGROUND

It is the intent of the District to enter into a lease for the use of space in the building at the Garberville Instructional site one day per week for a period up to five years. This space is not needed and will not be used by the District for educational purposes. Lease of vacant buildings was identified as a potential 2012-13 Budget Balancing Option through the Budget Planning Committee.

In accordance with Board Policy BP 6500 and Education Code 81378.1, the District will publish the above listed public notice in a local newspaper. It is anticipated that Trustees will be asked to approve a lease agreement at its April meeting.

BUDGET IMPLICATIONS

Cost is minimal to publish the public notice. If a lease agreement is reached, revenue will be generated.

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

February 24, 2016
Agenda Item # 3.5

SUBJECT: ASSESSMENT REPORT

RECOMMENDATION

For information only. No action required.

BACKGROUND

In preparation for assessment of the new general education outcomes, faculty participated in a FLEX session to learn about, and conduct, general education outcome mapping and the associated assessment process. Faculty mapped course learning outcomes to general education outcomes using a new online tool to facilitate this work. Assessment dialogue will take place when discipline faculty teaching courses that map to a general education outcome meet to review the extent to which students are attaining the outcomes. This will streamline the previous process, which requires faculty to gain additional data to assess general education outcomes. In addition, this process will allow the District to demonstrate a clear link between course, general education, and institutional learning outcomes.

The Assessment Committee continues to refine the assessment process. They are discussing new ways of facilitating the “closing the loop” process that will result in fewer open loops. They are working with members of Distance Education to use the learning mastery tool in Canvas. This could serve as a way of gathering data about individual students to address the new accreditation standard which requires SLO assessment be disaggregated by student group. They have also created a four-year cycle to assess the new general education outcomes.

The Deans, Associate Deans, and Directors are helping to monitor assessment activity so that all possible course and program outcomes are assessed in the current 4-year cycle, which ends this spring. The assessment committee provided to each Dean a list of course and program outcomes in their area that have yet to be assessed. This report showed very good progress, with over 90% of courses and 100% of programs with at least one outcome assessed. Faculty, deans, associate deans, and directors are working to ensure that additional outcomes are assessed. Approximately 80% of courses and 70% of all programs have all outcomes assessed, but this percentage is rising thanks to dedicated faculty and staff.

BUDGET IMPLICATIONS

None.

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

February 24, 2016
Agenda Item # 3.4

SUBJECT: ACCREDITATION UPDATE

RECOMMENDATION

For information only. No action required.

BACKGROUND

Accreditation Oversight Committee (AOC)

Members of all constituent groups, including Senate, CSEA, Management Council and Administration are working together to make sure that everyone has a voice and can contribute to the accreditation process. Members of the past AOC met with faculty and staff leadership to determine the most effective structure for a new committee. The intent is to have this be a standing committee that will review the evidence and write up of each section of the Self Evaluation as it is written. The AOC will allow for wide participation of faculty and staff in the accreditation process. The structure of the committee is currently being put together.

Evidence Gathering

Instructional Council continues to identify evidence in support of all areas of Standard II related to instruction. The Student Development Leadership Group has identified evidence for all student service related areas of Standard II and is assigning responsible parties to upload evidence for use in the Self Evaluation. Members of Human Resources and the Business Office have had initial meetings to identify evidence, and will continue to meet throughout the semester. All other operational areas directly related to standards will meet this semester to identify evidence to inform the report so that it can be reviewed by the AOC.

Evidence is being uploaded to an accreditation evidence website for easy access by standard. This will be useful when writing of the Self Evaluation commences this summer. An institutional newsletter will highlight accreditation activity on a regular basis.

Recent ACCJC Actions on Institutions

The ACCJC just reported actions on institutions at its January 2016 meeting. Only one college was issued a sanction of the eleven schools that underwent a recent comprehensive evaluation. The ten colleges who had accreditation reaffirmed were reaffirmed for 18 months and required to submit a follow up report demonstrating that all deficiencies have been resolved. This is indicative of the commission moving to a more frequent review of institutions, such as through the use of the annual report to require a college to submit a report.

BUDGET IMPLICATIONS

None.