

## REDWOODS COMMUNITY COLLEGE DISTRICT

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

### REGULAR MEETING OF THE BOARD OF TRUSTEES

College of the Redwoods, Del Norte  
883 West Washington Boulevard, Crescent City, CA  
Room No. 34/36

### A G E N D A

**Tuesday, May 2, 2017**

#### **Board of Trustees**

*Sally Biggin, President*

*Carol Mathews, Vice President*

*Bruce Emad, Clerk*

*Tracy Coppini, Richard Dorn, Colleen Mullery, Tom Ross, Barbara Rice,*

*Quang-Minh Pham - Student Trustee*

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

\*10:30 a.m. **OPEN SESSION** Call to Order, Del Norte Campus Room 34/36,  
883 West Washington Boulevard, Crescent City, CA

Flag Salute in honor of those serving our country.

#### **1. COMMENTS/BOARD BUSINESS**

##### **1.1. General Public Comments**

At this time, the board invites comments on any items that do not appear on the agenda and are related to College of the Redwoods. You should comment on a specific agenda item when the board considers that item.

##### **1.2. Member Comments**

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

\*After convening the meeting, all times are approximate.

**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.

**1.4. Board Business**

**ACTION**                      **1.4.1 Approve Resolution to Authorize Consolidation with November Election During Even-Numbered Years – Resolution #709** [Page 7](#)

**ACTION**                      **1.4.2 Approve New College of the Redwoods Logo** [Page 11](#)

**ACTION**                      **1.4.3 Approve Trustee Travel to ACCT Leadership Congress**  
[Page 15](#)

**1.4.4 Discuss the Board Evaluation**

**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 April 11, 2017** [Page 17](#)

**ACTION**                      **2.2 Approve/Ratify Personnel Actions** [Page 31](#)  
Personnel actions are submitted for approval. The Open Position spreadsheet is attached for information only.

**ACTION**                      **2.3 Approve/Ratify Contracts, Agreements, MOUs** [Page 39](#)

**ACTION**                      **2.4 Approve Bond Project Status Report** [Page 41](#)

**ACTION**                      **2.5 Approve Curriculum Changes** [Page 43](#)

**3. ACTION/DISCUSSION ITEMS**

**ACTION**                      **3.1 Approve Monthly Financial Status Report** [Page 47](#)

**ACTION**                      **3.2 Approve Quarterly Financial Status Report** [Page 53](#)

- ACTION**                      **3.3**      **Set Public Hearing for Gann Appropriations Limit** *Page 59*
- ACTION**                      **3.4**      **Adopt Resolution #710 RE: Authorizing Submittal of Application(s) For All Calrecycle Grants For Which RCCD Is Eligible** *Page 61*
- 3.5**      **First Reading of Board Policy** *Page 63*  
   BP 2330 Quorum and Voting
- ACTION**                      **3.6**      **Second Reading of Board Policy** *Page 67*  
   BP 7260 Classified Administrator
- ACTION**                      **3.7**      **Adopt Resolution #711 RE: Classified School Employee Week**  
   *Page 71*
- ACTION**                      **3.8**      **Approve Student Trustee Privileges for 2017-18** *Page 73*
- 3.9**      **Review Draft 2017-18 Annual Institutional Plan** *Page 75*

**4.      INFORMATIONAL REPORTS**

- 4.1**      **ACCJC Annual Report and Annual Fiscal Report** *Page 81*
- 4.2**      **Student Success Data: Student Success Scorecard** *Page 91*
- 4.3**      **Pelican Bay Presentation by Assistant Professor Bernadette Johnson** *Page 93*
- 4.4**      **Grants Update** *Page 95*
- 4.5**      **Organizational Reports**
- 4.5.1**      **Academic Senate Report**
- 4.5.2**      **CRFO Report**
- 4.5.3**      **Classified Report**
- 4.5.4**      **Management Council Report**
- 4.6**      **Administrative Reports**
- 4.6.1**      **President/Superintendent Report by Dr. Keith Snow-Flamer** *Page 99*
- 4.6.2**      **Vice-President of Administrative Services Report by Lee Lindsey** *Page 101*
- 4.6.3**      **Interim Vice-President of Instruction and Student Development Report by Dr. Angelina Hill** *Page 103*

**5. FUTURE AGENDA ITEMS, REPORTS, REQUESTS FOR INFORMATION**

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

**ACTION**

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

**DISCLOSURE OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**

The Board of Trustees of the Redwoods Community College District will meet in closed session to consider the items listed under agenda item number 7, “Closed Session.”

**6. PUBLIC COMMENT REGARDING THE CLOSED-SESSION ITEMS**

**7. CLOSED SESSION**

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

**7.1 Public Employee Discipline/Dismissal/Release**

**7.1.1 Release of Public Employee**

**7.2 Public Employee Performance Evaluation**

**7.2.1 President/Superintendent**

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

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

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

**8. RECONVENE TO OPEN SESSION**

**9. REPORT FROM CLOSED SESSION**

**10. ADJOURNMENT**

**NEXT REGULAR MEETING**

June 6, 2017 1:00 p.m.

Eureka Campus Board Room

7351 Tompkins Hill Road, Eureka, 95501

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

May 2, 2017  
Agenda Item No. 1.4.1

**SUBJECT: APPROVE RESOLUTION TO AUTHORIZE CONSOLIDATION WITH  
NOVEMBER ELECTION DURING EVEN-NUMBERED YEARS**

**RECOMMENDATION**

Action is required. The President/Superintendent recommends the Board approve a resolution to petition the Humboldt, Del Norte and Trinity Boards of Supervisors to change the Board of Trustees election cycle.

**BACKGROUND**

SB 415 “California Voter Participation Rights Act” was passed and added to the Education Code (sections 14050-14057) in 2015, and effective January, 2018. It prohibits local public entities from holding any future elections in odd-numbered years if holding an election in an odd-numbered year results in a “significant decrease in voter turnout” compared to the turnout in an even-numbered year. SB 415 authorizes a voter in a district that fails to comply with the requirement (by switching to an even-year cycle) to file a lawsuit to enforce the new law’s requirements. The voter, if he or she wins the lawsuit, can collect reasonable attorney’s fees and court costs if court intervention is necessary. (Elections Code § 14054)

College of the Redwoods falls within the 25% threshold set by SB 415. Based on district analysis conducted by the Clerk and Registrar of Voters of Humboldt County CR’s participation percentage is 21.13%; therefore the District will need to move to even-numbered year elections.

To switch to a full even-year cycle, the District must follow the below process (clearly delineated in Election Codes § 1302 and 10404.7):

- The Board must adopt a resolution requesting the change of its election day to even-numbered years at least 240 days (i.e., approximately 8 months) prior to the date of the then-currently scheduled election, the resolution must be submitted to the board of supervisors in each county where the District has territory.

For 2017, Election Day is November 7. The 240th day before that was March 12, so the District missed the deadline for 2017. Therefore, the election for Trustee Area 1 and Trustee Area 2 scheduled for November 2017 will have to go forward.

Because the District has territory in Humboldt, Del Norte, and Trinity Counties, CR must notify each of those three boards of supervisors.

- There are a number of requirements that § 10404.7 imposes:

- The board of supervisors must notify all school districts and the county board of education of the receipt of the resolution to consolidate the district's election with other statewide elections and must request input from each district and the county board on the effect of the consolidation.
- Within 60 days from the date of CR's submission of its resolution, the board of supervisors must approve the resolution unless it finds that its ballot style, voting equipment, or computer capacity is such that additional elections or materials cannot be handled as part of a statewide election.
- Prior to the adoption of a resolution approving or denying a consolidation request, the board or boards of supervisors may obtain from the elections official a report on the cost-effectiveness of the proposed action.
- Public notices of the proceedings in which the resolution is to be considered for adoption are to be posted at the County Board's meeting place (much like its Brown Act notice), and the clerk of that Board must post the notice at two public places in the county besides that location or in an electronic format on its website.
- Within 30 days after approval of the resolution by the board of supervisors, the elections official is to notify all registered voters of the district(s) affected by the consolidation of the Board's approval of the resolution, at CR's expense.
- The new election day established by this process, as provided in Education Code § 1302, shall occur not less than one month, nor more than 12 months, subsequent to the former election day for the district.
- If the Election Day for CR's Board of Trustees is adjusted using this process, the terms of office of all then-incumbent members of the Board are automatically extended. Thus, all 2019 incumbents for Trustee Areas 4, 5, 6, and 7 would get an extra year and serve until 2020 and CR's 2021 incumbents (including anyone elected this year) would serve until 2022. Any elections already set in even-numbered years (Trustee Area 3) should be unaffected. However, if, as noted above, this puts too many trustees (e.g., 5) in one cycle and too few in another, the County Committee has the authority to extend the terms of those seats by two years to give you a 4-trustee/3-trustee cycle thereafter.

Trustees Dorn, Emad, Mullery, and Biggin whose terms currently run on a 2019-2023-2027 election cycle will, after the petition, each gain one additional year before they would run in 2020 and thereafter in 2024, 2028, etc. Trustee Mathew's term will expire December 2018—an even numbered year—and is therefore unaffected.

### BUDGET IMPLICATIONS

None.

KSF/ksf



**Redwoods Community College District  
Resolution No. 709**

**Change of Election Day of the Governing Board and Requesting the Boards of Supervisors for the  
County(ies) of Humboldt, Del Norte and Trinity to Authorize Consolidation with the November  
Election During Even-Numbered Years**

**WHEREAS**, §§ 1302, subd. (b) and 10405.7 of the Elections Code permits the Redwoods Community College District to change its election day with the approval of the Board[s] of Supervisors of the County[ies] of Humboldt, Del Norte and Trinity counties;

**WHEREAS**, it is the intent and desire of the Governing Board of the Redwoods Community College District to provide its constituents with the lowest possible cost while promoting the increasingly efficient and effective use of government resources; and

**WHEREAS**, by changing the next governing board election from November, 2019 to November, 2020 the costs of an election would be deferred for an additional calendar year.

**NOW, THEREFORE, BE IT RESOLVED, DECLARED, DETERMINED AND  
ORDERED AS FOLLOWS:**

**Section 1.** That pursuant to Elections Code §§ 1302, subd. (b) and 10405.7 the Governing Board hereby, by this resolution, changes its election from the First Tuesday after the First Monday in November of each odd-numbered year to the First Tuesday after the First Monday in November of each even-numbered year; and, further, and that that election shall be consolidated with all other elections held throughout the territory on that day.

**Section 2.** That terms of officeholders shall be extended as necessary, but no more than twelve months.

**Section 3.** That the Registrar of Voters shall cause, at district expense, a notice to be mailed to all registered voters in the community college district informing them of the change of election date specified herein and of the resultant changes in terms of the elected officeholders.

**Section 4.** This resolution shall become operative upon approval by all of the above-named Boards of Supervisors pursuant to Elections Code §§ 1302, subd. (b) and 10405.7.

**PASSED AND ADOPTED** this 2<sup>nd</sup> day of May, 2017 at the Regular Meeting of the Governing Board of the Redwoods Community College District.

REDWOODS COMMUNITY COLLEGE  
DISTRICT BOARD OF TRUSTEES

By: \_\_\_\_\_  
President of the Board

Attest:

\_\_\_\_\_  
Clerk of the Board

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

May 2, 2017  
Agenda Item No. 1.4.2

**SUBJECT:** APPROVE NEW COLLEGE OF THE REDWOODS LOGO

**RECOMMENDATION**

Action is required. The President/Superintendent recommends the Board support the CR Logo Committee's recommendation to accept Design A as the new district wide logo.

**BACKGROUND**

Over 2,200 surveys were received creating representative samples of all of the District's constituency groups (see Appendix B). All groups selected Design A as their preferred design, with an average 69% of each group selecting this design.

Next steps will be the refining of the logo artwork (letter spacing, purchasing a unique font, etc.) and the production of a graphics/branding guide.

**BUDGET IMPLICATIONS**

None.

KSF/ksf

A



CR COLLEGE OF THE REDWOODS

B



COLLEGE OF THE REDWOODS

C



CR COLLEGE OF THE REDWOODS

## APPENDIX B - CR LOGO SURVEY RESULTS

### **OVERALL**

**2,200+** responses

<b>Design A</b> – Overwhelming Winner	<b>69% First</b>	<b>24% Second</b>	<b>7% Third</b>
Design C	15%	49%	37%
Design B	18%	27%	55% Third

### **Students – Version A**

70% First Place  
23% Second Place

### **Faculty – Version A**

69% First Place  
24% Second Place

### **Staff – Version A**

74% First Place  
18% Second Place

### **Board – Version A**

100% First Place

### **Community – Version A**

69% First Place  
26% Second Place

### **Alumni – Version A**

72% First Place  
20% Second Place

### **Double Check**

Dislike all three designs 6.6%  
Prefer existing CR logo 2.3% (often disliked all the designs, so are counted above in the 6.6%)  
Strongest negative opinion – Version B – 7.4%, Version C – 5.7%, Version A – less than 1%

### **Recommendation**

Approve Design A as new district wide logo.  
Refine Design A – kerning (spacing between letters), purchase our own font, etc.  
Produce branding & graphics manual

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

May 2, 2017  
Agenda Item 1.4.3

**SUBJECT:** APPROVE BOARD MEMBER TRAVEL TO ACCT LEADERSHIP CONGRESS

**RECOMMENDATION**

The President/Superintendent recommends approval for a Trustee to attend the ACCT Leadership Congress on September 25-28, 2017 in Las Vegas, Nevada.

**BACKGROUND**

Trustees are leaders when they promote and sustain the college mission to assure student learning. They are responsible for ensuring that the college continues to provide high quality education and service. Attendance at the ACCT Leadership Congress will provide a Trustee an opportunity to become better informed about the issues facing community colleges.

**BUDGET IMPLICATIONS**

Travel expenses will be included in the 2017-18 budget.

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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  
April 11, 2017

**PRESENT**

Ms. Sally Biggin; Mr. Bruce Emad; Ms. Carol Mathews; Dr. Colleen Mullery; Ms. Barbara Rice; Mr. Tom Ross; Mr. Richard Dorn; Mr. Tracy Coppini; Student Trustee Quang-Minh Pham

**OTHERS PRESENT**

Dr. Keith Snow-Flamer – Interim President/Superintendent  
Lee Lindsey – Vice President, Administrative Services  
Dr. Angelina Hill – Interim Vice President, Instruction and Student Development

**CALL TO ORDER**

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

**FLAG SALUTE**

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

**PUBLIC COMMENTS**

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

**BOARD MEMBER COMMENTS**

Trustee Biggin called for Board member comments.

Trustee Mathews attended the Del Norte County Economic Summit on March 17 and on March 29 attended the facilities master plan discussion that was held at the Del Norte Center. Both events were well attended as well as the Community Town Hall held by Congressman Jared Huffman

**BOARD COMMITTEE REPORTS**

Trustee Ross – The Audit Committee met last week to review the audit.

Trustee Mathews – The Evaluation Committee revised survey questions to match president's goals. The President's Evaluation and Board Evaluation surveys are ready to be distributed and will have a 2 week turn around.

## APPROVE EMPLOYMENT CONTRACT OF PRESIDENT/SUPERINTENDENT

Trustee Mullery and Interim President Snow-Flamer met on March 17th and agreed to terms and conditions of the contract. The attorney made minor changes. Trustee Mullery was advised by the attorney to provide a summary of the contract to the Board of Trustees.

The summary included:

Recommend a four year contract at an annual salary of \$208,000.00, a \$600.00 monthly expense allowance and \$417.00 per month for automobile expenses.

Trustee Emad asked what the effective date is. Trustee Mullery answered July 1, 2017.

Trustee Emad wondered if it was possible to change the effective date as the title “Interim” can make community members uneasy as the title is not permanent.

Further discussion about changing the date was had, Trustee Mullery would make the amendment.

It was moved, seconded (Emad/Ross) and carried unanimously to change the start of the Employment Contract of President/Superintendent to be effective April 11, 2017

## DRAFT COLLEGE OF THE REDWOODS STRATEGIC VISION FOR 2017-2027

The Board reviewed a draft at March meeting

Trustee Emad suggested adding St. Joseph Hospital System to the 2<sup>nd</sup> paragraph, 3 bullet point.

Trustee Ross acknowledged the monumental accomplishment the District has made.

It was moved, seconded (Mathews/Rice) and carried unanimously to approve the draft College of the Redwoods Strategic Vision for 2017-2027 with adding St. Joseph Hospital System

## ELECTION OF CCCT BOARD OF DIRECTORS

Trustee Dorn asked that next year’s board packet not include the CCCT nomination documents as the Board is approving the President to vote on their behalf.

It was moved, seconded (Emad/Mullery) and carried unanimously to have President Snow-Flamer vote on behalf of the board in consultation with Board President Biggin.

## CHANGE LOCATION AND TIME OF MAY 2, 2017 BOARD OF TRUSTEES MEETING

The Board agreed to move the May 2, 2017 meeting the Del Norte Center at 10:30

It was moved, seconded (Emad/Ross) and carried unanimously to change the location and time of the May 2, 2017 Board meeting.

#### APPROVE CONSENT CALENDAR ITEMS

No items were removed.

It was moved, seconded (Ross/Mathews) and carried unanimously to approve the following

Consent Calendar items:

- Approve Minutes of the Redwoods Community College District Board of Trustees Special Meeting of March 3, 2017
- Approve Minutes of the Redwoods Community College District Board of Trustees Special Meeting of March 7, 2017
- Approve Minutes of the Redwoods Community College District Board of Trustees Regular Meeting of March 7, 2017
- Approve/Ratify Personnel Actions
- Approve/Ratify Contracts, Agreements, and MOUs
- Approve Bond Project Budget
- Approve Curriculum Changes

#### APPROVE SALE OF GARBERVILLE SITE – SECOND APPROVAL

The Board received a proposal from the Southern Humboldt Healthcare District last October.

Trustee Emad stated that the price doesn't seem like what we have spent over the years—what we've put in has run the price over market. We could use the money to improve dorms and provide the hospital with easy access to the highway.

It is a gift to Southern Humboldt to provide healthcare for their community. Trustee Emad encouraged all trustees to support the recommendation. We will continue to provide classes in the area whether we have the site or not.

Trustee Dorn stated that he cannot support the resolution. We have a CR house on the agenda that used a market analysis to set the price; but we haven't done it with the Garberville site. We don't know how legalization will affect the price. There are other options such as splitting the property or leasing the site. President Snow-Flamer and I are exploring class offerings.

As per Education Code, the vote must be unanimous to sell real district property.

It was moved, seconded (Emad/Mathews), to sale the Garberville site

Trustee Biggin – yay

Trustee Mathews – yay

Trustee Emad – yay

Trustee Coppini – yay

Trustee Dorn – nay

Trustee Mullery – yay  
Trustee Rice – yay  
Trustee Ross – yay

The motion fails.

Trustee Ross asked if President Snow-Flamer had talked to the hospital prior to today's vote. President Snow-Flamer answered no, as we did not want to presuppose what the Board vote may be.

Trustee Mullery asked what are our next steps? Can we address Trustee Dorn's concerns? President Snow-Flamer said that he will follow up with the attorney and send an update to the Board in his Week That Was Update.

Trustee Emad will vote no to sell unless it goes to the hospital. We are denying that community's health care services and our students can the use of the money.

#### APPROVE MONTHLY FINANCIAL STATUS REPORT

President Snow-Flamer offered that it looks like we are ahead of prior years' expenditures; however it was because the categorical expenditures have not been moved yet.

It was moved, seconded (Mathews/Dorn) and carried unanimously to Approve the Monthly Financial Status Report.

#### APPROVE 2017-18 BUDGET ASSUMPTIONS

President Snow-Flamer said that the assumptions came from the BPC then were recommended to Executive Cabinet. The tentative and final budget will be based on these assumptions. The COLA and base budget increase are already figured in and if the May revised comes through as expect these numbers will not change.

It was moved, seconded (Mullery/Ross) and carried unanimously to Approve 2017-18 Budget Assumptions.

#### DISCUSS 2017-18 PRELIMINARY BUDGET

Vice President Lindsey said that this was the first official look at next year's budget. The tentative budget will be presented in June and the final budget in September. On page 136 there is a chart summarizing the Preliminary budget: We are budgeting for 3950 FTES, next year we expect to be on enrollment stability. Within the revenue budget includes the COLA and a small base budget increase. The Governor's budget has less one time funding than in 2016-17.

Included is the increased salary by 1 step, the new STRS and PERS benefit cost rates, the increase of health, vision and dental by 6%, increased future pension cost, starting next year 100k annually as well as the OPEB. There will not be a payment to the

Certification of Participation. The fund balance will increase to the 7.4% level.

Trustee Dorn asked if there is anything new on STRS/PERS helping Community Colleges. Vice President Lindsey replied that he had not heard anything. President Snow-Flamer asked Vice President Lindsey to talk about the signals coming out of Sacramento regarding the budget. Vice President Lindsey shared that there will be a little more one time money coming in May revised.

#### APPROVE TEMPORARY INTERFUND BORROWING

Vice President Lindsey said that other colleges do this interfund borrowing regularly for cash flow issues. In past years', our cash flow issues have been driven by the State not providing payments quickly. As long as there is a positive balance in our accounts with the county, the county will not reject checks or payments. Driving this is the Utility Infrastructure project.

It was moved, seconded (Dorn/Mathews) and carried unanimously to Approve Temporary Interfund Borrowing.

#### BI-ANNUAL POLICY REVIEW

President Snow-Flamer provided that all of the policies and procedures, with the exception of a few, have gone through the review process. By August we should be 100%, and in good standing for our evaluation team visit in October.

Trustee Mathews stated how important it is to acknowledge the work across the college community in bringing us current.

Trustee Biggin appreciated the ability to track these with an expiration date so we don't get ourselves back in the position we were five or six years ago.

#### FIRST READING OF BOARD POLICIES

##### BP 7260 Classified Administrator

Trustee Mullery asked about the section that is crossed out and whether the Ed code changed that Classified Administrators do not have a probationary period or were we not following Ed code. Wendy Bates, Director of Human Resources, replied it was an attorney's recommendation that the bottom half conflicted with the top half of the procedure. All Classified Administrators serves at the will of the board and can be let go at any time. So there is no probationary period.

#### APPROVE SALE OF CONSTRUCTION TECHNOLOGY HOUSE 41 2730 KENMAR RD. FORTUNA, CA

Trustee Ross asked if there were solar panels on the garage. Assistant Professor Glavich answered yes, the student class completed that install and this is the first year they have done so.

It was moved, seconded (Ross/Coppini) and carried unanimously to Approve the Potential Sale of House 41.

#### APPROVE STUDENT REPRESENTATIVE FEE

Student Trustee Pham stated that the proposed fee by the student body provides money to ASCR and the Student Senate for California Community Colleges for advocacy and a voice for students across the state. The example given was the AB 1995 Homeless Student Shower bill. ASCR needs board approval to put student fee on their ballot.

Trustee Ross stated he is not in favor of additional fees but the purpose is good and a student can decline to pay this fee. President Snow-Flamer added that by law most students fees must have an opt-out option.

It was moved, seconded (Ross/Mathews) and carried unanimously to Approve the Student Representative Fee

#### APPROVE DISTRICT AUDIT REPORT

Trustee Ross stated that the Audit Committee did meet and that the report is pretty clean with some minor issues. The Committee recommends that the board approve the District Audit Report. There are a couple of revisions but they are minor and explanatory recommendations.

Trustee Mathews offered that she recalls that you reported before that several of the items had already been addressed in terms of correcting how something was calculated or what the record was. Trustee Ross answered yes, as President Snow-Flamer and Lee Lindsey are ahead of the curve and referred to Lee Lindsey for a more detailed answer. Vice President Lindsey added that as we worked through the audit we were able to clear items and the remaining items are in the state compliance audit not the financial or the federal grant audit. One related item was our “No Show” reporting and our response was to update our procedure to make sure we properly record “no shows” before submitting the 320 report to Chancellor’s Office. The second item was Dual Enrollment. Dual Enrollment passed and the Chancellor’s Office asked community colleges to begin working with their local schools to increase dual enrollment and CR got out early. The Chancellor’s Office came out with new regulations during the year that conflicted with what we had done so we had to update our MOU’s with local high schools. The third item was not an error of FTES reported but some sub totals on the 320 didn’t add up. We are adding additional procedures check those numbers before they are sent to the Chancellor’s Office.

Vice President Lindsey also mentioned that we are not the only college with Dual Enrollment findings. Numerous colleges misinterpreted the Dual Enrollment legislation.

Trustee Ross would like it noted that the Audit Company representative pointed out

that we are late with the report and the lack of staff in the Business Office to work on the audit was an issue.

Trustee Mullery wanted to add that the question came up about whether or not we would be obligated to pay back the Chancellor Office because of the over reporting. We are not obligated because we are in a period of enrollment stability. Trustee Mullery added when you read the findings on page 86 the unmodified findings for financial statements that is the highest level of assurance that one can get from an auditor's report. Congratulation to Vice President Lindsey and team for a strong report.

President Snow-Flamer addressed the comment about the lack of staff in the Business Office and with the recent hiring of a new accountant, they are fully staffed at this point in time and we expect to not be late next year.

Trustee Coppini added that there was heavy turnover and at the most inopportune times.

It was moved, seconded (Mathews/Rice) and carried unanimously to approve the District Audit Report.

#### REVIEW INSTITUTIONAL SELF-EVALUATION REPORT

President Snow-Flamer stated that this will not the last time you will see the ISER. We are looking for feedback on content.

Trustee Mathews Standard I.A.IV page 274 publishing the college mission. It could be stated that the Mission appears at the top of each Board of Trustees agenda.

Trustee Ross stated that the self-study is a monumental piece of work and we are better today than from where we were. This is just a massive a lot of work.

President Snow-Flamer added that he is hoping to have the final report on the June board meeting agenda as it has to be submitted middle of July.

#### REVIEW MISSION STATEMENT

Interim Vice President Hill mentioned that it is important accreditation evidence that the Board of Trustees reviews the mission annually.

Trustee Mullery, asked that when the Board has an opportunity to review the Garberville site again that we use the mission statement as an important lens. "The College continually assesses student learning and institutional performance and practices to embrace diversity, to encourage a healthy community environment and to improve upon the programs and services we offer, all to promote student learning." Hope that we keep that in mind as we hopefully revisit the Garberville decision.

## STUDENT SUCCESS DATA: MISSION STATEMENT

Interim Vice President Hill would like to thank the Board of Trustees for approving a mission statement that assessable. It is extremely important that we have data that can speak to the mission statement. We gathered what seems like relevant data that can effectively evaluate the mission statement. The new piece of the mission statement about diversity is motivating the college to administer a climate survey on how well we embrace diversity and how well we promote equity. We will be administer this survey next year.

Trustee Mathews acknowledge on the overall the data and scorecard are very positive.

Trustee Rice asked about the employee satisfaction, do you think difference between 2011 and 2015 is that a large improvement. Dr. Hill answered that we saw a lot of improvements across the board. The only place we didn't see large improvements was about salary. When we did the survey in 2015-16 it was right in the middle of salary restoration. Not perfect timing.

Trustee Ross added that data shows improvements but more importantly it seems becoming more of our culture. That we assess and move forward.

Interim Vice President Hill added that the only area that shows a decline is the transfer to 4 year institution and this is something we are really focusing on.

President Snow-Flamer wanted to recognize the Board of Trustees for doing its job looking at student success data on a monthly basis.

Trustee Dorn asked about the transfer rate and wanted an update on HSU relationships. President Snow-Flamer answered because of our transfer rate is decreasing, he is forming a Task Force to look at barriers. The Task Force includes six students, staff and faculty. Work with start over the summer.

## DEL NORTE UPDATE

Trustee Ross asked who is responsible for the report. Board President Biggin responded with the Site Manager and based on the Board calendar you will see this annually.

Trustee Ross asked if the internet line coming across 299 will help us? Vice President Lindsey answered that the line will be redundant. That if our other line breaks then we have a backup. There are two lines leaving Humboldt County but only one line coming in, that way we will have two lines coming in. We are getting one line between Eureka and Del Norte and the next thing is to get a second separate path "redundant" line for emergencies.

Trustee Mathews commented the Del Norte update has much of the same information Director Johnson shared at the economic summit for Del Norte County. Will we be getting Pelican Bay report from Counselor Bernadette Johnson at the May Board meeting? President Snow-Flamer answered yes along with an update from meeting



we are having with the prison Warden.

#### KLAMATH TRINITY UPDATE

No comments were made.

#### FOUNDATION UPDATE

Executive Director Coelho, provided an update Dash of Color on April 2<sup>nd</sup>. The college raised 13k plus and 450 community members participate.

Honoring Stan McDaniel April 25<sup>th</sup> founding instructor for CR.

25k gift from Janice Boyd who listed us in her will, it will provide scholarships for our the nursing program

Finalized a scholarship for Bruce and Faye Emad which will support our Administrative Justice program and will recognizing a top student from the Police academy that is going onto the Eureka Police department and will be handed out at each graduating class.

Trustee Ross and Foundation member McAuley met with a Fortuna couple and they will be putting CR in their will and supporting us on an annually basis and their first gift will be this year and will be around 25k in support of a forestry internship program. And will build off that.

Trustee Emad asked for an update on the logo process. Marty Coelho answered that the voting closed with 2250 votes. There is a clear winner and it will be presenting it at the May board meeting and we plan to recognize the students at the June board meeting.

Trustee Biggin added it was nice to see the media coverage both on Facebook and the news. The scholarship data was appreciated.

Trustee Ross wanted to thank Trustee Emad and his wife going above and beyond.

#### ACADEMIC SENATE REPORT

Connie Wolfson had a great time hosting David Morse and Wheeler North on resource ASCCC visit. They loved our region and beautiful campus. We met them for dinner at Garberville. David works on accreditation and the committee that is revising the 50% law.

David is from Long Beach and Wheeler is from San Diego for the first time both of them drove through redwood curtain, and they were here to help us and to gain a view of a small rural college and our unique challenges. To highlight a few suggestions that David and Wheeler made to us, real take the FCMAT report seriously and don't wait too long then will go into the crisis mode. One is to address the decline of FTES and one specific was creating a conduct from Adult Ed to credit programs. Second was effectively to use AP 4020, 4021 process which will help build or help right size programs. They also recommended that Faculty need to be involved in enrollment management and budget planning. They gave us high praise for our ACCJC self-study and Wheeler will use our report at his college. The meeting with Academy of the

Redwoods there was high praise for the students, they had to hunt for an area of improvement.

Confidence in our President and look forward to the future.

Trustee Biggin added that she heard David Morse speak at a CCCT meeting and he is a great person.

#### CRFO REPORT

Professor Mike Haley stated many have reviewed the FCMAT report and its re-assuring President Snow-Flamer invited this analysis to be performed. Many of the findings validate the concerns from many people have expressed over the years. Our hope in the coming weeks and months that the actions will be taken to address the recommendations.

#### CLASSIFIED REPORT

Crystal Morse would like to congratulate President Snow-Flamer on his appointment and new effective date. In keeping in with discussions around the findings of the FCMAT report, CSEA would like to express its appreciation for the invitation to conduct the report as well as the findings and recommendation. While the picture may not pretty the findings validate the concerns of CSEA raised to the district on numerous occasions. CSEA encourages the district to focus on transparency and simplify the budget so all can feel informed. As a result of some of the findings there are some fears among CSEA. As we talk about declining of FTES and loss of funding. Groups have met to discuss cost saving efforts and CSEA and the district have agreed to an alternate summer work schedule. This was not an easy decision to make for CSEA and would like it know what CSEA is doing its part for cost savings. We expect and hope the district will provide us with the cost savings in number format and hope you will understand when we will hold the district accountable for how those savings are allocated. Hope that everyone will play by the rules to maximize this cost savings effort.

#### MANAGEMENT COUNCIL

Robert Ekholdt had nothing to report however there is a concern amongst the managers that when the Board has it's meetings at other sites that they miss out on valuable information due to the lack of being able to "stream" the meetings.

Trustee Ross asked aren't the meetings streaming these meetings on YouTube? Trustee Mathews says the problem is that when the meeting is in Del Norte or Klamath Trinity that there is no way to record the meeting for play back.

#### ASCR REPORT

Student Trustee Pham wanted to thank the Board of Trustees for approving the 2SRF earlier. The 3 members of the ASCR will be attending the will be Statewide Student

Senate for California Community College in beginning of May where they will be voting on resolutions by students for students. ASCR monthly focus is the ASCR elections. Voting dates are April 17, 18, and 19 and will hopefully have the results the week after.

#### INTERIM PRESIDENT/SUPERINTENDENT REPORT

President Snow-Flamer stated that what you have in your packet is the current status, there has not been a lot of movement in Sacramento.

President Snow-Flamer wanted to thank Crystal Morse and Wendy Bates for working together on the four-tens work week with CSEA.

Trustee Rice asked about AB 856 (*Hiring Policy: Geographic and Socioeconomic Diversity*) what does it mean Geographic and Socioeconomic Diversity? President Snow-Flamer answered with we have not received any feedback other than what is in the report. The background is the State talked about how we hire administrator and faculty of color, this is a way to encourage colleges to do better. Trustee Rice understands that part but doesn't understand the geographic and socioeconomic part as it's a high level administrator so it's a high level salary. So how could the candidate be socioeconomic deprived?

Trustee Emad asked President Snow-Flamer to provide a preliminary update regarding talks with St. Joseph and the nursing program. President Snow-Flamer answered with he has met with Dr. O'Brien and took a tour of hospital identifying where we may be able to move our skills lab. This will help take advantage of their location and hiring their nurses as Associate Faculty. We are looking at how to partner with their space, nurses and our equipment. We plan to meet in another month and Alison Pritchard is working with their Chief of Nursing on a proposal.

#### VICE PRESIDENT OF ADMINISTRATIVE SERVICES REPORT

Vice President Lindsey has one update that Science Lab at Del Norte is now open to students.

Trustee Dorn would like an update the title issue with the Mendocino site. Vice President Lindsey responded that the CBO at Mendocino and himself had a conference call with the Attorney, we are going to have to do a quiet claims as for some of them because so much time has elapsed and there is so much trouble finding next of kin. So the way to clear those up to do go through the quiet title action. This will not be completed by the time of the deed transfer of territory date but what the Attorney has done in the past is add language.

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

Trustee Biggin, wanted to congratulate Interim Vice President Hill on presenting at

first annual ACCJC conference.

Interim Vice President Hill responded that her and Rianne Connor attended the conference and it went really well and there were a lot of attendees with lots of questions. The College has done good work and people are acknowledging our work.

Interim Vice President Hill wanted to thank the accreditation writers George Potamianos and Peter Blakemore and as well as Connie Wolfsen for her attention to details, Mark Winter, Sheila Hall, Tami Engman are also on the Accreditation Oversight Committee. She also thanked the large amount of people that are gathering evidence.

Interim Vice President Hill added that our one year schedule is out and students are starting to enroll for Summer, Fall, Spring and that on a CIO list serve Santa Rosa Junior College was asking if anyone doing yearlong scheduling, how you are pulling it off. So I would like to thank the deans and departments for their hard work.

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

Trustee Coppini asked if we can we revisit the sale of the Garberville Site with addressing Trustee Dorn's concerns. Trustee Rice added that we may need to have an appraisal and isn't sure we could have that in a month. President Snow-Flamer responded that we have to get an answer whether we can revisit this topic a third time. Trustee Ross asked Trustee Dorn if a market analysis is all that is needed. The trustees did not want to get into a dialogue.

Trustee Dorn asked how we go about naming a building, street or something after Dr. Portugal.

Trustee Ross asked to look into what it would take to communicate what happens during the board meetings held at the Del Norte Center and Klamath Trinity Site.

#### PUBLIC COMMENTS

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

- Public Employee Discipline/Dismissal/Release
- Public Employee Performance Evaluation/Goals – 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 3:35 PM the Board returned to open session.

There was no report out from closed session.

KSF/jh

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

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

May 2, 2017  
Agenda Item No. 2.2

**SUBJECT:** APPROVE AND/OR RATIFY PERSONNEL ACTIONS

**RECOMMENDATION**

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

**BACKGROUND**

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

**BUDGET IMPLICATIONS**

Salaries and benefits are included in the identified budgets.

**Employment of Classified Staff****General Fund**

1. None

**Other/Auxiliary Funds**

2. None

**Employment of Confidential Staff**

3. None

**Employment of Manager****General Fund**

4. None

**Other/Auxiliary Funds**

5. None

**Employment of Administrator**

6. David Bazard - Dean, Math, Science, Behavioral and Social Sciences – Range 131, Step 14, \$126,009.99/Annually effective July 1, 2017

**Employment of Faculty**

7. William Gill – Assistant Professor, Mathematics (Del Norte) – Class 4, Step 5, \$63,506/Annually effective August 1, 2017
8. Ralph Hafar – Assistant Professor, Construction Technology – Class 1, Step 5, \$53,321/Annually effective August 1, 2017
9. Anthony Luehrs – Assistant Professor, Mathematics (STEM) – Class 2, Step 2, \$50,247/Annually effective August 1, 2017
10. Jonothan Pace – Assistant Professor, Mathematics (Statistics) – Class 3, Step 5, \$59,912/Annually effective August 1, 2017

**Reclassification**

11. None

**Employee Change of Status****General Fund**

12. None

**Categorical/Other Fund**

13. None

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

14. None

**Categorical Fund**

15. None

**Grant Fund**

16. None

**Auxiliary Fund**

17. None

**Leave of Absence without pay**

18. None



### **Partial Leave of Absence**

19. None

### **39-month Re-Employment list**

20. None

### **Pre-Retirement Workload Reduction**

21. Patricia Blair, Professor Lead Learning Disability Specialist - Effective 2017-2018 Academic Year at 80%
22. William (Bill) Hole, Professor Construction Technology – Effective 2017-2018 Academic Year at 50%
23. Barbara Jaffari, Professor Business Technology/Computer Information Systems –Effective 2017-2018 at 50%.
24. Ruth Moon, Professor Library Science (Librarian) – Effective 2017-2018 Academic Year at 80%
25. Cynthia Hooper, Professor Art – Effective 2017-2018 Academic Year at 90%

### **New Associate Faculty Appointments**

#### **General Fund**

26. Colette Beupre – Biological Sciences – Eureka, Range 4, Step 9 - \$1,090/TLU, Summer 2017
27. David Broome Jr. – Coaching – Eureka, Range 0, Step 1 - \$608/TLU, Spring 2017
28. Marky Murray – Nursing – Eureka, Range 0, Step 1 - \$608/TLU, Spring 2017
29. Bret Smith – Administration of Justice – Eureka, Range 2, Step 1 - \$709/TLU, Spring 2017
30. Andrew Unsinger – Administration of Justice – Eureka, Range 0, Step 1 - \$608/TLU, Spring 2017

### **Voluntary Services**

#### **Volunteers**

31. Robert Anderson
32. Krystle Arminio
33. Rex Bachemin
34. Quentin Barter
35. Carlos Bell
36. Michael Bertelsen
37. Justin Brandon
38. Trevor Brooke
39. David Broome
40. Marcus Bullard
41. Connie Carlson
42. Emily Christian
43. Noah Davis
44. Trey Duhon
45. Brandon Clark
46. Howard Cliffe
47. Christopher Cotharn
48. Nathan Cumbow
49. Davion Curry
50. Devante Cyprian
51. Mariah Donato
52. Joseph Esparza

#### **Supervisors**

- Joe Hash
- Sandi Petersen
- Joe Hash
- Joe Hash
- Joe Hash
- Joe Hash
- Joe Hash
- Joe Hash
- Joe Hash
- Joe Hash
- Joe Hash
- Sandi Petersen
- Joe Hash
- Joe Hash
- Joe Hash
- Joe Hash
- Joe Hash
- Joe Hash
- Joe Hash
- Joe Hash
- Joe Hash
- Joe Hash

53.	Cyndal Ethridge	Joe Hash
54.	Walt Fountain	Joe Hash
55.	Dane Gritsch	Joe Hash
56.	Trae Gross	Joe Hash
57.	James Harcharik	Joe Hash
58.	Robert Hardwick	Joe Hash
59.	Debbie Hines	Joe Hash
60.	Marcus Jacobs	Joe Hash
61.	Nathan Jensen	Joe Hash
62.	Montrice Johns	Joe Hash
63.	Andre Johnson	Joe Hash
64.	Paris Lovett	Joe Hash
65.	Victoria Marr	Sandi Petersen
66.	Justin Martin	Joe Hash
67.	Kenneth Merenda	Joe Hash
68.	Dontae Mims	Joe Hash
69.	Jacob Noonan	Joe Hash
70.	Natalie Newhouse	Joe Hash
71.	Skylar Nitz	Joe Hash
72.	Damian Nunez	Joe Hash
73.	Matthew O'Donovan	Sandi Petersen
74.	Janae Oliveri	Joe Hash
75.	Brett Pollinger	Joe Hash
76.	Xavier Porter	Joe Hash
77.	Anthony Pozzetti	Joe Hash
78.	David Reed	Joe Hash
79.	Nadia Richardson	Joe Hash
80.	Quinn Ritter	Joe Hash
81.	Jasper Severn	Joe Hash
82.	Theresa Sisson	Joe Hash
83.	Handsome Smith	Joe Hash
84.	Zach Snyder	Joe Hash
85.	Noah Terry	Joe Hash
86.	Terry Tims	Joe Hash
87.	Rasaan Washington	Joe Hash
88.	Zane Brotherton	Joe Hash

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

**General Fund**

- 89. Maintenance – Gardener I - \$15.00/hour up to 320 hours from February 1, 2017 – March 31, 2017 – provide support until the permanent position is filled
- 90. Human Resources – Professional Resource Expert 1A - \$12.50/hour up to 180 hours from March 1, 2017 – June 30, 2017 – assist with ADA accommodations
- 91. ASCR – Professional Resource Expert 1B - \$15.00/hour up to 120 hours from January 15, 2017 – April 15, 2017 – provide support until the permanent position is filled

**Categorical Fund**

- 92. Student Equity – Professional Resource Expert 3A - \$30.00/hour up to 100 hours from September 1, 2016 – June 30, 2017 – assist with Native American basket collection project

- 93. Upward Bound – Assistant Residential Coordinator - \$11.00/hour up to 480 hours from May 1, 2017 – June 30, 2017 – assist the residential coordinator with summer program
- 94. Upward Bound – Residential Advisor - \$10.50/hour up to 320 hours from June 29, 2017 – June 30, 2017 – supervise high school students in residence halls during summer programs

#### **Grant Fund**

- 95. Writing Center – Instructional Support Specialist III - \$17.22/hour up to 361 hours from January 9, 2017 – May 19, 2017 – provide support until the permanent position is filled
- 96. Human Resources – Professional Resource Expert 4A - \$40.00/hour up to 240 hours from December 1, 2016 – May 31, 2017 – interpreting services for associate faculty
- 97. Human Resources – Professional Resource Expert 1B - \$15.00/hour up to 520 hours from January 3, 2017 – June 30, 2017 – provide office assistance
- 98. Career and Technical Education – Professional Resource Expert 2A - \$20.00/hour up to 760 hours from February 9, 2017 – June 30, 2017 – provide marketing support for the Strong Workforce project
- 99. Career and Technical Education – Professional Resource Expert 2A - \$20.00/hour up to 760 hours from February 9, 2017 – June 30, 2017 – provide project support for the Strong Workforce project
- 100. Academic Senate – Professional Resource Expert 2A - \$20.00/hour up to 336 hours from February 17, 2017 – May 12, 2017 – provide support until the permanent position is filled

#### **Other/Auxiliary Fund**

- 101. Dining Services – Professional Resource Expert 1A - \$12.00-\$15.00/hour up to 240 hours from December 16, 2016 – January 17, 2017 – assist with inventory as part of the transition from Fresh and Natural
- 102. Dining Services – Professional Resource Expert 1A - \$13.00/hour up to 880 hours from January 26, 2017 – June 30, 2017 – provide cooking support until the permanent position is filled

#### **Resignations**

- 103. None

#### **Retirement**

- 104. None

#### **Stipends**

##### **General fund**

- 105. Math Lab Substitutes
  - a. Brad Morin \$165.00
  - b. Elizabeth Buchanan \$180.00
- 106. Travel time for instructors teaching at Pelican Bay State Prison
  - a. John Schutt \$1,708.80
- 107. Security/Safety Training for instructors at Pelican Bay State Prison
  - a. William Meriwether \$320.00

#### **Grant Fund**

- 108. None

SITE	POSITION	FUND TYPE	POSITION TYPE	SALARY RANGE	CLOSING/ FIRST REVIEW	HOURS
	<b><u>POSTED</u></b>					
EKA	Dining Assistant	Auxiliary	New	\$2,343 - \$3,263/Monthly	04/21/2017	1.0 FTE
EKA	ECE Assistant I – CDC	Grant	Replacement	\$11.75 - \$16.35/Hourly	04/28/2017	.38 FTE
EKA	Executive Assistant to the President	General	Replacement	\$4,526.64 - \$6,403.35/Monthly	04/28/2017	1.0 FTE
EKA	Student Services Specialist I – Community Ed	Auxiliary	New	\$2,343 - \$3,263/Monthly	04/28/2017	1.0 FTE
EKA	Vice President Instruction and Student Development	General	Replacement	\$119,082.22-172,495.55/Annual	04/28/2017	1.0 FTE
EKA	Maintenance Specialist III – Waste Water	General	Replacement	\$3,459.73 - \$4,818.67/Monthly	05/02/2017	1.0 FTE
EKA	Assistant Professor, Nursing	General	Replacement	\$48,314 – 63,506/Annual	05/03/2017	1.0 FTE
EKA	Administrative Office Coordinator	Categorical	Replacement	\$19.96 - \$27.80/Hourly	05/05/2017	.86 FTE
DN	Student Services Specialist III – TRiO Del Norte	Grant	Replacement	\$2,886.66 - \$4,020.62/Monthly	05/05/2017	1.0 FTE
EKA	Custodian I – Evenings	General	Replacement	\$2,234.27 - \$3,113.07/Monthly	05/12/2017	1.0 FTE
EKA	Instructional Support Specialist III– - Science Lab	General	Replacement	\$17.22 - \$23.99/Hourly	05/12/2017	.76 FTE
	<b><u>CLOSED</u></b>					
EKA	Assistant Director, EOPS	Categorical	Replacement	\$62,439 - \$90,445/Annual	03/03/2017	1.0 FTE
EKA	Instructional Support Specialist III- Writing Center	General	Replacement	\$17.22 - \$23.99/Hourly	03/03/2017	.47 FTE
EKA	SSS I – ASCR	Grant	Replacement	\$13.52 - \$18.83/Hourly	03/17/2017	.24 FTE
EKA	Administrative Secretary II – Academic Senate	General	Replacement	\$2,842 - \$3,960/Monthly	03/24/2017	1.0 FTE
DN	Assistant Professor, English (1-Year Replacement) Non-Tenure Track	General	Replacement	\$48,314 - \$63,506/Annual	03/24/2017	1.0 FTE
EKA	Director, Upward Bound	Grant	Replacement	\$50,582 - \$73,270/Annual	03/24/2017	1.0 FTE

SITE	POSITION	FUND TYPE	POSITION TYPE	SALARY RANGE	CLOSING/ FIRST REVIEW	HOURS
	<b><u>BOARD APPROVAL</u></b>					
EKA	Dean, Math, Science, Behavioral and Social Sciences	General	Replacement	\$90,470 - \$126,009/Annual	01/27/2017	1.0 FTE
EKA	Assistant Professor, Mathematics (Statistics)	General	Replacement	\$48,314 - \$63,506/Annual	02/17/2017	1.0 FTE
EKA	Assistant Professor, Mathematics (STEM)	General	Replacement	\$48,314 - \$63,506/Annual	02/17/2017	1.0 FTE
EKA	Assistant Professor, Construction Technology	General	Replacement	\$45,579 - \$63,506 /Annual	02/24/2017	1.0 FTE
DN	Assistant Professor, Mathematics	General	Replacement	\$48,314 - \$63,506/Annual	03/03/2017	1.0 FTE

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

May 2, 2017  
Agenda Item No. 2.3

**SUBJECT:** APPROVE/RATIFY CONTRACTS, AGREEMENTS, MOUs

**RECOMMENDATION**

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

<b>Contract/Agreement/ MOU</b>	<b>Date</b>	<b>Contract Amount</b>	<b>Background</b>
<b>General Fund</b>			
William Ryder Arcata, CA	03-22-2017	\$400	Addendum to increase contract amount to include moving a piano.
<b>Restricted/Bond Funds</b>			
Miller Farms Nursery McKinleyville, CA	04-20-2017	\$8,000	Life safety: PE fields work to fill in uneven areas and reseed.
SHN Consulting Engineers Eureka, CA	04-04-2017	\$0	Addendum to extend agreement date. No change in contract amount.
LACO & Associates Eureka, CA	04-06-2017	\$0	Addendum to extend agreement date. No change in contract amount.
<b>Revenue/Self Support</b>			
Humboldt IPA Eureka, CA	04-06-2017	\$32,500	Amendment to extend contract for medical provider for Student Health Service through 6-30-2018.
Krueger International, Inc. Rocklin, CA	03-27-2017	\$1,400	Installation of Multi-Cultural Center furniture and equipment.

**BUDGET IMPLICATIONS**

Contracts funded within existing budgets.

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

May 2, 2017  
Agenda Item No. 2.4

**SUBJECT:** APPROVE BOND PROJECT BUDGET

**RECOMMENDATION**

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

**BACKGROUND**

Measure Q expenditures during the month ending March 31, 2017 totaled \$58,176. Measure Q expenditures to date total \$41,295,206. With about \$3.26 million in unspent budget, Measure Q bond funds are steadily winding down.

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

**BUDGET IMPLICATIONS**

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

REDWOODS COMMUNITY COLLEGE DISTRICT  
DISTRICT PROP 39 BONDS OF 2004

REDWOODS COMMUNITY COLLEGE DISTRICT				Total			
DISTRICT PROP 39 BONDS OF 2004	Q51 ADA	Q52 Life Safety	All Other Q Budgets	Project Budget	March Expenditures	Total Expenditures	Budget Remaining
<b>Eureka</b>							
Physical & Life Sciences Repurpose or Demo			35,000	35,000	2,750	25,757	9,243
Vets Center			250,000	250,000	-	-	250,000
AJ Classroom in Maint/ IT Space in AJ/ Phone @ Firing Range	80,000			80,000	-	45,155	34,845
Remove Stadium Hazard		495,000		495,000	2,777	49,150	445,850
Address SWACC Inspection of Report Deficiencies		229,699		229,699	-	153,460	76,239
Tree Removal		130,000		130,000	6,000	127,000	3,000
Physical Education Labs Upgrades	100,426	510,295	1,478,904	2,089,625	1,301	492,356	1,597,269
Automotive Technology Lab upgrade			286,732	286,732	4,064	279,264	7,468
Welding area cover expansion			135,000	135,000	-	-	135,000
Construction Technology Lab upgrade			223,268	223,268	298	211,319	11,950
Student Union Upgrade		30,000	130,000	160,000	-	146,562	13,438
Career and Technical Ed Computer Lab Upgrades			250,000	250,000	-	217,965	32,035
						-	
<b>Del Norte</b>							
Science Wing Modernization	50,000	325,000	1,506,819	1,881,819	-	1,830,212	51,607
Portable Lease/Purchase			24,000	24,000	-	24,000	-
DN Campus Exterior lighting Upgrade		13,172		13,172	-	13,172	-
						-	
<b>District Projects</b>							
Mendocino Center MOU Repairs		140,000		140,000	435	78,985	61,015
Energy savings, boilers, and bathroom repairs		188,304		188,304	-	118,377	69,927
Mandated improvements to wastewater plant		270,000		270,000	-	146,240	123,760
Technology Infrastructure Upgrades			1,951,176	1,951,176	5,795	1,893,090	58,087
Self Service Datatel module			45,000	45,000	-	28,232	16,768
Document Imaging and Secure Storage			219,000	219,000	-	148,525	70,475
Project Management			1,101,957	1,101,952	34,756	1,086,536	15,416
Security, Marquee Upgrades and Fire Alarm			300,000	300,000	-	117,070	182,930
<b>Completed Measure Q Projects</b>				\$34,062,777	-	\$34,062,777	
<b>Total Local Bond Projects</b>				44,561,524	58,176	41,295,206	3,266,318
<hr/>							
<b>Voter Approved Measure Q Total</b>			40,320,000	<b>Total of Expenditures through 3-31-17</b>		41,295,206	
<b>Interest &amp; Bond Premium to Date</b>			4,241,551	<b>Available for Capital Projects</b>		3,266,346	
<b>Total Measure Q Principal and Interest</b>			44,561,551				

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

May 2, 2017  
Agenda Item No. 2.5

**SUBJECT: APPROVE CURRICULUM CHANGES**

**RECOMMENDATION**

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

**BACKGROUND**

The attached curriculum report reflects curriculum changes approved by the Academic Senate since the April 2017 Board of Trustees meeting.

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

	<b>Courses</b>	<b>Degrees / Certificates</b>
<b>New</b>	1	0
<b>Revised/Non-Substantive Changes</b>	5	1
<b>Replaced</b>	0	0
<b>Inactivated</b>	1	0
<b>Distance Ed</b>	0	0
<b>Dual Enrollment</b>	0	0

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 Course Changes: March 24, 2017

**LEGEND**

**NEW Course:** Creation of New Course  
**Revised Course:** Adjustment to COR of Existing Course  
**Replacing Course:** Will replace an Existing Course  
**Inactivation:** Inactivated Course  
**Distance Ed:** Approved/Renewed for DE Modality in comments  
**Dual Enr:** Approved for Dual Enrollment at HS specified in comments

**Large Format:** Committee informed of intent to offer large capacity sections  
**IMF:** Committee informed of intent to charge Instructional Materials Fee  
**Units or Hours:** Units for Credit courses, Contact Hours for Noncredit Courses  
**Credit Type:** C (Credit) or N (Noncredit)  
**UC or CSU Transfer:** A (Approved for Transfer) or P (Pending Transfer Approval)  
**CR GE:** A (Approved) or R (Renewed) for the Local GE Pattern

Course #	Title	Proposal Type	Units (C) or Hours (N) [Lec/Lab]	Credit Type	UC Transfer	CSU Transfer	CR GE	Comments
<b>BT-63</b>	Desktop Publishing Applications	Inactivation	4.0 [3.0/1.0]	C	-	A	-	Course Inactivated.
<del>PE-10</del>	<del>Running and Walking</del>	<del>Distance Ed</del>	0.5-1.0 [0/0.5-1.0]	C	A	A	-	Tabled during the meeting; will be resubmitted to a later meeting, when faculty who have taught the course can attend to address some questions that came up about the online pedagogy for this course.
PE-13	Boot Camp Fitness	Revised Course	0.5-1.0 [0/0.5-1.0]	C	A	A	-	Regular five year revision. Minor updates to course content. <u>Course Learning Outcomes</u> 1. Improve anaerobic and aerobic cardiovascular fitness. 2. Improve core muscular strength and endurance. 3. Analyze a food journal.
<del>CT-16</del>	<del>Architectural Millwork</del>	<del>Revised Course</del>	3.0 [1.0/2.0]	C	-	A	-	Tabled at request of the author prior to the meeting; will be resubmitted to a later meeting.
CT-70	Building Codes and Standards	Revised Course	2.0 [2.0/0]	C	-	A	-	Regular five year revision. Minor updates to course content, revised catalog description. <u>Course Learning Outcomes</u> 1. Demonstrate the ability to locate specific code sections within the California Residential Code. 2. Apply building codes and standards to specific examples.

Course #	Title	Proposal Type	Units (C) or Hours (N) [Lec/Lab]	Credit Type	UC Transfer	CSU Transfer	CR GE	Comments
CT-98	Advanced Carpentry	Revised Course	3.0 [0/3.0]	C	-	A	-	Regular five year revision. Minor updates to course content, revised catalog description. <u>Course Learning Outcomes</u> 1. Lay out and install interior and exterior components for a residential building. 2. Analyze and report on personal and work site safety requirements in the construction industry. 3. Interpret and apply applicable building codes through the demonstration of high quality, accurate carpentry and workmanship.
FNR-1	Introduction to Forestry & Natural Resources	Revised Course	3.0 [2.0/1.0]	C	A	A	A	Regular five year revision. Minor updates to course content; approved for CR GE Area B. <u>Course Learning Outcomes</u> 1. Describe the goods, services, and benefits derived from utilizing natural resources. 2. Explain the basic components of forest ecosystems and use critical thinking to determine how management affects these ecosystems. 3. Discuss the historic, economic, and political framework of natural resource utilization. 4. Lab Specific Outcome: Demonstrate safety protocols and common field techniques used in natural resources at a basic level.
FNR-40	Independent Study in FNR	Revised Course	0.5-3.0 [0/0.5-3.0]	C	-	A	-	Regular five year revision. Increased max unit value from 2.0 to 3.0; revised catalog description. <u>Course Learning Outcomes</u> 1. Develop and present a report on a specific area of interest in forestry and natural resources.
COMM-2	Introduction to Communication	NEW Course	3.0 [3.0/0]	C	P	P	A	New course. Foundational survey of the Communication discipline; will be added to the Communication Studies ADT. <u>Course Learning Outcomes</u> 1. Identify the basic concepts of the field of communication. 2. Explain the contextual, cultural, and social foundations of human communication. 3. Summarize the history, theories, and specializations in Communication Studies. 4. Describe how knowledge is generated in the Communication discipline. 5. Compare the basic research methods for the evaluation of human communication phenomena.

College of the Redwoods  
Summary of Program Changes: March 24, 2017

**LEGEND**

**PROPOSAL TYPES:**

**NEW Program:** Creation of New Degree or Certificate

**Nonsub Revision:** Minor Adjustment to Existing Program

**Substantial Revision:** Significant Adjustment to Existing Program

**Discontinued:** Program to be Removed from Next Catalog

Award	Program Title	Proposal Type	Credit Type	Comments
A.S. Degree	Forestry Technology - AS	Nonsub Revision	Credit	Revised Catalog description. No changes made to program requirements

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

May 2, 2017  
Agenda Item No. 3.1

**SUBJECT:** APPROVE MONTHLY FINANCIAL STATUS REPORT

**RECOMMENDATION**

Action is required. The President/Superintendent recommends that the Board of Trustees approve the monthly Financial Status Report for year-to-date activity through March 31, 2017 for the 2016-17 fiscal year.

**BACKGROUND**

This report covers the period of July 1, 2016 to March 31, 2017 or 75% of the fiscal year, and shows unrestricted general fund revenue and expenditures. Enrollment fee revenue is tracking above the budgeted figure. However, the four "SB 361" rows in the revenue section are used by the State to provide Apportionment payments to the District, which includes enrollment fees. Therefore, if enrollment fees come in over budget by year-end, the Chancellor's Office will automatically adjust one of the other SB 361 revenues to offset that increase.

Actual expenditures are tracking at 79.1% of the budget which a little above expectation, but still reasonable. Through year-end, eligible expenditures are being identified to move out of general fund. For example, restricted lottery and instructional equipment categorical funds are available, so eligible general fund purchases will be moved out. Additional costs will be allocated to auxiliary funds. These actions will lower the budget-to-actual ratio through fiscal year end.

The District recently made the final payment on its certificate of participation (COP). We will be filing documentation to finalize the closeout of the COP.

The Transfers Out are comprised of the following:

- \$50,000 Final COP payment
- \$90,000 Child Development Center
- \$88,000 Shively Farm
- \$250,000 OPEB fund
- \$25,000 CalPERS/CalSTRS Set Aside (New this year)
- \$503,000 Total

The Purchase Orders report notes the following items:

- Legal Services covers the District's annual contract with School and College Legal Services. The District participates with Humboldt County Office of Education (HCOE) on a legal services contract each year to realize lower hourly rates. A portion of this legal bill will be allocated to other funds by year-end.

**BUDGET IMPLICATIONS**

This report reflects year-to-date budget adjustments and actual activity for fund 10 through March 31, 2017.

## REDWOODS COMMUNITY COLLEGE DISTRICT

**Unrestricted General Fund**

Fiscal Year 2016-17

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE					<i>March</i> <i>75%</i> <i>Year-to-date</i> <i>Actual</i>	<i>Current</i> <i>Actual to</i> <i>Budget</i> <i>Percent</i>	<i>Prior Yr</i> <i>Actual to</i> <i>Budget</i> <i>Percent</i>
<i>Description</i>	<i>Object</i> <i>Range</i>	<i>Final</i> <i>Budget</i>	<i>Year to Date</i> <i>Adjustments</i>	<i>Current</i> <i>Budget</i>			
REVENUES:							
Federal Sources	8100-8199	\$ 100,598	\$	\$ 100,598	\$ 7	0.0%	0.8%
State Sources (3950 FTES)							
SB 361 State Support	8611	9,786,890		9,786,890	8,752,040	89.4%	73.4%
SB 361 Prop 30 EPA	8630	3,940,000		3,940,000	2,826,321	71.7%	67.4%
CA State Lottery	000 / 8681	434,579		434,579	293,017	67.4%	47.3%
Other Revenue (Including One-Time)	8600-8699	1,093,334	(250,000)	843,334	538,732	63.9%	71.1%
Local Sources							
SB 361 Enrollment Fees	8874	1,070,940		1,070,940	1,233,263	115.2%	91.9%
SB 361 Property Taxes	8811-8818	10,523,236		10,523,236	6,369,824	60.5%	50.2%
Non-Resident Tuition	8880	720,000		720,000	720,603	100.1%	84.4%
Other Revenue	8820-8899	190,000		190,000	119,520	62.9%	81.6%
Total Revenue		\$ 27,859,577	\$ (250,000)	\$ 27,609,577	\$ 20,853,327	75.5%	65.5%
EXPENDITURES:							
Academic Salaries	1000-1999	\$ 11,586,416	\$	\$ 11,586,416	\$ 9,352,354	80.7%	78.3%
Other Staff Salaries	2000-2999	4,959,172		4,959,172	3,992,939	80.5%	85.5%
Employee Benefits	3000-3999	6,582,954		6,582,954	4,916,063	74.7%	83.4%
Supplies	4000-4999	422,193	(82,000)	340,193	265,911	78.2%	101.4%
Services	5000-5999	3,699,641	(110,000)	3,589,641	2,904,846	80.9%	91.6%
Capital Outlay	6000-6999	110,000	(40,000)	70,000	27,548	39.4%	110.4%
Total Expenditures		\$ 27,360,376	\$ (232,000)	\$ 27,128,376	\$ 21,459,661	79.1%	76.7%
EXCESS REVENUES (EXPENDITURES)		\$ 499,201	\$ (18,000)	\$ 481,201	\$ (606,334)		
OTHER FINANCING SOURCES/(USES):							
Transfers In	8981-8999	\$ 105,000	\$	\$ 105,000	\$ 5,437	5.2%	0%
Transfers Out	7200-7399	(503,000)		(503,000)	(57,689)	11.5%	63%
Student Financial Aid	7500-7699	(55,000)		(55,000)	(7,546)	13.7%	128%
Total Other Sources (Uses)		\$ (453,000)	\$ 0	\$ (453,000)	\$ (59,799)		
FUND BALANCE INCREASE (DECREASE)		46,201	(18,000)	28,201	(666,133)		
BEGINNING FUND BALANCE:							
Beginning Balance	9790	\$ 1,881,258	\$	\$ 1,881,258	\$ 1,881,258		
ENDING FUND BALANCE		\$ 1,927,459	\$	\$ 1,909,459	\$ 1,215,125		
Fund Balance Percent		<b>6.90%</b>		<b>6.90%</b>			
CASH BALANCE							
Total District Cash in County Treasury Board of Trustees Meeting - May 2, 2017 excluding local bond and debt service funds		\$ 3,756,236	48				



**PURCHASE ORDER REPORT****03/01/17 - 03/31/17**

PO #		Vendor	Program	Description	Amount
B0009930	03/24/2017	Pierson Building Center	Arts and Languages	Instructional Supplies	265.09
P0023421	03/03/2017	North Valley Bank	General	Staff Travel	470.00
P0023458	03/24/2017	David Morse	Academic Senate	Contract Services	650.00
P0023455	03/24/2017	Dell Computer Corp	Academic Senate	New Furn/Equip >\$200	1,965.18
P0023462	03/24/2017	TechSmith Corporation	Mathematics	Software < \$200	202.80
P0023438	03/15/2017	B & H Photo Video Inc.	Information Sciences	Instructional Supplies	38.58
P0023438	03/15/2017	B & H Photo Video Inc	Information Sciences	Tools and Equip Under \$ 1,000	729.32
P0023437	03/15/2017	N. American Brd Energy Practices	Applied Technology	Membership Fees	300.00
P0023450	03/22/2017	Edvotek	Science and Engineering	Instructional Supplies	445.10
P0023449	03/15/2017	North Valley Bank	Athletics	Team Travel Baseball	400.00
P0023423	03/15/2017	North Valley Bank	Athletics	Team Travel Track	875.00
P0023424	03/15/2017	North Valley Bank	Athletics	Team Travel Track	875.00
P0023425	03/15/2017	North Valley Bank	Athletics	Team Travel Track	850.00
P0023426	03/15/2017	North Valley Bank	Athletics	Team Travel Track	875.00
P0023427	03/15/2017	North Valley Bank	Athletics	Team Travel Track	875.00
P0023428	03/15/2017	North Valley Bank	Athletics	Team Travel Track	1,750.00
P0023429	03/15/2017	North Valley Bank	Athletics	Team Travel Track	625.00
P0023430	03/15/2017	North Valley Bank	Athletics	Team Travel Track	500.00
P0023431	03/15/2017	North Valley Bank	Athletics	Team Travel Track	1,000.00
P0023441	03/15/2017	North Valley Bank	Athletics	Team Travel: Sand Vball	360.00
P0023443	03/15/2017	North Valley Bank	Athletics	Team Travel: Sand Vball	360.00
P0023444	03/15/2017	North Valley Bank	Athletics	Team Travel: Sand Vball	360.00
P0023445	03/15/2017	North Valley Bank	Athletics	Team Travel: Sand Vball	360.00
P0023446	3/15/2017	North Valley Bank	Athletics	Team Travel: Sand Vball	360.00
P0023434	3/15/2017	HCOE	General	Legal Services	103,701.28
B0009928	3/24/2017	School & College Legal	General	Legal Services	10,000.00
P0023420	3/3/2017	Division of the State Architect	Southern Humboldt	Architectural Fee	500.00
<b>Total 110 Unrestricted General Fund</b>					<b><u>\$129,692.35</u></b>

P0023432	03/15/2017	Lindsey Bugbee	CTE Transition	Personal Service Con	100.00
P0023433	03/15/2017	Kyle Shamp	CTE Transition	Personal Service Con	100.00
P0023454	03/24/2017	Pierson Building Center	CTEA Block Grant	Tools and Equip Under \$1000	305.78
P0023454	03/24/2017	Pierson Building Center	CTEA Block Grant	New Furn/Equip >\$200	556.58
P0023451	03/24/2017	Helmel Engineering Products	CTEA Block Grant	New Furn/Equip >\$200	24,661.26
P0023459	03/24/2017	Renner Petroleum 76 Products	E O P S	Payments for Fees	14,000.00
P0023461	03/24/2017	C. Renner Petroleum, Inc.	E O P S	Payments for Fees	8,000.00
P0023448	03/15/2017	North Valley Bank	TANF	Staff Travel	252.00
B0009929	03/24/2017	Institute for Democratic Ed.	General	Contract Services	20,000.00
P0023452	03/24/2017	Tangent Computer	CTE Strong Workforce	New Furn/Equip >\$200	47,345.35
P0023465	03/29/2017	Community College League of Ca	Inst Eq/Lib Matl	Databases, Eureka	20,061.12
P0023453	03/24/2017	Tangent Computer	Basic Skills & SOTP	New Furn/Equip >\$200	83,973.89
P0023457	03/24/2017	Ascend Learning Holdings LLC	Nurse Enrollment Growth	Instructional Supplies	975.00
B0009926	03/15/2017	AT&T	AEBG - FY 15/16	Phone	680.00
P0023442	03/15/2017	CDW Government Inc.	AEBG - FY 15/16	New Furn/Equip >\$200	1,569.00
P0023456	03/24/2017	Justine Cook	CalFresh	Personal Service Con	1,000.00
<b>Total 110 Restricted General Fund</b>					<b><u>\$223,579.98</u></b>
P0023439	03/15/2017	Winco Foods	General	Food Purchases	1,000.00
P0023460	03/24/2017	Robert Lanham	Infant & Toddler	Staff Development Ex	800.00
<b>Total 133 Child Development Fund</b>					<b><u>\$1,800.00</u></b>
P0023447	03/15/2017	Nilsen Co	Farm Operation	Misc Purchases for R	1,697.06
P0023435	03/15/2017	The Water Well Store	Farm Operation	Equipment Repair Mac	1,312.00
P0023436	03/15/2017	The Water Well Store	Farm Operation	Equipment Repair Mac	310.00
<b>Total 134 Farm Operation Fund</b>					<b><u>\$3,319.06</u></b>
P0023422	03/03/2017	A.N.D. Technologies	Library Printers	Software Maintenance	3,528.00
B0009924	03/03/2017	Kjeldsen Dental Lab INC	Dental Assisting	Instructional Supplies	4,000.00
P0023463	03/24/2017	Keating Dental Arts	Dental Assisting	Instructional Supplies	498.24
B0009923	03/15/2017	Norman's Dry Cleaners	Dental Assisting	Laundry Service	250.00

B0009927	03/24/2017	Wayne Maples Plumbing & Heating	Redwoods Bus Complex	Building Repair	7,180.00
P0023464	03/24/2017	North Valley Bank	Dining Services	Change Funds	1,000.00
B0009933	03/29/2017	United States Bakery	Dining Services	Food Purchases	6,006.90
B0009931	03/24/2017	Encore Oils	Dining Services	Contract Services	1,500.00
<b>Total 139 Other Special Revenue Fund</b>					<b><u>\$23,963.14</u></b>
B0009925	03/15/2017	AT&T	Cont-Ed - Office	Phone	1,050.00
P0023440	03/15/2017	Umpqua Bank	Truck Driving	New Furn/Equip >\$200	1,050.00
B0009932	03/15/2017	Umpqua Bank	Truck Driving	New Furn/Equip >\$200	4,200.00
<b>Total 159 Other Enterprise Fund</b>					<b><u>\$6,300.00</u></b>
<b>Grand Total All Purchase Orders</b>					<b><u>\$388,654.53</u></b>

## CAL CARD REPORT - MARCH

Item GL Number	Program	Description	Voucher #	Voucher Date	Amount
11006-1054-000-6770-55641	General All	Software Maint. Contract	V0356399	3/31/2017	29.99
11006-1054-377-6770-55850	Outreach	Advertising	V0356399	3/31/2017	929.98
11006-4020-006-1230-54300	Health Occupation	Instructional Supplies	V0356406	3/31/2017	50.40
11006-4020-006-1230-55320	Health Occupation	Membership Fees	V0356406	3/31/2017	1,785.00
11006-6051-000-6720-55890	General All	Bank Charges	V0356376	3/22/2017	233.99
<b>Total 110 Unrestricted General Fund</b>					<b>\$3,029.36</b>

Item GL Number	Program	Description	Voucher #	Voucher Date	Amount
11017-5091-290-6310-55212	SSS Trio-Eureka	Staff Development	V0356402	3/31/2017	110.00
11017-5091-290-6310-55285	SSS Trio-Eureka	Staff Travel	V0356402	3/31/2017	1,090.55
11043-5838-311-6420-54500	DSPS	Office Supplies	V0356398	3/31/2017	9.28
11046-5030-000-6490-54710	General All	Food Purchases	V0356410	3/31/2017	148.03
11046-5030-000-6490-54730	General All	Miscellaneous Supplies	V0356410	3/31/2017	72.55
11046-5030-000-6750-55212	General All	Staff Development	V0356404	3/31/2017	145.59
11046-5030-000-6890-55120	General All	Personal Service Contract	V0356410	3/31/2017	669.52
11065-4020-154-1230-55280	Enrollment Growth 16/17	Administrator Travel	V0356406	3/31/2017	743.17
11078-5030-288-6890-54720	Del Norte Reg Desk Remodel	Tools & Equip under \$200	V0356410	3/31/2017	112.79
<b>Total 110 Restricted</b>					<b>\$3,101.48</b>

Item GL Number	Program	Description	Voucher #	Voucher Date	Amount
13903-4020-044-1240-54500	Dental Assisting	Office Supplies	V0356406	3/31/2017	164.89
13903-4020-044-1240-55610	Dental Assisting	Equipment Repair	V0356406	3/31/2017	272.59
13983-5733-033-0000-55212	Residence Halls	Staff Development	V0356401	3/31/2017	100.00
<b>Total 139 Other Special Revenue</b>					<b>\$537.48</b>

<b>Total All Cal Card Expenditures 03/01/2017-03/31/2017</b>					<b>\$6,668.32</b>
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**REDWOODS COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING**

May 2, 2017  
Agenda Item No. 3.2

**SUBJECT:** APPROVE QUARTERLY FINANCIAL STATUS REPORT

**RECOMMENDATION**

Action is required. The President/Superintendent recommends approval of the Quarterly Financial Status Report, CCFS-311Q for the quarter ended March 31, 2017.

**BACKGROUND**

The 311Q covers the 9 month period ended 3-31-2017 for the unrestricted general fund. Total revenues, expenditures, and ending fund balance match to this month's Monthly Financial Status Report.

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

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

The following disclosure has been noted on the 311 report:

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

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

A \$1.5 million target has been identified to cover annual cost increases and balance the 2017-18 budget without over-reliance on one-time resources. An additional \$800 thousand target has been identified for 2018-19. This structural budget deficit was itemized and discussed in the 2016-17 Final Budget document reported to the Board of Trustees in open session on September 6, 2016. Administration is working to eliminate the structural budget deficit by June 30, 2017.

For the next quarterly report, the last sentence of the disclosure will be changed to read:

“Administration has itemized budget changes to balance the 2016-17 and 2017-18 general fund budgets. Administration continues to work on balancing the 2018-19 budget.”

#### BUDGET IMPLICATIONS

No change to the current year budget.

LL/lw



Quarterly Financial Status Report, CCFS-311Q  
**VIEW QUARTERLY DATA**

**CHANGE THE PERIOD** ▼

Fiscal Year: 2016-2017

Quarter Ended: (Q3) Mar 31, 2017

District: (160) REDWOODS

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2013-14	Actual 2014-15	Actual 2015-16	Projected 2016-2017
Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	27,263,449	25,534,445	29,459,934	27,609,577
A.2	Other Financing Sources (Object 8900)	0	-2,832	-46,661	105,000
A.3	Total Unrestricted Revenue (A.1 + A.2)	27,263,449	25,531,613	29,413,273	27,714,577
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	25,479,189	25,486,773	27,593,069	27,128,376
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,055,363	527,081	1,586,400	558,000
B.3	Total Unrestricted Expenditures (B.1 + B.2)	26,534,552	26,013,854	29,179,469	27,686,376
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	728,897	-482,241	233,804	28,201
D.	Fund Balance, Beginning	1,363,749	2,092,646	1,610,405	1,881,258
D.1	Prior Year Adjustments + (-)	0	0	19,188	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	1,363,749	2,092,646	1,629,593	1,881,258
E.	Fund Balance, Ending (C. + D.2)	2,092,646	1,610,405	1,863,397	1,909,459
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	7.9%	6.2%	6.4%	6.9%

**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)	3,779	3,936	3,960	3,950
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**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

		As of the specified quarter ended for each fiscal year			
		2013-14	2014-15	2015-16	2016-2017
H.1	Cash, excluding borrowed funds		622,839	1,468,405	5,419,753
H.2	Cash, borrowed funds only		0	0	0
H.3	<b>Total Cash (H.1 + H.2)</b>	3,677,605	622,839	1,468,405	5,419,753

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

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	<b>Revenues:</b>				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	27,859,577	27,609,577	20,853,327	75.5%
I.2	Other Financing Sources (Object 8900)	105,000	105,000	5,437	5.2%
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	27,964,577	27,714,577	20,858,764	75.3%
J.	<b>Expenditures:</b>				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	27,360,376	27,128,376	21,459,661	79.1%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	558,000	558,000	65,235	11.7%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	27,918,376	27,686,376	21,524,896	77.7%
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	46,201	28,201	-666,132	
L	Adjusted Fund Balance, Beginning	1,881,258	1,881,258	1,881,258	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	1,927,459	1,909,459	1,215,126	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	6.9%	6.9%		

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

NO

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

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

\* As specified in Collective Bargaining Agreement or other Employment Contract

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



VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?	NO
If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)	
VII. Does the district have significant fiscal problems that must be addressed?	<div> <div>This year?</div> <div>Next year?</div> </div> <div> <div>NO</div> <div>YES</div> </div>

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

The District continues to maintain its unrestricted fund balance above the 5.0% minimum recommended by the Chancellor's Office for fiscal stability. While no COLA or other salary increases have been provided in 2014-15, 2015-16, or year-to-date 2016-17, permanent ongoing payroll expenditures continue to grow on increased costs for medical insurance, CalPERS/CalSTRS pension payments, and employee salary step increases, most of which are contractually mandated. District administration identified a structural budget deficit, due to level enrollments and the receipt of minimal unencumbered new funds through the State Apportionment funding model. The structural budget deficit exists due to a funding mismatch where permanent, ongoing expenditures (such as permanent staffing costs) are funded by an unsustainable level of non-recurring, one-time resources (such as temporary vacancy savings, underfunded equipment replacement budgets, deferred maintenance). As a result, the District's year-to-year financials may appear to indicate sufficient resources, but one-time resources can fall short in any year and are therefore not an appropriate long-term resource. A \$1.5 million target has been identified to cover annual cost increases and balance the 2017-18 budget without over-reliance on one-time resources. An additional \$800 thousand target has been identified for 2018-19. This structural budget deficit was itemized and discussed in the 2016-17 Final Budget document reported to the Board of Trustees in open session on September 6, 2016. Administration is working to eliminate the structural budget deficit by June 30, 2017.

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

May 2, 2017  
Agenda Item No. 3.3

**SUBJECT:** SET PUBLIC HEARING FOR GANN APPROPRIATIONS LIMIT  
INITIATIVE: JUNE 6, 2017

**RECOMMENDATION**

Action is required. The President/Superintendent recommends that a public hearing be held on June 6, 2017 at 1:00 p.m., regarding the appropriations limit in accordance with the Gann Appropriations Limit legislation.

**BACKGROUND**

Proposition 4, the Gann Appropriations Limit legislation, was passed by the voters of the State in November 1979, and implementing legislation (SB 1352) was subsequently passed by the legislature:

“7910 - Each year the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit for the following fiscal year pursuant to Article XIII B at a regularly scheduled meeting or noticed special meeting. Fifteen days prior to such meeting, documentation used in the determination of the appropriations limit shall be available to the public. The determination of the appropriations limit is a legislative act.”

The administration will provide the appropriations limit to the board.

**BUDGET IMPLICATIONS**

None.

LL/lw

N O T I C E  
PUBLIC HEARING

The Board of Trustees of the Redwoods Community College District will hold a public hearing at the College of the Redwoods campus, 7351 Tompkins Hill Road, Eureka, California, at 1:00 p.m., Tuesday, June 6, 2017. This hearing will be held in the Board of Trustees Meeting Room, SS202, for the purpose of establishing the Gann Appropriations Limit for the 2017-18 year.

Further information can be obtained at the Business Office at College of the Redwoods.

Keith Snow-Flamer  
President/Superintendent  
May 2, 2017

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

May 2, 2017  
Agenda Item No. 3.4

**SUBJECT:** ADOPT RESOLUTION NO. 710 AUTHORIZING SUBMITTAL OF APPLICATION(S) FOR ALL CALRECYCLE GRANTS FOR WHICH THE DISTRICT IS ELIGIBLE

**RECOMMENDATION**

Action is required. The President/Superintendent recommends the adoption of Resolution No. 710 authorizing submittal of application(s) for all CalRecycle grants for which the District is eligible.

**BACKGROUND**

The District is applying for a CalRecycle grant, potentially up to a \$150,000 award, to attain recycled tire tread for improvements and repairs to the track. If approved, the grant will require that the District have a Board approved Environmental Preference Purchasing Policy. District leadership is preparing the policy for committee review prior to Board review and approval at a future Board meeting.

BP/AP 3280 Grants requires the Board of Trustees to be informed about all grant applications made and grants received by the District.

**BUDGET IMPLICATIONS**

None.

LL/lw

**REDWOODS COMMUNITY COLLEGE DISTRICT  
RESOLUTION # 710  
AUTHORIZING SUBMITTAL OF APPLICATION(S) FOR ALL CALRECYCLE  
GRANTS FOR WHICH THE DISTRICT IS ELIGIBLE**

**WHEREAS**, Public Resources Code sections 48000 et seq. authorize the Department of Resources Recycling and Recovery (CalRecycle) to administer various grant programs (grants) in furtherance of the State of California's (state) efforts to reduce, recycle and reuse solid waste generated in the state thereby preserving landfill capacity and protecting public health and safety and the environment; and

**WHEREAS**, in furtherance of this authority CalRecycle is required to establish procedures governing the application, awarding, and management of the grants; and

**WHEREAS**, CalRecycle grant application procedures require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of CalRecycle grants.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Redwoods Community College District authorizes the submittal of application(s) to CalRecycle for all grants for which the District is eligible.

**BE IT FURTHER RESOLVED** that the Dr. Keith Snow-Flamer, President/Superintendent or his designee is hereby authorized and empowered to execute in the name of the Redwoods Community College District all grant documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure grant funds and implement the approved grant project; and

**BE IT FURTHER RESOLVED** that these authorizations are effective for five (5) years from the date of adoption of this resolution.

**PASSED AND ADOPTED** by the following vote of the members of the Board of Trustees, of the Redwoods Community College District of Humboldt County, State of California, this 2<sup>nd</sup> day of May 2017.

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Redwoods Community College District  
Clerk of the Board of Trustees

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

May 2, 2017  
Agenda Item No. 3.5

**SUBJECT:** FIRST READING OF BOARD POLICY

**RECOMMENDATION**

The President/Superintendent recommends that the Board execute a first reading of the attached Board Policy.

**BACKGROUND**

The draft BP is preceded by a table that denotes whether the draft policy is new or replaces existing BP language, notes the date of College Council approval, and notes whether the draft BP is recommended by the Community College League of California or if the draft is unique to College of the Redwoods.

**BUDGET IMPLICATIONS**

None.

KSF/jh

Status	Policy/Procedure Number and Name	Review, Revision, or New	Date Approved by College Council	CCLC Template?
First Read	BP 2330 Quorum and Voting	Revised	N/A	Yes





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## QUORUM AND VOTING

A quorum of the Board shall consist of five members when it is an eight-member board.  
A quorum of the Board shall consist of four members when it is a seven-member board.  
If there is not a quorum, the meeting shall be cancelled and/or rescheduled.

The Board shall act by majority vote of all of the **entire membership in attendance**, except as noted below.

No action shall be taken by secret ballot.

The Board will publicly report in open session any action taken and the vote or abstention of each individual member present.

The following actions require a two-thirds majority of all members of the Board:

- Resolution of intention to sell or lease real property of the District (except where a unanimous vote is required);
- Resolution of intention to dedicate or convey an easement;
- Resolution authorizing and directing the execution and delivery of a deed;
- Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;
- Appropriation of funds from an undistributed reserve;
- Resolution to condemn real property.

The following actions require a unanimous vote of all members of the Board:

- Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district;
- Resolution authorizing lease of District property under a lease for the production of gas.

The advisory vote of the Student Trustee shall not be included in determining the vote required to carry any measure before the Board.

Reference: Education Code Sections 72000(d)(3), 81310 et seq., 81365, 81511, 81432;  
Government Code Section 53094 and 54950 et seq.; Code of Civil Procedure Section  
1245.240 Ed Code 72023. 5 (a) (5)

Adopted by Board of Trustees: 9/11/05

Former Bylaw #006: "Meetings," Adopted by Board of Trustees: 11/6/78

Amended: 10/17/84, 2/2/87, 1/11/93, 12/7/99, 12/9/03, 7/5/16

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

May 2, 2017  
Agenda Item No. 3.6

**SUBJECT:** SECOND READING OF BOARD POLICY

**RECOMMENDATION**

Action is required. The President/Superintendent recommends that the Board approve the attached Board Policy.

**BACKGROUND**

The attached draft policy has been through College Council's collegial consultative process. The draft BP is preceded by a table that denotes whether the draft policy is new or replaces existing BP language, notes the date of College Council approval, and notes whether the draft BP is recommended by the Community College League of California or if the draft is unique to College of the Redwoods.

**BUDGET IMPLICATIONS**

None.

KSF/jh

Status	Policy/Procedure Number and Name	Review, Revision, or New	Date Approved by College Council	CCLC Template ?
Second Read	BP 4240 Academic Renewal	Review	1/23/2017	Yes
Second Read	BP 7250 Educational Administrators	New	1/23/2017	Yes



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**CLASSIFIED ADMINISTRATOR  
(Vice President, Director, Manager)**

Classified administrators are administrators who are not employed as educational administrators and who, regardless of job description, have significant responsibilities for formulating District policies or administering District programs other than the educational programs of the District. Unlike classified employees, Administrators do not obtain permanent status in their positions. This is because a governing board must have complete trust in its administrators due to the close relationship between the Board and administrators and the necessity for day-to-day cooperation which requires complete trust by top administrators in their subordinates.

A classified manager/administrator is defined as an administrator who is not employed as an educational administrator. (Educ. Code § 87002(c).) Under Education Code Section 72411, a classified administrator is not required to be employed under an appointment or contract. Under Education Code section 72411.5, classified administrators serve at the pleasure of the governing board and can be terminated at any time.

References: Education Code Section 72411; Government Code Section 3540.1(g) and (m)

Adopted: July 5, 2016

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

May 2, 2017  
Agenda Item No. 3.7

**SUBJECT:** ADOPT RESOLUTION #711 RE: CLASSIFIED SCHOOL EMPLOYEE  
WEEK

**RECOMMENDATION**

Action is required. The President/Superintendent recommends adoption of Resolution #711, "Classified School Employee Week."

**BACKGROUND**

Classified professionals perform a wide range of essential work, including food services, maintenance and operations, transportation, instructional assistance and paraeducator services, office and clerical work, security, library and media assistance, computer services, and many other functions in public schools. Classified professionals provide assistance to California's students, guiding them from preschool through community college.

In recognition of the many contributions classified professionals make to the education community, the California State Legislature adopted the third full week of May each year as Classified School Employee Week, by passage of SB 1552 (Campbell) in 1986.

On behalf of all of our classified professionals, California School Employees Association/ College of the Redwoods Chapter #509 respectfully requests that the Redwoods Community College District Board of Trustees adopt the attached resolution declaring the week of May 21-27, 2017, as Classified School Employee Week.

**BUDGET IMPLICATIONS**

None.

KSF/ksf

**RESOLUTION #711**  
**CLASSIFIED SCHOOL EMPLOYEE WEEK**

**WHEREAS**, classified professionals provide valuable services to the schools and students of the Redwoods Community College District; and

**WHEREAS**, classified professionals contribute to the establishment and promotion of a positive instructional environment; and

**WHEREAS**, classified professionals serve a vital role in providing for the welfare and safety of Redwoods Community College District students; and

**WHEREAS**, classified professionals employed by the Redwoods Community College District strive for excellence in all areas relative to the educational community;

**THEREFORE, BE IT RESOLVED**, that the Redwoods Community College District hereby recognizes and wishes to honor the contribution of the classified professionals to quality education in the state of California and in the Redwoods Community College District and declares the week of May 21-27, 2017, as Classified School Employee Week in the Redwoods Community College District.

PASSED AND ADOPTED this third day of May 2, 2017.

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Bruce Emad, Clerk  
Board of Trustees  
Redwoods Community College District

ATTEST:

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Keith Snow-Flamer, Secretary  
Board of Trustees  
Redwoods Community College District



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

May 2, 2017  
Agenda Item No. 3.8

**SUBJECT:** APPROVE STUDENT TRUSTEE PRIVILEGES FOR 2017-18

**RECOMMENDATION**

Action is required. The President/Superintendent recommends that the Board of Trustees continue to afford the Student Trustee authority and compensation in accordance with Board Policy #BP 2015 as follows:

- In accordance with law, the student trustee does have the right to attend or participate in closed sessions of the Board of Trustees other than closed sessions on personnel matters, collective bargaining matters, or with the attorney for the District involving attorney-client privilege relationship.
- The student trustee does have authority to make and second motions, and may cast an advisory vote which shall be recorded in the minutes. The advisory vote shall not be included in determining the vote required to carry any measure before the Board.
- The student trustee shall serve on the committees of the Board at the discretion of the President of the Board.
- The student trustee shall serve a term commencing on May 15.
- The student trustee will be compensated at an amount equal to 50% of the amount afforded to the Board members.

**BACKGROUND**

Board Policy #BP 2015, "Student Trustee," states that the Board shall include one non-voting student member. The term of office shall be one year commencing May 15.

The student trustee shall be a resident of California at the time of nomination, and during the term of service, he/she shall be enrolled in the same number of units as is required by the ASCR Senate. The student shall maintain the District's minimum standards of scholarship.

The student trustee shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student trustee is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). The student trustee shall be entitled to any mileage allowance necessary to attend board meetings to the same extent as publicly elected trustees.

**BUDGET IMPLICATIONS**

None.

KSF

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

May 2, 2017  
Agenda Item No. 3.9

**SUBJECT: DRAFT 2017-2018 ANNUAL PLAN**

**RECOMMENDATION**

For information only. No action required.

**BACKGROUND**

This marks the fifth consecutive year that the Institutional Effectiveness Committee has worked with executive and planning committee leadership to create a draft of the Annual Plan. The Academic Senate worked to contribute action items for next year for which they will be responsible, and key planning actions were included from the following plans: SSSP, Student Equity, Basic Skills, and Distance Education. Once finalized, the Annual Plan will be included in the Institutional Effectiveness Report, and will be rolled out to everyone at fall 2017 convocation. Responsible parties listed in the plan will be asked to evaluate the progress of their action items throughout the year.

**BUDGET IMPLICATIONS**

None.



## Annual Plan 2017-2018

Strategic Plan (SP)		Goal 1: Student Success	Education Master Plan (EP)	
SP.1. Focus on Learners: Developmental, Career Technical, and Transfer Education		EP.1 Ensure Student Success		
Objectives				
1. Match student readiness with educational pathways. 2. Continuously assess and evaluate programs to provide effective educational programs and services for all learners. 3. Students will be able to complete their desired educational goals. 4. Enhance student support and student engagement. 5. Improve basic skills success.  6. Support staff and faculty development and instructional innovation.		1. Provide structured academic pathways  2. Improve support for students.  3. Improve effectiveness of basic skills education.  4. Increase transfers and degree and certificate completions. 5. Professional development programs will improve educational effectiveness.  6. Improve success among underrepresented populations.		
Annual Planning Actions				
Plan. Goal. Objective. Action	Actions to be taken	Responsible Persons	Semester	Evaluation Prompt
SP.1.6.1	Create a shared space for all faculty and staff to engage in professional development activities in a functional and inviting location.	VPISD in collaboration with the Academic Senate	Fall 2017	Are events being held in this space?
SP.1.3.1 EP.1.4.1	Carry out recommendations of the Transfer Task Force to increase transfers to 4-year colleges	President, VPISD, Transfer Task Force	Spring 2018	Are transfers rising above our Institution-set standard?
SP.1.4.2 EP.1.2.1 EP.1.6.2	Increase the number of students completing core SSSP services, specifically with noncredit students pursuing adult education certificate programs and students of disproportionate groups	Dean of Counseling & Student Development, Director of Student Equity and Success, and Director of Community and Economic Development	Spring 2018	Are specific student groups not completing services? What intervention strategies have been implemented?
SP.1.1.1 SP.1.3.2 Distance Education Plan	Implement use of OEI student readiness resources, including the Smarter Measure assessment of student readiness for online instruction	Director of Technology Enhanced Instruction, Director of Counseling	Spring 2018	How many students have taken the assessment? What does the data show about their readiness?



## Annual Plan 2017-2018

SEP A.7	Expand course offerings to students that have a multi-cultural emphasis.	Director of Student Equity, Academic Senate, VPISD	Spring 2018	Are interested faculty submitting curriculum?
SP.1.4.3 SP.1.6.3 EP.1.2.2 Basic Skills Plan	Expand the Tutor Training Pilot Program to include English as well as Math	Director of Special Programs, Academic Support Center	Fall 2017	How many tutors were trained in Math and English?
EP.1.6.3 SP.1.6.4	Enhance professional development efforts focused on innovation and that progress a professional learning network.	Human Resources in collaboration with the Professional Development Committee	Spring 2018	Are diversity-related trainings taking place and rated effective?
Student Equity Plan E.1.6.1	Evaluate search and hiring processes to improve the experience of potential faculty hires and to attract a more diverse faculty.	Academic Senate, Director of Human Resources	Fall 2017	Are we carrying out the actions in our EEO Plan?

Strategic Plan (SP)	Goal 2: Community Education	Education Master Plan (EP)
SP.2 Focus on Learners: Community Partnership	EP.2 Develop Programs and Services to Meet Community Needs	
Objectives		
1. Provide workforce development training. 2. Respond to business and industry short-term training needs. 3. Develop non-credit programs.	1. Enhance community education program. 2. Enhance incumbent worker and contract training. 3. Develop not-for-credit programs. 4. CTE Programs respond to community training needs. 5. Develop non-credit programs.	

Annual Planning Actions				
Plan. Goal. Objective. Action	Actions to be taken	Responsible Persons	Semester	Evaluation Prompt
SP.2.3.1 EP.2.5.1	Implement the recommendations of the Discontinuation and Revitalization process for non-credit approved by the President/Superintendent.	VPISD, Director of Adult Education	Spring 2018	How has enrollment and transition to credit work changed?



## Annual Plan 2017-2018

	Enhance county government partnerships by creating communication channels to better serve the returning workforce population	Partnership: Director of Community Education, Director of Adult Education, CTE Dean	Fall 2017	What communication channels or working groups have been established?
SP.2.2.1 EP.2.1.1 EP.2.2.1	Develop and offer an Auto Body program that includes an apprenticeship	Director of Community Education	Fall 2017	How many students are enrolled?
EP.2.1.2	Grow personal enrichment offerings in Community Education	Director of Community Education	Fall 2017	How many students are enrolled in how many offerings?

Strategic Plan (SP)	Goal 3	Education Master Plan (EP)
<b>SP.3 Fiscal &amp; Operational Sustainability</b>		<b>EP.3 Practice Continuous Quality Improvement</b>
<b>Objectives</b>		
1. Reduce reliance on apportionment-based funding.	1. Improve tools for assessment reporting.	
2. Improve college operational efficiencies.	2. Student learning will be a visible priority in all practices and structures.	
3. Increase funding available for strategic initiatives	3. Student learning outcomes and assessment are ongoing, systematic, and used for continuous quality improvement	
4. Increase community support for the college.	4. Systematically use data to inform decision making.	
5. Practice continuous quality improvement.	5. Provide continual and inclusive training opportunities regarding assessment.	
6. Practice continuous adherence to accreditation standards.	6. Increase number of institutional employees who have accreditation experience.	

Annual Planning Actions				
Plan. Goal. Objective. Action	Actions to be taken	Responsible Persons	Semester	Evaluation Prompt
SP.3.3.1 EP.3.4.1	Revise BP/AP 4020 and 4021 incorporating our experiences from the Task Force work this year and the FCMAT report.	Academic Senate Co-Presidents, VPISD	Spring 2018	Have new policies been approved by College Council?
SP.3.2.1	Identify funding sources to fund the budget cycle for equipment replacement.	VPAS in collaboration with Budget Planning Committee (BPC)	Fall 2017	Have funding sources been integrated into planning?
SP.3.2.2	Identify funding sources to fund the budget for capital repairs and maintenance.  Hold an informative training session for faculty and staff to prepare for the ACCJC	VPAS in collaboration with the BPC ALO, Accreditation Oversight	Fall 2017  Fall 2017	Have funding sources been integrated into planning?  How to faculty and staff rate their preparation



## Annual Plan 2017-2018

	Comprehensive Visit	Committee		for the visit?
SP.3.6.1	Host the ACCJC Comprehensive Visiting team in a way that is helpful and welcoming.	President, ALO	Fall 2017	
EP.3.5.1	Continue to offer professional development related to outcome assessment in Canvas to expand use.	Distance Education Coordinator, Assessment Coordinator	Fall 2017	Are faculty able to gather outcome data in Canvas?

Strategic Plan (SP)	<b>Goal 4: Technology</b>	Education Master Plan (EP)
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SP.4 Technological Relevance	EP.4 Maintain Technological Relevance
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Objectives
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1. Improve technology infrastructure to support all college operations. 2. Improve instructional labs to support effective teaching and learning. 3. CTE programs will have technology relevant to their disciplines 4. Improve efficiency through technology. 5. Improve data gathering and utilization to support instructional, student service, & administrative decision making.	1. Lab equipment and technology effectively supports instructional needs. 2. Update the comprehensive technology replacement plan. 3. Enhance distance education or eLearning. 4. Effectively utilize technology in teaching.
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Annual Planning Actions
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Plan. Goal. Objective. Action	Actions to be taken	Responsible Persons	Semester	Evaluation Prompt
EP.4.3.3 SP.4.4.2 SSSP Plan	Implement technology-enhanced online advising to students	Dean of Counseling & Student Development, VPISD	Spring 2018	How are technology-enhanced advising sessions documented?
SP.4.4.1 EP.4.3.1 EP.4.4.1	Assess feasibility of hiring an instructional designer to support Distance Education instructors.	Academic Senate	Spring 2018	What data has been collected and analyzed?
SP.4.1.2 SP.4.4.2	Continue progress towards ubiquitous wireless network access for the District.	Director of IT and Facilities Planning	Ongoing	Are there locations without wireless?
SP.4.1.2 SP.4.4.3 EP.4.4.3	Draft a plan for implementing a single sign-on solution for students such as Ellucian Portal	Manager of Information Systems, Director of Information Technology, TPC	Fall 2017	Has the TPC developed a plan based on constituent input?
SP.4.1.1 SP.4.4.1	Complete Colleague (Datatel) migration from HP Unix database to SQL running on latest Windows virtualized server	Manager of Information Systems	Spring 2018	Do end-users have access to the same data as before?



## Annual Plan 2017-2018

Strategic Plan (SP)		Goal 5	Education Master Plan (EP)	
SP.5 Enhance Institutional Profile		EP.5 Increase Student Participation in Campus Activities		
Objectives				
1. Enhance support for the college community. 2. Support/increase cultural activities at the college. 3. Develop partnerships for utilization of the available buildings. 4. Reactivate the alumni association. 5. Increase communications and outreach to the community. 6. Develop a governmental relations function. 7. Increase public support for the college		1. Improve student engagement among all students. 2. Develop a vibrant student center. 3. Increase student engagement in the community 4. Faculty and staff will model positive engagement in the college community		
Annual Planning Actions				
Plan. Goal. Objective. Action	Actions to be taken	Responsible Persons	Semester	Evaluation Prompt
SP.5.1.1	Roll-out the new logo throughout the campus and community.	Executive Director of College Advancement	Spring 2018	How prevalent is the new logo in marketing?
SP.5.1.2	Install a new marquee with logo.	Executive Director of College Advancement	Fall 2017	Is the marquee conveying meaningful information?
SP.5.1.3	Publish a two-year schedule for the course offerings of degrees and certificates for student use.	VPISD	Fall 2017	How is the schedule communicated to students?
Student Equity Plan	Hold the official opening of the Multicultural and Diversity Center and Equity Symposium	Director of Student Equity and Student Success	Fall 2017	How many people were in attendance?



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

May 2, 2017  
Agenda Item No. 4.1

**SUBJECT:** ACCJC ANNUAL REPORT AND ANNUAL FISCAL REPORT

**RECOMMENDATION**

For information only. No action required.

**BACKGROUND**

The ACCJC requires member institutions to submit an annual report and a fiscal annual report to the Commission. The ACCJC reviews these reports and notes areas that need improvement. These two reports are submitted to the Board of Trustees for discussion.

**BUDGET IMPLICATIONS**

None.



**ACCREDITING COMMISSION FOR  
COMMUNITY AND JUNIOR COLLEGES**  
WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES

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**2017 Annual Report  
Final Submission**  
03/25/2017

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

**General Information**

#	Question	Answer
1.	Confirm logged into the correct institution's report	<b>Confirmed</b>
2.	Name of individual preparing report:	<b>Angelina Hill</b>
3.	Phone number of person preparing report:	<b>707-476-4364</b>
4.	E-mail of person preparing report:	<b>angelina-hill@redwoods.edu</b>
5.	Total unduplicated headcount enrollment:	Fall 2016: <b>5,512</b> Fall 2015: <b>5,340</b> Fall 2014: <b>5,010</b>
6.	Total unduplicated headcount enrollment in degree applicable credit courses:	Fall 2016: <b>4,857</b> Fall 2015: <b>4,554</b> Fall 2014: <b>4,659</b>
7.	Headcount enrollment in pre-collegiate credit courses (which do not count toward degree requirements):	Fall 2016: <b>250</b> Fall 2015: <b>288</b> Fall 2014: <b>520</b>
8.	Number of programs which may be fully completed via distance education:	Fall 2016: <b>0</b>

[https://survey.accjc.org/annualreport/final\\_view.php](https://survey.accjc.org/annualreport/final_view.php)

1/5

		Fall 2015: <b>0</b> Fall 2014: <b>0</b>
9.	Total unduplicated headcount enrollment in all types of Distance Education:	Fall 2016: <b>1,079</b> Fall 2015: <b>1,081</b> Fall 2014: <b>802</b>
10.	Do you offer Correspondence Education?	<b>No</b>
11.	Total unduplicated headcount enrollment in all types of Correspondence Education:	Fall 2016: <b>n/a</b> Fall 2015: <b>n/a</b> Fall 2014: <b>n/a</b>

**Student Achievement Data**

#	Question	Answer		
		2016	2015	2014
12.	a. What is your Institution-set standard for successful student course completion?	<b>68 %</b>	<b>68 %</b>	<b>68 %</b>
	b. Actual successful course completion rate:	<b>71.2 %</b>	<b>73.2 %</b>	<b>70.3 %</b>
13.	a. Type of Institute-set standard for degrees If Number-other or Percent-other, please describe:	<b>Number of degrees</b>		
		2016	2015	2014
	b. What is your Institution-set standard for degrees?	<b>337</b>	<b>337</b>	<b>337</b>
	c. Actual degrees awarded:	<b>630</b>	<b>452</b>	<b>389</b>
14.	a. Type of Institute-set standard for certificates If Number-other or Percent-other, please describe:	<b>Number of certificates</b>		
		2016	2015	2014
	b. What is your Institution-set standard for certificates?	<b>146</b>	<b>146</b>	<b>146</b>
	c. Actual certificates awarded:	<b>228</b>	<b>294</b>	<b>146</b>

15.	<p>a. Type of Institute-set standard for student transfers to a 4-year colleges/universities</p> <p><b>Number of transfers</b></p> <p>If Number-other or Percent-other, please describe:</p> <table border="1"> <thead> <tr> <th></th> <th>2016</th> <th>2015</th> <th>2014</th> </tr> </thead> <tbody> <tr> <td>b. What is your Institution-set standard student transfers to 4-year colleges/universities?</td> <td>344</td> <td>344</td> <td>344</td> </tr> <tr> <td>c. Actual student transfers to 4-year colleges/universities:</td> <td>285</td> <td>310</td> <td>389</td> </tr> </tbody> </table>		2016	2015	2014	b. What is your Institution-set standard student transfers to 4-year colleges/universities?	344	344	344	c. Actual student transfers to 4-year colleges/universities:	285	310	389																		
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16.	<p>Number of CTE certificates and degrees for which the institution has set a standard for licensure passage rates:</p> <p>2016: 2 2015: 2 2014: 2</p>																														
17.	<p>Number of CTE certificates and degrees for which the institution has set a standard for graduate employment rates:</p> <p>2016: 8 2015: 8 2014: 8</p>																														
18.	<p>Examination pass rates in programs for which students must pass a licensure examination in order to work in their field of study:</p> <table border="1"> <thead> <tr> <th>Program</th> <th>Examination</th> <th>Institution set standard (%)</th> <th>2015 Pass Rate (%)</th> <th>2014 Pass Rate (%)</th> <th>2013 Pass Rate (%)</th> </tr> </thead> <tbody> <tr> <td>Dental Assisting</td> <td>state</td> <td>72 %</td> <td>81 %</td> <td>81 %</td> <td>97 %</td> </tr> <tr> <td>Nursing</td> <td>national</td> <td>75 %</td> <td>93 %</td> <td>83.3 %</td> <td>83 %</td> </tr> </tbody> </table>	Program	Examination	Institution set standard (%)	2015 Pass Rate (%)	2014 Pass Rate (%)	2013 Pass Rate (%)	Dental Assisting	state	72 %	81 %	81 %	97 %	Nursing	national	75 %	93 %	83.3 %	83 %												
Program	Examination	Institution set standard (%)	2015 Pass Rate (%)	2014 Pass Rate (%)	2013 Pass Rate (%)																										
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Nursing	national	75 %	93 %	83.3 %	83 %																										
19.	<p>Job placement rates for students completing certificate programs and CTE (career-technical education) degrees:</p> <table border="1"> <thead> <tr> <th>Program</th> <th>Institution set standard (%)</th> <th>2015 Job Placement Rate (%)</th> <th>2014 Job Placement Rate (%)</th> <th>2013 Job Placement Rate (%)</th> </tr> </thead> <tbody> <tr> <td>Business, General</td> <td>50 %</td> <td>57.1 %</td> <td>56.5 %</td> <td>68.4 %</td> </tr> <tr> <td>Digital Media</td> <td>37.5 %</td> <td>54.6 %</td> <td>44.4 %</td> <td>58.3 %</td> </tr> <tr> <td>Dental Assisting</td> <td>67.7 %</td> <td>88 %</td> <td>95.7 %</td> <td>95 %</td> </tr> <tr> <td>Early Childhood Education</td> <td>65.6 %</td> <td>66.7 %</td> <td>76.1 %</td> <td>77.1 %</td> </tr> <tr> <td>Administration of Justice</td> <td>72.4 %</td> <td>92.1 %</td> <td>90.5 %</td> <td>82.9 %</td> </tr> </tbody> </table>	Program	Institution set standard (%)	2015 Job Placement Rate (%)	2014 Job Placement Rate (%)	2013 Job Placement Rate (%)	Business, General	50 %	57.1 %	56.5 %	68.4 %	Digital Media	37.5 %	54.6 %	44.4 %	58.3 %	Dental Assisting	67.7 %	88 %	95.7 %	95 %	Early Childhood Education	65.6 %	66.7 %	76.1 %	77.1 %	Administration of Justice	72.4 %	92.1 %	90.5 %	82.9 %
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Administration of Justice	72.4 %	92.1 %	90.5 %	82.9 %																											

#### Student Learning Outcomes and Assessment

#	Question	Answer

20.	Courses	2016	2015	2014
	a. Total number of college courses:	652	653	669
	b. Number of college courses with ongoing assessment of learning outcomes:	607	595	628
21.	Programs	2016	2015	2014
	a. Total number of college programs (all certificates and degrees, and other programs as defined by college):	77	84	81
	b. Number of college programs with ongoing assessment of learning outcomes:	69	72	78
22.	Student Services and Learning Support	2016	2015	2014
	a. Total number of student services and learning support activities (as college has identified or grouped them for SSO/SAO implementation):	11	9	9
	b. Number of student and learning support activities with ongoing assessment of learning outcomes:	11	9	9

#### Other Information

23.	<p>Please use this text box to provide any comments regarding the data submitted in this report (optional, no limit).</p> <p><b>The data for the number of courses in the catalog is straightforward. But we found that the number of courses available for ongoing assessment might not match exactly with the total number of courses in the catalog because some courses in the catalog are new and might not have had a chance to be offered and assessed. Similarly, courses in the catalog can become inactive over the life of the catalog and no longer available to be assessed. We made our best effort to present meaningful information.</b></p>
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The data included in this report are certified as a complete and accurate representation of the reporting institution.

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**ACCREDITING COMMISSION FOR  
COMMUNITY AND JUNIOR COLLEGES**  
WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES

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**Annual Fiscal Report**  
Reporting Year: 2015-2016  
**Final Submission**  
03/31/2017

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

**General Information**

2.	Confirm or enter the name of the District/System or Corporate/Parent Organization:	<b>College of the Redwoods</b>
3.	a. Name of College Chief Business Officer (CBO) b. Title of College CBO c. Phone number of College CBO d. E-mail of College CBO e. Name of District/System/Parent Company CBO f. Title of District/System/Parent Company CBO g. Phone Number of District/System/Parent Company CBO h. E-mail of District/System/Parent Company CBO	<b>Lee Lindsey</b> <b>Vice President, Administrative Services</b> <b>(707) 476-4122</b> <b>lee-lindsey@redwoods.edu</b> <b>Lee Lindsey</b> <b>Vice President, Administrative Services</b> <b>(707) 476-4122</b> <b>lee-lindsey@redwoods.edu</b>

**DISTRICT/SYSTEM DATA (including single college organizations)**

**Stability of Revenue**

		FY 15/16	FY 14/15	FY 13/14
4.	a. Annual General Fund revenues from all sources (Operating Revenues, CCC Fund 10)	\$ 29,413,273	\$ 25,531,613	\$ 27,263,449
	b. Revenue from other sources (non-general fund)	\$ 0	\$ 0	\$ 0

5.		FY 15/16	FY 14/15	FY 13/14
	Net Beginning Balance (Using same fund as included in question 4)	\$ 1,629,593	\$ 2,092,646	\$ 1,363,749

**Expenditures/Transfer**

6.		FY 15/16	FY 14/15	FY 13/14
	Total annual general fund expenditures (Operating Expenditures matching the same fund as included in question 4)	\$ 29,179,469	\$ 26,013,854	\$ 26,534,552
	a. Salaries and benefits (General Fund)	\$ 23,664,974	\$ 21,943,833	\$ 21,299,047
	c. Other expenditures/outgo (difference between 6a and 6b)	\$ 5,514,495	\$ 4,070,021	\$ 5,235,505

**Liabilities**

7.		FY 15/16	FY 14/15	FY 13/14
	Did the institution borrow funds for cash flow purposes?	No	No	Yes

  

8.		FY 15/16	FY 14/15	FY 13/14
	Total Local Borrowing			
	a. Short Term Borrowing (TRANS, etc)	\$ 0	\$ 0	\$ 2,900,000
	b. Long Term Borrowing (COPs, Capital Leases, other long term borrowing):	\$ 0	\$ 0	\$ 0

  

9.		FY 15/16	FY 14/15	FY 13/14
	a. Did the institution issue long-term debt instruments during the fiscal year noted?	No	No	Yes
	b. What type(s)			General Obligation Bonds & Obligation Refunding Bonds
	c. Total amount	\$ 0	\$ 0	\$ 32,460,000

  

10.		FY 15/16	FY 14/15	FY 13/14
	Debt Service Payments (General Fund/Operations)	\$ 2,727,083	\$ 2,656,385	\$ 29,857,622

## Other Post Employment

		FY 15/16	FY 14/15	FY 13/14
11.	a. Actuarial Accrued Liability (AAL) for OPEB:	\$ 6,356,179	\$ 6,468,065	\$ 6,468,065
	b. Unfunded Actuarial Accrued Liability (UAAL) for OPEB:	\$ 6,356,179	\$ 6,468,065	\$ 6,468,065
	c. Funded Ratio (Actuarial Value of plan Assets/AAL)	0 %	0 %	0 %
	d. UAAL as Percentage of Covered Payroll	72 %	60 %	66 %
	e. Annual Required Contribution (ARC)	\$ 762,373	\$ 778,630	\$ 779,630
	f. Amount of annual contribution to ARC	\$ 934,459	\$ 898,723	\$ 900,284
12.	Date of most recent OPEB Actuarial Report (mm/dd/yyyy): 09/01/2015			
13.	a. Has an irrevocable trust been established for OPEB liabilities? No			
		FY 15/16	FY 14/15	FY 13/14
	b. Deposit into Irrevocable OPEB Reserve/Trust	\$ 0	\$ 0	\$ 0
	c. Deposit into non-irrevocable Reserve specifically for OPEB	\$ 512,622	\$ 516,382	\$ 448,741

## Cash Position

		FY 15/16	FY 14/15	FY 13/14
14.	Cash Balance (Unencumbered cash): Unrestricted General Fund	\$ 2,967,643	\$ 3,204,257	\$ 3,789,025
15.	Does the institution prepare cash flow projections during the year?	Yes	Yes	Yes



## Annual Audit Information

		FY 15/16	FY 14/15	FY 13/14
16.	Date annual audit report for fiscal year was electronically submitted to accjc.org, along with the institution's response to any audit exceptions:	04/11/2017	3/28/16	3/23/15
17.	Summarize Material Weaknesses and Significant Deficiencies from annual audit report:	<p><b>Significant Deficiencies with State Compliance</b>            (1) State General Apportionment Funding System-Supporting documentation for the state general apportionment funding from the Annual 320 Section Summary does not agree to the information included in the Annual 320 that was filed.            (2) In one of 40 course selections the District reported three students who were not eligible to be claimed for apportionment. The students were a "no Show" for the course section but were erroneously still claimed for apportionment.  <b>State Compliance (Dual Enrollment) - (1)</b> Although the District implemented partnership agreements in accordance with AB 288 Dual Enrollment, not all of the high school boards approved the agreements prior to the commencement of classes for students with concurrent enrollment. Additionally, the agreements did not contain all of the required language from AB288.</p>		
	FY 15/16			
	FY 14/15	n/a		
	FY 13/14	n/a		

## Other Information

		FY 15/16	FY 14/15	FY 13/14
18.	a. Budgeted Full Time Equivalent Students (FTES) (Annual Target):	3,960	3,774	4,383
	b. Actual Full Time Equivalent Students (FTES):	3,636	3,960	3,774
	c. Funded FTES:	3,960	3,960	4,383
19.	Report the % of total tuition/fees received from federal financial aid programs (Title IV, HEA), if applicable:	0 %	0 %	0 %
20.	a. During the reporting period, did the institution settle any contracts with employee bargaining units?	No		
	b. Did any negotiations remain open?	Yes		

	c. Describe significant fiscal impacts:	<div style="border: 1px solid black; padding: 5px;"> <b>Faculty negotiations were still open at year end. Negotiations started in January 2016 and the District is working to reach a contract that allows the District to maintain fiscal stability.</b> </div>		
21.	a. Federal Financial Aid programs in which the College participates (check all that apply):  b. Changes in Federal Financial Aid Program Participation: Programs that have been DELETED: Programs that have been ADDED:	<b>Pell</b> <b>FSEOG</b> <b>FWS</b> <b>DIRECT</b> <b>PLUS</b> <b>Perkins Loans</b>	<div style="border: 1px solid black; padding: 5px;">n/a</div> <div style="border: 1px solid black; padding: 5px;">n/a</div>	
22.	College Data: USDE official cohort Student Loan Default Rate (FSLD) (3 year rate)	Cohort Year 12/13 <div style="border: 1px solid black; padding: 2px; text-align: center;">23 %</div>	Cohort Year 11/12 <div style="border: 1px solid black; padding: 2px; text-align: center;">24 %</div>	Cohort Year 10/11 <div style="border: 1px solid black; padding: 2px; text-align: center;">25 %</div>
23.	Were there any executive or senior administration leadership changes at the institution during the fiscal year?  Please describe the leadership change(s)	<b>Yes</b>  <div style="border: 1px solid black; padding: 5px;"> <b>There were changes in the following leadership positions during the fiscal year (name of new appointment in parentheses):</b>  <b>Executive Director College Advancement (Marty Coelho); Director, HR (Wendy Bates); Interim Vice President Instruction &amp; Student Development (Angelina Hill)</b> </div>		

The data included in this report are certified as a complete and accurate representation of the reporting institution.

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

May 2, 2017  
Agenda Item No. 4.2

**SUBJECT: STUDENT SUCCESS DATA: 2017 STUDENT SUCCESS SCORECARD**

**RECOMMENDATION**

For information only. No action required.

**BACKGROUND**

The Chancellor's Office just released the 2017 Student Success Scorecard: <http://scorecard.cccco.edu/scorecard.aspx>. The scorecard is the accountability framework recommended by the Student Success Task Force to close achievement gaps and increase completion rates by comparing each college against its own past performance. This scorecard represents an unprecedented level of transparency and accountability on student progress and success metrics in public higher education in the United States. The data available in this scorecard tell how well colleges are doing in remedial instruction, job training programs, retention of students and graduation and completion rates.

College of the Redwoods' scorecard tracks new student cohorts over six years and provides the percent of the cohort that progress through the first year, make it to 30 units, and complete a degree or certificate. The most recent cohort started CR in 2010-2011. With the exception of Hispanic students, completion rates are consistently lower for underrepresented minority students than for Caucasian students. The achievement gap for underrepresented minority students and for students requiring remedial education widens at each point of progression. For example, the persistence gap of prepared vs. unprepared is about 8 percentage points but the completion percentage gap for prepared vs. unprepared is over 30 percentage points. Similarly, except for Hispanics, the completion gap between underrepresented minority and Caucasian students is much larger than the persistence gap.

The scorecard also shows the percentage of students that attempt transfer-level English or Math in 2 years. The percentage of students taking transfer-level English and Math in 2014-15 tracked through 2015-16 is higher than in the past five years. Changes the College has made to placement cut-scores and the use of Multiple Measures for placement appear to have a positive impact.

**BUDGET IMPLICATIONS**

None.

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

May 2, 2017  
Agenda Item No. 4.3

**SUBJECT:** PELICAN BAY PRESENTATION—ASSISTANT PROFESSOR  
BERNADETTE JOHNSON

**RECOMMENDATION**

For information only. No action required.

**BACKGROUND**

In the summer of 2015 CR entered into an agreement with the California Department of Corrections and Rehabilitation to offer face to face instruction to qualified inmates incarcerated at Pelican Bay State Prison that will help inmates attain a degree or certificate, gain enhanced workforce skills, or transfer to a four year university.

Assistant Professor Bernadette Johnson will update the Trustees on the status of the program.

**BUDGET IMPLICATIONS**

None.

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

May 2, 2017  
Agenda Item No. 4.4

**SUBJECT: GRANTS UPDATE**

**RECOMMENDATION**

For information only. No action required.

**BACKGROUND**

During the period from March 2016 through March 2017, College of the Redwoods submitted grant applications to local, state, and federal agencies and sought both public and private funding. The College also provided letters of support to other agencies for their grant applications.

Grants funded and in progress include:

<b>Grant/Project Name</b>	<b>Grantor and Lead Agency (if not CR)</b>	<b>Award Amount</b>	<b>Grant Period</b>
Guitar-Building STEM Grant	National Science Foundation (Lead is Sinclair Community College)	\$52,247	06/01/13-12/31/17
Upward Bound	Department of Education/Upward Bound	\$424,000 per year for 5 years	09/01/12-08/31/17
SSS-TRIO – Del Norte Campus	U.S. Department of Education	\$297,086 per year for 5 years	09/01/15-08/31/20
SSS-TRIO – Eureka Campus	U.S. Department of Education	\$220,000 per year for 5 years	09/01/15- 08/31/20
Adult Education Block Grant (AEBG)	CA Community Colleges Chancellor's Office (CCCCO)	\$750,000	07/01/15-06/30/16
AEBG	CCCCO	\$1,095,445	07/01/16-06/30/17
Basic Skills & Student Outcomes Transformation	CCCCO	\$638,975	07/01/15-06/30/19

<b>Grant/Project Name</b>	<b>Grantor and Lead Agency (if not CR)</b>	<b>Award Amount</b>	<b>Grant Period</b>
CTEA Perkins Title IC/CTE Transitions	CCCCO	\$183,154	07/01/16-06/30/17
Nursing Increased Enrollment	CCCCO	\$125,500	07/01/16-06/30/17
Child Care Access Means Parents in School (CCAMPIS)	US Department of Ed.	\$392,540	10/01/13-09/30/17
Foster Youth Liaison Services	HCOE	\$15,000	07/01/16-6/30/17
IEPI Specialized Training Leadership Development	Chabot-Las Positas Community College	\$50,000	07/01/15-6/30/16
Workforce Innovation and Opportunity Act (WIOA) Title II	CA Dept. of Education	\$123,827	07/01/16-06/30/17
CTE Data Unlocked	Rancho Santiago Community College District	\$50,000	07/01/16-06/30/17
CalFresh Outreach	DHHS	\$47,949	09/1/16-08/31/17
CA Early Childhood Mentor Program	Adult Supervision Course	\$1,584	01/14/17-05/12/17
Strong Workforce Yr 1 of 3 (District Funds)	CCCCO	\$518,190	07/01/16-06/30/18
Strong Workforce Yr 1 of 3 (Regional Funds)	Butte College	\$258,000	07/01/16-06/30/18

Pending grant applications

<b>Grant Title</b>	<b>Funding Source</b>
Upward Bound 9/1/17 – 8/31/22	Department of Education

Grant applications that were NOT funded

<b>Grant Title</b>	<b>Funding Source</b>
Measure Z – Public Safety	Humboldt County – Measure Z
Mathematical Enrichment	Mathematical Association of America



Completed grant projects

<b>Grant Title</b>	<b>Funding Source</b>
CTEA Perkins Title IC /CTE Transitions	CCCCO
Nursing Increased Enrollment	CCCCO
CTE Enhancement Funds – 60%	CCCCO
WIA – Title II	CA Dept. of Education
CTE Enhancement Funds – 40%	CCCCO – Shasta College
VITA - McLean Foundation	McLean Foundation
Truth Initiative's Smoke-Free and Tobacco Free Community College Grant Initiative	Truth Initiative Organization
Wayne O Caldwell CFP Financial Literacy Foundation	Wayne O Caldwell CFP Financial Literacy Foundation

BUDGET IMPLICATIONS

None.

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

May 2, 2017  
Agenda Item No. 4.6.1

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

**RECOMMENDATION**

For information only. No action required.

**BACKGROUND**

The State Controller and the LAO released their March reports recently. Both bodies found that revenues exceeded the Governor's January budget proposal estimates.

According to the Controller's Office:

- California revenues of \$7.63 billion for March beat projections in the governor's proposed 2017-18 budget by \$1.73 billion, or 29.2 percent.
- March revenues were \$56.5 million above estimates in the 2016-17 Budget Act.
- For the first nine months of the 2016-17 fiscal year that began in July, total revenues of \$80.91 billion are \$837.1 million ahead of January's revised fiscal year-to-date predictions.
- March personal income tax (PIT) receipts of \$3.93 billion topped projections in the governor's proposed budget by nearly \$1.09 billion, or 38.2 percent.
- Corporation tax receipts of \$1.37 billion for March were 29.1 percent higher than assumptions in the proposed 2017-18 budget.
- Fiscal year-to-date corporation tax receipts of \$5.19 billion are 9.0 percent above projections in the proposed budget.
- March sales tax receipts of almost \$2.00 billion exceeded expectations in the governor's proposed 2017-18 budget by \$266.8 million, or 15.4 percent.
- For the fiscal year to date, sales tax receipts of \$18.29 billion are \$346.7 million below the revised estimates released in January.

The LAO found that:

- Preliminary data shows that March PIT collections exceeded the administration's projections by \$874 million, or 30 percent.
- Preliminary Corporate Tax (CT) collections exceeded the administration's projections by \$338 million. Collections exceeded projections by \$225 million while refunds fell short of projections by \$113 million.
- According to preliminary data, March sales and use tax (SUT) collections fell short of the administration's projections by \$66 million.

What are the implications of the budget information? The LAO is signaling that with the higher revenue projections, the Legislature will likely adopt the higher revenue numbers which could mean as much as \$100 million in additional revenue to community colleges. There is also additional unused growth funding of approximately \$35 million. Although March is not a big month for revenue collections, the Controller's and LAO's news suggests a promising May Revise.

The Governor administration could adopt revenues close to where the LAO is or they could be more conservative in their estimates. There are a number of spending priorities that the Legislature has identified including:

- \$50 million for the Cal Grant B Full-Time Incentive Grant
- \$31 million for the Community College Promise Fee Buy Down
- Up to \$100 million for a Base Allocation Increase
- \$25 million for Veteran's Resource Centers
- Up to \$25 million to go toward Part-Time Faculty Categorical Programs

#### BUDGET IMPLICATIONS

None.

KSF/ksf

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

May 2, 2017  
Agenda Item No. 4.6.2

**SUBJECT:** VICE PRESIDENT OF ADMINISTRATIVE SERVICES BY LEE LINDSEY  
REPORT

**RECOMMENDATION**

For information only. No action required.

**BACKGROUND**

**UIR Update**

The utility infrastructure replacement and seismic strengthening project (UIR) is progressing. On April 10, 2017, the Department of Finance and the State Public Works Board approved a \$341,000 augment to the working drawings phase of the UIR project. The augment was requested due to adverse seismic testing results on the proposed replacement water tanks. The water tanks are located on the hill above the Eureka campus, but that area was found to be seismically active. With all of the planning and testing funds spent, the District requested the funding augmentation to provide additional resources to cover costs related to creating working drawings for the alternative site. District leadership also requested an additional \$3.3 million funding augment for the construction phase to cover additional costs related to the relocated water tanks, for additional plumbing, electric pumps, and a backup generator. Thus, the augment totals \$3.6 million, split between the working drawings and construction phases, and brings the total UIR project budget to \$40.1 million. Funds for the construction phase are expected to be released in July 2017.

UIR Budget State Capital Outlay	JCAF 32 Original Bgt	DF14D Augment	Current Bgt
Preliminary Plans	2,062,668		2,062,668
Working Drawings	1,349,287	341,000	1,690,287
Construction	29,740,000	3,259,000	32,999,000
Contingency	1,487,000		1,487,000
Architect/Engineer Oversight	595,000		595,000
Tests/Inspections	639,000		639,000
Construction Management	685,000		685,000
Total UIR Project Budget	<b>36,557,955</b>	<b>3,600,000</b>	<b>40,157,955</b>
Billings to Date			3,489,441
Available Budget			<b>36,668,514</b>

To meet the requirements of the Division of State Architect (DSA) and the California Geological Survey (CGS), the District will complete repairs on the Student Union before major HVAC and seismic strengthening work can be completed under the UIR project. The repairs include removing certain remodeled walls that were not approved by DSA. Also, an older modular currently occupied by Academy of the Redwoods (AR) will need to be vacated, declared surplus, and planned for demolition. District leadership is working with AR to relocate their offices.

District leadership continues to meet with DSA at their Oakland office to review UIR plans and reports. At each visit, additional tests and geological reports have been requested. Therefore, it is probable that the District will need to request a second augmentation from the State for the working drawings budget. District leadership continues to communicate with Chancellor's Office officials relative to the testing being requested by DSA and CGS and the available budget.

We have obtained DSA approval for six sets of plans for the UIR project, up from five approvals last month. We are seeking approval of the remaining three sets of plans. To date, the District's Director of IT and Facilities Planning has made six separate trips for all day meetings with DSA in Oakland.

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

## **2016-17 Annual Audit Update**

For the 2016-17 audit, the District is requesting that the auditors perform a more indepth review of information system controls. With the Ellucian/Datatel system and hardware upgrades in process, it is appropriate to perform testing to ensure that the system upgrade is appropriately configured and employing information security best practices. Second, the District is requesting that the auditors produce a schedule for unrestricted general fund revenues, expenditures, transfers, fund balance, and fund balance percent. The auditors currently report the combined restricted and unrestricted general fund figures in the audit report. Breaking out the unrestricted general fund details will provide District constituencies with an audited schedule for the unrestricted general fund.

## **BUDGET IMPLICATIONS**

None.

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

May 2, 2017  
Agenda Item No. 4.6.3

**SUBJECT:** INTERIM VICE PRESIDENT OF INSTRUCTION AND STUDENT DEVELOPMENT REPORT BY DR. ANGELINA HILL

**RECOMMENDATION**

For information only. No action required.

**BACKGROUND**

**Remedial Education Reform**

While CR and the California Community College system have focused on new and better placement and accelerated pathways into transfer-level courses, the California State University system plans to overhaul its remedial education system by 2018. The CSU plan is to eliminate the non-credit remedial classes students are currently required to complete before they can take transfer-level classes. Officials in the CSU system believe that the non-credit courses make students feel they are wasting time and money and represent a “strike-one” against the student. To achieve equity and completion goals, the CSU system intends to replace non-credit courses with credit courses that include extra tutoring and built-in study sessions for students who need extra academic support.

CR’s involvement in efforts such as the California Assessment Project, Multiple Measures Assessment Pilot, Embedded Peer Instructional Cohort (EPIC), and unified tutor training puts us on the leading edge of remedial education reform. The District should all be proud of the work being done to support student success.

**UC Transfer Pathways Guide**

CR students and Counselors have a new tool on the UC Transfer Pathways Guide Website: <http://pathwaysguide.universityofcalifornia.edu>. This new feature on the Pathways Guide allows prospective transfer students to easily map out where they can find full or partial Transfer Pathways and at what campuses specific Pathway course offerings are available. If a student’s home community college currently offers many but not all course requirements for a specific Pathway, the Course Finder Tool lists Pathway courses at other nearby CCCs so students know exactly where they can go to complete all the courses that will fulfill the Pathway they are following to prepare for UC transfer admission.

**Institution-Set Standards & Transfers to 4-year Institutions**

Commissioners at the ACCJC conference spent a long time discussing Accreditation Standard I.B.3: "The institution establishes institution-set standards for student achievement, appropriate

to its mission, assesses how well it is achieving them in pursuit of continuous improvement, and publishes this information. (ER 11) "

Included in this packet is the District's Annual ACCJC annual report institution-set standards are reported and how the District is performing relative to each of the self-defined standards. For the second year in a row; the District had to report that it fell below the standard for the number of students transferring to a 4-year institution. A declining number of students transferring to HSU was topic of much discussion at the College's Institutional Learning Outcome (ILO) dialogue session this year. Faculty and staff provided a number of ideas to improve performance in this area, such as taking groups of students to visit HSU classes and holding a transfer celebration at the CR campus.

Administrative Procedure (AP) 3225 Institutional Effectiveness was revised this year to clarify what the District will do if it below an institution-set standard. The first step is for the President to convene a task force to make recommendations for improvement. President Snow-Flamer is developing a transfer task force, and data is being gathered from HSU and the CSU and UC systems to help inform this work.

### **Visit by the Commission on Dental Accreditation**

The College's Dental Assisting program will undergo a site visit by the Commission on Dental Education on November 8-9, 2018. The visiting committee membership will include a Commission staff member or site visit chair who is responsible for coordinating the visit, chairing the committee and preparing the site visit report; and a Commission site visitor who has expertise in dental assisting education. The visiting committee will meet with students, faculty, the program administer, and the program's advisory committee.

### **BUDGET IMPLICATIONS**

None.