

REDWOODS COMMUNITY COLLEGE DISTRICT

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

REGULAR MEETING OF THE BOARD OF TRUSTEES

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

Amended - AGENDA Tuesday, February 7, 2017

Board of Trustees

Sally Biggin, President

Carol Mathews, Vice President

Bruce Emad, Clerk

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

Quang-Minh Pham, Student Trustee

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

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

Flag Salute in honor of those serving our country.

1. COMMENTS/BOARD BUSINESS

1.1. General Public Comments

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

1.2. Member Comments

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

*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 Mullery, 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 Discuss and Approve Plan to Communicate the Draft Strategic Vision to all Stakeholders *Page 5***

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 December 6, 2016 *Page 7***

- ACTION** **2.2 Approve/Ratify Personnel Actions *Page 17***
Personnel actions are submitted for approval. The Open Position spreadsheet is attached for information only.

- ACTION** **2.3 Approve/Ratify Contracts, Agreements, MOUs *Page 23***

- ACTION** **2.4 Approve Bond Project Budget *Page 25***

3. ACTION/DISCUSSION ITEMS

- ACTION** **3.1 Monthly Financial Status Report *Page 31***

- ACTION** **3.2 Quarterly Financial Status Report *Page 45***

3.3 First Reading of Board Policies *Page 51*

- **AP 4103 Work Experience**
- **BP 4240 Academic Renewal**
- **AP 4240 Academic Renewal**
- **AP 7120-4 Recruitment and Hiring of Associate Faculty**
- **AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies**
- **BP 7250 Educational Administrators**

- ACTION** **3.4 Six-Month Report of Equivalencies to Minimum Qualifications *Page 69***

- ACTION** **3.5** **Approve Academic Calendar** *Page 71*
- ACTION** **3.6** **Nominate Prudence Ratliff to Serve on the Humboldt County Workforce Development Board** *Page 75*
- ACTION** **3.7** **Approve Action Plan for Homeless Students** *Page 77*
- 3.8** **Kathy Smith Leadership Award** *Page 79*

4. INFORMATIONAL REPORTS

- 4.1** **Student Success Data: Student Demographics at the Del Norte Campus** *Page 83*
- 4.2** **Organizational Reports**
 - 4.2.1** **Academic Senate Report**
 - 4.2.2** **CRFO Report**
 - 4.2.3** **Classified Report**
 - 4.2.4** **Management Council Report**
 - 4.2.5** **ASCR Report**
- 4.3** **Administrative Reports**
 - 4.3.1** **Interim President/Superintendent Report** *Page 85*
 - 4.3.2** **Vice President of Administrative Services Report** *Page 87*
 - 4.3.3** **Interim Vice-President of Instruction and Student Development Report** *Page 91*

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 Tenure Report and Recommendation

7.2 Public Employee Discipline/Dismissal/Release

7.2.1 Release of Public Employee

7.3 Public Employee Performance Evaluation/Goals

7.3.1 Interim President/Superintendent

7.4 Public Employment

7.4.1 Interim President/Superintendent

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

7.5 Conference with Labor Negotiator – Lee Lindsey
Employee Organization: CSEA

7.6 Conference with Labor Negotiator – Erin Wall
Employee Organization: CRFO

8. RECONVENE TO OPEN SESSION

9. REPORT FROM CLOSED SESSION

10. ADJOURNMENT

NEXT REGULAR MEETING
March 7, 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**

February 7, 2017
Agenda Item No. 1.4.1

SUBJECT: DISCUSS AND APPROVE PLAN TO COMMUNICATE THE DRAFT STRATEGIC VISION TO ALL STAKEHOLDERS

RECOMMENDATION

The Trustees provide a link between the College and the outside environment and can use its unique and powerful leadership role to develop a strategic vision. The Interim President/Superintendent recommends that the Board of Trustees discuss the draft visioning document and approve forwarding the draft strategic vision to constituent groups for advisory input only.

BACKGROUND

The Trustees signaled their desire to get more involved in the District's strategic visioning process when the 2016-17 Board of Trustee goals were approved in July, 2016. In August 2016, the Board approved contracting with Gelinias & James, Inc. as consultants to work with the Trustees in developing a strategic vision for College of the Redwoods that:

- Provides guidance for future strategic decisions
- Clearly describes what success looks like in ten years (2027)
- Anticipates and responds to the future needs of all stakeholders, especially students and the community
- Is inspiring and practical, taking into account anticipated context (e.g., budget, location, institutional and state requirements)
- Anticipates significant changes (e.g., in demographics, technology, or the environment) and positions the District to respond to them
- Helps the community have a better understanding of and stronger relationship with the District
- Fosters excitement for existing community partners about their connection with CR

Strategic visioning sessions were held on the Eureka campus, in the Eureka area, in Klamath Trinity and Del Norte last fall semester. The process used to develop the strategic vision was participatory, inclusive, clear, understandable, and transparent. All participants' points of view are listened to and duly considered.

Dr. Roger James and Dr. Mary Gelinias will present a summary of the strategic visioning sessions and a draft strategic visioning document.

BUDGET IMPLICATIONS

None.
KSF/ksf

College of the Redwoods Strategic Vision for 2027 - DRAFT

College of the Redwoods puts student success first by providing accessible and relevant developmental, career technical, and transfer education.

We provide accessible, affordable, high quality, higher education in our region.

We are leaders in the effective use of all learning modalities (e.g., classroom, distance learning, internships, fieldwork) to provide students the knowledge and skills they need to succeed.

We promote and encourage a learning community among students, faculty, and staff.

We deliver strong individual support and mentoring for students.

The College partners with the community to contribute to the economic vitality and lifelong learning needs of its service area.

Our workforce training responds to regional workforce needs.

Our graduates stay in the community and become valued, contributing members of it.

We have vibrant partnerships with all community stakeholders (e.g., employers, high schools, HSU), so we can respond to existing and emerging needs of students and the community.

The communities we serve see CR as a “hub” of cultural, social, and economic activities.

We have partnerships in place to ensure that all students have safe, affordable housing.

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.

We are a flexible and nimble organization, able to assess and respond effectively to the changing needs of our students and our community.

We employ state-of-the-art technology, equipment, and facilities throughout the District to support learning, communication, and institutional performance.

We understand the unique nature of each campus center, respect autonomy when it makes sense, and ensure that power and services are equitable.

We have clear and transparent processes for core operations and decision-making.

We have excellent communication, coordination, and collaboration across campuses.

Our students, faculty, staff, Board, and curricula reflect the diversity of the communities we serve; and are culturally sensitive, respectful, and proficient.

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
January 10, 2016

PRESENT

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

OTHERS PRESENT

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

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.

There were none.

BOARD MEMBER COMMENTS

Trustee Biggin welcomed the new Board Officers and thanked Trustee Ross for his service as President of the Board for the last two years.

Trustee Biggin presented her report from the annual CCLC Conference that she attended in November. Biggin stated that learning more about the Institutional Effectiveness Partnership Initiative was very beneficial.

Interim President/Superintendent Snow-Flamer welcomed Jim Austin, a FCMAT (Fiscal Crisis and Management Assistance Team) Consultant who is looking at our budgeting and accounting processes.

Trustee Emad thanked Trustee Ross for his hard work and service over the last two years.

BOARD COMMITTEE REPORTS

Trustee Ross stated that the Audit Committee had nothing to report due to the fact that Dr. Snow-Flamer and Vice President Lindsey have been including all information in their regular reports to the Board.

Trustee Mullery stated that the President/Superintendent Search Committee's Applicant Review Committee met and were on schedule. Trustee Mullery thanked all the committee members and stated that the work done would be forwarded to the Interview Review Committee and that the Board hopes to announce the new President/Superintendent at the April Board Meeting.

APPOINT/CONFIRM AD HOC PRESIDENT/SUPERINTENDENT EVALUATION COMMITTEE

Trustee Biggin appointed Trustees Mullery, Mathews, and Emad to the President/Superintendent Evaluation Committee.

A motion was made and seconded (Dorn/Ross) and carried unanimously to appoint/confirm the Ad Hoc President/Superintendent Evaluation Committee.

APPOINT/CONFIRM AD HOC BOARD SELF EVALUATION COMMITTEE

Trustee Biggin appointed Trustees Matthews, Dorn and Coppini to the Ad Hoc Board Self Evaluation Committee.

A motion was made and seconded (Emad/Mullery) and carried unanimously to appoint/confirm the Ad Hoc Board Self Evaluation Committee.

APPOINT/CONFIRM FOUNDATION BOARD NOMINATION

Trustee Biggin appointed Trustee Ross to take her place on the Foundation Board. Trustee Emad will remain on the Board as well.

A motion was made and seconded (Dorn/Emad) and carried unanimously to appoint/confirm the Foundation Board Nomination.

APPROVE APRIL MEETING DATE CHANGE TO APRIL 11, 2017

A motion was made and seconded (Dorn/Mathews) and carried unanimously to approve the

April meeting date change to April 11, 2017.

APPROVE CONSENT CALENDAR ITEMS

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

- Approve Minutes of the Redwoods Community College District Board of Trustees Regular Meeting of December 6, 2016
- Approve/Ratify Personnel Actions
- Approve/Ratify Contracts, Agreements, and MOUs
- Approve Bond Project Budget
- Approve Curriculum Changes

Trustee Emad pulled agenda item 2.3.

Trustee Mathews pulled agenda item 2.5.

It was moved, seconded (Dorn/Mathews) and carried unanimously to Approve the consent calendar items 2.1, 2.2, and 2.4.

APPROVE/RATIFY CONTRACTS, AGREEMENTS, AND MOUS

Interim President/Superintendent Snow-Flamer stated that when he and Vice President Lindsey went on an advocacy trip to Sacramento last Fall it became clear that the District needed additional assistance with lobbying.

Trustee Emad asked what the specific objective would be of having a lobbying firm contracted with the college.

Dr. Snow-Flamer responded that the District's interests would be better heard if we collaborated with other colleges who have shared interests.

Trustee Dorn suggested that the District create a shared lobbying plan so that the various groups lobbying on behalf of the district had a consistent message.

It was moved, seconded (Emad/Dorn) and carried unanimously to Approve/Ratify Contracts, Agreements, and MOUs.

APPROVE CURRICULUM CHANGES

Trustee Mathews commented that some of the changes are listed inconsistently.

Dr. Snow-Flamer responded that the appropriate changes would be made.

It was moved, seconded (Mathews/Emad) and carried unanimously to Approve Curriculum Changes.

APPROVE MONTHLY FINANCIAL STATUS REPORT

Trustee Dorn asked how the beginning balance is determined.

Vice president Lindsey responded that the fund balance of 1.8 million is not cash. The cash balance is the District's unrestricted fund such as the general fund, rental income, auxiliaries and state bond fund.

Trustee Emad asked for elaboration on the difference between total revenues and expenditures and the deficit.

Vice President Lindsey responded that the revenue is not coming in as quickly as it should and that the revenue looks negative due to timing.

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

AUTHORIZE REPLACEMENT OF PE/ATHLETICS BUILDING

Vice President Lindsey stated that trenching was done around the Athletics building and the field house that showed active faults in the area that qualify it for replacement by the state.

Trustee Ross asked where the new Field House would be constructed.

Vice President Lindsey responded that it would go where the current stadium is and will include a new press box.

Trustee Ross asked if the replacement building would be the same square footage as the original.

Vice President Lindsey responded that it would.

Trustee Mullery asked if the District would have any say on the timeline of the renovations if both the PE project and the Creative Arts Project were approved.

Vice President Lindsey responded that we would be able to prioritize which one begins construction first.

It was moved, seconded (Ross/Dorn) and carried unanimously to Authorize Replacement of PE/Athletics Building.

AUTHORIZE REPLACEMENT OF CREATIVE ARTS BUILDING

It was moved, seconded (Ross/Dorn) and carried unanimously to Authorize Replacement of Creative Arts Building.

SECOND READING OF BOARD POLICIES

Interim President/Superintendent Snow-Flamer mentioned that all Board members had copies

of BP and AP 3570 with corrected formatting.

Trustee Mathews stated that she is in full support of BP and AP 3570 and that she feels that it is in the best interest of the entire college community.

It was moved, seconded (Emad/Mullery) and carried unanimously to Approve BP/AP 3570 Smoking.

It was moved, seconded (Mullery/Ross) and carried unanimously to Approve BP 4070 Course Auditing and Auditing Fees.

It was moved, seconded (Ross/Emad) and carried unanimously to Approve BP 4300 Field Trips and Excursions.

It was moved, seconded (Mathews/Ross) and carried unanimously to Approve BP 6620 Naming Facilities and Properties.

SUPPORT THE ADMINISTRATION'S STRATEGIES RELATIVE TO UNDOCUMENTED STUDENTS.

Interim President/Superintendent Snow-Flamer stated that the administration has these actions within their realm of responsibilities, however when the idea was discussed at Expanded Cabinet it was stated that the message would be louder with the Board's public support of the administration's decision.

Trustee Emad asked what would happen if the Federal Government said that all federal funding would be cut if you support this policy.

Interim President/Superintendent Snow-Flamer responded that the District can not violate FERPA and that there is a draft law that will prohibit schools from using state funds to create a registry.

Trustee Dorn asked if there were other Community Colleges who have adopted this policy. The response was yes.

Trustee Ross clarified that all students would be treated the same as far as public records go and that the District would simply not create an additional list of DACA students.

It was moved, seconded (Mathews/Ross) and carried to Support the Administration's Strategies Relative to Undocumented Students.

AWARD BID FOR TRACTOR AND TRAILER FOR COMMUNITY AND ECONOMIC WORKFORCE DEVELOPMENT

It was moved, seconded (Dorn/Ross) and carried unanimously to Award the Bid for Tractor and Trailer for Community and Economic Workforce Development.

APPROVE FEES, STUDENT NONRESIDENT TUITION FEE, AND STUDENT NONRESIDENT CAPITAL OUTLAY FEE FOR 2017-18

It was moved, seconded (Dorn/Mathews) and carried unanimously to Approve Fees, Student Nonresident Tuition Fee, and Student Nonresident Capital Outlay Fee for 2017-18.

STUDENT SUCCESS DATA: TRANSFERS TO HUMBOLDT STATE UNIVERSITY

Interim Vice President of Instruction and Student Development, Angelina Hill, stated that she has been meeting with the members of the Provost's office at Humboldt State University to work on strengthening the pathways between HSU and CR.

Trustee Emad asked why the transfer numbers into the Forestry and Land Management program were not higher. Dr. Hill responded that this could be because the program is impacted at HSU or that students were going straight into the workforce instead of transferring.

Trustee Ross commented that the accreditation of our forestry program needed to be prioritized. Dr. Hill responded that the program is currently in the process of submitting the paperwork necessary for accreditation.

SABBATICAL PRESENTATIONS

George Potamianos and Peter Blakemore gave a report on their joint sabbatical. Potamianos and Blakemore have been coordinating their courses and co-teaching for the last 12 years. Their class blends US History with Composition.

The two professors plan on submitting their final presentation for various conferences as well as presenting to their colleagues.

QUARTERLY FOUNDATION REPORT

Executive Director Coelho stated that over the last quarter the Foundation has ensured that all policies, procedures, and committees are in place. The Foundation is also in the process of purchasing an Alumni Management Software which will help build the alumni database. Another ongoing project for the foundation is setting up a system that will allow for online donations to be made.

Moving forward the Foundation will be supporting special events such as the Sport's Auction.

ACADEMIC SENATE REPORT

There was none.

CRFO REPORT

CRFO President Mike Haley stated that 2017 will be a big year for College of the Redwoods as many consequential decisions will be made.

The Negotiations team has met three times since the December Board Meeting and a lot of ground has been covered in that time.

CRFO wanted to remind the Trustees that they think long term about the College and that they care about the health of the College and the state of relationships.

Haley commented that he is looking forward to the work on negotiations coming to a close so that all parties can move their attention where it needs to be in the coming semester.

CLASSIFIED REPORT

There was none.

MANAGEMENT COUNCIL

Kintay Johnson reported that the residence halls are almost full for the spring semester and that they are expected to fill before the semester begins.

The 119th police academy class begins Spring of 2017.

Johnson stated that Management is supportive of the Board and is looking forward to the Spring semester starting.

ASCR REPORT

Student Trustee Minh Pham stated that ASCR is beginning to extend itself outward to gain perspective on where the group is in relation to other student organizations.

The ASCR offices will be moving to the residence halls in the coming year.

INTERIM PRESIDENT/SUPERINTENDENT REPORT

Dr. Snow-Flamer thanked the Board for taking the leadership in regards to the new nonsmoking policy. Dr. Snow-Flamer stated that the District would not have been able to achieve this without the Board's support.

Dr. Snow-Flamer stated that all the students who were de-registered were being called.

Trustee Dorn asked if there was an update on the Garberville Site. Dr. Snow-Flamer responded that the Southern Humboldt School District would be voting on January 12th to waive their rights to the site.

VICE PRESIDENT OF ADMINISTRATIVE SERVICES REPORT

Vice President Lindsey stated that the Governor's Budget was released and it looks very similar to the budget from this year. There is currently a cost of living increase but it may be reduced or eliminated as the budget is revised.

INTERIM VICE-PRESIDENT OF INSTRUCTION AND STUDENT DEVELOPMENT REPORT

The date for the October ACCJC Team Visit has been set. There are currently full drafts of standards I and II – the remaining two will be completed shortly.

The District has started using the 4020 process for developing new programs.

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

Trustee Ross asked for a report on the Forestry and Land Management program relative to their accreditation status and their relationship with the program at HSU.

Trustee Mathews asked for a presentation by Bernadette Johnson regarding the courses being taught at Pelican Bay State Prison.

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
- Conference with Legal Counsel – Anticipated Litigation
Initiation of Litigation Pursuant to Subdivision (D)(4) of Section 54956.9:
Two potential cases

There were no public comments.

CLOSED SESSION

At 3:35 PM the Board returned to open session.

Trustee Biggin reported that the Board delegated authority to the Interim President/Superintendent to initiate litigation as necessary in relation to closed session agenda item no. 7.6 .

ADJOURN

There being no further business, the meeting was adjourned at 3:38 p.m.

KSF/ks _____

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

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

February 7, 2017
Agenda Item No. 2.2

SUBJECT: APPROVE AND/OR RATIFY PERSONNEL ACTIONS

RECOMMENDATION

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

BACKGROUND

The personnel actions listed are being submitted for Board 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. Meggan Smith – Scholarship Program Coordinator (replacement position) – Range 115, Step 4, \$17.40/Hourly, .47 FTE effective January 24, 2017
3. Tyler Hines – Public Safety Officer, Residential Housing (replacement position) – Range 115, Step 4, \$17.40/Hourly, .78 FTE effective February 1, 2017

Employment of Confidential Staff

General fund

4. Jennie Randolph – Principal Accountant, Confidential (replacement position) – Range 128, Step 5, \$6,770.61/Monthly, 1.0 FTE effective February 13, 2017

Employment of Manager

General Fund

5. None

Other/Auxiliary Funds

6. None

Employment of Administrator

7. None

Employment of Faculty

8. None

Reclassification

9. None

Employee Change of Status

General Fund

10. Amber Buntin, Professor Mathematics (Del Norte) – Range 3, Step 6, \$62,308.00/Annual (1.0 FTE) to Professor, Mathematics (Eureka) – Range 3, Step 6, \$62,308.00/Annual effective August 1, 2017
11. Renel Nordeman, Account Clerk IV – Range 117, Step 6, \$3,529.07/Monthly (1.0 FTE) to Payroll Technician – Range 117, Step 6, \$3,529.07/Monthly effective January 30, 2017
12. Johanna Petersen-Helzer, Administrative Office Coordinator – Range 119, Step 4, \$3,671.20/Monthly (1.0 FTE) to Interim Administrative Assistant, Confidential, Range 121, Step 2, \$22.39/Hourly (.50 FTE) and Administrative Office Coordinator, Range 119, Step 4, \$21.18/Hourly (.50 FTE) effective February 1, 2017

Categorical/Other Fund

13. Kelly Carbone, Manager, Student Retention and Academic Support – Range 124, Step 2, \$56,492.48/Annual (1.0 FTE) to Assistant Director, Residential Life – Range 118, Step 5, \$43,845.31/Annual effective February 1, 2017

Out-of-Class Changes

General Fund

14. Shane Stodola – Custodian I – Del Norte – Range 110, Step 3, \$2,301.87/Monthly to Range 110, Step 3, \$2,301.87/Monthly plus 18 percent out-of-class pay to assume duties of employee out on leave effective December 8, 2016 – June 30, 2017

Categorical Fund

15. None

Grant Fund

16. None

Leave of Absence without pay or benefits

17. None

Partial Leave of Absence

18. None

39-month Re-Employment list

19. None

Pre-Retirement Workload Reduction

20. None

New Associate Faculty Appointments

General Fund

21. Alain Chirinian, Interdisciplinary Basic Skills – Noncredit – Del Norte, Range 1, Step 1 - \$668/TLU, Spring 2017
22. Alexa DeJoannis, Biological Sciences – Eureka, Range 0, Step 1 - \$608/TLU, Spring 2017
23. Brenda Drew, Nursing – Eureka, Range 0, Step 1 - \$608/TLU, Spring 2017
24. Elanna Erhardt – Library – Eureka, Range 2, Step 1 - \$709/TLU, Spring 2017
25. Matthew Hamilton, Nursing – Eureka, Range 0, Step 1 - \$608/TLU, Spring 2017
26. Lindsay Harrell, Nursing - Eureka, Range 0, Step 1 - \$608/TLU, Spring 2017
27. Chrystal Helton, Interdisciplinary Basic Skills – Noncredit – Del Norte, Range 4, Step 4 - \$896/TLU, Spring 2017
28. Yung Lee, Nursing – Eureka, Range 1, Step 1 - \$668/TLU, Spring 2017
29. Carole Lewis, Psychology – Klamath-Trinity, Range 0, Step 1 - \$608/TLU, Spring 2017
30. Ian MacKelvie, Counseling – Eureka, Range 2, Step 1 - \$709/TLU, Spring 2017
31. John Packer, Administration of Justice – Eureka, Range 0, Step 1 - \$608/TLU, Spring 2017
32. Kerry Sweeney, Nursing – Eureka, Range 1, Step 1 - \$668/TLU, Spring 2017
33. Sarah Warner, Nursing – Eureka, Range 0, Step 1 - \$608/TLU, Spring 2017

Voluntary Services

Volunteers

34. None

Supervisors

None

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

35. None

Categorical Fund

36. None

Grant Fund

37. None

Other/Auxiliary Fund

38. None

Resignations

39. Laurel Watson, Program Manager Calworks – Last day of employment effective February 10, 2017

Retirement

40. None

Stipends

General fund

41. Travel time for instructors teaching at PBSP (Pelican Bay State Prison)

a. John Schutt \$1,120.00

42. Substituting in Writing Center or Math Lab

a. Shannon Mondor \$45.00

43. Associate Faculty Day Stipend

a. Jennifer Black \$25.00

b. Leigh Blakemore \$25.00

c. Melissa Brisso \$25.00

d. Brittany Britton \$25.00

e. Alexa DeJoannis \$25.00

f. Deborah Dixon \$25.00

g. Ryder Dschida \$25.00

h. Billie Furuichi \$25.00

i. Jerry Goodrow \$25.00

j. Marvin Hamilton \$25.00

k. Michelle Hartzell \$25.00

l. Holland Heese \$25.00

m. Teresa Leiker \$25.00

n. Catherine Ory \$25.00

o. Steve Palecki \$25.00

p. Jyoti Rawal \$25.00

q. Penelope Schwartz \$25.00

r. Frank Simpson \$25.00

s. Dean Smith \$25.00

t. Bert Walker \$25.00

u. Patrick Wille \$25.00

Grant Fund

44. None

SITE	POSITION	FUND TYPE	POSITION TYPE	SALARY RANGE	CLOSING/ FIRST REVIEW	HOURS
<u>POSTED</u>						
EKA	Assistant Professor, Nursing (LVN)	General	Replacement	\$48,314 - \$63,506 /Annual	Open until filled	1.0 FTE
EKA	Assistant Professor, Communication Studies	General	Replacement	\$48,314 - \$63,506 /Annual	02/22/2017	1.0 FTE
EKA	Assistant Professor, Construction Technology	General	Replacement	\$45,579 - \$63,506 /Annual	02/24/2017	1.0 FTE
EKA	Assistant Professor, Mathematics (Statistics)	General	Replacement	\$48,314 - \$63,506	02/17/2017	1.0 FTE
EKA	Assistant Professor, Mathematics (STEM)	General	Replacement	\$48,314 - \$63,506	02/17/2017	1.0 FTE
EKA	Instructional Support Specialist III – Writing Center	General	Replacement	\$17.22 - \$23.99/Hourly	02/19/2017	.47 FTE
EKA	Administrative Secretary II – Academic Senate	General	Replacement	\$16.40 - \$22.85/Hourly	02/19/2017	.59 FTE
EKA	Gardener I	General	Replacement	\$2,457 - \$3,423/Monthly	01/27/2017	1.0 FTE
EKA	SSS I – ASCR	Grant	Replacement	\$13.52 - \$18.83/Hourly	02/17/2017	.24 FTE
EKA	Head Chef	Auxiliary	New	\$38,581 - \$55,886/Annual	01/27/2017	1.0 FTE
EKA	Dean, Math, Science, Behavioral & SS	General	Replacement	\$90,470 - \$126,009/Annual	01/27/2017	1.0 FTE
EKA	Interim Dean, Arts & Humanities (1 year)	General	Replacement	\$90,470 - \$126,009/Annual	01/27/2017	1.0 FTE
<u>CLOSED</u>						
EKA	Administrative Office Assistant II – Upward Bound	Grant	Replacement	\$13.52 - \$18.83/Hourly	11/25/2016	.47 FTE
EKA	AOA II – Public Safety/Business Services	General/Auxiliary	Replacement	\$2,343 - \$3,263/Monthly	12/23/2016	1.0 FTE
EKA	Public Safety Officer – Residential Housing	Auxiliary	Replacement	\$16.40 - \$22.85/Hourly	12/09/2016	.78 FTE
<u>BOARD APPROVAL</u>						
EKA	Scholarship Coordinator	Auxiliary	Replacement	\$16.40 - \$22.85/Hourly	12/09/2016	.47 FTE
EKA	Payroll Technician	General	Replacement	\$3,135.60 - \$4,368.00	01/06/2017	1.0 FTE

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

February 7, 2017
Agenda Item No. 2.3

SUBJECT: APPROVE/RATIFY CONTRACTS, AGREEMENTS, MOUs

RECOMMENDATION

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

Contract/Agreement/ MOU	Date	Contract Amount	Background
General Fund			
Humboldt State University Arcata, CA	12-15-2016	\$3,400	Provide concussion testing for student athletes during the 2016-17 academic year.
Proctorio, Inc. Scottsdale, Az	12-12-2016	\$1,020	Online test proctoring.
International English School of Japan Kyolo, Japan	01-09-2017	\$0	A collaborative plan to assist students who meet necessary requirements apply to College of the Redwoods.
Restricted/Bond Funds			
LDA Partners Stockton, CA	01-13-2017	\$75,000	Architectural design work for the Veteran's Center Modular building.
Northcoast Lighting & Electric Inc. Eureka, CA	01-23-2017	\$21,373	Install high efficiency LED replacement exterior lighting at Eureka campus. Paid from prop 39 energy efficiency funds.
Brunelle & Clark Arcata, CA	11-29-2016	\$5,475	Asbestos sampling football stadium.
CAL FIRE Weott, CA	01-25-2017	\$0	Tree falling/removal near the football stadium as part of a Cal Fire training program.
Revenue/Self Support			
Odwalla, Inc. Eureka, CA	01-04-2017	Varies	Sales agreement to provide Odwalla beverages at Dining. Paid from auxiliary funds.
Core-Mark International West Sacramento, CA	01-04-2017	Varies	Sales agreement for food and beverage at Dining. Paid from auxiliary funds.

Cake Corporation Redwood City, CA	01-04-2017	Varies	Agreement for credit and debit card processing for Dining. Paid from auxiliary funds.
Sysco Sacramento, Inc Sacramento, CA	01-05-2017	Varies	Sales agreement for food and beverage at Dining. Paid from auxiliary funds.
Humboldt Beer Distributors Eureka, CA	01-23-2017	Varies	Sales agreement non-alcoholic beverages at Dining. Paid from auxiliary funds.
Department of Veterans Affairs San Francisco, CA	11-28-2016	\$0	Extension of MOU and space use agreement through 12-31-2019 for VA outpatient services at CR's Eureka campus.
Suddenlink Eureka, CA	01-12-2017	\$959 annual	Monthly internet service for point of sale system. Paid from auxiliary funds.
A-1 Cleaning Service, LLC Eureka, CA	01-02-2017	\$1,120	Addendum: Additional deep cleaning of the fryer equipment at dining services.
T2 Systems Canada Inc. Burnaby, BC	01-23-2017	\$57,592	Install 5 new parking permit dispensers at Eureka campus parking lots. Paid from auxiliary funds.
Department of Fish & Wildlife Sacramento, CA	11-28-2016	\$250 annual	Revenue for use of the firing range.
Express Employment Eureka, CA	01-13-2017	varies	Staffing agreement for dining services.
Sequoia Personnel Services Eureka, CA	12-20-2016	varies	Staffing agreement for dining services.
Southern Humboldt Community Healthcare District Garberville, CA	01-27-2017	\$0	Zero dollar contract for certain geotechnical testing to be performed at Garberville site at Healthcare District's cost. Copies of the reports will be provided to CR.

BUDGET IMPLICATIONS

Contracts funded within existing budgets.

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

February 7, 2017
Agenda Item No. 2.4

SUBJECT: APPROVE BOND PROJECT BUDGET

RECOMMENDATION

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

BACKGROUND

Measure Q expenditures during the month ended December 31, 2016 totaled \$322,502. Measure Q expenditures to date total \$41,022,637. With about \$3.5 million in unspent budget, Measure Q bond funds are steadily winding down. We expect to start the removal of the Stadium in the spring and to bid for the PE Fields Upgrade project in the spring as well.

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

As the Del Norte Science Wing Modernization proceeds to completion, we may need to adjust the Measure Q/B budget. The original plan was to fund equipment and technology purchases with categorical instructional equipment funds and fund other construction costs from bond funds. Due to restrictions for this categorical program, we have had to bill more to bond funds. We are awaiting the final billings to make a final assessment.

The \$130,000 Tree Removal budget is nearly spent. To stretch this budget, we entered into an MOU for CalFire to train new recruits by cutting and removing trees on District property. CalFire will be able to safely train its recruits, and the District will have several problem trees removed at a discounted rate. The CalFire work will also clear an area for the UIR project to install a leech field. Logs will be transferred to a local program providing fire wood to seniors.

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

BUDGET IMPLICATIONS

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

LL/de

REDWOODS COMMUNITY COLLEGE DISTRICT
DISTRICT PROP 39 BONDS OF 2004

	<i>Q51 ADA</i>	<i>Q52 Life Safety</i>	<i>All Other Q Budgets</i>	<i>Total Project Budget</i>	<i>December 2016 Expenditures</i>	<i>Total Expenditures</i>	<i>Budget Remaining</i>
<i>Eureka</i>							
Physical & Life Sciences Repurpose or Demo			35,000	35,000	2,772	17,453	17,547
Vets Center			250,000	250,000	-	-	250,000
AJ Classroom in Maint/ IT Space in AJ/ Phone @ Firing Range	80,000			80,000	35,867	74,407	5,593
Remove Stadium Hazard		495,000		495,000	-	8,700	486,300
Address SWACC Inspection of Report Deficiencies		229,699		229,699	47,462	184,228	45,471
Tree Removal		130,000		130,000	7,725	128,725	1,275
Physical Education Labs Upgrades	100,426	510,295	1,478,904	2,089,625	-	489,322	1,600,303
Automotive Technology Lab upgrade			300,000	300,000	6,303	283,722	16,278
Welding area cover expansion			135,000	135,000	-	-	135,000
Construction Technology Lab upgrade			250,000	250,000	-	237,752	12,248
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
						-	
<i>Del Norte</i>							
Science Wing Modernization	50,000	325,000	1,375,000	1,750,000	206,656	1,637,491	112,509
Portable Lease/Purchase			24,000	24,000	-	24,000	-
DN Campus Exterior lighting Upgrade		25,000		25,000	-	13,172	11,828
						-	
<i>District Projects</i>							
Mendocino Center MOU Repairs		140,000		140,000	5,655	38,639	101,361
Energy savings, boilers, and bathroom repairs		188,304		188,304	-	124,840	63,464
Mandated improvements to wastewater plant		270,000		270,000	488	146,560	123,440
Technology Infrastructure Upgrades			2,031,167	2,031,167	1,509	1,885,020	146,147
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	1,101,957	18,065	1,007,453	94,504
Security, Marquee Upgrades and Fire Alarm			300,000	300,000	-	117,070	182,930
<i>Completed Measure Q Projects</i>				\$34,062,799	-	\$34,062,799	
<i>Total Local Bond Projects</i>				44,561,551	332,502	41,022,637	3,538,914
			<i>Voter Approved Measure Q Total</i>	40,320,000			
			<i>Interest & Bond Premium to Date</i>	4,241,551			
			<i>Total Measure Q Principal and Interest</i>	44,561,551			
					<i>Total of Expenditures through 12-31-16</i>	41,022,637	
					<i>Available for Capital Projects</i>	3,538,915	

RCCD COMPLETED AND/OR CLOSED LOCAL BOND FUND PROJECTS

PROJECT NAME	December 31, 2016	DISTRICT ACTUALS
<i>General</i>		
General (District Project Administration)		\$263,666
New - Furnishings and Equipment		\$404,952
DSA/CGS Consulting		\$39,274
LT Debt Prof Fees & Costs : General		\$1,079,503
Voice over IP (VOIP) to replace PBX & phones		\$353,074
Diplomas on Demand		\$3,813
<i>Eureka Main Campus</i>		
2 cadavers and ripple tank assembly		\$5,969
NMR for AA-T Chemistry		\$32,250
Gym Floor/Bleachers Replacement		\$791,123
Repair Pool		\$132,695
Lower Locker Rooms Renovation		\$960,758
Renovate/Repair Buildings - Eureka		\$13,812
Upgrade - Eureka Classrooms		\$32,548
Upgrade - Wastewater Treatment		\$71,255
Student Union Seismic Upgrade/Remodel, Preliminary Plans		\$46,360
Modernize Health Technology Building		\$3,115,217
Modernize Physical Science Building		\$126,628
Modernize Life Science Building		\$53,279
Modernize Labs/Classrooms/Theater		\$160,299
Modernize Student Services/Admin Building		\$87,346
LRC Mezzanine Structure		\$213,713
Library Building Seismic Upgrade/Remodel		\$4,093
Student Union Building (plans for new Union)		\$1,023,018
Old Library Seismic Retrofit and Repurpose		\$190,141
New S.S./Admin/Theatre (Measure Q Match)		\$3,220,899
Site Improvements to Support New Construction		\$255,987
Parking Lot Rehabilitation		\$2,306,496
Firing Range		\$2,011
Spray Booth Water Bath		\$6,962
Firing Range Upgrade		\$582,453
Fire Technology Equipment & Apparatus Storage		\$4,438
Academic Building (New)		\$3,292,720
Modernization & Engineering for/Retro/New Construction		\$734,297
Woodshop Dust Collector		\$8,000
Emergency Generators		\$16,809

RCCD COMPLETED AND/OR CLOSED LOCAL BOND FUND PROJECTS

PROJECT NAME	December 31, 2016	DISTRICT ACTUALS
Replace Seating - Creative Arts & Adm Justice		\$372
ADA Vehicles and Parking		\$275,668
EOPS Furniture for Ergonomic Updates		\$18,397
PE Temporary classrooms (portables)		\$11,430
AT: Repair walkways		\$11,650
EVOQ		\$11,246
Mandatory Life Safety Remediation		\$135,581
Security Computer		\$2,383
PE:Temporary Classrooms		\$104,153
AT: Woodshop Dust Collector		\$174,424
CA & AJ: Replace Seating (Q32)		\$49,029
Exterior Paint and Light Upgrade (Life & Safety)		\$10,061
AJ: Carpet		\$19,626
AJ Lighting, Resurfacing, Cabling, Carpet		\$106,561
AT: Carpet		\$65,875
AT: Cad Lab Ventilation Repair		\$24,710
CA: Carpet includes FM Dental Kitchen PE and CA and Student Unior		\$258,096
Cell Phone Boosters		\$47,972
Sidewalk and driveway, move nursery fence.		\$66,355
AJ: Replace decking and portable bld.		\$32,691
Vehicle replacement		\$128,838
Large Format Modular Classrooms		\$23,377
Assessable sidewalk & footpath DSPS		\$20,142
Shivley Farm Water System		\$29,200
Caretakers House Demo		\$98,429
Sewer Inspection Camera		\$23,241
4 Video Cameras for PE/Ath		\$443
Ag Dept. Tompkins Hill barn renovation/ replacement		\$191,317
Repurposing vacated buildings, incl faculty ofcs		\$101,130
Technology Network Upgrades		\$218,659
<i>Mendocino Coast</i>		
Renovate/Repair Buildings - Mendocino		\$4,186
Modernize Main Building: Mendocino		\$5,553,504
Fine Woodworking Building		\$2,830
Science Wing Modernization		\$478,866
<i>Southern Humboldt</i>		
Garberville Instructional Site Purchase/Retrofit		\$1,804,311

RCCD COMPLETED AND/OR CLOSED LOCAL BOND FUND PROJECTS

PROJECT NAME	December 31, 2016	DISTRICT ACTUALS
<i>Del Norte</i>		
Relocated Del Norte Classrooms		\$79,525
Modernize Main/Art Building: Del Norte		\$3,524,625
<i>101 Corridor</i>		
Culinary Kitchen - Arcata Instructional Site		\$176,433
Jefferson School- Investigation/Feasibility		\$41,607
<i>Budget Transfers to Other Funds</i>		
Construction Technology Program Funding		\$400,000
Block Grant Match- PE Lighting Retrofit		\$100,000
Total Completed and/or Closed Local Bond Fund Projects		\$34,062,799

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

February 7, 2017
Agenda Item No. 3.1

SUBJECT: APPROVE MONTHLY FINANCIAL STATUS REPORT

RECOMMENDATION

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

BACKGROUND

This report covers the period of July 1, 2016 to December 31, 2016 or 50% of the fiscal year, and shows unrestricted general fund revenue and expenditures. There have been no budget adjustments so far this year. 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 State will automatically adjust one of the other SB 361 revenues to offset that increase. By year-end we will only receive the Apportionment revenue the District earns based on its actual FTES enrollments this year. Actual expenditures are tracking at 51.9% of the budget which is in line with expectations.

In the year-to-date actuals column, the "FUND BALANCE INCREASE (DECREASE)" has turned from a negative to a positive \$2,044,275. Also at the bottom of the report, cash balances rose from \$3.8 million last month to almost \$6.8 million for the current period. During this month, the County posted the first half of the District's share of property tax revenues. Since property taxes comprise over 40% of total SB 361 revenues, the timing of these receipts drives the cash flows noted in the actuals column. The timing of cash flows is such that cash balances reach their low point during November, then move up with December's property tax receipts, then slowly trend back down again. With final revenues posted from various sources during the month of June, cash balances rise again in June. This is why the month of November is the District's lowest cash balance period with May showing as our next lowest cash balance month.

As the Utility infrastructure and Seismic Strengthening project (UIR) moves to the construction phase in late summer 2017, the District's normal cash balance cycle will be changed next year. For this \$36 million project, the State requires the District to pay the contractor and then submit billings for reimbursement. As a result, the District will be responsible for providing short-term cash flow financing for this State project. As mentioned last month, we have scheduled a meeting with the County Treasurer to discuss options for cash flow assistance from the County.

The \$105,000 item for Transfers In is for a potential infusion of support from non-general fund, such as auxiliaries, if necessary. If this transfer is not needed by year-end, then it will be reduced to zero. 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

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

BUDGET IMPLICATIONS

This report reflects year-to-date budget adjustments and actual activity for fund 10 through December 31, 2016.

REDWOODS COMMUNITY COLLEGE DISTRICT

Unrestricted General Fund

Fiscal Year 2016-17

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE					<u>December</u> <u>50%</u> <u>Year-to-date</u> <u>Actual</u>	<u>Current</u> <u>Actual to</u> <u>Budget</u> <u>Percent</u>	<u>Prior Yr</u> <u>Actual to</u> <u>Budget</u> <u>Percent</u>
<u>Description</u>	<u>Object</u> <u>Range</u>	<u>Final</u> <u>Budget</u>	<u>Year to Date</u> <u>Adjustments</u>	<u>Current</u> <u>Budget</u>			
REVENUES:							
Federal Sources	8100-8199	\$ 100,598	\$	\$ 100,598	\$ 0	0.0%	0.8%
State Sources (3950 FTES)							
SB 361 State Support	8611	9,786,890		9,786,890	6,768,005	69.2%	64.6%
SB 361 Prop 30 EPA	8630	3,940,000		3,940,000	2,107,751	53.5%	51.3%
CA State Lottery	000 / 8681	434,579		434,579	0	0.0%	30.0%
Other Revenue (Including One-Time)	8600-8699	1,093,334		1,093,334	524,288	48.0%	36.1%
Local Sources							
SB 361 Enrollment Fees	8874	1,070,940		1,070,940	1,204,812	112.5%	79.6%
SB 361 Property Taxes	8811-8818	10,523,236		10,523,236	4,915,291	46.7%	44.7%
Non-Resident Tuition	8880	720,000		720,000	682,270	94.8%	73.5%
Other Revenue	8820-8899	190,000		190,000	116,451	61.3%	58.1%
Total Revenue		\$ 27,859,577	\$ 0	\$ 27,859,577	\$ 16,318,868	58.6%	53.2%
EXPENDITURES:							
Academic Salaries	1000-1999	\$ 11,586,416	\$	\$ 11,586,416	\$ 6,043,226	52.2%	49.9%
Other Staff Salaries	2000-2999	4,959,172		4,959,172	2,680,641	54.1%	57.4%
Employee Benefits	3000-3999	6,582,954		6,582,954	3,233,344	49.1%	54.9%
Supplies	4000-4999	422,193		422,193	172,266	40.8%	63.9%
Services	5000-5999	3,699,641		3,699,641	2,057,008	55.6%	67.8%
Capital Outlay	6000-6999	110,000		110,000	22,873	20.8%	91.1%
Total Expenditures		\$ 27,360,376	\$ 0	\$ 27,360,376	\$ 14,209,358	51.9%	50.8%
EXCESS REVENUES (EXPENDITURES)		\$ 499,201	\$ 0	\$ 499,201	\$ 2,109,510		
OTHER FINANCING SOURCES/(USES):							
Transfers In	8981-8989	\$ 105,000	\$	\$ 105,000	\$ 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%	65%
Total Other Sources (Uses)		\$ (453,000)	\$ 0	\$ (453,000)	\$ (65,235)		
FUND BALANCE INCREASE (DECREASE)		46,201	0	46,201	2,044,275		
BEGINNING FUND BALANCE:							
Beginning Balance	9790	\$ 1,881,258	\$	\$ 1,881,258	\$ 1,881,258		
ENDING FUND BALANCE		\$ 1,927,459	\$	\$ 1,927,459	\$ 3,925,533		
Fund Balance Percent		6.90%		6.90%			
CASH BALANCE							
Total District Cash in County Treasury excluding local bond and debt service funds		\$ 6,796,173					

Item GL Number	Program	Description	Voucher I	Date	Amount
11006-1010-000-6600-55280	General All	Sears: 10/28 Auto Shop Mater/Q60	V0349444	11/30/2016	\$ 978.58
11006-1010-000-6600-55280	General All	Burlington: 10/28 Auto Shop Mater/Q60	V0349444	11/30/2016	\$ 467.45
11006-1010-030-6600-55213	BOT	Campton Electric: 10/28 Wood Shop Mater/Q69	V0349444	11/30/2016	\$ 445.61
11006-1010-030-6600-55213	BOT	Burlington: 11/14 Auto Shop Mater/Q60	V0349444	11/30/2016	\$ 157.50
11006-1054-000-6770-54400	General All	Burlington: 11/14 Freight / Q60	V0349444	11/30/2016	\$ 15.00
11006-1054-000-6770-55850	General All	Safeway: 11/04 Food:FB referees /LosMend	V0350367	11/30/2016	\$ 24.92
11006-1054-000-6770-55850	General All	Safeway: 10/29 SnackBar/WBsktbl 2629	V0350368	11/30/2016	\$ 14.32
11006-3026-000-6770-55641	General All	Cash & Carry:10/29 Snack Bar/WBsktbl	V0350368	11/30/2016	\$ 83.43
11006-4020-006-1230-54300	Health Occ	Krossover: 11/02 Stats/WBsktbl:CCCBCA	V0350368	11/30/2016	\$ 1,200.00
11006-4020-006-1230-54500	Health Occ	Safeway: 11/05 Snack Bar Supply/WBsktbl	V0350368	11/30/2016	\$ 12.25
11006-4020-008-0101-54201	Applied Tech	Cash & Carry: 11/05 Snack Bar Supply/WBsktbl	V0350368	11/30/2016	\$ 130.54
11006-4020-008-0948-54300	Applied Tech	Sport & Cycle: 11/08 Scorebooks/WBsktbl	V0350368	11/30/2016	\$ 26.08
11006-4020-008-0948-54300	Applied Tech	ExtendedStayLvrnr: 11/09 Lodging:WBsktbl	V0350368	11/30/2016	\$ 1,710.48
11006-4020-008-0948-54300	Applied Tech	ExtendedStayLvrnr: 11/09 CREDIT:WBsktbl	V0350368	11/30/2016	\$ (1,097.12)
11006-4020-008-0952-54210	Applied Tech	BestWesternLvrnr: 11/11 Lodging:WBsktbl	V0350368	11/30/2016	\$ 554.48
11006-4020-008-0952-54720	Applied Tech	Amazon: 11/15 Mini iPad/recordingGames	V0350368	11/30/2016	\$ 507.78
11006-4020-008-0952-54720	Applied Tech	Target: 11/18 iPad extension cord	V0350368	11/30/2016	\$ 74.79
11006-4020-020-4930-55736	Academic Affairs	Holiday Inn Rocklin:11/19 Lodging:WBsktbl	V0350368	11/30/2016	\$ 930.85
11006-4020-020-6600-55640	Academic Affairs	Courtyard Roseville:11/21 Lodging:WBsktbl	V0350368	11/30/2016	\$ 461.96
11006-4020-020-6600-55820	Academic Affairs	RedLionSusanvll: 11/05 Lodging:WVllybl/Feath	V0350370	11/30/2016	\$ 583.00
11006-4020-020-6600-55820	Academic Affairs	Blossom's Florist: 11/11 Sophomore Night:Vllybl	V0350370	11/30/2016	\$ 217.00
11006-4020-020-6750-55212	Academic Affairs	Bayfront Restaurant:11/17 Awards Dinner:Vllybl	V0350370	11/30/2016	\$ 280.39
11006-4020-306-6010-54730	Science Night	Amazon: 11/08 3x5lb ABC Extinguishers 6329	V0350371	11/30/2016	\$ 124.47
11006-4020-365-6750-55212	Accreditation	GettysburgFlagWrks:11/09 US Flag/DN campus	V0350371	11/30/2016	\$ 112.90
11006-5030-000-6600-54500	General All	BstWstrn/SeaCliff:11/06 Lodging:MBsktbl	V0350372	11/30/2016	\$ 1,820.44
11006-5030-000-6600-54500	General All	Courtyard/Fairfield:11/13 Lodging:MBsktbl	V0350372	11/30/2016	\$ 1,974.08
11006-5305-041-6960-54337	Athletics	Super 8: 11/17 Lodging:MBsktbl/Mendocin	V0350372	11/30/2016	\$ 1,991.74
11006-5305-041-6960-54730	Athletics	Solo Sports: 10/25 Apparel/Fund Raising 2004	V0350373	11/30/2016	\$ 2,235.90
11006-5305-041-6960-55221	Athletics	CDW Govt 11/14/16 Color Printer for Office	V0350404	11/30/2016	\$ 1,201.90
11006-5305-041-6960-55221	Athletics	Wallcur 11/14/16 Instruct Supplies	V0350404	11/30/2016	\$ 164.20
11006-5305-041-6960-55221	Athletics	Pocket Nurse 11/16/16 Injection Pads	V0350404	11/30/2016	\$ 899.50
11006-5305-041-6960-55222	Athletics	Pocket Nurse 11/16/16 Shipping	V0350404	11/30/2016	\$ 46.50
11006-5305-041-6960-55222	Athletics	Staples Direct 11/17/16 Office Supplies	V0350404	11/30/2016	\$ 193.29
11006-5305-041-6960-55226	Athletics	Platinum Ed 11/17/16 EMS Testing License	V0350404	11/30/2016	\$ 500.00
11006-5305-041-6960-55226	Athletics	Costco 10/26/16 Halloween Table Swag 0670	V0350407	11/30/2016	\$ 77.95
11006-5305-041-6960-55226	Athletics	Wal-Mart 10/26/16 Halloween Table Swag	V0350407	11/30/2016	\$ 79.12

Item GL Number	Program	Description	Voucher I	Date	Amount
11006-5305-041-6960-55229	Athletics	Dollar Tree 10/26/16 Halloween Table Swag	V0350407	11/30/2016	\$ 28.28
11006-5305-041-6960-55229	Athletics	Google 11/02/16 ASCR Monthly Fee	V0350407	11/30/2016	\$ 91.16
11006-5305-041-6960-55229	Athletics	Eureka Florist 10/25/16 Flowers - W Soccer	V0350410	11/30/2016	\$ 81.56
11006-5305-041-6960-55229	Athletics	Ferndale Jewelers 10/25 HOF Plaques FB	V0350410	11/30/2016	\$ 162.00
11006-5305-041-6960-55233	Athletics	Ferndale Jewelers 10/25 Medals Cross Ctry	V0350410	11/30/2016	\$ 64.80
11006-5305-041-6960-55234	Athletics	Sherwin Williams 10/26 Paint FB/Soccer Field	V0350410	11/30/2016	\$ 212.57
11006-5305-041-6960-55234	Athletics	Dollar Tree 10/26/16 Mailers for HOF Plaques	V0350410	11/30/2016	\$ 27.00
11006-5305-041-6960-55234	Athletics	Days Inn 10/22 Credit Beverage	V0350410	11/30/2016	\$ (4.50)
11006-5305-041-6960-55234	Athletics	Super 8 Motel 11/4 W Soccer Feather Riv	V0350410	11/30/2016	\$ 231.00
11006-5305-041-6960-55234	Athletics	Walgreen's 11/09 Volleyball Sophomore Nite	V0350410	11/30/2016	\$ 84.21
11006-5305-041-6960-55236	Athletics	Golden Gate Toll 11/15 FB Trav Foothill Col	V0350410	11/30/2016	\$ 7.50
11006-5305-041-6960-55236	Athletics	Golden Gate Toll 11/15 FB Trav Foothill Col	V0350410	11/30/2016	\$ 7.50
11006-5305-041-6960-55236	Athletics	Solo Sports 11/17 M Basketball T-Shirts	V0350410	11/30/2016	\$ 600.30
11006-5305-041-6960-55320	Athletics	Solo Sports 11/17 W Basketball T-Shirts	V0350410	11/30/2016	\$ 312.66
11006-6050-000-6600-55280	General All	Eureka Ready Mix 11/18 Sand for FB & Soccer Fi	V0350410	11/30/2016	\$ 313.20
11006-6050-000-6600-55280	General All	Staples 10/28/16 Office Supplies	V0350418	11/30/2016	\$ 38.05
11006-6050-000-6600-55280	General All	Allianz 11/21/16 Travel Insurance	V0350418	11/30/2016	\$ 43.41
11006-6050-000-6600-55280	General All	Allianz 11/21 Travel Insurance	V0350418	11/30/2016	\$ 43.41
11006-6050-000-6600-55280	General All	United 11/21 Travel CCCWA	V0350418	11/30/2016	\$ 789.20
11006-6050-000-6600-55280	General All	United 12/16 Travel to CCCWA	V0350418	11/30/2016	\$ 789.20
11006-6050-000-6600-55280	General All	Safeway 10/28 M Soccer Soph Flowers 9734	V0350421	11/30/2016	\$ 10.29
11006-6050-000-6600-55280	General All	Paypal 10/31 CCCSoccer Coaches Dues	V0350421	11/30/2016	\$ 80.00
11006-6052-000-6510-54500	General All	Red Lion 11/4 M Soccer Lasses Coll	V0350421	11/30/2016	\$ 467.50
11006-6052-000-6510-54500	General All	Comfort Inn 11/1 M&W Soccer Siskiyou	V0350421	11/30/2016	\$ 503.95
11006-6052-000-6510-54500	General All	Comfort Inn 11/1 M&W Soccer Siskiyou	V0350421	11/30/2016	\$ 423.36
11006-6052-000-6510-54653	General All	SEI Soccer 11/08 Credit for Supplies	V0350421	11/30/2016	\$ (12.50)
11006-6052-000-6510-54656	General All	Quality Inns Vaca 11/10 M Soccer Butte Coll	V0350421	11/30/2016	\$ 196.00
11006-6052-000-6510-54656	General All	LaQuita Inn 11/10 W Soccer Butte Coll	V0350421	11/30/2016	\$ 398.72
11006-6052-000-6510-54656	General All	USPS 10/25 Shipping Auction Tools 1719	V0350424	11/30/2016	\$ 310.00
11006-6052-000-6510-54676	General All	RJ Leahy 10/25 Screws Instruct Supplies	V0350424	11/30/2016	\$ 110.26
11006-6052-000-6510-54676	General All	USPS 10/26 Shipping Auction Tools	V0350424	11/30/2016	\$ 140.75
11006-6052-000-6510-56210	General All	USPS 10/26 Shipping Auction Tools	V0350424	11/30/2016	\$ 76.95
11006-6052-000-6510-56210	General All	Mt Storm Forest Prod 10/26 Plywood for Resale	V0350424	11/30/2016	\$ 217.85
11006-6052-000-6510-56210	General All	USPS 10/27 Shipping Auction Tools	V0350424	11/30/2016	\$ 32.35
11006-6052-000-6510-56210	General All	USPS 10/27 Shipping Auction Tools	V0350424	11/30/2016	\$ 18.45
11006-6052-000-6510-56210	General All	Adobe 10/27 Software Monthly Fee	V0350424	11/30/2016	\$ 9.99
11006-6052-000-6530-54655	General All	Rj Leahy 10/28 Screws - Instruct Supply	V0350424	11/30/2016	\$ 13.10
11006-6052-202-6590-55285	Facilities Planning	Speedy Metals 10/2/8 Brass Stock	V0350424	11/30/2016	\$ 135.36

Item GL Number	Program	Description	Voucher I	Date	Amount
11006-6052-202-6590-55285	Facilities Planning	Speedy Metals 10/28 Shipping	V0350424	11/30/2016	\$ 18.52
11006-6052-202-6590-55285	Facilities Planning	Amazon 10/31 Sandpaper, coil springs	V0350424	11/30/2016	\$ 45.35
11006-6052-202-6590-55285	Facilities Planning	Amazon 10/31 Phenolic Sheet	V0350424	11/30/2016	\$ 42.19
11006-6052-202-6590-55285	Facilities Planning	Fastenal 11/1 Drill Rod	V0350424	11/30/2016	\$ 54.94
11006-6053-000-6130-55610	General All	USPS 11/1 Shipping Auction Tools	V0350424	11/30/2016	\$ 74.90
11006-6053-000-6130-55610	General All	Amazon 11/02 Band-aids	V0350424	11/30/2016	\$ 15.68
11006-6053-000-6130-55610	General All	Amazon 11/2 Band-aids	V0350424	11/30/2016	\$ 21.04
11006-6057-000-6770-54512	General All	Beckmans Printing 11/2 Printer Paper	V0350424	11/30/2016	\$ 18.74
11006-7070-000-6010-54500	General All	JDS Tools 11/3 Tool Repair	V0350424	11/30/2016	\$ 94.98
11006-7070-000-6010-54500	General All	USPS 11/4 Shipping Auction Items	V0350424	11/30/2016	\$ 267.10
11006-7070-000-6010-56455	General All	Sawstop 11/7 Tool Repair	V0350424	11/30/2016	\$ 20.83
11006-8071-000-0952-54300	General All	National Aircraft 11/9 Fastener Bins	V0350424	11/30/2016	\$ 53.30
11006-8071-000-0952-54300	General All	Amazon 11/11 Machinist Square	V0350424	11/30/2016	\$ 33.89
11006-8071-000-0952-54300	General All	Peach Tree 10/25 DT Repl Color 9099	V0350428	11/30/2016	\$ 77.41
11006-8071-000-0952-54300	General All	CA Surveying 11/4 GPS Software	V0350428	11/30/2016	\$ 1,495.00
11006-8071-000-0952-54500	General All	John Deere Ag Program Books	V0350428	11/30/2016	\$ 56.25
11006-8071-000-0952-54500	General All	Hanley 11/9 Magazine Subscription	V0350428	11/30/2016	\$ 16.30
11006-8071-000-0952-55610	General All	HighlandWoodworking 11/10 Wood Slicer	V0350428	11/30/2016	\$ 83.98
11006-8071-000-0952-55610	General All	HighlandWoodworking 11/10 Wood Slicer	V0350428	11/30/2016	\$ 11.99
11006-8071-000-0952-55610	General All	North Coast Vet Farm Animal Shots	V0350428	11/30/2016	\$ 167.50
11006-8071-000-6530-54650	General All	Rock Auto 11/14 Credit	V0350428	11/30/2016	\$ (121.69)
Total 110 Unrestricted General Fund					\$ 28,804.37

Item GL Number	Program	Description	Voucher I	Date	Amount
11011-5096-322-6310-55285	Upward Bound	Rock Auto 11/22 Auto Parts	V0350428	11/30/2016	\$ 198.36
11011-5096-322-6310-56460	Upward Bound	Rock Auto 11/22 Shipping	V0350428	11/30/2016	\$ 9.98
11011-5096-322-7320-57650	Upward Bound	Marie Calendars 11/3 Stu Equity Lunch 7632	V0350437	11/30/2016	\$ 89.67
11011-5096-322-7320-57650	Upward Bound	Budha Groove 11/7 Multi-Faith Holiday Exhib	V0350437	11/30/2016	\$ 28.00
11011-5096-322-7320-57650	Upward Bound	Budha Groove 11/7 Shipping	V0350437	11/30/2016	\$ 27.56
11018-4300-271-6890-55850	WIOA	Amazon 11/8 Multi-Faith Holiday Exhib	V0350437	11/30/2016	\$ 20.97
11018-4300-271-6890-55850	WIOA	World of Judaica 11/7 Multi-Faith Holiday	V0350437	11/30/2016	\$ 45.50
11018-4300-271-6890-55850	WIOA	Home Depot 11/8 Multi-Faith Holiday Exhib	V0350437	11/30/2016	\$ 53.98
11018-4300-271-6890-55850	WIOA	Sears 11/10 Multi-Family Holiday Exhi	V0350437	11/30/2016	\$ 27.11
11018-4300-271-6890-55850	WIOA	Sears 11/10 Refrig Multi Cult Ctr	V0350437	11/30/2016	\$ 467.61
11018-4300-271-6890-55850	WIOA	Amazon 11/11 Supplies Multi Cult Ctr	V0350437	11/30/2016	\$ 10.14
11044-5232-144-6410-55285	Cal Works	Amazon 11/11 Supplies Multi Cult Ctr	V0350437	11/30/2016	\$ 88.70
11044-5232-144-6410-55285	Cal Works	Amazon 11/11 Multi Cult Ctr Supplies	V0350437	11/30/2016	\$ 10.97
11046-5030-000-6140-54720	General All	Amazon 11/11 Multi Cult Ctr	V0350437	11/30/2016	\$ 8.91

Item GL Number	Program	Description	Voucher I	Date	Amount
11046-5030-000-6490-54730	General All	Amazon 11/12 Multi Cult Ctr	V0350437	11/30/2016	\$ 30.52
11046-5030-000-6490-54730	General All	Amazon 11/12 Multi Cult Ctr Supplies	V0350437	11/30/2016	\$ 14.99
11046-5030-000-6490-54730	General All	Amazonn 11/12 Shipping	V0350437	11/30/2016	\$ 3.10
11046-5030-000-6490-54730	General All	Amazon 11/13 Multi Cult Ctr Supplies	V0350437	11/30/2016	\$ 44.86
11046-5030-000-6490-54730	General All	Colamco Inc Multi Cult Ctr Supplies	V0350437	11/30/2016	\$ 37.59
11046-5030-000-6490-54730	General All	Amazon 11/14 Multi Cult Ctr Supplies	V0350437	11/30/2016	\$ 12.19
11046-5030-000-6490-54730	General All	Amazon 11/15 Multi Cult Ctr Supplies	V0350437	11/30/2016	\$ 39.35
11046-5030-000-6490-54730	General All	CHC Hayward:10/24 Boiler Ignitor 2427	V0350452	11/30/2016	\$ 682.46
11046-5030-000-6490-54730	General All	CDW-G:10/25 Battery/UPS-DN	V0350452	11/30/2016	\$ 160.86
11046-5030-000-6490-54730	General All	CDW-G:10/25 Battery/UPS-SSAT MPOE	V0350452	11/30/2016	\$ 357.52
11046-5030-000-6490-54730	General All	CDW-G: 10/25 Sound Bar/DN Science Lab	V0350452	11/30/2016	\$ 130.56
11046-5030-000-6490-54730	General All	Target:10/29 Bissell Spot Carpt Clnr	V0350452	11/30/2016	\$ 97.19
11046-5030-000-6490-54730	General All	Safety Sign:10/31 Street Signs	V0350452	11/30/2016	\$ 191.75
11046-5030-000-6490-54730	General All	Safety Sign: 10/31 Shipping	V0350452	11/30/2016	\$ 13.50
11046-5030-000-6750-54710	General All	Air Filter Supply: 11/01 Air Filters/Eureka	V0350452	11/30/2016	\$ 1,696.87
11065-4020-154-1230-54300	Enrollment Growth	Ellis Art: 11/02 Plan Copies/UIR: Gasline	V0350452	11/30/2016	\$ 2.50
11065-4020-154-1230-54300	Enrollment Growth	Jam Paper: 11/03 PolyZipEnvlops/TravelDocs	V0350452	11/30/2016	\$ 21.00
11065-4020-154-1230-56480	Enrollment Growth	Jam Paper: 11/03 Shipping	V0350452	11/30/2016	\$ 11.27
11067-4020-121-6600-54500	Adult Ed Block Grant	Johnstone Supply: 11/04 Greenheck Motor	V0350452	11/30/2016	\$ 258.24
11067-4020-121-6600-54500	Adult Ed Block Grant	Amazon: 11/04 Router Replacement Fan	V0350452	11/30/2016	\$ 25.45
11067-4020-121-6600-54720	Adult Ed Block Grant	Amazon: 11/07 Circuit Tester Equip/Mech	V0350452	11/30/2016	\$ 256.90
11067-4020-121-6600-55285	Adult Ed Block Grant	Heat Transfer: 11/08 Pressure Switches	V0350452	11/30/2016	\$ 181.31
11067-4020-121-6600-55285	Adult Ed Block Grant	UHaul:11/08 Moving Boxes	V0350452	11/30/2016	\$ 48.94
11067-4020-121-6600-55285	Adult Ed Block Grant	Walmart: 11/10 Dog Food/WWTP	V0350452	11/30/2016	\$ 211.41
11067-4020-121-6600-55285	Adult Ed Block Grant	CDW-G: 11/10 Tripp Lite/DN Science Lab	V0350452	11/30/2016	\$ 284.73
11067-4020-121-6600-55285	Adult Ed Block Grant	Heat Transfer: 11/10 Air Inlet Temp Sensor	V0350452	11/30/2016	\$ 270.74
11067-4020-121-6600-56480	Adult Ed Block Grant	Johnstone Supply: 11/09 Shipping/Air Inlet	V0350452	11/30/2016	\$ 10.29
11071-6058-148-6950-54512	Parking	Hach:11/10 WWTP Chemicals	V0350452	11/30/2016	\$ 207.32
Total 110 Restricted General Fund					\$ 6,390.87

Item GL Number	Program	Description	Voucher I	Date	Amount
13400-4020-034-6930-54813	Farm Operation	Coast Hardware: 11/16 Hose Caps/Ft Bragg	V0350452	11/30/2016	\$ 6.28
Total 134 Farm Operation Fund					\$ 6.28

Item GL Number	Program	Description	Voucher I	Date	Amount
13995-6052-033-0000-55630	Residence Halls	Grainger: 11/17 Rust Treatment Chemical	V0350452	11/30/2016	\$ 408.18
Total 139 Other Special Revenue Fund - Student Housing					\$ 408.18

Item GL Number	Program	Description	Voucher I	Date	Amount
14188-6052-SP1-0000-55285	Utility Infrastructure	Grainger: 11/17 Electrical Parts Cleaner	V0350452	11/30/2016	\$ 544.83
14188-6052-SP1-0000-55820	Utility Infrastructure	CHC Hayward: 11/17 Ignitor	V0350452	11/30/2016	\$ 183.80
14197-6052-Q30-0000-54720	DN Science Lab	Fortuna Glass: 11/18 3x5 Safety Glass	V0350452	11/30/2016	\$ 536.44
14197-6052-Q30-0000-54720	DN Science Lab	CDW-G:11/19 Cixco Fan Unit	V0350452	11/30/2016	\$ 116.13
14197-6052-Q51-0000-56480	ADA Safety	4Imprint:10/24 Marketing Materials/WIOA	V0350467	11/30/2016	\$ 500.00
14197-6052-Q51-0000-56480	ADA Safety	4Imprint: 10/24 Marketing Materials/WIOA	V0350467	11/30/2016	\$ 500.00
14197-6052-Q52-0000-56480	Safety Alert Upgrades	4Imprint: 10/24 Marketing Materials/WIOA	V0350467	11/30/2016	\$ 500.00
14197-6052-Q60-0000-54300	Auto Tech Lab Upgrade	4Imprint: 10/24 Marketing Materials/WIOA	V0350467	11/30/2016	\$ 500.00
14197-6052-Q60-0000-54300	Auto Tech Lab Upgrade	4Imprint: 10/24 Marketing Materials/WIOA	V0350467	11/30/2016	\$ 437.93
14197-6052-Q60-0000-54300	Auto Tech Lab Upgrade	4Imprint: 10/24 Marketing Materials/WIOA	V0350467	11/30/2016	\$ 500.00
14197-6052-Q60-0000-54300	Auto Tech Lab Upgrade	Crestline: 10/25 Marketing Materials/WIOA	V0350467	11/30/2016	\$ 2,275.06
Total 141 Capital Outlay Program Fund					\$ 6,594.19

Item GL Number	Program	Description	Voucher I	Date	Amount
15902-4300-063-6820-54500	Continuing Ed	Marco Promotional: Marketing Materials/WIOA	V0350467	11/30/2016	\$ 2,830.37
15902-4300-063-6820-56480	Continuing Ed	Pacific Paper: 10/25 Kris Marquez Desk	V0350467	11/30/2016	\$ 518.74
15902-4300-089-6820-54500	CE Administration	Amazon: 11/01 HDMI Cable/Ahn's Computer	V0350467	11/30/2016	\$ 7.54
Total 159 Other Enterprise Fund					\$ 3,356.65

Item GL Number	Program	Description	Voucher I	Date	Amount
17100-5040-000-0000-54710	General All	Pacific Paper: 11/14 Book Shelves/Adult Ed	V0350467	11/30/2016	\$ 432.83
17100-5040-000-0000-54710	General All	Safeway: 11/16 Food/AEBG consortium mtg	V0350467	11/30/2016	\$ 32.99
17100-5040-000-0000-54710	General All	Luis Mexican Rstrnt:11/17 Food/AEBG consort.	V0350467	11/30/2016	\$ 129.68
17100-5040-000-0000-54710	General All	Amazon: 11/22 Laptop bags/SSIV	V0350467	11/30/2016	\$ 72.97
17100-5040-000-0000-54710	General All	Wal-Mart: 10/27 Supplies/ASCR-DN event	V0350468	11/30/2016	\$ 148.51
17100-5040-000-0000-54710	General All	WM Supercenter: 10/27 Food/ASCR-DN event	V0350468	11/30/2016	\$ 191.45
17100-5040-000-0000-55288	General All	Amazon Mktplc:10/27 ChrgrAdptr/Laptop	V0350468	11/30/2016	\$ 34.95
17100-5040-000-0000-55810	General All	Subway: 10/27 Food/ASCR event	V0350468	11/30/2016	\$ 152.00
17100-5040-000-0000-55810	General All	Safeway: 11/01 Food/ASCR-DN event	V0350468	11/30/2016	\$ 130.96
17100-5040-000-0000-55810	General All	DN Office Supply: 11/03 Office Products	V0350468	11/30/2016	\$ 13.90
17100-5040-000-0000-55810	General All	DN Office Supply: 11/07 Office Products	V0350468	11/30/2016	\$ 15.17
17100-5040-000-0000-55810	General All	Green Paper Prdcts:11/10 Cups/ASCR	V0350468	11/30/2016	\$ 37.27
17100-5040-000-0000-55810	General All	Green Paper Prdcts: 11/10 Shipping	V0350468	11/30/2016	\$ 6.95
Total 171 Associated Students Trust Fund					\$ 1,399.63

Item GL Number	Program	Description	Voucher I	Date	Amount
28300-1010-000-0000-54730	General All	Safeway: 11/15 Food/Trustees-VisioningDN	V0350468	11/30/2016	\$ 49.03

Item GL Number	Program	Description	Voucher I	Date	Amount
Total Foundation Agency Fund					\$ 49.03

Item GL Number	Program	Description	Voucher I	Date	Amount
28945-0000-729-0000-55641	Forestry Product	Subway: 11/16 Food/Trustee:Visioning-DN	V0350468	11/30/2016	\$ 39.00
28945-0000-A01-0000-54300	Special Athletic Fund	Vita Cucina: 11/18 Food/ASCR-DN event	V0350468	11/30/2016	\$ 41.89
28945-0000-A01-0000-54710	Special Athletic Fund	Safeway: 11/18 Food/ASCR-DN event	V0350468	11/30/2016	\$ 199.95
28945-0000-A01-0000-54730	Special Athletic Fund	WM Superctr: 11/18 Food/ASCR-DN event	V0350468	11/30/2016	\$ 51.04
28945-0000-A01-0000-54730	Special Athletic Fund	WM Superctr: 11/18 Food/ASCR-DN event	V0350468	11/30/2016	\$ 68.00
28945-0000-A03-0000-54300	Women's Basketball	Wal-Mart: 110.06 Food/ASCR-DN event	V0350468	11/30/2016	\$ 110.06
28945-0000-A03-0000-54300	Women's Basketball	UH Hilo:10/28 Student Fees 9563	V0350479	11/30/2016	\$ 50.00
28945-0000-A03-0000-54300	Women's Basketball	CSU Chico: 11/1 Student Fees	V0350479	11/30/2016	\$ 55.00
28945-0000-A03-0000-54300	Women's Basketball	HSU Parking: 11/09 Parking Fees	V0350479	11/30/2016	\$ 3.50
28945-0000-A03-0000-54730	Women's Basketball	Chaminade Univ: 11/10 Student Fees	V0350479	11/30/2016	\$ 25.00
28945-0000-A03-0000-55816	Women's Basketball	HSU Parking: 11/15 Parking Fees	V0350479	11/30/2016	\$ 3.50
28945-0000-A03-0000-55816	Women's Basketball	NtinlStudentClring: 11/17 Database Payment	V0350479	11/30/2016	\$ 425.00
28945-0000-A03-0000-55816	Women's Basketball	CSU Humboldt: 11/18 Student Fees	V0350479	11/30/2016	\$ 55.00
28945-0000-A03-0000-55816	Women's Basketball	Facebook: 10/31 Ad Push 9594	V0350610	11/30/2016	\$ 4.57
28945-0000-A06-0000-54730	Men's Basketball	Facebook: 10/31 Ad Push	V0350610	11/30/2016	\$ 6.53
28945-0000-A07-0000-55816	Baseball	Forolia:11/07 SubscriptioPhoto Library	V0350610	11/30/2016	\$ 25.00
28945-0000-A08-0000-54500	Volleyball	Amazon: 10/26 GVC:TeamBuilding/seasonin	V0350612	11/30/2016	\$ 17.88
28945-0000-A08-0000-54710	Volleyball	Cash&Carry: 10/28 GVC food/XC event	V0350612	11/30/2016	\$ 115.42
28945-0000-A08-0000-54730	Volleyball	SpecialtyTrafficSys:10/28 Flags:GVC course	V0350612	11/30/2016	\$ 75.58
28945-0000-A11-0000-54730	Men's Soccer	Wal Mart: 10/28 Food:GVC XC Meet	V0350612	11/30/2016	\$ 34.01
28945-0000-A14-0000-54300	Cross Country	John's Incred Pizza: 11/0 Food:XCTeam Trvl	V0350612	11/30/2016	\$ 100.93
28945-0000-A14-0000-54300	Cross Country	Holiday Inn Exp:11/19 Lodging:XC StChamp	V0350612	11/30/2016	\$ 1,387.47
28945-0000-A14-0000-54300	Cross Country	Amazon: 10/31 Food/GVC XC	V0350612	11/30/2016	\$ 25.06
28945-0000-A14-0000-54710	Cross Country	Hensell's Materials:10/28 Flags/XC:GVC Meet	V0350612	11/30/2016	\$ 40.71
28945-0000-A14-0000-54710	Cross Country	MFAthletic: 10/31 Supplies: Track/ShotPut	V0350612	11/30/2016	\$ 26.10
28945-0000-A14-0000-54710	Cross Country	Holiday Inn Exp: 11/04 Lodging:XCTeamTrvl	V0350612	11/30/2016	\$ 771.75
28945-0000-A14-0000-54710	Cross Country	John's Incred Pizza:11/4/ Food:XC Team Trvl	V0350612	11/30/2016	\$ 84.84
28945-0000-A14-0000-54730	Cross Country	ACCJC:10/24 Refund:ACCJC wkshp 2346	V0350615	11/30/2016	\$ (50.00)
28945-0000-A17-0000-54730	Women's Soccer	Art Pres.Serv.:10/21 Meter/NatAmerBasket	V0350615	11/30/2016	\$ 55.00
28946-0000-M10-0000-54813	Fine Woodworking	Art Pres.Serv.:10/21 Shipping	V0350615	11/30/2016	\$ 9.09
28946-0000-M10-0000-54813	Fine Woodworking	GetARoom:10/25 Credit:Lodging Cancelled	V0350615	11/30/2016	\$ (321.49)
28946-0000-M10-0000-54813	Fine Woodworking	LYnda.com:10/27 Credit:Service Cancelled	V0350615	11/30/2016	\$ (359.88)
28946-0000-M10-0000-55889	Fine Woodworking	TemperatureAlert:11/28 MonthlyFee	V0350615	11/30/2016	\$ 21.00
28946-0000-M10-0000-55889	Fine Woodworking	Survey Monkey: 10/31 Survey Monkey Fee	V0350615	11/30/2016	\$ 300.00

CAL CARD REPORT

NOVEMBER 2016

Item GL Number	Program	Description	Voucher I	Date	Amount
28946-0000-M10-0000-55889	Fine Woodworking	Gallup:11/3 StrengthsQuest/DN et al.	V0350615	11/30/2016	\$ 179.82
28946-0000-M10-0000-55889	Fine Woodworking	Doubletree:11/10 Lodging:ASCR/Sacramento	V0350615	11/30/2016	\$ 1,638.90
28946-0000-M10-0000-55889	Fine Woodworking	Amazon:11/18 Tent Name Hldrs/CmmttMtng	V0350615	11/30/2016	\$ 23.22
28946-0000-M10-0000-55889	Fine Woodworking	Amaxon: 11/17 Tent Name Cards/CmmttMtng	V0350615	11/30/2016	\$ 14.27
28946-0000-M10-0000-55889	Fine Woodworking	Amazon:11/18 Pens/OISD	V0350615	11/30/2016	\$ 27.36
Total 289 Other Agency Fund					\$ 5,380.08
Total All Cal Card Expenditures 11/01/2016-11/30/2016					\$ 52,389.28

PURCHASE ORDER REPORT

2016-17

12/01/2016 - 12/31/2016

PO #	Date	Vendor	Program	Description	Amount
P0023255	12/1/2016	North Valley Bank	Athletics	Team Travel Women's	760.00
P0023256	12/1/2016	North Valley Bank	Athletics	Team Travel Women's	1,360.00
P0023257	12/1/2016	North Valley Bank	Athletics	Team Travel Women's	300.00
P0023285	12/15/2016	North Valley Bank	Athletics	Team Travel Women's	900.00
P0023286	12/15/2016	North Valley Bank	Athletics	Team Travel Women's	900.00
P0023287	12/15/2016	North Valley Bank	Athletics	Team Travel Women's	900.00
P0023288	12/15/2016	North Valley Bank	Athletics	Team Travel Women's	2,400.00
P0023289	12/15/2016	North Valley Bank	Athletics	Team Travel Women's	900.00
P0023290	12/15/2016	North Valley Bank	Athletics	Team Travel Women's	900.00
P0023293	12/15/2016	Ca Community College Baseball	Athletics	Membership Fees	115.00
P0023296	12/15/2016	California Community College A	Athletics	Membership Fees	150.00
P0023271	12/1/2016	The Triplicate	General	Advertising	80.70
P0023263	12/1/2016	Plumbing 911 Inc	General	Sewer System Supplie	789.00
P0023302	12/15/2016	State Water Resources Control	General	Sewer System Supplie	170.00
P0023304	12/15/2016	State Water Resources Control	General	Sewer System Supplie	2,088.00
P0023306	12/15/2016	State Water Resources Control	General	Sewer System Supplie	2,427.00
P0023264	12/1/2016	Shasta Control Company	General	Scheduled Maintenanc	1,809.87
P0023309	12/15/2016	Fortuna Iron Corporation	General	Scheduled Maintenanc	570.00
B0009863	12/15/2016	Fortuna Iron Corporation	Safety Credit	New Furn/Equip >\$200	400.00
P0023258	12/1/2016	Red Sky Roofing Inc	General	Site Improvement	310.00
P0023259	12/1/2016	Santa Rosa Fire Equipment Serv	General	Maintenance Service	354.12
Total 110		Unrestricted General Fund			<u>\$38,747.82</u>
P0023270	12/1/2016	Nilsen Co	CTEA Block Grant	Tools and Equip Unde	863.82
P0023269	12/1/2016	Farmtek	CTEA Block Grant	New Furn/Equip >\$200	2,377.40
B0009855	12/1/2016	CDW Government Inc	CTEA Block Grant	Technology Equip >\$1	2,700.00
P0023265	12/1/2016	Dell Computer Corp	CTEA Block Grant	Technology Equip >\$1	1,505.04
P0023265	12/1/2016	Dell Computer Corp	CTEA Block Grant	Technology Equip >\$1	124.40
P0023266	12/1/2016	Ca Comm Coll CalWORKs Associat	TANF	Staff Travel	1,080.00
P0023272	12/1/2016	Island Advertising	TANF	Payments on behalf o	4,665.28
P0023284	12/15/2016	Joanne Harris	General	Miscellaneous Suppli	49.66
P0023284	12/15/2016	Joanne Harris	General	Contract Services	116.54
P0023281	12/8/2016	Tangent Computer	General	Technology Equip >\$1	30,507.84
P0023312	12/15/2016	Dell Computer Corp	General	New Furn/Equip >\$200	51,997.60
P0023282	12/8/2016	Tangent Computer	General	Technology Equip >\$1	10,168.20
B0009861	12/8/2016	Krueger International Inc	General	New Furn/Equip >\$200	21,517.07
P0023310	12/15/2016	Fresh & Natural Food Service G	General	Food Purchases	451.33
P0023279	12/8/2016	School Savers	General	Payments on behalf o	7,519.33
P0023313	12/15/2016	Renner Petroleum 76 Products	General	Payments on behalf o	17,500.00

PO #	Date	Vendor	Program	Description	Amount
P0023314	12/22/2016	Headwall Photonics INC	CTE Strong Workforce	New Furn/Equip >\$200	123,994.00
P0023292	12/15/2016	Vernier Software & Technology	Inst Eq/Lib Matl - O	New Furn/Equip >\$200	6,115.36
P0023317	12/22/2016	Dell Computer Corp	Inst Eq/Lib Matl - O	New Furn/Equip >\$200	22,150.37
P0023317	12/22/2016	Dell Computer Corp	Inst Eq/Lib Matl - O	New Furn/Equip >\$200	1,637.45
P0023267	12/1/2016	Consolidated Electrical Distri	Clean Energy CCC Pro	New Furn/Equip >\$200	59,592.24
B0009862	12/15/2016	Humboldt County Office of Educ	AEBG - FY 15/16	Contract Services	107,000.00
P0023316	12/22/2016	Winco Foods	CalFresh	Food Purchases	500.00
Total 110	Restricted General Fund				<u>\$474,656.23</u>
B0009865	12/15/2016	Napa Auto Parts	Farm Operation	Vehicle Operation	450.00
P0023280	12/8/2016	California Certified Organic F	Farm Operation	Membership Fees	340.00
Total 134	Farm Operation Fund				<u>\$790.00</u>
B0009860	12/8/2016	Fresh & Natural Food Service G	Math Textbook Royalt	Food Purchases	233.00
P0023283	12/15/2016	FAAC Incorporated	AJ Simulator	Equipment Repair, In	5,995.00
B0009869	12/22/2016	Pepsi-Cola Bottling Company	Dining Services	Food Purchases	50,000.00
B0009870	12/22/2016	Sysco Food Services of Sacrame	Dining Services	Food Purchases	100,000.00
B0009872	12/22/2016	Muddy Waters Coffee Co Inc	Dining Services	Food Purchases	20,000.00
B0009869	12/22/2016	Pepsi-Cola Bottling Company	Dining Services	Tools and Equip Unde	50,000.00
B0009870	12/22/2016	Sysco Food Services of Sacrame	Dining Services	Tools and Equip Unde	100,000.00
B0009872	12/22/2016	Muddy Waters Coffee Co	Dining Services	Tools and Equip Unde	20,000.00
B0009871	12/22/2016	Mission Linen Supply	Dining Services	Miscellaneous Suppli	20,000.00
B0009873	12/22/2016	A-1 Cleaning Service	Dining Services	Contract Services	6,700.00
B0009871	12/22/2016	Mission Linen Supply	Dining Services	Laundry Service	20,000.00
P0023291	12/15/2016	Woods Pest Control	Residence Halls	Building Repair	400.00
Total 139	Other Special Revenue Fund				<u>\$393,328.00</u>
B0009859	12/8/2016	Siskiyou Design Group Inc	General	Contract Services	11,000.00
P0023273	12/1/2016	CDW Government Inc	DN Science Lab	New Furn/Equip >\$200	3,007.80
P0023274	12/1/2016	Tangent Computer	DN Science Lab	New Furn/Equip >\$200	1,501.20
P0023275	12/1/2016	CDW Government Inc	DN Science Lab	New Furn/Equip >\$200	2,734.62
P0023262	12/1/2016	CDW Government Inc	Technology Infrastru	Tools and Equip Unde	1,508.76
P0023261	12/1/2016	CDW Government Inc	District Wide ADA an	New Furn/Equip >\$200	2,479.47
B0009864	12/15/2016	Siskiyou Design Group Inc	Mandatory Life Safet	Contract Services	55,000.00
B0009857	12/1/2016	Snap on Tools Industrial	Automotive Technolog	Instructional Suppli	4,500.00
P0023260	12/1/2016	L. Ph. Bolander & Sons	Mandatory Life Safet	Building Repair	1,556.49
Total 141	Capital Outlay Project Fund				<u>\$83,288.34</u>
B0009866	12/15/2016	Coast Counties Truck & Equipme	Truck Driving	New Furn/Equip >\$200	191,131.00
B0009867	12/22/2016	Powell Concrete Pumping Inc.	House 41	Buildings	1,000.00
P0023278	12/6/2016	Humboldt Land & Title	House 43	Site Acquisition	65,610.86

PO #	Date	Vendor	Program	Description	Amount
Total 159 Other Enterprise Fund					<u>\$257,741.86</u>
P0023311	12/15/2016	Fresh & Natural Food Service G	General	Food Purchases	3,240.00
P0023315	12/22/2016	Risa Bruder Massage Therapist	General	Food Purchases	600.00
Total 171 Associated Student Trust Fund					<u>\$3,840.00</u>
Grand Total -All Purchase Orders					<u>\$1,252,392.25</u>

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

February 7, 2017
Agenda Item No. 3.2

SUBJECT: QUARTERLY FINANCIAL STATUS REPORT

RECOMMENDATION

Action is required: The Interim President/Superintendent recommends approval of the Quarterly Financial Status Report, CCFS-311Q for the quarter ended December 31, 2016.

BACKGROUND:

The 311Q covers the six month period ended 12-31-2017 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 our cash balances at the County will be drawn down next year by progress payments to the contractor for the Utility Infrastructure and Seismic Strengthening (UIR) project. The District must pay the contractor and then request reimbursement from the State. We have scheduled a meeting with the County Treasurer to discuss cash flow financing assistance from the County.

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 eliminate the structural budget deficit by June 30, 2017.

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

BUDGET IMPLICATIONS

No change to the current year budget.

LL/lw

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

Record Updated

CHANGE THE PERIOD ▾

Fiscal Year: 2016-2017

Quarter Ended: (Q2) Dec 31, 2016

District: (160) REDWOODS

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Projected Actuals as of June 30 (Col. 4)
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I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Closed for edits after Feb 16, 2017

A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	27,859,577	27,859,577	16,318,868	27,859,577
A.2	Other Financing Sources (Object 8900)	105,000	105,000	0	105,000
A.3	Total Unrestricted Revenue (A.1 + A.2)	27,964,577	27,964,577	16,318,868	27,964,577
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	27,360,376	27,360,376	14,209,358	27,360,376
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	558,000	558,000	65,235	558,000
B.3	Total Unrestricted Expenditures (B.1 + B.2)	27,918,376	27,918,376	14,274,593	27,918,376
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	46,201	46,201	2,044,275	46,201
D.	Fund Balance, Beginning	1,881,258	1,881,258	1,881,258	1,881,258
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	1,881,258	1,881,258	1,881,258	1,881,258
E.	Fund Balance, Ending (C. + D.2)	1,927,459	1,927,459	3,925,533	1,927,459
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	6.9%	6.9%	27.5%	6.9%

SAVE EDITS >>>

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)				3,950
-----	---	--	--	--	-------

Amount as of the \$

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

H.1	Cash, excluding borrowed funds	5,854,726
H.2	Cash, borrowed funds only	0
H.3	Total Cash (H.1+ H.2)	5,854,726

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

Yes

No

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

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

* As specified in Collective Bargaining Agreement or other Employment Contract

SAVE EDITS >>>

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

2000 Characters Remaining

V. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? Yes No

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

2000 Characters Remaining

VI. Does the district have significant fiscal problems that must be addressed?
 This year? Yes No
 Next year? Yes No

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 eliminate the structural budget deficit by June 30, 2017.

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

February 7, 2017
Agenda Item No. 3.3

SUBJECT: FIRST READING OF BOARD POLICIES AND ADMINISTRATIVE PROCEDURES PRESENTED FOR INFORMATION ONLY

RECOMMENDATION

The Interim President/Superintendent recommends that the Board execute a first reading of the attached Board Policies and Administrative Procedures.

BACKGROUND

The attached draft Board Policies (BPs) and Administrative Procedures (APs) have been developed through College Council's collegial consultative process. The draft BPs and APs are preceded by a table that denotes whether the draft policies and procedures are new or replace existing BP/AP language, notes the date of College Council approval, and notes whether the draft BPs/APs are recommended by the Community College League of California or if the drafts are 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	AP 4103 Work Experience	Revision	1/23/2017	Yes
First Read	BP 4240 Academic Renewal	Review	1/23/2017	Yes
First Read	AP 4240 Academic Renewal	Revision	1/23/2017	Yes
First Read	AP 7120-4 Recruitment and Hiring of Associate Faculty	Revision	1/23/2017	No
First Read	AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies	Revision	1/23/2017	Yes
First Read	BP 7250 Educational Administrators	New	1/23/2017	Yes



WORK EXPERIENCE

Cooperative Work Experience Education (CWEE) is an academic program that strengthens student learning by engaging students of all majors in supervised on-the-job internships, paid or un-paid. CWEE is customized to fit the student need.

Cooperative Work Experience Education Plan

The College maintains an approved plan with the State Chancellor's Office which includes:

- A systematic program design whereby students gain useful learning experiences through workplace related activities;
- A specific description of the responsibilities of the CWEE Coordinator, faculty, employer and student;
- Guidance services;
- A sufficient number of qualified academic personnel to direct the program;
- Processes that assure student on-the-job learning experiences are documented with written measurable learning objectives, students are required to meet certain criteria and are evaluated, and the basis for awarding grades and credit is described;
- Adequate clerical and instructional services are provided;
- The maintenance of records that include the type and units of work experience in which student is enrolled, where employed, job held, basis for determining student qualifications, statement of student hours worked, evaluation of performance, and that a work permit was issued if necessary. Supervising faculty must maintain records that show consultation with the employer and the student, evaluation of the student's achievement, and the final grade.

Types of CWEE

- General work experience for students working at a job unrelated to their educational goal or major.
- Occupational work experience for students whose job is related to their educational goal or major.

College Credit

Student may earn up to 16 semester units maximum in all types of CWEE credit, subject to the following limitations:

- a) A maximum of 3 units may be earned in a semester for general work experience, and

- b) A maximum of 8 units may be earned in a semester for occupational work experience.
- c)

However, a maximum of 9 CWEE units can be applied toward a degree at College of the Redwoods. These credits may be used as course substitutions to facilitate degree or certificate completion or as elective units.

Units are earned for successful completion of work hours and achievement of learning objectives. Grades are awarded at the end of the semester as pass/no pass. Students are required to meet with their supervising work supervisor and faculty member and must submit end of semester evaluations and time card.

The learning experience and the identified on-the-job learning objectives shall be sufficient to support the units to be awarded. The following formula will be used to determine the number of units to be awarded:

1. Each 75 hours of paid work equals one semester unit.
2. Each 60 hours of unpaid work equals one semester unit.

Requirements

Students take primary responsibility for finding a work experience opportunity; however, the CWEE Coordinator is available for advice and assistance. Student, work supervisor and faculty work together to complete all required documentation, including development of learning objectives. Each student must meet with the CWEE Coordinator for an orientation which includes review the syllabus, course requirements, timelines, and associated forms. The CWEE Coordinator reviews for quality and consistency with program standards, approves and registers the student in CE 41, CE 42, or discipline specific equivalent. Detailed explanation of this process and all necessary forms are available in standard syllabi posted on the CWEE website.

The work supervisor and faculty member must meet at the work site at least once during the semester to discuss student's progress toward meeting learning outcomes and overall work performance. If scheduling an in-person visit is impossible, a virtual meeting via telephone may suffice.

At the end of the semester, students, faculty members and work supervisors are required to complete evaluations. The student is responsible for submitting the signed student, work supervisor and faculty evaluations along with their signed timesheet to the CWEE Coordinator. The faculty member is responsible for submitting student 'P/NP' grade to WebAdvisor by Registrar Office deadline.

Documentation

The CWEE coordinator, supervised by the Career Technical Education (CTE) Dean, is responsible for maintaining records that include the type and units of work experience in which student is enrolled, where employed, job held, basis for determining student qualifications,

statement of student hours worked, evaluation of performance, and that a work permit was issued if required.

The supervising faculty must maintain records that show consultation with the work supervisor and the student, evaluation of the student's achievement, and the final grade.

Reference: Title 5, Sections 55250 et seq.

Approved: 12/06/2011

Revised: x/xx/2016

~~WORK EXPERIENCE~~

The college will maintain an approved plan with the State Chancellor's office that includes:

- ~~The systematic design of a program whereby students gain useful learning experiences through workplace related activities;~~
- ~~A specific description of the respective responsibilities of the college, the student, the employer, and other cooperating agencies;~~
- ~~Guidance services;~~
- ~~A sufficient number of qualified academic personnel to direct the program;~~
- ~~Processes that assure students' on-the-job learning experiences are documented with written measurable learning objectives, students are required to meet certain criteria and are evaluated, and the basis for awarding grades and credit is described;~~
- ~~Adequate clerical and instructional services are provided;~~
- ~~The maintenance of records that include the type and units of work experience in which student is enrolled, where employed, job held, basis for determining student qualifications, statement of student hours worked, evaluation of performance, and that a work permit was issued if necessary. Supervising faculty must maintain records that show consultation with the employer and the student, evaluation of the student's achievement, and the final grade.~~

~~Reference: Title 5, Sections 55250 et seq.~~

~~Approved: 12/06/2011~~



ACADEMIC RENEWAL

Previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability. The President/Superintendent shall establish procedures that provide for academic renewal.

Reference: Title 5 Section 55046

Adopted by Board of Trustees: 05/03/2011

~~**ACADEMIC RENEWAL**~~

~~Previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability. The President/Superintendent shall establish procedures that provide for academic renewal.~~

~~Reference: Title 5 Section 55046~~

~~Adopted by Board of Trustees: 05/03/2011~~



ACADEMIC RENEWAL

A student's past, substandard academic performance may not, for a variety of reasons, reflect his or her subsequently demonstrated academic ability and may impair progress toward an educational goal. Academic Renewal is a process by which a student can improve his or her Grade Point Average (GPA) by petitioning to disregard previous substandard academic performance (Title 5 Section 55046).

Eligibility

A period of at least two years must have elapsed since the time the coursework to be renewed was completed. A minimum of 20 units, including all degree-applicable coursework at any regionally accredited institution with a GPA of 2.0 or higher must have been completed since the most recent term being renewed. Courses taken at another institution must be documented with an official transcript.

Academic renewal actions are irreversible and shall conform to the following guidelines:

1. Academic renewal can only be enacted one time.
2. Only substandard grades (D, F, NP) may be renewed.
3. Academic renewal may apply to up to two terms and up to 24 units of coursework.
4. If academic renewal is granted, a student's permanent record shall be annotated in such a manner that a record of all work remains legible, ensuring a complete academic history.

The academic renewal process is initiated by the student in consultation with an academic advisor/counselor. A student shall complete a Petition for Academic Renewal and discuss his or her petition with an academic advisor/counselor. The completed petition with the academic advisor/counselor signature shall be submitted to the Evaluation Specialist whose decision regarding the petition is final.

Academic renewal by College of the Redwoods does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institution(s).

Reference:

Title 5 Section 55046

Approved: 8/8/94
Revised: 3/6/95; 1/4/05

ACADEMIC RENEWAL

A student's past, substandard academic performance may not, for a variety of reasons, reflect his or her subsequently demonstrated academic ability and may impair progress toward an educational goal. Academic renewal is the disregarding of one or two terms in the calculation of a student's grade point average (Title 5 Section 55046). For the purposes of this policy, a term is defined as any enrollment that results in the issuance of a grade. If academic renewal is granted, a student's permanent record shall be annotated in such a manner that a record of all work remains legible, ensuring a complete academic history.

Academic renewal actions are irreversible and shall conform to the following guidelines:

1. Academic renewal can only be enacted one time.
2. Selective removal of grades within a given term is not permitted.
3. A period of at least two years must have elapsed since the term(s) to be disregarded ended.
4. Subsequent to the term(s) to be disregarded, the student must have completed a minimum of 12 college level units at a GPA of 3.0, or a minimum of 18 college level units at a GPA of 2.5, or a minimum of 24 college level units at a GPA of 2.0. All course work must be completed at a regionally accredited institution.
5. A maximum of two terms may be renewed; terms need not be sequential.
6. Only those terms during which a student earned a D, F, N/C or N/P will be eligible for renewal.
7. If any coursework within a term was or will be used to meet prerequisite, degree, certificate or transfer requirements, this term may not be renewed.

To initiate the academic renewal process, in consultation with an academic advisor/counselor, a student shall complete an academic renewal petition. The completed petition shall be submitted to the Chief Instructional Officer whose decision regarding the petition is final.

Advisory:

- Students considering academic renewal shall consult with an advisor/counselor regarding course repetition options and ramifications.
- Academic renewal by College of the Redwoods does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institution(s).

Reference: Title 5 Section 55046)

Approved: 04/04/2011

Former Administrative Regulation #503.02, "Academic Renewal," Approved: 8/8/94

Revised: 3/6/95; 1/4/05



RECRUITMENT AND HIRING OF ASSOCIATE FACULTY

ASSOCIATE FACULTY APPOINTMENT PROCEDURES

This procedure shall apply to the selection of associate faculty members within the Redwoods Community College District. Associate faculty members are those employees who are employed **Temporarily** by the District in **part time** academic positions which are not designated administrative or management. Associate faculty employees include, but are not limited to, instructors, librarians, counselors, and professionals in health services, DSPS, and EOPS.

IDENTIFICATION OF POSITIONS

The need for hiring of faculty positions shall be determined by the **Chief Instructional Officer/Chief Student Services Officer (CIO/CSSO)**.

SELECTION

The hiring of the associate faculty is the responsibility of the CIO/CSSO following consultation the area Dean or Director, **the Collective Bargaining Agreement**, and a good-faith effort to consult* with all full-time discipline faculty.

POSITION ANNOUNCEMENT

The **Chief Human Resources Officer (CHRO)** is responsible for developing a position announcement in collaboration with the dean or director. The position announcement shall include the following information:

1. Job Title;
2. Description of the position and job duties;
3. Required minimum qualifications:
 - a. The most current minimum qualifications listed in the publication “Minimum Qualifications for Faculty and Administrators in California Community Colleges”;
 - b. Any applicable valid credential(s); and
 - c. A sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
4. Desired qualifications: A list of additional qualifications suggested by the dean or director or his/her designee in consultation with the discipline/division faculty.
 - a. The **Equal Employment Officer (EEO)** consultant will monitor the job related desirable qualifications for adverse impact.
 - b. If they appear to be too restrictive, he/she will meet with the dean or director or his/her designee to review/revise qualifications;
5. Starting date;

6. Salary range and benefits;
7. Statement that the position may be required to work on Saturdays and/or Sundays; and
8. Required application material.

The Human Resources Office shall review the job description for accuracy, clarity, and consistency with legal requirements and District policy.

RECRUITMENT

Candidates will be recruited locally and regionally as well as at the state and national levels. Positions will be advertised continually as required by the appropriate dean or director.

SCREENING OF APPLICATIONS

The CIO/CSSO office will examine each applicant's materials for completeness and evidence of compliance with the required qualifications as advertised in the job announcement. Associate faculty qualifications will be reviewed by the faculty qualifications committee.



FACULTY SERVICE AREAS, MINIMUM QUALIFICATIONS, AND EQUIVALENCIES

Faculty Service Areas

Faculty service areas shall be established after negotiation and consultation as required by law with the appropriate faculty representatives.

Minimum Qualifications

Faculty shall meet minimum qualifications established by the Board of Governors, or shall possess qualifications that are at least equivalent to the minimum qualifications set out in the regulations of the Board of Governors.

All faculty and associate faculty hires and interview finalists will be reviewed by the Faculty Qualifications Committee to ensure their credentials meet the minimum qualifications of their position.

Equivalencies

The Academic Senate's Faculty Qualifications Committee is responsible for fulfilling the requirement of Education Code Section 87359, which states that the equivalency process "shall include reasonable procedures to ensure that the Board of Trustees relies primarily upon the advice and judgment of the Academic Senate to determine that each individual employed under the authority granted by the regulations possesses qualifications that are at least equivalent to the applicable minimum qualification..." In order to ensure that the Board of Trustees relies primarily on the advice and judgment of the Academic Senate, the Academic Senate Faculty Qualifications Committee shall:

- Serve as a resource regarding equivalency determinations.
- Recommend all equivalency determinations.
- Further clarify the criteria to be used for determining equivalency.
- Ensure that careful records are kept of all equivalency determinations.
- Periodically review this procedure and recommend necessary changes to the Academic Senate and the Chief Executive Officer the President/Superintendent.
- In general, ensure that the equivalency process works well and meets the requirements of the law.

Determination of Equivalencies

The following procedure is to be used to determine when an applicant for a faculty position, although lacking the exact degree or experience specified in the Disciplines List of the Board of Governors that establishes the minimum qualifications for hire, nonetheless does possess qualifications that are at least equivalent to those required by the Disciplines List. The procedure is intended to ensure a fair and objective process for determining when an applicant has the equivalent qualifications. It is not intended to grant waivers for lack of the required qualifications.

All faculty position announcements will state the required qualifications as specified by the Disciplines List, including the possibility of meeting the equivalent of the required degree or experience. District applications for faculty positions will ask applicants to state whether they meet the minimum qualifications of the Disciplines List or whether they believe they meet the equivalent. Those claiming equivalency will then be asked to state their reasons and to present evidence. It will be the responsibility of the applicant to supply all evidence and documentation for the claim of equivalency at the time of application.

Supporting documentation might include but not be limited to:

- A transcript showing that appropriate courses in general education and the discipline were successfully completed at a regionally accredited college or through an appropriate foreign institution; and
- A review of the application and recommendation by the subject matter expert.
- Other evidence of sufficient mastery and currency of the discipline, such as publications, portfolios, and appropriate professional experience; or
- Eminence in the field.

Human Resources will initially screen all applicants. Those applicants who require an equivalency determination will be forwarded to the Academic Senate's Faculty Qualifications Committee. The Academic Senate Faculty Qualifications Committee shall submit its recommendation and evaluation concerning equivalency and non-equivalency to Human Resources. Only applicants who are found to meet equivalency may be selected for an interview.

Process for Granting Associate Faculty an Emergency Equivalency

The Academic Senate Faculty Qualifications Committee shall employ the following procedures in emergencies or special circumstances:

- For the purposes of this procedure, an emergency or special circumstance is defined as a situation in which the full hiring process cannot be carried out in a timely manner. Such situations may include, but are not limited to the following:

- Vacancies that occur shortly before the beginning of a session in which there is not sufficient time for the full equivalency process to take place.
- Additional sections of a class added shortly before the beginning of a session or after the session begins.

An emergency equivalency is valid for one appointment contract. The Faculty Qualifications Committee's first agenda item at each meeting is to review emergency equivalencies granted since the Committee's previous meeting. If the Academic Senate denies the Faculty Qualifications Committee's recommendation on equivalency for a faculty member, an emergency equivalency for the same faculty member for the same discipline cannot be granted.

Graduate Students as Faculty Interns and Eminence in the Field

In the case of graduate students as faculty interns and qualification by eminence in the field, refer to the Minimum Qualifications Handbook.

References:

Education Code Section 87001, 87003, 87359, and 87743.2
Title 5 Sections 53400 et seq.

Approved: July 9, 1990

Revised: November 19, 2012 (approved by Senate)



EDUCATIONAL ADMINISTRATORS

An administrator is a person employed by the Board in a supervisory or management position as defined in Government Code Sections 3540 et seq.

Educational administrators are those who exercise direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services programs of the District.

Administrator Retreat Rights

A person employed in an administrative position hired after June 30, 1990, who was not previously tenured shall have the right to become a first year probationary faculty member at the expiration of or termination from his/her administrative position provided that all of the following apply:

- The administrator holds an administrative position that is not a part of classified service;
- The administrator meets the minimum qualifications for the discipline(s) in accordance with Education Code 87356;
- The administrator has completed at least two years of satisfactory District service; including any time previously services as a faculty member in this District;
- The termination of the administrative assignment is for any reason other than dismissal for cause.
- There is an open position in the discipline that the individual seeks reassignment to.

Reassignment

The reassignment of an administrator shall be governed by the following:

- The administrator can be assigned only to a discipline in which he/she meets the minimum qualifications as specified by the Education Code and Title 5.
- The Academic Senate shall certify to the Governing Board that the administrator meets at least minimum qualifications and/or equivalencies for the discipline(s) in question and shall recommend the discipline(s) to which the administrator should be assigned. The Board shall provide the Academic Senate with an opportunity to present its views to the

Board before the Board makes a determination and the written record of the decision, including the view of the Academic Senate shall be available for review pursuant to Educational Code 87458. The Board shall rely primarily on the advice and judgement of the Academic Senate to determine that an administrator possesses minimum qualifications for employment as a faculty member.

- The requirements of Education Code Section 87458(c) and (d), or any successor statute, are met with respect to prior satisfactory service and reason for termination of the administrative assignment.
- Reassignment shall not result in the lay-off or forced change in the contract assignment for any contract faculty member.
- There is an available position for which the administrator possesses minimum qualifications.

An administrator reassigned to a faculty position has the same rights and responsibilities as faculty per the Collective Bargaining Agreement (CBA). They shall be compensated based on placement on the faculty salary schedule according to his/her education and teaching experience. Educational Administrators shall further be entitled to health and welfare benefits made available by action of the Board upon recommendation by the President/Superintendent.

Educational administrators shall be entitled to vacation leave, sick leave, and other leaves as provided by law, these policies, and administrative procedures adopted by the President/Superintendent.

References:

Education Code Sections 72411 et seq., 87002(b), 87356 and 87457-87460;
Government Code Section 3540.1(g) and (m)

Adopted by the Board of Trustees: NEW

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REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

February 7, 2017
Agenda Item No. 3.4

SUBJECT: APPROVE SIX-MONTH REPORT ON EQUIVALENCIES TO MINIMUM QUALIFICATIONS

RECOMMENDATION

Action is required. The Interim President/Superintendent recommends approval of the six-month report on equivalencies to minimum qualifications.

BACKGROUND

When AB-1725 eliminated community college credentials and substituted a series of discipline-specific minimum qualifications, it also provided for a determination of equivalent qualifications. Equivalency approval is available as provided for those faculty who do not possess the exact degrees listed in the Minimum Qualifications for Faculty and Administrators in California Community Colleges, a publication of the California Chancellor's office, in accordance with procedures developed by local academic senates and approved by local boards of trustees.

In accordance with AP 7211, the faculty listed below has applied for qualifications equivalent to those established as minimums. In the last six months, the Faculty Qualifications Committee of the Academic Senate has recommended granting four equivalencies to the minimum qualifications. The Academic Senate has approved the committee's recommendations.

Maria Friedman	Biological Sciences	Approved 10/07/2016
Linnea Anderson	Biological Sciences	Approved 09/02/2016

BUDGET IMPLICATIONS

None.

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

February 7, 2017
Agenda Item No. 3.5

SUBJECT: APPROVE THE 2017-18 ACADEMIC CALENDAR

RECOMMENDATION

Action is required. The Interim President/Superintendent recommends approval of the proposed 2017-18 full year academic calendar, which has been approved by the faculty union.

BACKGROUND

Board policy 4010 provides for the annual publishing of the academic calendar. The proposed 2017-18 Academic Calendar, which includes Summer 2017, meets the required minimum of 175 academic days and includes two 16-week semesters.

BUDGET IMPLICATIONS

Funds will be included in the 2017-18 General Fund budget.



COLLEGE
OF THE
REDWOODS

Academic Calendar 2017-2018

SYMBOL CODES

- ◊ Classes Begin ○ Final Exams
- ◻ Classes End △ Convocation
- ▶ Holiday ☆ Commencement
- ▽ Flex Days ◀ No Classes

SUMMER SESSION 2018

JUNE 2018						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Summer Session Begins
 All-college Holiday (Independence Day) July 4
 Summer Session Ends (Final Exams).....

AUGUST 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JULY 2018						
S	M	T	W	T	F	S
1	2	3	▶	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

The District will set summer session 2018 based on course need. There will be at least one week between the end of spring 2018 (May 12) and the start of summer 2018 and at least one week between the end of summer 2018 and the start of fall 2018. Requests for exceptions to this schedule can be negotiated by the District and CRFO.

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

December 8, 2015
Agenda Item No. 3.6

SUBJECT: NOMINATE PRUDENT RATLIFF TO SERVE ON THE HUMBOLDT COUNTY WORKFORCE DEVELOPMENT BOARD

RECOMMENDATION

Action is required. The Interim President/Superintendent recommends the Board nominate Prudence Ratliff to serve as the CR representative on the Humboldt County Workforce Development Board.

BACKGROUND

College of the Redwoods plays an active role with the Humboldt County Workforce Development Board (WDB). The California Workforce Investment Opportunity Act (WIOA) and the WDB Bylaws require certain agencies using workforce funds to be represented on the WDB. New WDB membership requires 1) nomination by an agency board of directors, and 2) formal appointment by the Humboldt County Board of Supervisors.

Prudence Ratliff has served as a liaison to the WIB on several grants pertaining to the development of federal training programs and grants that gives her the expertise and knowledge to represent the District in economic and workforce development matters.

BUDGET IMPLICATIONS

None.

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

February 7, 2017
Agenda Item No. 3.7

SUBJECT: APPROVE ACTION PLAN FOR HOMELESS STUDENTS

RECOMMENDATION

Action is required. The Interim President/Superintendent recommends approving the action plan for homeless students.

BACKGROUND

Assembly Bill (AB) 1995 requires community colleges with shower facilities available for student use to provide homeless students meeting certain criteria with specified access to those facilities. AB 1995 requires the Board of Trustees to approve a plan. AB 1995 does not require the District to add shower facilities.

The District maintains eligible shower facilities at the Eureka campus only. The District's action plan for homeless students includes the elements required by the Law, as follows:

- Eureka campus shower facilities hours of availability: Monday through Friday from 7 am to 9 pm, except days when the campus is closed or otherwise outside of District-established hours of operation. Students may use the showers concurrently during intercollegiate athletic usage because there is sufficient shower capacity.
- Shower facilities will be available to CR homeless students in good standing, defined as a student enrolled in any CR class, for credit, non-credit, community education, or Foster Kinship.
 - Definition of a homeless student: Any individual student who lacks a fixed, regular, and adequate nighttime residence, including those who share the housing of another person due to loss of housing, economic hardship, or a similar reason; are living in hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are in abandoned hospitals. It also includes those whose primary nighttime residence is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings. Additionally included are students who live in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar setting. It also includes the definition of homeless youth as specified in the McKinney-Vento Homeless Assistance Act (42 U.S.C. Sec. 11434a(2)).

- The age of the homeless student population at the District includes the ages of students eligible to be enrolled in any CR class.

This report is presented to the Board pursuant to Chapter 407, statutes of 2016 (AB 1995).

BUDGET IMPLICATIONS

Costs will be covered with existing budget.

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

February 7, 2017
Agenda Item No. 3.8

SUBJECT: DISCUSS KATHY SMITH LEADERSHIP AWARD

RECOMMENDATION

For discussion only. The Interim President/Superintendent recommends that the Board review the draft Kathy Smith Award criteria and selection process.

BACKGROUND

The Board of Trustees, upon former President Kathy Smith's retirement, asked that the administration create a Kathy Smith Leadership Award that recognizes leadership excellence within the College of the Redwoods community. Director Wendy Bates developed an initial award criteria and selection process for the Board's review and comment.

The Kathy Smith Leadership Award will recognize an individual employee or a group of employees who embody both the letter and spirit of leadership excellence within the CR community. One award will be given each year to a CR employee or group. Honorees will be selected in accordance with certain criteria, based upon the degree of demonstrated leadership excellence and the impact of the honoree's actions.

BUDGET IMPLICATIONS

None.

Kathy Smith Leadership Award

Selection Criteria

The Kathy Smith Leadership Award recognizes an individual employee or a group of employees who embody both the letter and spirit of leadership excellence within the CR community.

One award is given each year to a CR employee or group. Honorees are selected in accordance with the following award criteria, based upon the degree of demonstrated leadership excellence and the impact of the honoree's actions. Strong nominees may exhibit several of the characteristics listed below.

Excellence in...Collaboration

An effective collaborator works effectively with others to produce positive results. This person may approach their work in the following ways:

- Solicits diverse views;
- Establishes effective partnerships across multiple levels of the organization;
- Builds consensus in decision-making;
- Shares knowledge or information contributing to group success.

Excellence in...Commitment

A deeply committed staff member demonstrates a dedication to their work, which in turn contributes to the vibrancy of the CR community. This quality manifests itself when an employee:

- Demonstrates a commitment to provide excellent service to co-workers, students and faculty;
- Maintains perseverance in the face of adversity.

Excellence in...Innovation

An innovative staff member shows outstanding creativity when confronted with challenges, issues or a need or desire for improvement. One might approach their work in the following ways:

- Actively seeks ways to advance beyond the status quo;
- Proactively identifies creative ways to improve upon processes or service delivery;
- Implements change in a positive manner and strives to ensure its success;
- Approaches problem-solving with an interest-based solution orientation.

Excellence in....Leadership

A strong leader demonstrates a unique ability to guide and inspire others, which in turn contributes to the effective and efficient functioning of the institution. All employees, regardless of classification, may possess, and make evident, strong leadership in the following ways:

- Inspires and encourages personal and professional development in others;

- Builds strong relationships that support a high level of trust and credibility;
- Adapts readily to new situations;
- Mentors and cultivates employees, creating a culture of respect that fosters an atmosphere conducive to achievement;
- Contributes to the success of an initiative and/or places emphasis on collaboration within and among departments.

Excellence in...Learning

Someone who ensures that learning is integrated with work and uses the knowledge gained to improve results may approach their work in the following ways:

- Converts information, data, and processes into opportunity;
- Views mistakes as stepping stones essential to further growth;
- Models an open attitude toward self-evaluation;
- Promotes self-direction and empowers colleagues to make decisions;
- Works under the assumption that everything is subject to re-examination and acts on opportunities to implement positive change.

Nomination Process

The following process is meant to secure comprehensive evaluation.

1. Only the name of the winner of the award will be announced at convocation; the names of other candidates shall not be published at any time during or after the process.
2. All applicants must first be nominated.
3. All nomination forms must be submitted electronically to the Chief Human Resources Officer by April 15th.
4. Any staff member or group may nominate a staff member or group for the leadership award.
5. The award is for leadership so the person(s) making the nomination should speak to leadership either in the district or within the broader community.
6. The evaluation committee will evaluate materials and make its selection according to its best judgment.

The evaluation committee is comprised of the following positions:

Director, Chief Human Resources Officer
 Executive Director of College Advancement
 Director of Student Equity and Success

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

February 7, 2017
Agenda Item No. 4.1

SUBJECT: STUDENT DEMOGRAPHICS AT DEL NORTE CAMPUS

RECOMMENDATION

For information only. No action required.

BACKGROUND

This report provides student demographics at the Del Norte Campus over the past four fall semesters. The overall number of students attending CR within 2 years after graduating high school has remained fairly constant in this timeframe.

Attended within 2 years after graduating H.S.	Fall 2013	Fall 2014	Fall 2015	Fall 2016
ALL	140	125	107	145
DEL NORTE COUNTY HIGH SCHOOL	88	78	66	88
CASTLE ROCK CHARTER SCHOOL	26	26	19	24
SUNSET HIGH SCHOOL	2	3	8	11

There has been a decline in the number of students attending CR between 3 and 10 years after graduating high school. This trend is observed for all of the main feeder high schools.

Attended 3 – 10 years after graduating H.S.	Fall 2013	Fall 2014	Fall 2015	Fall 2016
All	161	143	121	73
DEL NORTE COUNTY HIGH SCHOOL	83	62	63	34
CASTLE ROCK CHARTER SCHOOL	25	27	20	14
SUNSET HIGH SCHOOL	9	5	5	3

There is an upward trend among students attending CR who did not report graduating high school and were not enrolled in high school. This trend could be driven by non-credit and Pelican Bay offerings.

Did not graduate H.S.	Fall 2013	Fall 2014	Fall 2015	Fall 2016
	116	102	120	121

Enrollment of Hispanic students is the only ethnic group that is showing a consistent upward trend since fall 2014.

Ethnicity	Fall 2013	Fall 2014	Fall 2015	Fall 2016
American Indian	53	38	37	34
Asian	23	25	21	16
Black or African American	7	5	5	7
Hawaiian/Pacific Islander	4	7	1	2
Hispanic	82	83	97	90
Two or More Races	21	22	20	27
Unknown	36	24	19	10
White	320	280	268	262

Females accounted for 66 percent of all students in fall 2016. This trend of more females than males has remained fairly constant over time.

Gender	Fall 2013	Fall 2014	Fall 2015	Fall 2016
Female	363	313	301	295
Male	183	171	164	152

Students who graduated between 3 and 10 years ago and male students are not currently attending the Del Norte Campus as much as they have in prior years. The College is working to address these trends in a number of ways. Several initiatives are under way in Del Norte County to increase access of underrepresented student groups. The Del Norte Campus is offering ESL courses for the first time in several years. The Del Norte Campus is also offering developmental courses in reading and mathematics again. The campus had eliminated these courses because they were ineligible for financial aid, but has brought them back because students appear to need this preparation to succeed and enroll in other classes. These courses are key to the success of adult learners.

The College has expanded its geographical presence by offering courses in the Klamath community and is making progress to offer courses in Smith River. The Del Norte Campus is building partnerships with local agencies that are already working with underrepresented populations by scheduling courses to develop in-demand job skills and host workforce trainings. The local outreach team at Del Norte is also going where underrepresented populations reside to meet them and hold information meetings as well as application and financial aid workshops.

BUDGET IMPLICATIONS

None.

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

February 7, 2017
Agenda Item No.4.3.1

SUBJECT: INTERIM PRESIDENT/SUPTERINTENDENT REPORT

RECOMMENDATION

For information only. No action required.

BACKGROUND

The faculty of the Forestry Department, with full support of the administration and the Board of Trustees, took the initial step of gaining the Society of American Foresters (SAF) accreditation on January 30, 2017. Dr. Hill and I submitted a joint letter to SAF stating the College's desire to apply for reaccreditation of our program.

If you are not familiar with SAF, the Society of American Foresters is the gold standard nationwide for Forestry programs. Receiving a SAF accreditation denotes high quality instruction and professional standards. SAF is also recognized by the forest industry, government officials, and landowners.

We believe that with reaccreditation, the number of Forestry degree completers will increase since students will want to have SAF accreditation noted on their transcripts. We also think that acquiring SAF accreditation will give the Forestry program a competitive marketing advantage over programs that do not have the accreditation. If granted reaccreditation, our Forestry program will be the second community college in California (and 1 of approximately 5 colleges west of the Rockies) with that designation.

The next steps in the SAF accreditation process is very similar to what we're used to seeing with the ACCJC. Dr. Tim Baker and Dr. Mickey Jarvi will work with their advisory committee to complete the self-evaluation/program summary in time for a July 31st submission to SAF. Then in November of next year, the faculty will meet with the SAF Accreditation Committee when they review our application and grant or deny candidacy status. What follows then is a 5-year window to meet all the accreditation standards with a team visit. We are hoping that the Accreditation Committee will allow us to get through the full accreditation phase in the following year if we're close enough to meeting all the standards and we can demonstrate the College's long-term support for the program.

BUDGET IMPLICATIONS

None.

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

February 7, 2017
Agenda Item No. 4.3.2

SUBJECT: VICE PRESIDENT OF ADMINISTRATIVE SERVICES INFORMATIONAL
REPORT

RECOMMENDATION

For information only. No action required.

BACKGROUND

Campus Safety

We hear about shooting events at colleges, universities, and other locations, and we collectively prepare through workshops and drills. It is good to be prepared. However, besides these high profile criminal activities, the District is still the victim of more traditional property crimes.

Over the rainy weekend of January 22, 2017, vehicles were broken into, and there was a break-in to the LRC building and an unsuccessful attempt to steal an ATM located inside. The attempted ATM theft also involved a high vehicular speed escape through the Eureka campus. Previously, the Del Norte Center has also realized losses due to property crimes.

We will assess these events at the Safety committee and will implement additional security controls. We are examining the security of District vehicles, including the recently approved new big rig. At the same time, we have residence hall students 24/7, so we especially want those areas to be well lighted and safe at late night.

2017-18 Budget Assumptions

To prepare the 2017-18 preliminary and final budget reports, we will bring to the April Board meeting a set of budget assumptions for student enrollments, revenue, and transfers. Prior to April, the budget assumptions will be reviewed by the Budget Planning Committee and will include a high and low range along with a specific recommendation or best estimate.

OPEB Fund Update and CalSTRS and CalPERS Fund Set Aside Update

Total Compensation completed their “Actuarial Study of Retiree Health Liabilities” through September, 2015. Their next report will cover the two year period ending September 2017.

The actuary also reviewed the District’s plan to provide monies to the OPEB fund by increasing our transfer each year by \$50,000 until the annual transfer reaches \$300,000, then continuing at

that level annually. Previously, the actuary provided a letter to the effect that the funding plan was appropriate given the expected payouts over the many years remaining for the OPEB fund.

On January 9, 2017 we participated in a conference call with representatives from Total Compensation to request an updated letter reviewing the OPEB fund as discussed above. The 2016-17 transfer to the OPEB fund is budgeted at \$250,000 and planned to increase to \$300,000 next year. We asked the actuary to review the current transfer plan and to review anticipated annual payouts. Then, Total Compensation will provide an updated letter. If the actuary recommends a higher annual transfer, we will include the revised transfer in the 2017-18 budget assumptions for the April 2017 Board meeting.

We also asked the actuary to provide a recommendation for our newly established CalSTRS and CalPERS pension fund set aside. For 2015-16, we set aside \$300,000 in one-time funds. For 2016-17, we have included a permanent \$25,000 annual set aside. The plan is to increase the permanent set aside each year, similar to our funding plan for the OPEB fund. The actuary will provide a few alternatives for funding levels. A funding recommendation will be included in the 2017-18 budget assumptions presentation to the Board in April.

Del Norte Update

As we approach completion on the Del Norte Science Laboratory project, it's good to recap the improvements that the Board authorized through this project. The project remediates the following deficiencies:

- Mandatory improvements necessary for ADA and life safety:
 - Backup generator and A/C to cool the cadaver room and for emergency lighting, and upgrades to the cadaver storage facilities.
 - Improvements to ADA accessible pathways and fire lanes.
- New laboratory facility will allow all lab sections to be offered in Del Norte creating facility parity with the Eureka campus. The Biology AA degree recently added degree requirements for Chemistry labs, and the RN Bridge requires Chem lab as well.
- Existing Science lab has code deficiencies, such as inadequate fume hood ventilation, inadequate supply lines and drains, unsafe equipment, and deficient cadaver storage facilities.

The project provides updated laboratory facilities and allows the existing laboratory to be converted to a simple dry lab for continued use. The old fume hoods and other dated equipment will not be needed for the dry lab. Earlier, some of this project budget was also used to create a new general purpose classroom from existing space. Thus, this project is updating a classroom and a dry lab, as well as funding the construction of a new wet lab with cadaver room and a backup generator. Also, the project has not required expensive change orders. The architect, building construction inspector, contractor, and CR facilities personnel have worked to keep the project on budget. We continue to press the contractor to finalize work, so the District may take occupancy and begin closing out the project.

Last month, the Board approved State capital outlay project requests for a new PE complex and a new Creative Arts building. We are currently preparing two State capital outlay project requests for the Del Norte Center. One request will provide code remediation and facility modernization for the main building. Another request will replace the modular/portable buildings with a permanent structure. We are scheduling a visit to Del Norte with our state project consultant to tour the facilities and develop a strategy for the State project request. Both requests require extensive preliminary work that must be completed by the District and with District funds prior to submitting State requests. With nearly all Measure Q (and B) bond funds currently allocated to projects, it is becoming more difficult to find available funds to cover testing costs and charges for drafting architectural planning documents that are necessary to complete a State project request.

UIR Update

The Department of Finance is scheduled to release the \$33,146,000 in construction funds at its July 2017 meeting. The District has already received \$3,412,000 for the preliminary plans and working drawings phases of this project.

The State will not allow us to begin the public bidding process prior to the release of construction funding by the Department of Finance. Therefore, our plans to begin construction this summer will be pushed back. We expect construction to begin in fall 2017 which will change the construction plans. GHD is working on a revised construction schedule.

Extensive seismic testing has been performed prior to the construction phase. The State budgeted a standard amount for preliminary testing. Due to the complex system of seismic hazards present on District property, the entire testing budget has been spent. However, testing at the planned site (on the hill above the Eureka campus) for two 300,000 emergency water storage tanks showed active faults and is therefore unacceptable. As a result, the District has requested an additional \$3.6 million budget augmentation. Most of this additional budget will cover costs to rework plans for the water tanks at a different site near the area of the football field. Since this new site is not on the hill above our buildings, increased costs include large water pumps and a backup generator to power the pumps, and the installation of large water lines to the new site location.

The Department of Finance has been in negotiations with the District relative to the requested budget augment. They requested additional documentation, and we have met and conferred on a number of occasions. This is why the release of the construction funds has been delayed to their July meeting. Finance wants to review both the construction funds and the augmentation at the same meeting. We expect the Department of Finance to release the construction funds and the budget augmentation at its July 2017 meeting.

This report helps the District meet Accreditation Standards, including:

- III.B.1. *The institution assures safe and sufficient physical resources at all locations where it offers courses, programs, and learning support services. They are constructed*

and maintained to assure access, safety, security, and a healthful learning and working environment.

- *III.D.5. To assure the financial integrity of the institution and responsible use of its financial resources, the internal control structure has appropriate control mechanisms and widely disseminates dependable and timely information for sound financial decision making. The institution regularly evaluates its financial management practices and uses the results to improve internal control systems.*

BUDGET IMPLICATIONS

None.

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

February 7, 2017
Agenda Item No. 4.3.3

SUBJECT: INTERIM VICE PRESIDENT OF INSTRUCTION AND STUDENT
DEVELOPMENT REPORT

RECOMMENDATION

For information only. No action required.

BACKGROUND

Accreditation Update

Faculty and staff are making great progress drafting our Comprehensive Self Evaluation that will be submitted to the ACCJC in summer 2017. Drafts of Standards I, II, and IV are making their way through the constituent review process for input. Drafts of Standard III are in progress. Dr. George Potamianos is doing an excellent job keeping us to our timeline, and numerous faculty, staff, and administrators are working hard to make sure the ACCJC has a full understanding of how strong CR has become.

The Standards Committees are composed of the following members.

- Standard I: Paul Chown, Angelina Hill (chair), Darius Kalvaitis, and Ed Macan
- Standard II: George Potamianos (chair), Shannon Sullivan, and Angela Stewart
- Standard III: Wendy Bates, Peter Blakemore (chair), Bob Brown, Connie Carlson, Lee Lindsey, and Steven Roper
- Standard IV: Mike Haley, Crystal Morse, George Potamianos (chair), Todd Olsen, Keith Snow-Flamer, Mark Winter, and Ron Waters

The College also submitted a substantive change proposal to ACCJC on January 23, 2017 to expand distance education offerings. The College is requesting to offer fifty percent or more course offerings via distance education for 9 additional degrees and 4 additional certificates. This proposal will be reviewed by the ACCJC on February 24, 2017.

Earlier this month, the ACCJC took its first action under the leadership of Richard Winn, who is serving as Interim President of the ACCJC after Barbara Beno. The Commission reaffirmed accreditation of City College of San Francisco after its comprehensive review (removing the college from “restoration” status and making it sanction-free) and is not requiring the college to submit any follow-up reports until it undergoes its next comprehensive review in seven years. We do not know yet if this is a sign that the ACCJC is changing its practices significantly.

Retention Alert Pilot

CR piloted a retention alert system last semester. Nearly 30 faculty participated in the pilot system. The system allows faculty to report their concerns about students on their rosters, and the information faculty report is channeled to. Faculty and staff in student support services then reach out to the students to provide appropriate support. Results of the pilot are encouraging.

- 70% of students referred to the appropriate student support services (e.g. counseling, EOPS, BIT, etc.) using retention alert completed the fall semester.
- Not all students referred through the retention alert system could be successfully contacted by student support services staff, but of those who were contacted, 92% completed the fall semester.
- As of January 6th, 75% of the students successfully contacted after a retention alert referral had registered for the spring semester.

In addition to tracking retention and persistence, we looked at the percentage of students on probation in recent semesters. The percentage of students on probation has fallen each of the past three semesters: 17.3% in fall 2015, 16.8% in spring 2016, and 15.7% in fall 2016. We hope this trend continues as we expand retention alert. The College's commitment to hiring more counselors in recent years is also key.

Humboldt Second Chance Program

CR's Community Education program is using a grant from the Dave's Killer Bread Foundation to help individuals with a criminal background get back into the workforce with skills, readiness training, and subsidized wages during on-the-job training. CR has partnered with the County of Humboldt Economic Training Division (ETD), Workforce Development Board, Probation Department, Sheriff's Department, and the CA Economic Development Department to make this happen.

CR is providing hands on classroom training to students chosen by ETD to participate in the program. The first cohort of 12 students began January 2017 taking a class taught at the Jefferson Community Center where they are learning safe use of tools, carpentry framing, drywall installation, painting, and finishing. Students will also receive 10 hour OSHA training and Lead Paint certification.

Once the students have completed the course, they will be placed with an employer for work experience and on-the-job training that begins at no cost to the employer. Community Education is working with ETD to identify the next cohort of students, which could learn skills related to landscape maintenance/groundskeeper.

BUDGET IMPLICATIONS

None.