

## 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

### ATTENDING VIA TELECONFERENCE

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

## A G E N D A

**Tuesday, January 10, 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**

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

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

### **1.3. Board Committee Reports**

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

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

### **1.4. Board Business**

**ACTION**                      **1.4.1 Appoint/Confirm Ad Hoc President/Superintendent Evaluation Committee**

**ACTION**                      **1.4.2 Appoint/Confirm Ad Hoc Board Self Evaluation Committee**

**ACTION**                      **1.4.3 Appoint/Confirm Foundation Board Nomination [Page 7](#)**

**ACTION**                      **1.4.4 Approve April Meeting Date Change to April 11, 2017 [Page 9](#)**

## **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 11](#)**

**ACTION**                      **2.2 Approve/Ratify Personnel Actions [Page 21](#)**  
Personnel actions are submitted for approval. The Open Position spreadsheet is attached for information only.

**ACTION**                      **2.3 Approve/Ratify Contracts, Agreements, MOUs [Page 27](#)**

**ACTION**                      **2.4 Approve Bond Project Budget [Page 29](#)**

**ACTION**                      **2.5 Approve Curriculum Changes [Page 31](#)**

## **3. ACTION/DISCUSSION ITEMS**

**ACTION**                      **3.1 Monthly Financial Status Report [Page 37](#)**

- ACTION**            **3.2**    **Authorize Replacement of PE/Athletics Building** *Page 45*
- ACTION**            **3.3**    **Authorize Replacement of Creative Arts Building** *Page 49*
- ACTION**            **3.4**    **Second Reading of Board Policies** *Page 53*
- **BP 3570 Smoking**
  - **AP 3570 Smoking**
  - **BP 4070 Course Auditing and Auditing Fees**
  - **BP 4300 Field Trips and Excursions**
  - **BP 6620 Naming Facilities and Properties**
- ACTION**            **3.5**    **Support the Administration’s Strategies Relative to Undocumented Students** *Page 61*
- ACTION**            **3.6**    **Award Bid for Tractor and Trailer for Community and Economic Workforce Development** *Page 63*
- ACTION**            **3.7**    **Approve Fees, Student Nonresident Tuition Fee, and Student Nonresident Capital Outlay Fee for 2017-18** *Page 65*

**4. INFORMATIONAL REPORTS**

- 4.1**    **Student Success Data: Transfers to Humboldt State University** *Page 67*
- 4.2**    **Sabbatical Presentations** *Page 69*
- 4.3**    **Quarterly Foundation Report** *Page 71*
- 4.4**    **Organizational Reports**
- 4.4.1**    **Academic Senate Report**
  - 4.4.2**    **CRFO Report**
  - 4.4.3**    **Classified Report**
  - 4.4.4**    **Management Council Report**
  - 4.4.5**    **ASCR Report**
- 4.5**    **Administrative Reports**
- 4.5.1**    **Interim President/Superintendent Report** *Page 73*
  - 4.5.2**    **Vice President of Administrative Services Report** *Page 75*
  - 4.5.3**    **Interim Vice-President of Instruction and Student Development Report** *Page 77*

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

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

**ACTION**

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

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

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

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

**7. CLOSED SESSION**

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

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

**7.2 Public Employee Performance Evaluation/Goals**  
**7.2.1 Interim President/Superintendent**

**7.3 Public Employment**  
**7.3.1 Interim President/Superintendent**

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

**7.4 Conference with Labor Negotiator – Lee Lindsey**  
Employee Organization: CSEA

**7.5 Conference with Labor Negotiator – Erin Wall**  
Employee Organization: CRFO

With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54956.9:

**ACTION**                    **7.6**     Conference With Legal Counsel – Anticipated Litigation  
Initiation of Litigation Pursuant to Subdivision (D)(4) of Section  
54956.9: Two Potential Cases

**8.        RECONVENE TO OPEN SESSION**

**9.        REPORT FROM CLOSED SESSION**

**10.      ADJOURNMENT**

NEXT REGULAR MEETING  
February 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**

January 10, 2017  
Agenda Item No.1.4.3

**SUBJECT:** APPOINT/CONFIRM FOUNDATION BOARD NOMINATION

RECOMMENDATION

In accordance with Board Policy 2305 – Annual Organizational Meeting – the Interim President/Superintendent recommends that the Board appoint two trustees to the CR Foundation.

BACKGROUND

As the newly elected President of the Board Trustee Sally Biggin nominated Trustee Ross to replace her as a representative on the College of the Redwoods Foundation.

BUDGET IMPLICATIONS

None.

KSF/ksf

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

January 10, 2017  
Agenda Item No.1.4.4

**SUBJECT:** REVISED APRIL 2017 BOARD MEETING DATE

RECOMMENDATION

The Interim President/Superintendent recommends moving the April 4, 2017 Board of Trustees meeting to April 11, 2017.

BACKGROUND

The Board of Trustees 2017 meeting calendar was adopted at the November meeting. It is recommended that the April Board meeting be moved from April 4 to April 11 to accommodate Board member's participation in the ACCJC conference on April 4-7, 2017 in Irvine, CA.

The location and time of the Board meeting will remain the same: 10:30 a.m. on the Del Norte Campus.

BUDGET IMPLICATIONS

None.

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**REDWOODS COMMUNITY COLLEGE DISTRICT**

Minutes of the Regular Meeting of the Board of Trustees  
College of the Redwoods, Eureka Campus  
7351 Tompkins Hill Road, Eureka, CA 95501  
December 6, 2016

**PRESENT**

Mr. Bruce Emad; Ms. Carol Mathews; Dr. Colleen Mullery; Ms. Barbara Rice (Phone);  
Mr. Tom Ross; Tracy Coppini; 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  
Connie Wolfsen – Academic Senate Co-President  
Todd Olsen – Academic Senate Co-President

**CALL TO ORDER**

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

**FLAG SALUTE**

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

**PUBLIC COMMENTS**

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

Scotty McClure, member of the Southern Humboldt Unified School District Board spoke regarding the sale of the Garberville Instructional Site. McClure stated that the Southern Humboldt Unified School District may be interested in purchasing the lot. McClure also stated that the original intent of College of the Redwoods was to provide free education for all students.

**BOARD MEMBER COMMENTS**

Trustee Mathews commented that she had the privilege to assist with hosting the Del Norte Visioning Sessions for both staff and the community. The events were well attended and high energy.

Trustee Mathews also attended one of the initial Thursday night lectures on the Del Norte Campus. This one focused on the experience of teaching at Pelican Bay State Prison.

Trustee Mathews also attended Senator McGuire's Town Hall Meeting in Del Norte. After the meeting Trustee Mathews met with the senator to talk about the needs of the college prior to his campus tour.

Trustee Emad attended the Eureka Community Visioning Session along with Trustee Mullery. The attendees were very engaged in the activities and the session was very productive.

Trustee Mullery stated that she appreciated all the preparation that went into planning that meeting and ensuring that it was so well organized.

Trustee Ross commented that he attended the Eureka Campus Visioning Session. There were 40-50 attendees and it was a very fruitful meeting.

Trustee Ross stated that he also attended the Holiday party. Ross stated that the party was a lot of fun and that he encourages everyone to attend next year.

#### BOARD COMMITTEE REPORTS

Trustee Mullery stated that the Presidential Search Committee is on schedule. Applications have been received and the Applicant Review Committee will begin work on Wednesday the 7<sup>th</sup>. On January 20<sup>th</sup> the Interview Committee will discuss which applicants will be chosen for interviews. Trustee Mullery thanked Director of Human Resources Wendy Bates and her department for their hard work.

Trustee Ross stated that the Audit committee has not met because Vice President Lindsey and Interim President/Superintendent Snow-Flamer have brought all audit related information to the full Board and that there is no further discussion necessary.

#### ELECTION OF BOARD OFFICERS

Trustee Biggin was nominated as President of the Board for 2017.  
Trustee Mathews was nominated as Board Vice President.  
Trustee Emad was nominated as the Board Clerk.

A motion was made and seconded (Coppini/Dorn) and carried unanimously to approve the slate of Board Officers for 2017 as nominated.

#### APPOINT/CONFIRM TRUSTEES TO THE COLLEGE OF THE REDWOODS FOUNDATION

Trustee Ross nominated Trustee Emad and Trustee Biggin to remain as the Foundation representatives. Trustee Ross suggested that if any Trustees had an interest in sitting on the Foundation Board that they contact Trustee Biggin as the President Elect.

A motion was made and seconded (Emad/Coppini) and carried unanimously to elect Trustees

Emad and Biggin as the Foundation representatives for 2017.

#### APPOINT/CONFIRM TRUSTEES TO AUDIT AND FINANCE COMMITTEE OF THE BOARD

Trustee Ross proposed re-appointing all of the current members of the Audit and Finance Committee.

A motion was made and seconded (Dorn/Emad) and carried unanimously to approve re-appointing the current members of the Audit and Finance Committee for 2017.

#### APPROVE BOARD MEMBER TRAVEL TO 2017 EFFECTIVE TRUSTEE WORKSHOP ON JANUARY 27, LEGISLATIVE CONFERENCE ON JANUARY 29-30, AND THE ACCJC CONFERENCE ON APRIL 4-7

A motion was made and seconded (Mullery/Emad) and carried unanimously to approve the aforementioned travel in 2017.

#### REVIEW CODE OF ETHICS AND TRUSTEE PROTOCOLS

The members of the Board reviewed the current Code of Ethics and Trustee Protocols.

#### APPROVE CONSENT CALENDAR ITEMS

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

- Approve Minutes of the Redwoods Community College District Board of Trustees Regular Meeting of November 1, 2016
- Approve/Ratify Personnel Actions
- Approve/Ratify Contracts, Agreements, and MOUs
- Approve Bond Project Budget
- Approve Curriculum Changes

Trustee Ross pulled Approve/Ratify Personnel Actions.

It was moved, seconded (Dorn/Mathews) and carried unanimously to Approve the consent calendar items noted above with the exception of Personnel Actions.

#### APPROVE/RATIFY PERSONNEL ACTIONS

Interim President/Superintendent Snow Flamer stated that Ashley Mitchell's position will be paid by the auxiliary funds and not from general funds and that Prudence Ratliff's position is also not funded by general funds.

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

#### APPROVE MONTHLY FINANCIAL STATUS REPORT

Dr. Snow-Flamer noted that there is money being transferred out to the categoricals and to the employee benefits trust fund.

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

#### FIRST READING OF BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

Dr. Snow-Flamer commented on AP 3570 Smoking. This procedure went back through College Council for some procedural changes and is now being brought to the Board again for review. The BP and AP will be brought to the Board together in January for approval. The district recently received a \$7,500 grant to promote a smoke free campus.

#### APPROVE SABBATICAL LEAVE RECOMMENDATIONS

Dr. Snow-Flamer stated that the sabbatical leave committee forwarded several names for consideration. Cabinet recommended that the district fund to the full measure of the contract which is \$60,000. The full cost will be \$60,100. Three names were approved.

It was moved, seconded (Mathews/Dorn) and carried unanimously to Approve The Sabbatical Leave Recommendations.

#### APPROVE SUBSTANTIVE CHANGE PROPOSAL

Dr. Snow-Flamer stated that the Board had approved substantive change proposals in the past. This change includes the addition of classes that will allow for additional online degrees and certificates.

It was moved, seconded (Emad/Mullery) and carried unanimously to Approve the Substantive Change Proposal.

#### APPROVE RESOLUTION NO. 704 SUPPORTING AND RESPECTING ALL STUDENTS

Dr. Snow-Flamer stated that students at College of the Redwoods and across the country are noticing increased racism and bullying following the recent election. This resolution is to state that College of the Redwoods is committed to supporting and respecting all students.

Trustee Mullery asked if there have been any conversations regarding DACA students. Dr. Snow-Flamer stated that there are about 40 DACA students at College of the Redwoods and that both the State and the Chancellor's office were very supportive.

Trustee Dorn Stated that he supported the resolution with the exception of the line referencing the results of the 2016 election and for that reason he could not vote in support of this resolution.

It was moved, seconded (Mathews/Emad) and carried to Approve Resolution No. 704 Supporting and Respecting All Students. Trustee Dorn Voted No.

APPROVE RESOLUTION No. 705: APPOINTING WENDY BATES, DIRECTOR OF HUMAN RESOURCES AS ALTERNATE REPRESENTATIVE ON THE NORTHERN CALIFORNIA COMMUNITY COLLEGES SELF INSURANCE AUTHORITY

The purpose of this resolution is to appoint Wendy Bates as an alternate representative because so many of the current topics are related to Human Resources.

It was moved, seconded (Emad/Mathews) and carried unanimously to Approve Resolution 705: Appointing Wendy Bates, Director of Human Resources as Alternate Representative on the Northern California Community Colleges Self Insurance Authority.

APPROVE RESOLUTION NO. 706: IMPLEMENTING AN INTERNAL REVENUE CODE (IRC) SECTION 125 FLEXIBLE FRINGE BENEFIT PLAN

It was moved, seconded (Mullery/Dorn) and carried unanimously to Approve Resolution 706: Implementing an Internal Revenue Code (IRC) Section 125 Flexible Fringe Benefit Plan.

APPROVE DECLARING FORUM THEATER EQUIPMENT SURPLUS PROPERTY

It was moved, seconded (Dorn/Emad) and carried unanimously to Approve Declaring Forum Theater Equipment Surplus Property.

STUDENT SUCCESS DATA: REVIEW STUDENT SUCCESS SCORECARD

Dr. Snow-Flamer stated that this information is especially important because of the upcoming accreditation comprehensive visit. One of the things that the team will look at is our scorecard to see if it is achievable.

Trustee Dorn asked if a cause had been identified for why the transfer rate is down to 5%. Dr. Angelina Hill responded that the data we receive from HSU suggests that this data is not entirely accurate. The scorecard numbers are based off of IPEDS data and is not necessarily reflective of our transfers to HSU.

Trustee Emad asked for clarification on the difference between an institution set standard and a target. Dr. Hill stated that an institution set standard is like a floor and if our numbers drop below that floor it is a warning sign whereas a target is an aspirational goal.

Trustee Mathews stated that there is some very positive indicators shown in the scorecard and that it is wonderful to see how much work has been put into online coursework.

Trustee Ross asked how we communicate to students about ADTs. Dr. Hill responded that the counselors as well as the marketing team have been working on promoting these degrees to our students.

Trustee Mullery stated that there is a HSU counselor/recruiter on campus weekly to meet with students and talk to them about transferring to HSU.

#### UPDATE ON STUDENT EQUITY

Director of Student Equity Renee Saucedo stated that the state of California has implemented a broad vision of providing educational equity due to the growing gaps between certain underrepresented communities. The communities most effected are the Latino Community, Native Americans, African Americans, Women, DSPS Students, Veterans, and Foster Youth.

Director Saucedo commented that a lot has been accomplished in the last few months such as panel discussions and various other activities that promote cultural awareness on campus.

Discussions are taking place between the faculty and underrepresented students so that the students can express what support they need to be successful.

Trustee Emad asked if we go outside of our immediate college environment to see where these underrepresented students are coming from. Director Saucedo responded that we do and that we need to adapt to our students and take that into account so that we can create processes that are actually helpful for these students.

#### UPDATE ON PROFESSIONAL DEVELOPMENT

Dr. Snow-Flamer stated that we have put a major emphasis behind helping faculty, staff, administrators, and managers with professional development. Moving forward, Director of Human Resources, Wendy Bates will be the person in charge of professional development efforts.

Wendy Bates stated that the semester has been a busy one and that professional development opportunities have continued to be offered since convocation. A survey was sent out to district employees to determine which professional development opportunities are most desired for 2017.

Dr. Snow-Flamer stated that one of the actions that came out of the strategic visioning sessions was to grow your own leadership and through Wendy's efforts we will be focusing on doing that.



Wendy Bates thanked Angelina Hill for her work on getting a grant so that the professional development program for managers could take place next summer.

#### ACADEMIC SENATE REPORT

Connie Wolfsen stated that almost all of the committees are currently staffed.

In addition to standing committees there is a task force that is going to look at noncredit. The Senate may ask for a moratorium on new noncredit classes while this work is going on.

There are currently two task forces that are looking into creating new degrees.

In addition to committee and task force work the faculty are heavily involved in shared governance and in district service in addition to their regular teaching loads. It is rare that faculty are doing less than what is required of them in the contract.

Todd Olsen stated that since he has been at CR we have had a new president every 2-3 years on average whereas some faculty have been teaching here for decades.

There may be some new resolutions coming forward in the future. These are not to be viewed as bad things and the intent is to help the Board.

The senate is currently planning a trip to Sacramento in March to participate in the advocacy conference.

#### CRFO REPORT

Mike Haley thanked the Board for agendaizing CRFO. This opportunity to address the board is valued by the group.

November was a full month. Leadership met regularly with Dr. Snow-Flamer. The CRFO Faculty and Associate Faculty remain committed to the institution and the students.

Haley stated that the union does think long term about the college and that they care about the next 5 years, 10 years, etc.

The union has been working with a forensic accountant for the last few years to help them have a better understanding of the budget. Union representatives will be sitting down with him on December 8<sup>th</sup> to continue the conversation.

#### CLASSIFIED REPORT

Tami Engman recognized the classified staff who sit on the following committees: Budget Planning, College Council, Expanded Cabinet, IEC, Pelican Bay Task Force, Program Review, Student Equity, and Technology Planning.

Engman acknowledged the three classified employees who are retiring at the end of the year.

#### MANAGEMENT COUNCIL

None.

#### ASCR REPORT

Student Trustee Pham thanked the Board for giving ASCR the opportunity to provide a monthly report to the Board.

ASCR now has a new faculty advisor and plans on meeting every other week to plan events. The focus is on encouraging the student body to create a community among itself.

#### INTERIM PRESIDENT/SUPERINTENDENT REPORT

Dr. Snow-Flamer recognized the work Rory Johnson is doing in Crescent City. Rory is currently working with the deans to schedule credit courses at Pelican Bay State Prison. He is also working on bringing more access to the Yurok, Tolowa, and Elk Valley Communities.

Trustee Dorn asked if the Nursing Program was being moved to the Hospital. The district has been working with St. Joseph to see if moving all or part of the nursing program to the old general hospital campus was a viable option. This would be more convenient for the students as they could simply walk across the way to their clinical work.

Trustee Dorn asked if there was any word on how the Trump Administration would prioritize accountability for education. Dr. Snow-Flamer responded that at this point it is unclear.

Trustee Ross noted that a 13% increase in PERS contributions seemed really high. Dr. Snow-Flamer responded that this is the amount that the LAO report predicted.

#### VICE PRESIDENT OF ADMINISTRATIVE SERVICES REPORT

Vice President Lindsey stated that the Del Norte Science Lab is very close to being completed. Executive Director of College Advancement Marty Coelho is working on coordinating a ribbon cutting ceremony for the beginning of the semester.

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

Dr. Angelina Hill thanked George Potamianos for taking the lead on accreditation standard II and Shannon Sullivan and Angela Stewart for their continued work researching and writing

reports.

Dr. Hill thanked Kerry Mayer and Crystal Morse for their exceptional work on Professional Development.

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

None.

**PUBLIC COMMENTS**

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

- Public Employee Discipline/Dismissal/Release
- Public Employee Performance Evaluation/Goals – Interim President/Superintendent
- Public Employment – Interim President/Superintendent
- Conference with Labor Negotiator – CSEA
- Conference with Labor Negotiator – CRFO
- Conference with Real Property Negotiator  
Property: 286 Sprowell Creek Road, Garberville, CA  
Agency Negotiator: Keith Snow-Flamer  
Negotiating party: Southern Humboldt Unified Healthcare District  
Under Negotiation: Price and Terms of Payment or Both.

There were no public comments.

**CLOSED SESSION**

At 4:00 PM the Board returned to open session at which time Trustee Ross, President of the board adjourned the meeting.

Trustee Ross reported that the Board took action to approve the release of an employee during their probationary period.

**ADJOURN**

There being no further business, the meeting was adjourned at 4:02 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**

January 10, 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. None

**Employment of Confidential Staff**

3. None

**Employment of Manager**

**General Fund**

4. None

**Other/Auxiliary Funds**

5. None

**Employment of Administrator**

6. None

**Employment of Faculty**

7. None

**Reclassification**

8. None

**Employee Change of Status**

**General Fund**

9. None

**Categorical/Other Fund**

10. Toni Sage, ECE Assistant I – Range 108, Step 4, \$12.46/Hourly (.38 FTE) to ECE Assistant II – Range 110, Step 3, \$13.28/Hourly (.46 FTE) effective January 11, 2017
11. Prudence Ratliff, Director, Community Education – Range 128, Step 2 \$74,352.76/Annual, y-rated at current salary of \$75,279.48 until salary of new position exceeds current placement effective January 1, 2017
12. Jose Serrano, Payroll Technician – Range 117, Step 3, \$3,229.20/Monthly (1.0 FTE) to Administrative Office Coordinator, Business Services / CTE, Range 119, Step 2, \$3,459.73/Monthly (1.0 FTE) effective January 9, 2017
13. Heidi Bareilles, Administrative Office Coordinator, EOPS – Range 119, Step 5, \$3,782.13/Monthly to Interim Assistant Director, EOPS – Range 122, Step 4, \$4,221.02/Monthly effective January 1, 2017 – June 30, 2017

**Out-of-Class Changes**

**General Fund**

14. None

**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. Richard Bergstresser, Administration of Justice – Eureka, Range 1 Step 1 - \$668/TLU, Spring 2017
- 22. Gabe Charlton, Administration of Justice – Eureka, Range 0 Step 1 - \$608TLU, Spring 2017
- 23. Leslie DiSalvo, English as a Second Language – Noncredit – Eureka, Range 2 Step 1 - \$709/TLU, Spring 2017
- 24. Jim Hamilton, Mathematics – Eureka, Range 4 Step 1 - \$796/TLU, Spring 2017
- 25. Stanley Harkness, Administration of Justice – Eureka, Range 0 Step 1 - \$608/TLU, Spring 2017
- 26. Terri Leiker, Sign Language – Eureka, Range 0 Step 1 - \$608/TLU, Spring 2017
- 27. Briar Parkinson, Health Education – Southern Humboldt, Range 0 Step 1 - \$608/TLU, Spring 2017
- 28. Kimberly Peterson, Mathematics – Eureka, Range 2 Step 1 - \$709/TLU, Spring 2017
- 29. Richard Seghieri, Administration of Justice – Eureka, Range 1 Step 1 - \$668/TLU, Spring 2017
- 30. Torisha Stone, Sociology – Eureka, Range 0 Step 1 - \$608/TLU, Spring 2017
- 31. Bert Walker, Agriculture – Eureka, Range 4 Step 10 - \$1133/TLU, Spring 2017

**Voluntary Services**

**Volunteers**

- 32. Benjamin Darlington
- 33. Amanda Curtis
- 34. Thomas Dammann
- 35. None

**Supervisors**

- Ron Waters
- Ron Waters
- Ron Waters
- 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**

36. None

**Categorical Fund**

**37. None**

**Grant Fund**

**38. None**

**Other/Auxiliary Fund**

**39. None**

**Resignations**

- 40.** Courtney Proctor, Student Services Specialist I – ASCR – last day of employment December 30, 2016
- 41.** Jordan Hamill, Assistant Director, Residential Life – last day of employment January 3, 2017.

**Retirement**

**42. None**

**Stipends**

**General fund**

- 43.** Associate Faculty serving on the Assessment Committee
  - a. Erica Botkin \$120.00
  - b. Wendy Butler \$120.00
- 44.** Math Lab Substitution
  - a. Kyle Falbo \$75.00
  - b. Jonothan Pace \$45.00
  - c. Holland Heese \$105.00
  - d. Brad Morin \$30.00
- 45.** Writing Lab Substitution
  - a. Shannon Mondor \$150.00
  - b. Shannon Mondor \$180.00
- 46.** Associate Faculty serving on the Executive Committee
  - a. Kyle Falbo \$420.00
- 47.** Associate Faculty serving on Academic Senate
  - a. Stuart Altschuler \$880.00
  - b. Sandra Rowan \$880.00
- 48.** Associate Faculty serving on the Basic Skills Committee
  - a. Elizabeth Carlyle \$240.00
- 49.** CRFO Negotiations Facilitator (November 4, 2016 through December 16, 2016)
  - a. Peter Blakemore \$1,512.50

**Grant Fund**

- 50.** CASAS Proctor Certification Training
  - a. Aaron Reiher \$120.00
  - b. Lisa Polack \$200.00
  - c. Amy Berkowitz \$200.00
  - d. Kyle Beattie \$120.00
  - e. Wendy Butler \$180.00
  - f. Ellen Krohn \$200.00



g.	Jyoti Rawal	\$140.00
h.	Taunya Stapp	\$200.00
i.	Elizabeth Carlyle	\$200.00
j.	Richard Andresen	\$200.00
k.	Kintay Johnson	\$160.00

SITE	POSITION	FUND TYPE	POSITION TYPE	SALARY RANGE	CLOSING/ FIRST REVIEW	HOURS
<b><u>POSTED</u></b>						
EKA	Assistant Professor, Nursing	General	Replacement	\$48,314 - \$63,506 Annually	Open until filled 11/9/2016	1.0 FTE
EKA	Instructional Support Specialist III – Writing Center	General	Replacement	\$17.22 - \$23.99/Hourly	01/02/2017	.47 FTE
EKA	Administrative Secretary II – Academic Senate	General	Replacement	\$16.40 - \$22.85/Hourly	01/02/2017	.59 FTE
EKA	Gardener I	Maintenance	Replacement	\$2,457 - \$3,423/Monthly	01/02/2017	1.0 FTE
EKA	Payroll Technician	General	Replacement	\$3,135.60 - \$4,368.00	01/06/2017	1.0 FTE
<b><u>CLOSED</u></b>						
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	Scholarship Coordinator	Auxiliary	Replacement	\$16.40 - \$22.85/Hourly	12/09/2016	.47 FTE
EKA	Public Safety Officer – Residential Housing	Auxiliary	Replacement	\$16.40 - \$22.85/Hourly	12/09/2016	.78 FTE
<b><u>BOARD APPROVAL</u></b>						
EKA	ECE Assistant II – CDC	Grant	Replacement	\$12.89 - \$17.96/Hourly	11/28/2016	.46 FTE
EKA	Administrative Office Coordinator – Business Services	Auxiliary/Bond/ Foundation	Replacement	\$3,459 - \$4,818/Monthly	12/23/2016	1.0 FTE

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

January 10, 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
<b>General Fund</b>			
MILO Range Systems Ann Arbor, MI	10-25-2016	\$5,995	Administration of Justice – Force Option Simulator installation, repair and training.
Crescent City Skilled Nursing Crescent City, CA	01-01-2017	0	Clinical placement of students in Health Occupations programs.
Mendocino Coast Hospital Fort Bragg, CA	12-01-2016	0	Clinical placement of students in Health Occupations programs.
County of Del Norte Crescent City, CA	12-19-2016	0	Clinical placement of students in Health Occupations programs.
Resolution Care Eureka, CA	12-05-2016	0	Clinical placement of students in Health Occupations programs.
FCMAT Bakersfield, CA	01-03-2017	Not to exceed \$35,000	Fiscal Health Analysis - Study Agreement
<b>Restricted/Bond Funds</b>			
Humboldt County Office of Education Eureka, CA	12-01-2016	\$25,000	Childcare services for certain CR Adult Ed students funded by WIOA grant.
PeopleAdmin Chicago, IL	1-1-2017	\$22,000	Human Resources recruiting and legal reporting software.
Brookdale Fortuna Fortuna, CA	01-10-2017	0	MOU to provide Adaptive PE courses. Revenue will depend on the number of students attending.
Risa Bruder, CMT Crescent City, CA	12-12-2016	\$600	Chair massages for students and staff during finals week. Funded by ASCR.

Eureka City Schools Eureka, CA	10-05-2016	\$137,658	MOU for Adult Education programs support.
<b>Revenue/Self Support</b>			
New Life Services Eureka, CA	12-02-2016	\$5,910	Life Safety: Addendum to increase contract to complete cleaning of Community Education fire training gear and equipment.
A-1 Cleaning, LLC Eureka, CA	12-19-2016	\$6,538	Routine cleaning of Dining kitchen appliances, floors, walls, etc. Paid from auxiliary funds.
McCallum Group, Inc. Sacramento, CA	11-17-2016	\$32,400 Annual	Legislative Advocacy services for the district. Paid with rental income funds.
Coast Counties Peterbilt Eureka, CA	12-12-2016	\$191,131	New Peterbilt 579 "big rig" tractor and new 37 foot trailer. Paid from Community Education funds.
Cake Corporation Redwood City, CA	12-13-2016	\$6,781	Point-of-sale system purchase and service contract for Dining. Paid from auxiliary funds.
Humboldt Independent Practice Association Eureka, CA	01-01-2017	\$32,500	Medical staffing for the Student Health Center for spring term. Paid from Student Health fees.

**BUDGET IMPLICATIONS**

Contracts funded within existing budgets.

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

January 10, 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 November 30, 2016 totaled \$120,839. Measure Q expenditures to date total \$40,690,137. With about \$3.9 million in unspent budget, Measure Q bond funds are steadily winding down. The Del Norte new Science Lab showed the largest billing during November as construction is finalizing on the project. 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.

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>November 2016 Expenditures</i>	<i>Total Expenditures</i>	<i>Budget Remaining</i>
<b><i>Eureka</i></b>							
Physical & Life Sciences Repurpose or Demo			35,000	35,000	2,772	14,681	20,319
Vets Center			250,000	250,000	-	-	250,000
AJ Classroom in Maint/ IT Space in AJ/ Phone @ Firing Range	80,000			80,000	-	38,540	41,460
Remove Stadium Hazard		495,000		495,000	-	8,700	486,300
Address SWACC Inspection of Report Deficiencies		229,699		229,699	59,342	136,766	92,933
Tree Removal		130,000		130,000	-	121,000	9,000
Physical Education Labs Upgrades	100,426	510,295	1,478,904	2,089,625	3,535	489,322	1,600,303
Automotive Technology Lab upgrade			300,000	300,000	1,631	277,419	22,581
Welding area cover expansion			135,000	135,000	-	-	135,000
Construction Technology Lab upgrade			250,000	250,000	446	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
						-	
<b><i>Del Norte</i></b>							
Science Wing Modernization	50,000	325,000	1,375,000	1,750,000	12,614	1,430,835	319,165
Portable Lease/Purchase			24,000	24,000	-	24,000	-
DN Campus Exterior lighting Upgrade		25,000		25,000	-	13,172	11,828
						-	
<b><i>District Projects</i></b>							
Mendocino Center MOU Repairs		140,000		140,000	136	32,984	107,016
Energy savings, boilers, and bathroom repairs		188,304		188,304	1,386	124,840	63,464
Mandated improvements to wastewater plant		270,000		270,000	640	146,072	123,928
Technology Infrastructure Upgrades			2,031,167	2,031,167	-	1,883,512	147,655
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	38,337	989,388	112,569
Security, Marquee Upgrades and Fire Alarm			300,000	300,000	-	117,070	182,930
<b><i>Completed Measure Q Projects</i></b>				\$34,062,799	-	\$34,062,799	
<b><i>Total Local Bond Projects</i></b>				44,561,551	120,839	40,690,136	3,871,416
			<b><i>Voter Approved Measure Q Total</i></b>	40,320,000		<b><i>Total of Expenditures through 11-30-16</i></b>	40,690,136
			<b><i>Interest &amp; Bond Premium to Date</i></b>	4,241,551		<b><i>Available for Capital Projects</i></b>	3,871,416
			<b><i>Total Measure Q Principal and Interest</i></b>	44,561,551			

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

January 10, 2017  
Agenda Item No. 2.5

**SUBJECT: APPROVE CURRICULUM CHANGES**

RECOMMENDATION

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

BACKGROUND

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

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

	<b>Courses</b>	<b>Degrees / Certificates</b>
<b>New</b>	5	0
<b>Revised/Non-Substantive Changes</b>	5	1
<b>Replaced</b>	0	0
<b>Inactivated</b>	0	0
<b>Distance Ed</b>	3	0
<b>Dual Enrollment</b>	0	0

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

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

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

BUDGET IMPLICATIONS

None.

College of the Redwoods  
Summary of Program Changes: 12/9/16

**LEGEND**

**PROPOSAL TYPES:**

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

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

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

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

Award	Program Title	Proposal Type	Credit Type	Comments
AS Degree	LVN/Paramedic to RN – Career Mobility	Nonsub Revision	Credit	Adjusting Program Prerequisites to remove BIOL-8. No other changes to program requirements.



College of the Redwoods  
**Summary of Course Changes: December 9, 2016**

**LEGEND**

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

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

Course #	Title	Proposal Type	Units (C) or Hours (N) [Lec/Lab]	Credit Type	UC Transfer	CSU Transfer	CR GE	Comments
AJ-190S	PC 832 Arrest & Control	NEW	1.5 [1.5/0]	C	-	-	-	Regular five year revision. Grading standard changed to Pass/No Pass Only; units decreased from 2 to 1.5 <u>Course Learning Outcomes</u> 1. Describe the role and responsibilities of a peace officer in the State of California. 2. Describe the role of arrest in the criminal justice system.
CIS-18	Object Oriented Programming - Java	Distance Ed	4.0 [3.0/1.0]	C	A	A	-	New modalities: Hybrid, Interactive Video. Renewed modality: Online.
CIS-31	Systems and Network Administration	Revision	4.0 [3.0/1.0]	C	-	A	-	Updated to revise recommended preparation, following restructuring of the course previously recommended. <u>Course Learning Outcomes</u> 1. Configure a server operating system. 2. Manage users and security groups on a server. 3. Troubleshoot a server.
CIS-37	Ethical Hacking	NEW	4.0 [3.0/1.0]	C	-	P	-	New course developed as part of strategy to address the lack of network security training in the North Coast region. <u>Course Learning Outcomes</u> 1. Describe the tools and methods a "hacker" uses to break into a computer or network. 2. Protect a computer and a LAN against a variety of different types of security attacks using a number of hands-on techniques.
CIS-37	Ethical Hacking	Distance Ed	4.0 [3.0/1.0]	C	-	P	-	New modalities: Online, Hybrid, Interactive Video.

Course #	Title	Proposal Type	Units (C) or Hours (N) [Lec/Lab]	Credit Type	UC Transfer	CSU Transfer	CR GE	Comments
CT-25	OSHA Construction Safety	Revision	2.0 [2.0/0]	C	-	A	-	Regular five year revision; minor changes to course content. <u>Course Learning Outcomes</u> 1. Describe the major requirements of OSHA construction industry standards. 2. Explain the role of the employer and the employee with regard to the OSHA standards. 3. Identify construction industry safety hazards.
ENGL-1L	English 1A Cohort Lab	Revision	0.5 [0/0.5]	C	-	-	-	New course providing ENGL 1A students additional support for developing their reading, writing, and critical thinking skills. The lab takes place in a group or "cohort" setting and is led by their ENGL-1A instructor of record. Corequisite labs, now in place in a variety of institutions across the country, have been shown to be effective in improving student progression through the English Sequence and closing the equity gap when it comes to student success. <u>Course Learning Outcomes</u> 1. Identify and practice reading, writing, researching, and critical thinking strategies to support ENGL 1A work.
GERM-1B	Elementary German II	NEW	4.0 [4.0/0]	C	P	P	R	Minor revision to correct a reference to a course we no longer teach in the course objectives. <u>Course Learning Outcomes</u> 1. Comprehend basic spoken German and use appropriate beginning to intermediate level vocabulary and grammar to expand ability to express oneself and communicate in the target language orally. 2. Comprehend beginning to intermediate level (oral or written) questions in German and answer in writing, demonstrating accuracy and control of fundamental grammatical concepts. 3. Comprehend, and answer questions about, the content of short, basic texts in German. 4. Demonstrate a basic knowledge of the diverse cultures of the German-speaking World, in areas that could include topics such as geography, diet, history, lifestyles, traditions and customs.

Course #	Title	Proposal Type	Units (C) or Hours (N) [Lec/Lab]	Credit Type	UC Transfer	CSU Transfer	CR GE	Comments
HE-1	Health Education	NEW (Reactivation)	3.0 [3.0/0]	C	A	A	-	Regular five year revision. <u>Course Learning Outcomes</u> 1. Recognize signs and symptoms of major diseases and identify prevention strategies. 2. Apply the principles of proper nutrition and exercise to overall health and wellness. 3. Modify behavior based on personal assessment of wellness dimensions. 4. Analyze and critically evaluate current media information related to health and wellness. 5. Apply principles of healthy personal relationships to real-life relationships.
HE-8	Emergency Response: First Aid/CPR/AED Recertification	Revision	0.5 [0.5/0]	C	P	P	-	New course, providing all students, staff and faculty an opportunity to recertify their own First aid/CPR/AED without going through a full comprehensive lecture and certification course. It can be useful for both kinesiology majors as well as health occupations or other related disciplines. <u>Course Learning Outcomes</u> 1. Assess victims of injury and medial emergencies and apply proper emergency action plan. 2. Describe the signs and symptoms and demonstrate proper first aid care in common medical emergencies. 3. Demonstrate proper skills required for cardiopulmonary resuscitation and use of the AED. 4. Perform proper care for special situations such as first aid, bandaging, and splinting.
KINS-65	Foundations of Kinesiology	Distance Ed	3.0 [3.0/0]	C	A	A	-	New Modalities: Online, Hybrid.
PE-17	Aerobic Kickboxing	NEW	0.5-1.0 [0.5-1.0/0]	C	P	P	-	Course reactivated in response to student demand for increased variety of activity courses; may also be a restricted elective for the Kinesiology ADT. <u>Course Learning Outcomes</u> 1. Display a measurable improvement in levels of aerobic and physical fitness. 2. Demonstrate safe execution of moves, with sufficient control to engage in partner work with target bags. 3. Display an improved level of balance, coordination, timing, and body alignment. 4. Apply principles of martial arts to self-defense situations.

Course #	Title	Proposal Type	Units (C) or Hours (N) [Lec/Lab]	Credit Type	UC Transfer	CSU Transfer	CR GE	Comments
PE-57	Intercollegiate Track & Field	Revision	2.0 [0/2.0]	C	A	A	-	Regular five year revision, including updated CLOs. <u>Course Learning Outcomes</u> 1. Demonstrate improved proficiency of skill and conditioning for track & field skills and events. 2. Demonstrate knowledge of track & field rules, safety precautions and ability to apply them in various competitions. 3. Apply specific principles of biomechanics of movement to various skills and competitions.
-	Revised Distance Education Proposal Form	Revised Form	-	-	-	-	-	Clarified language regarding whether a proposal will result in >50% of a program being offered via DE, and about frequency of instructor contact.

College of the Redwoods  
**Summary of Program Changes: 12/9/16**

**LEGEND**

**PROPOSAL TYPES:**

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

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

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

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

Award	Program Title	Proposal Type	Credit Type	Comments
AS Degree	LVN/Paramedic to RN – Career Mobility	Nonsub Revision	Credit	Adjusting Program Prerequisites to remove BIOL-8. No other changes to program requirements.

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

January 10, 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 November 30, 2017 for the 2016-17 fiscal year.

BACKGROUND

This report covers the period of July 1, 2016 to November 30, 2016, and shows unrestricted general fund revenue and expenditures. There have been no budget adjustments so far this year.

Year-to-date actuals for SB 361 enrollment fees and non-resident tuition are trending higher compared to November 2015. This is likely the result of students taking advantage of One Reg and registering early for Spring 2017. Year-to-date expenditure trends are tracking closely to the prior year's spending rates and appear appropriate.

Cash Flow and Burn Rate

Starting with this month's report, we have changed the cash balance reported at the bottom of the report to show the total cash in the unrestricted general fund, auxiliaries, OPEB fund, UIR project, and other cash. We have excluded very restricted cash balances such as the debt service fund and Measure Q bond funds. Earlier this year, we started reporting unrestricted general fund cash balances on a monthly basis. For this month's report, the general fund unrestricted cash is negative. This might lead a reader to believe that the District should obtain short term financing. However, when we combine the general fund with the cash in the OPEB fund, auxiliaries, UIR, etc., we show positive cash. Also, the Utility Infrastructure Replacement and Seismic Strengthening State Capital Outlay project (UIR) typically runs a negative cash balance that must be covered by other District cash balances. This is because the bill is paid by the District, then reimbursement is requested from the State. Therefore, it is important to include this cash need in any report of District cash balances. Finally, November has historically always been a low cash month because the County posts our first large property tax payment for the year each December.

As the UIR project moves to its construction phase, the District may need to cash flow several million dollars in contractor payments, pending State reimbursement. As a result, we are researching cash flow assistance from the County or possibly a line of credit for UIR claims receivable.

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 November 30, 2016.

REDWOODS COMMUNITY COLLEGE DISTRICT

**Unrestricted General Fund**

Fiscal Year 2016-17

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE					<i>November 42%</i>	<i>Current Actual to Budget Percent</i>	<i>Prior Yr Actual to Budget Percent</i>
<i>Description</i>	<i>Object Range</i>	<i>Final Budget</i>	<i>Year to Date Adjustments</i>	<i>Current Budget</i>	<i>Year-to-date Actual</i>		
<b>REVENUES:</b>							
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	5,686,640	58.1%	45.9%
SB 361 Prop 30 EPA	8630	3,940,000		3,940,000	1,049,801	26.6%	25.6%
CA State Lottery	000 / 8681	434,579		434,579	0	0.0%	0.0%
Other Revenue (Including One-Time)	8600-8699	1,093,334		1,093,334	515,261	47.1%	5.5%
Local Sources							
SB 361 Enrollment Fees	8874	1,070,940		1,070,940	1,037,901	96.9%	75.4%
SB 361 Property Taxes	8811-8818	10,523,236		10,523,236	300,372	2.9%	2.9%
Non-Resident Tuition	8880	720,000		720,000	607,325	84.4%	71.3%
Other Revenue	8820-8899	190,000		190,000	90,665	47.7%	56.1%
Total Revenue		\$ 27,859,577	\$ 0	\$ 27,859,577	\$ 9,287,964	33.3%	26.5%
<b>EXPENDITURES:</b>							
Academic Salaries	1000-1999	\$ 11,586,416	\$	\$ 11,586,416	\$ 5,018,690	43.3%	41.8%
Other Staff Salaries	2000-2999	4,959,172		4,959,172	2,225,856	44.9%	47.7%
Employee Benefits	3000-3999	6,582,954		6,582,954	2,636,431	40.0%	45.0%
Supplies	4000-4999	422,193		422,193	144,920	34.3%	52.7%
Services	5000-5999	3,699,641		3,699,641	1,870,474	50.6%	61.9%
Capital Outlay	6000-6999	110,000		110,000	19,865	18.1%	82.5%
Total Expenditures		\$ 27,360,376	\$ 0	\$ 27,360,376	\$ 11,916,236	43.6%	42.9%
EXCESS REVENUES (EXPENDITURES)		\$ 499,201	\$ 0	\$ 499,201	\$ (2,628,272)		
<b>OTHER FINANCING SOURCES/(USES):</b>							
Transfers In	8981-8989	\$ 105,000	\$	\$ 105,000	\$ 0		
Transfers Out	7200-7399	(503,000)		(503,000)	(57,689)	11.5%	0%
Student Financial Aid	7500-7699	(55,000)		(55,000)	(7,546)	13.7%	0%
Total Other Sources (Uses)		\$ (453,000)	\$ 0	\$ (453,000)	\$ (65,235)		
FUND BALANCE INCREASE (DECREASE)		46,201	0	46,201	(2,693,507)		
<b>BEGINNING FUND BALANCE:</b>							
Beginning Balance	9790	\$ 1,881,258	\$	\$ 1,881,258	\$ 1,881,258		
ENDING FUND BALANCE		\$ 1,927,459	\$	\$ 1,927,459	\$ (812,249)		
Fund Balance Percent		<b>6.90%</b>		<b>6.90%</b>			
<b>CASH BALANCE</b>							
Total District Cash in County Treasury excluding local bond and debt service funds		\$ 3,761,274					

**CAL CARD REPORT**

**OCTOBER 2016**

<b>Item GL Number</b>	<b>Program</b>	<b>Description</b>	<b>Voucher ID</b>	<b>Date</b>	<b>Amount</b>
11006-4020-008-0948-54300	Applied Technology	Instructional Supplies	V0348590	10/31/2016	90.72
11006-4020-306-6010-54730	Science Night	Miscellaneous Supplies	V0348590	10/31/2016	60.48
11006-4020-306-6010-54730	Science Night	Miscellaneous Supplies	V0348590	10/31/2016	24.20
11006-4020-306-6010-54730	Science Night	Miscellaneous Supplies	V0348590	10/31/2016	16.13
11006-5305-041-6960-54300	Athletics	Instructional Supplies	V0348572	10/31/2016	400.00
11006-5305-041-6960-54500	Athletics	Office Supplies	V0348572	10/31/2016	72.41
11006-5305-041-6960-55221	Athletics	Team Travel Football	V0348572	10/31/2016	74.84
11006-5305-041-6960-55236	Athletics	Team Travel Womens Soccer	V0348572	10/31/2016	6.25
11006-5305-041-6960-55236	Athletics	Team Travel Womens Soccer	V0348572	10/31/2016	4.17
11006-8071-000-0952-54300	General All	Instructional Supplies	V0348573	10/31/2016	6.25
11006-8071-000-0952-54300	General All	Instructional Supplies	V0348573	10/31/2016	4.17
11006-8071-000-0952-54730	General All	Miscellaneous Supplies	V0348573	10/31/2016	19.58
<b>Total 110 Unrestricted General Fund</b>					<b>\$779.20</b>

<b>Item GL Number</b>	<b>Program</b>	<b>Description</b>	<b>Voucher #</b>	<b>Date</b>	<b>Amount</b>
11012-4020-V60-1305-55288	CTEA	Special Project Travel	V0348569	10/31/2016	13.05
11012-4020-V60-1305-55288	CTEA	Special Project Travel	V0348569	10/31/2016	119.41
11065-4020-154-1230-54300	Enrollment Growth 16/17	Instructional Supplies	V0349443	10/31/2016	156.87
11065-4020-154-1230-54300	Enrollment Growth 16/17	Instructional Supplies	V0349443	10/31/2016	104.58
11065-4020-154-1230-55320	Enrollment Growth 16/17	Membership Fees	V0349443	10/31/2016	130.07
<b>Total 110 Restricted General Fund</b>					<b>\$523.98</b>

<b>Item GL Number</b>	<b>Program</b>	<b>Description</b>	<b>Voucher #</b>	<b>Date</b>	<b>Amount</b>
13300-4020-018-0000-55212	Child Development Center	Staff Development	V0348569	10/31/2016	86.72
13328-4020-000-0000-54710	General All	Food Purchase	V0348569	10/31/2016	13.04
13338-4020-196-0000-54710	Childcare Access = Parents in School	Food Purchase	V0348569	10/31/2016	8.69
13356-4020-334-0000-54730	State Preschool Program	Miscellaneous Supplies	V0348569	10/31/2016	21.59
13356-4020-334-0000-54730	State Preschool Program	Miscellaneous Supplies	V0348569	10/31/2016	21.21
13356-4020-334-0000-54730	State Preschool Program	Miscellaneous Supplies	V0348569	10/31/2016	12.50
13356-4020-334-0000-54730	State Preschool Program	Miscellaneous Supplies	V0348569	10/31/2016	58.80
13356-4020-334-0000-54730	State Preschool Program	Miscellaneous Supplies	V0348569	10/31/2016	39.20



**CAL CARD REPORT**

**OCTOBER 2016**

<b>Item GL Number</b>	<b>Program</b>	<b>Description</b>	<b>Voucher ID</b>	<b>Date</b>	<b>Amount</b>
13356-4020-334-0000-54730	State Preschool Program	Miscellaneous Supplies	V0348569	10/31/2016	498.04
13356-4020-334-0000-54730	State Preschool Program	Miscellaneous Supplies	V0348569	10/31/2016	332.03
13356-4020-334-0000-54730	State Preschool Program	Miscellaneous Supplies	V0348569	10/31/2016	208.27
13356-4020-334-0000-54730	State Preschool Program	Miscellaneous Supplies	V0348569	10/31/2016	138.85
13356-4020-334-0000-54730	State Preschool Program	Miscellaneous Supplies	V0348569	10/31/2016	224.36
13356-4020-334-0000-54730	State Preschool Program	Miscellaneous Supplies	V0348569	10/31/2016	149.58
13356-4020-334-0000-54730	State Preschool Program	Miscellaneous Supplies	V0348569	10/31/2016	150.00
13356-4020-334-0000-54730	State Preschool Program	Miscellaneous Supplies	V0348569	10/31/2016	33.12
13356-4020-334-0000-54730	State Preschool Program	Miscellaneous Supplies	V0348569	10/31/2016	128.01
13356-4020-334-0000-54730	State Preschool Program	Miscellaneous Supplies	V0348569	10/31/2016	1,188.00
13357-4020-335-0000-54730	Infant and Toddler	Miscellaneous Supplies	V0348569	10/31/2016	1,200.00
13357-4020-335-0000-54730	Infant and Toddler	Miscellaneous Supplies	V0348569	10/31/2016	632.80
13357-4020-335-0000-54730	Infant and Toddler	Miscellaneous Supplies	V0348569	10/31/2016	130.49
13357-4020-335-0000-54730	Infant and Toddler	Miscellaneous Supplies	V0348569	10/31/2016	2,139.06
13357-4020-335-0000-54730	Infant and Toddler	Miscellaneous Supplies	V0348569	10/31/2016	357.52
13357-4020-335-0000-54730	Infant and Toddler	Miscellaneous Supplies	V0348569	10/31/2016	198.02
13357-4020-335-0000-54730	Infant and Toddler	Miscellaneous Supplies	V0348569	10/31/2016	9.99
13357-4020-335-0000-54730	Infant and Toddler	Miscellaneous Supplies	V0348569	10/31/2016	80.72
13357-4020-335-0000-54730	Infant and Toddler	Miscellaneous Supplies	V0348569	10/31/2016	82.83
13357-4020-335-0000-54730	Infant and Toddler	Miscellaneous Supplies	V0348569	10/31/2016	127.96
13357-4020-335-0000-54730	Infant and Toddler	Miscellaneous Supplies	V0348569	10/31/2016	19.92
13357-4020-335-0000-54730	Infant and Toddler	Miscellaneous Supplies	V0348569	10/31/2016	164.20
<b>Total 133 Child Development Fund</b>					<b>\$8,455.52</b>

<b>Item GL Number</b>	<b>Program</b>	<b>Description</b>	<b>Voucher #</b>	<b>Date</b>	<b>Amount</b>
13903-4020-044-0000-48845	Dental Assisting	Dental Center Sales	V0349443	10/31/2016	189.00
13903-4020-044-1240-54720	Dental Assisting	Tools & Equipment	V0349443	10/31/2016	545.96
13903-4020-044-1240-56480	Dental Assisting	Campus Safety	V0349443	10/31/2016	1,105.54
<b>Total 139 Other Special Revenue Fund</b>					<b>\$1,840.50</b>

<b>Item GL Number</b>	<b>Program</b>	<b>Description</b>	<b>Voucher #</b>	<b>Date</b>	<b>Amount</b>
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**CAL CARD REPORT****OCTOBER 2016**

<b>Item GL Number</b>	<b>Program</b>	<b>Description</b>	<b>Voucher ID</b>	<b>Date</b>	<b>Amount</b>
15980-4020-H41-0000-54720	House 41	Tools & Equipment	V0348590	10/31/2016	454.78
<b>Total 159 State Block Grant Fund</b>					<b>\$454.78</b>

<b>Item GL Number</b>	<b>Program</b>	<b>Description</b>	<b>Voucher #</b>	<b>Date</b>	<b>Amount</b>
17100-5040-000-0000-54710	General All	Food Purchase	V0349442	10/31/2016	26.08
17100-5040-000-0000-54710	General All	Food Purchase	V0349442	10/31/2016	118.14
<b>Total 171 Parking Fund</b>					<b>\$144.22</b>

<b>Item GL Number</b>	<b>Program</b>	<b>Description</b>	<b>Voucher #</b>	<b>Date</b>	<b>Amount</b>
28945-0000-730-0000-54730	AG Projects	Miscellaneous Supplies	V0348590	10/31/2016	107.38
28945-0000-A01-0000-54500	Special Athletic Fund	Office Supplies	V0348572	10/31/2016	575.00
28945-0000-A03-0000-54710	Women's Basketball Tournament	Food Purchase	V0348572	10/31/2016	102.70
28945-0000-A06-0000-54300	Men's Basketball	Instructional Supplies	V0348572	10/31/2016	108.70
<b>Total 289 Foundation Other Agency Fund</b>					<b>\$893.78</b>

**Total All Cal Card Expenditures 10/1/16-10/31/16** **\$13,091.98**

**PURCHASE ORDER REPORT**

2016-17

11/01/2016 - 11/30/2016

<b>PO #</b>	<b>Date Vendor</b>	<b>Program</b>	<b>Description</b>	<b>Amount</b>
B0009843	11/10/2016 Suddenlink	General	Advertising	15,000.00
B0009847	11/10/2016 Varsity Brands Holding Co Inc	Athletics	Team Travel: Sand Vo	1,039.44
B0009848	11/10/2016 City Ambulance of Eureka Inc	Athletics	Ambulance Service	2,400.00
B0009849	11/10/2016 Ferrellgas	General	Natural Gas	10,500.00
B0009852	11/21/2016 Arrow Benefits Group	General	Contract Services	500.00
P0023224	11/7/2016 State Water Resources Control	General	Sewer System Supplie	170.00
P0023228	11/10/2016 Don's Rent-All Inc	Science Night	Miscellaneous Suppli	862.38
P0023230	11/10/2016 Humboldt Wildlife Care Ctr	Science Night	Meeting, Conference	100.00
P0023231	11/10/2016 Wild Things Inc	Science Night	Meeting, Conference	500.00
P0023232	11/10/2016 Sport & Cycle Inc	Athletics	Instruct Supp Men's	130.50
P0023233	11/10/2016 Sport & Cycle Inc	Athletics	Instruct Supp Women	2,483.81
P0023234	11/10/2016 Foundation for California Comm	Facilities Planning	Software Maintenance	8,924.16
P0023236	11/21/2016 HigherEdJobs.Com	General	Advertising	3,215.00
P0023237	11/21/2016 Jobelephant.Com Inc	General	Advertising	2,125.00
P0023238	11/21/2016 Proforma Wholey Impressions	General	Office Supplies	672.48
P0023239	11/21/2016 North Valley Bank	Athletics	Team Travel Women's	900.00
P0023240	11/21/2016 Accrediting Commission for Com	District General	Institutional Member	25,091.00
P0023241	11/29/2016 North Valley Bank	Athletics	Team Travel Basketba	1,200.00
P0023244	11/29/2016 State Water Resources Control	General	Sewer System Supplie	170.00
P0023245	11/29/2016 Humboldt County Office of Educ	Dual Enrollment - HS	Contract Services	2,000.00
<b>Total 110 Unrestricted General Fund</b>				<b>\$ 77,984</b>
B0009851	11/15/2016 Institute for Democratic Educa	General	Contract Services	5,500.00
B0009853	11/21/2016 Fresh & Natural Food Service G	Foster Parent Train	Food Purchases	500.00
P0023223	11/7/2016 Cesar Abarca	General	Personal Service Con	500.00
P0023225	11/8/2016 OCLC - Columbus	Inst Eq/Lib Matl - O	Library Catalog Serv	418.76
P0023235	11/10/2016 Woodcraft Supply	CTEA Block Grant	New Furn/Equip >\$200	5,595.99
<b>Total 110 Restricted General Fund</b>				<b>\$ 12,515</b>
B0009842	11/7/2016 Sysco Food Services of Sacrame	General	Miscellaneous Suppli	1,400.00
<b>Total 133 Child Development Fund</b>				<b>\$ 1,400</b>
B0009845	11/10/2016 Radiation Detection Company	Dental Assisting	Instructional Suppli	200.00
P0023229	11/10/2016 Wolfram Research Inc	Math Textbook Royalt	Software < \$200	6,244.66
<b>Total 139 Other Special Revenue Fund</b>				<b>\$ 6,445</b>

**PURCHASE ORDER REPORT****2016-17****11/01/2016 - 11/30/2016**

<b>PO #</b>	<b>Date Vendor</b>	<b>Program</b>	<b>Description</b>	<b>Amount</b>
B0009846	11/10/2016 Napa Auto Parts	Automotive Technolog	Instructional Suppli	1,881.15
B0009850	11/10/2016 Napa Auto Parts	Automotive Technolog	Instructional Suppli	5,000.00
B0009854	11/21/2016 tBP/Architecture, Inc	Mandatory Life Safet	Contract Services	46,000.00
P0023226	11/10/2016 Carolina Biological Supply Com	DN Science Lab	Instructional Suppli	1,446.75
P0023242	11/29/2016 Redwood Electrical Services	Mandatory Life Safet	Contract Services	12,000.00
<b>Total 141 Capital Projects Outlay Fund</b>				<b>\$ 66,328</b>
B0009844	11/10/2016 Oncourse Learning	Customized Training	Other Books	2,500.00
P0023227	11/10/2016 Times-Standard	Truck Driving	Advertising	240.80
P0023243	11/29/2016 County of Humboldt Treasurer-T	House 41	Buildings	118.02
<b>Total 159 Other Enterprise Fund</b>				<b>\$ 2,859</b>
<b>Grand Total - All Purchase Orders</b>				<b>\$ 167,530</b>

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

January 10, 2017  
Agenda Item No. 3.2

**SUBJECT:** APPROVE SUBMITTAL OF FINAL PROJECT PROPOSAL – PE AND FIELDHOUSE

RECOMMENDATION

Action is required. The Interim President/Superintendent recommends approval of the submittal to the Board of Governors of the California Community Colleges of the Final Project Proposal (attached) for replacement of the Physical Education building and the attached Field House and demolition of the existing facilities and, to authorize the District to implement this Resolution with the Board of Governors of the California Community Colleges.

BACKGROUND

The existing Physical Education/Field House building must be replaced due to seismic hazards that directly affect the safety of building occupants and as required by applicable codes. The project scope for this request is for the State of California to:

- Construct a new PE building on the site of the existing softball and baseball fields
- Construct a new Field House on the site of the existing stadium
- Demolish the existing Physical Education building and the existing Field House
- Construct new softball and baseball fields on the site of the existing PE building and Fieldhouse

During construction there will be a one to two year period where the District will need to use offsite facilities for the baseball and softball programs. It is fiscally important to follow this overall plan in order to receive State funding for the new facilities, demolition of the old baseball and softball fields, demolition of the old PE building and Field House, and construction of new baseball and softball fields.

This request is necessary to address seismic deficiency concerns at the existing facilities. The Eureka Campus is located in an Alquist Priolo Special Studies Act Zone. The Alquist Priolo Special Studies Act Zone language and California State Law, state that no school building can be built on or within 50 feet of an active earthquake fault. An ongoing seismic hazard investigation has located active fault traces that affect the 66,833 square foot Physical Education building and the attached Field House necessitating their replacement.

The District Facilities Director has prepared for submittal a Final Project Proposal to the California Community Colleges Chancellors Office for the replacement of these buildings to be fully funded by a California State Capital Outlay Grant in the amount of \$42,747,512.

This project proposes to construct a new 66,833 square foot Physical Education building and Field House. These facilities would be constructed on a site(s) identified by geotechnical investigation and seismic hazard analysis outside the minimum setback of 50' from all identified active fault traces and cleared by the California Geological Survey in accordance with applicable codes and legislation. This project is necessary for the District to provide educational opportunities in a safe space on the campus.

This report helps the District meet Accreditation Standard III B - 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.

### BUDGET IMPLICATIONS

If approved by the State of California, then State capital outlay project funds will cover eligible costs.

## PROJECT TERMS AND CONDITIONS

**District:** College of the Redwoods **College:** College of the Redwoods  
**Project:** PE Building/Field House Drop and Replace **Budget Year:** 2016-2017

1. The applicant hereby requests State funds in the amount prescribed by law for the project named herein. All parts and exhibits contained in or referred to in this application are submitted with and made part of this application.
2. The applicant hereby certifies to the Board of Governors of the California Community Colleges that:
  - a. Pursuant to the provisions of Section 57001.5 of Title 5 no part of this application includes a request for funding the planning or construction of dormitories, ~~stadia~~, the improvement of sites for student or staff parking, single-purpose auditoriums or student centers other than cafeterias. The facilities included in the proposed project will be used for one or more of the purposes authorized in Section
  - b. Any State funds received pursuant to this application shall be used solely for defraying the development costs of the proposed project.

If the application is approved, the construction covered by the application shall be undertaken in an
  - c. Pursuant to the provisions of Section 81837 of the *Education Code*, approval of the final plans and specifications for construction will be obtained from the Board of Governors of the California Community Colleges before any contract is let for the construction.
  - d. No changes in construction plans or specifications made after approval of final plans which would alter the scope of work, function assignable and/or gross areas, utilities, or safety of the facility will be made without prior approval of the Chancellor's Office of the California Community Colleges and the Department of General Services Office of Architecture and Construction.
  - e. Pursuant to the provisions of Section 57001 of Title 5, an adequate and separate accounting and fiscal records and accounts of all funds received from any source to pay the cost of the proposed construction will be maintained, and audit of such records and accounts will be permitted at any reasonable time, during the project, at the completion of the project, or both.
  - f. Architectural or engineering supervision and inspection will be provided at the construction site to ensure that the work was completed in compliance with the provisions of Section 81130 of the *Education Code* and that it conforms with the approved plans and specifications.
  - g. Pursuant to the provisions of Section 8 of the *Budget Act*, no contract will be awarded prior to the allocation of funds to the Board of Governors by the Public Works Board.
3. It is understood by the applicant that:
  - a. No claim against any funds awarded on this application shall be approved which is for work or materials not a part of the project presented in this application as it will be finally allocated by the

**Project Terms and Conditions (Continued)**

- b. The failure to abide by each of the assurances made herein entitles the Board of Governors of the California Community Colleges to withhold all or some portion of any funds awarded on this application.
  - c. Any fraudulent statement which materially affects any substantial portion of the project presented in this application, as it may be finally approved, entitles the Board of Governors of the California Community Colleges to terminate this application or payment of any funds awarded on the project
4. It is further understood that:
- a. The appropriation which may be made for the project presented in this application does not make an absolute grant of that amount to the applicant.
  - b. The appropriation is made only to fund the project presented in this application, as it is finally approved, regardless of whether the actual cost is less than or equals the appropriation.
  - c. A reduction in the scope of the project or assignable areas shall result in a proportionate reduction in the funds available from the appropriation.



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

January 10, 2017  
Agenda Item No. 3.3

**SUBJECT:** APPROVE SUBMITTAL OF FINAL PROJECT PROPOSAL – CREATIVE ARTS BUILDING

RECOMMENDATION

Action is required. The Interim President/Superintendent recommends approval of the submittal to the Board of Governors of the California Community Colleges of the Final Project Proposal (attached) for replacement of the Creative Arts building and demolition of the existing facilities and, to authorize the District to implement this Resolution with the Board of Governors of the California Community Colleges.

BACKGROUND

The existing Creative Arts building must be replaced due to seismic hazards that directly affect the safety of building occupants and as required by applicable codes.

The College of the Redwoods (Eureka Campus) of Redwoods Community College District is located in an Alquist Priolo Special Studies Act Zone. The Alquist Priolo Special Studies Act Zone language and California State Law, state that no school building can be built on or within 50 feet of an active earthquake fault. An ongoing seismic hazard investigation has located active fault traces that affect the 27,000 square foot Creative Arts building necessitating its replacement.

The Redwoods Community College District Facilities Director has prepared for submittal a Final Project Proposal to the California Community Colleges Chancellors Office for the replacement of this building to be fully funded by a California State Capital Outlay Grant in the amount of \$18,555,256.

This project proposes to construct a new 27,100 SF Creative Arts building. This would be constructed on a site(s) identified by geotechnical investigation and seismic hazard analysis outside the minimum setback of 50' from all identified active fault traces and cleared by DGS in accordance with applicable codes and legislation. This project is necessary for the District to provide educational opportunities in a safe space on the campus.

This report helps the District meet Accreditation Standard III B - 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.

BUDGET IMPLICATIONS

If approved by the State of California, then State capital outlay project funds will cover eligible costs.

## PROJECT TERMS AND CONDITIONS

**District:** College of the Redwoods **College:** College of the Redwoods  
**Project:** Creative Arts Building Drop and Replace **Budget Year:** 2016-2017

1. The applicant hereby requests State funds in the amount prescribed by law for the project named herein. All parts and exhibits contained in or referred to in this application are submitted with and made part of this application.
2. The applicant hereby certifies to the Board of Governors of the California Community Colleges that:
  - a. Pursuant to the provisions of Section 57001.5 of Title 5 no part of this application includes a request for funding the planning or construction of dormitories, ~~stadia~~, the improvement of sites for student or staff parking, single-purpose auditoriums or student centers other than cafeterias. The facilities included in the proposed project will be used for one or more of the purposes authorized in Section
  - b. Any State funds received pursuant to this application shall be used solely for defraying the development costs of the proposed project.

If the application is approved, the construction covered by the application shall be undertaken in an
  - c. Pursuant to the provisions of Section 81837 of the *Education Code*, approval of the final plans and specifications for construction will be obtained from the Board of Governors of the California Community Colleges before any contract is let for the construction.
  - d. No changes in construction plans or specifications made after approval of final plans which would alter the scope of work, function assignable and/or gross areas, utilities, or safety of the facility will be made without prior approval of the Chancellor's Office of the California Community Colleges and the Department of General Services Office of Architecture and Construction.
  - e. Pursuant to the provisions of Section 57001 of Title 5, an adequate and separate accounting and fiscal records and accounts of all funds received from any source to pay the cost of the proposed construction will be maintained, and audit of such records and accounts will be permitted at any reasonable time, during the project, at the completion of the project, or both.
  - f. Architectural or engineering supervision and inspection will be provided at the construction site to ensure that the work was completed in compliance with the provisions of Section 81130 of the *Education Code* and that it conforms with the approved plans and specifications.
  - g. Pursuant to the provisions of Section 8 of the *Budget Act*, no contract will be awarded prior to the allocation of funds to the Board of Governors by the Public Works Board.
3. It is understood by the applicant that:
  - a. No claim against any funds awarded on this application shall be approved which is for work or materials not a part of the project presented in this application as it will be finally allocated by the

**Project Terms and Conditions (Continued)**

- b. The failure to abide by each of the assurances made herein entitles the Board of Governors of the California Community Colleges to withhold all or some portion of any funds awarded on this application.
  - c. Any fraudulent statement which materially affects any substantial portion of the project presented in this application, as it may be finally approved, entitles the Board of Governors of the California Community Colleges to terminate this application or payment of any funds awarded on the project
4. It is further understood that:
- a. The appropriation which may be made for the project presented in this application does not make an absolute grant of that amount to the applicant.
  - b. The appropriation is made only to fund the project presented in this application, as it is finally approved, regardless of whether the actual cost is less than or equals the appropriation.
  - c. A reduction in the scope of the project or assignable areas shall result in a proportionate reduction in the funds available from the appropriation.

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

January 10, 2017  
Agenda Item No. 3.4

**SUBJECT:** SECOND READING OF BOARD POLICIES AND ADMINISTRATIVE  
PROCEDURE

RECOMMENDATION

Action Required. The Interim President/Superintendent recommends that the Board approve the attached Board Policies.

BACKGROUND

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

BUDGET IMPLICATIONS

None.

KSF/ks

Status	Policy/Procedure Number and Name	Review, Revision, or New	Date Approved by College Council	CCLC Template ?
Second Read	BP 3570 Smoking	Revision	10/27/2016	Yes
Second Read	AP 3570 Smoking	New	10/27/2016	Yes
Second Read	BP 4070 Course Auditing and Auditing Fees	Revision	10/27/2016	Yes
Second Read	BP 4300 Field Trips and Excursions	Revision	10/27/2016	Yes
Second Read	BP 6620 Naming Facilities and Properties	Revision	10/27/2016	Yes



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### **Smoking and Use of Tobacco Products**

The Redwoods Community College District is committed to providing a safe and healthy environment for its students, employees, and visitors. In light of evidence that the use of tobacco and exposure to secondhand smoke pose significant health hazards, the District shall be designated as a smoke and tobacco-free environment.

This policy includes the smoking of cigarettes, pipes, cigars, and other tobacco products or the smoking of any substance. The use of smokeless tobacco products (e.g., chewing tobacco, snus, snuff, etc.) and the use of electronic smoking devices (e.g., e-cigarettes) is also prohibited. The use of such products is prohibited upon all District owned or controlled properties. The use of such products is also prohibited in all vehicles owned, leased, or operated by the District.

The Board of Trustees directs the President/Superintendent to set tobacco and smoking enforcement standards for all District campuses and sites.

#### References:

Government Code 19994.30,  
Labor Code 6404.5,  
Health and Safety Code 118920,  
Education Code 76030, 76031, 76033

Adopted by Board of Trustees: December 19, 1977

Amended: January 10, 2017



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## SMOKING

In the interests of public health, the Redwoods Community College District is a smoke-free district. Smoking, including the use of electronic smoking devices, and the use of smokeless tobacco products are prohibited on all property and in all indoor and outdoor spaces owned, leased, licensed, or otherwise controlled by the District. Use of any form of tobacco or non-tobacco product is prohibited. Smoking is prohibited in all vehicles owned or leased by this district and at all college-sponsored activities or athletic events. It is likewise prohibited on or in any space, building, or classroom leased or rented by the college.

This policy and these procedures apply to employees, students, visitors, and other persons who enter any Redwoods Community College District facility.

The District shall make available to employees and students a current referral list of treatment centers for smokers and other information that may assist individuals who wish to stop using tobacco products. Such information shall be readily available throughout the District.

Signs prohibiting smoking shall be displayed prominently at all District campuses and sites. The smoke-free/tobacco free policy will be communicated by the District through such means as the web site, student and employee orientations, posters, and the print version of the Schedule of Classes.

Enforcement Steps: Classified employees, faculty, and administrators who violate this policy shall be subject to discipline according to collective bargaining agreements, Education Codes, Board Policy and California Penal Code.

Our primary goal is to achieve voluntary compliance with the tobacco-free policy by educating the college community about this policy. We also will provide smoking cessation assistance to faculty, staff, and students who wish to stop smoking. All members of the college community are responsible for respectfully communicating the policy to faculty, staff, students, and visitors. Faculty, staff, students, and visitors who observe individuals using tobacco on college property are encouraged and empowered to respectfully explain that its use is prohibited or to address violation of the policy through the Public Safety Department or the Human Resources Department.

All students and visitors found to be in noncompliance with this policy shall be deemed to have disrupted the orderly operation of the College and be subject to the following:

- A verbal warning that clearly states the policy.



- Administrative action including but not limited to a verbal warning, an explanation of the policy, a health education referral, and/or withdrawal of consent to remain on the District campuses and sites.
- Revocation of facility use for noncompliant groups.

If full compliance has not been achieved by February, 2017, the District is authorized to impose fines upon violators pursuant to California Government Code Section 7597.1.

Approved: January 10, 2017



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### **COURSE AUDITING AND AUDITING FEES**

Students may audit courses.

The fee for auditing courses shall be *\$15.00 per unit*. Students enrolled in classes to receive credit for ten or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester.

No student auditing a course shall be permitted to change his/her enrollment to receive credit for the course.

Priority in class enrollment shall be given to students enrolled in the course for credit toward a degree or certificate.

**Reference:**

Education Code Section 76370

Adopted by the Board of Trustees: January 10, 2017



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## FIELD TRIPS AND EXCURSIONS

The Board of Trustees authorizes field trips as a valuable part of curriculum. It is intended that such field trips be directly related to the associated course and designed to enhance student learning of course content. Such trips will provide learning not possible in the classroom setting. Examples of such trips include, but are not limited to, visits to art galleries and museums, marine habitats, or agricultural production areas, and managed forests.

These field trips may or may not be required for successful completion of a course.

The Chief Executive Officer (CEO) shall establish procedures that authorize field trips, manage college liability, assure adherence to the student code of conduct, and provide college vehicles when applicable. Also, the District must coordinate funding for students in need of funds to participate in required field trips.

References: Title 5 Section, 55220  
Education Code 72640, 72641, 87706

Former Board of Trustees Policy No. 112, number change only May 1, 2012

Adopted by Board of Trustees: August 15, 1977  
Revised: January 10, 2017



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## **NAMING FACILITIES AND PROPERTIES**

All recommendations for naming buildings shall be submitted to the Board of Trustees by the President/Superintendent for action.

When an individual has brought extraordinary distinction, provided exemplary service to the District or the community, or made a significant material donation to the District, a recommendation may be made to the Board of Trustees that a facility or property be named in honor of the individual.

Once the appropriate procedures for naming a facility or property have been followed, the final authority for naming District facilities and properties rests with the Board of Trustees. This authority includes the naming of facilities and properties such as: all buildings; major portions of buildings; college roads and access routes; athletic fields; and other major areas of assembly or activity; plazas, dining commons, and other areas of campus circulation; and all other highly visible facilities and properties.

Adopted by Board of Trustees: May 2, 2016  
Revised: January 10, 2017

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

January 10, 2017  
Agenda Item No. 3.5

**SUBJECT:** SUPPORT THE ADMINISTRATION’S STRATEGIES RELATIVE TO UNDOCUMENTED STUDENTS

RECOMMENDATION

The Interim President/Superintendent recommends the Trustees support the administration’s strategies relative to Deferred Action for Childhood Arrivals (DACA) students.

BACKGROUND

California Community College Chancellor Eloy Ortiz Oakley joined with leaders of the University of California and the California State University to formally request that President-elect Donald J. Trump preserve the Deferred Action for Childhood Arrivals (DACA) program which allows children of undocumented immigrants to pursue higher education in the United States.

On December 12, 2016 the Expanded Cabinet discussed the institution’s support for DACA and the defense of the right of all students to obtain an education at College of the Redwoods. After some discussion, the Interim President/Superintendent agreed to recommend that the Board of Trustees publically support the administration’s decision to:

- Not create a registry of individuals based on any protected characteristics such as religion, national origin, race or sexual orientation; and
- Not release confidential student records without a judicial warrant, subpoena or court order, unless authorized by the student or required by law.

Further guidance relative to how community colleges will address DACA will be decided by the California Legislature.

BUDGET IMPLICATIONS

None.

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

January 10, 2017  
Agenda Item No. 3.6

**SUBJECT:** AWARD BID FOR TRACTOR AND TRAILER FOR COMMUNITY AND ECONOMIC WORKFORCE DEVELOPMENT

RECOMMENDATION

Action is required. The Interim President/Superintendent recommends awarding a bid for the Community Economic Workforce Development Diesel Tractor and Trailer replacement project to Coast Counties Truck & Equipment Co. DBA: Coast Counties Peterbilt in Eureka, CA for \$191,130.90.

BACKGROUND

The District's "big rig" tractor-trailer has reached an age where it will no longer be compliant with State and Federal emissions regulations. The trailer is also old and in need of replacement. The program uses another flatbed trailer and a box trailer that will likely need replacing within the next five years. Replacing this equipment aligns well with Accreditation Standard III.B.2 relative to replacing equipment in a manner that assures quality and supports the District's programs and services.

The bid includes a new Peterbilt 579 tractor with sleeper, specially equipped with additional seating in the sleeper area for student passengers and a special brake on the instructor's side of the cab. A new 37 foot flatbed trailer is included in the bid. The extended warranty covers 7 years and 200,000 miles.

The Community and Economic Workforce Development Diesel Tractor and Trailer replacement project has \$153,317 in the Truck Driving Program funds. After bidding through the Uniform Cost Accounting Procedures, one bid was received from Coast Counties Truck & Equipment Co. DBA: Coast Counties Peterbilt for \$191,131. The District will make a \$116,131 down payment from Community and Economic Workforce funds and will finance \$75,000. This plan will leave the program with a \$37,186 fund balance reserve. A review of financial activity shows the program is expected to generate sufficient net cash flow for debt service and to begin replenishing the fund balance.

BUDGET IMPLICATIONS

Expenditures will be covered within existing Truck Driving funds in addition to financing a portion of the total cost.

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

January 10, 2017  
Agenda Item No. 3.7

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

RECOMMENDATION

Action is required. The Interim President/Superintendent recommends setting the 2017-18 Nonresident tuition fee to \$234 plus a \$1 nonresident capital outlay fee for a total fee of \$235 per unit.

BACKGROUND

At the November 1, 2016 meeting, the Board approved a \$233 nonresident tuition fee comprise of \$232 in tuition and a \$1 capital outlay fee for a total charge of \$233 per unit. Although this was a 10% increase over the 2015-16 rate, the Chancellor's Office memorandum dated December 14, 2016 set a \$234 minimum nonresident tuition fee. Therefore, the Board is being asked to approve a fee of \$235 per unit including the nonresident capital outlay fee.

In previous years, fees were revised in Spring term. Based on feedback from staff that prospective students need this information earlier in the year, the Board action item was moved to November. This allows for updated fee information to be available earlier for the Admissions and Records and Financial Aid departments to respond to student inquiries. However, each year the Chancellor's Office issues a memorandum detailing requirements and limits for certain fees, such as non-resident tuition. We are now adjusting the nonresident tuition fee to comply with the Chancellor's memorandum.

CR's AP 5020 exempts nonresident U.S. military personnel on active duty in California from paying nonresident tuition in most cases. Staff recommends that the district adopt a \$1 nonresident capital outlay fee for 2017-18. The maximum capital outlay fee is calculated by dividing 2015-16 capital expenditures by 2015-16 FTES. Education code section 76140 states that any student who can demonstrate economic hardship is exempt from the nonresident capital outlay fee, and that districts that choose to impose the capital outlay fee are required to adopt a definition of economic hardship. CR's AP 5020 'Nonresident Tuition' provides a definition of economic hardship.

This action will help the District meet Accreditation Standard IIID *The level of financial resources provides a reasonable expectation of both short-term and long-term financial solvency...* This annual update on student fees is presented pursuant to Board Policy and Administrative Procedure 5030, *Fees*.

BUDGET IMPLICATIONS

Nonresident tuition is estimated to increase by \$78,110 over the 2016-17 nonresident tuition budget.

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

January 10, 2017  
Agenda Item No. 4.1

**SUBJECT:** STUDENT SUCCESS DATA: TRANSFERS TO HUMBOLDT STATE UNIVERSITY

RECOMMENDATION

For information only. No action required.

BACKGROUND

Almost 150 students transferred from College of the Redwoods (CR) to Humboldt State University (HSU) in 2015-2016. The majority transferred with upper-division standing. More students transferred to HSU from CR than any other California community college. Transfers from CR account for 10.9 percent of all transfers to HSU in fall 2015. The table below shows other community colleges with a large number of transfers to HSU.

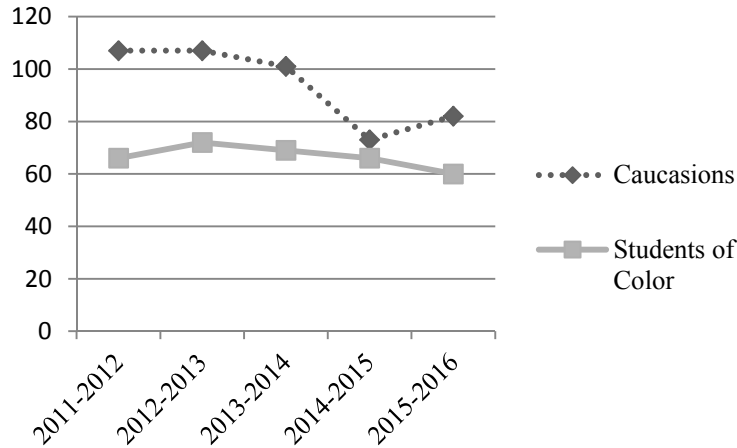
<b>California Community College</b>	<b>Fall 2015 Transfers to HSU</b>
CR	97
Sierra	37
Santa Rosa	29
Shasta	27
Cuesta	24

*Source: The California State University Analytic Studies*

Fewer students have transferred from CR to HSU in recent years. This is reflective of a smaller number of students who have enrolled at CR which results in fewer potential transfer students.

<b>Year</b>	<b>Grand Total</b>	<b>Year-Over-Year</b>
2011-2012	175	
2012-2013	180	2.9%
2013-2014	171	-5.0%
2014-2015	140	-18.1%
2015-2016	147	5.0%

The number of students of color transferring from CR to HSU has remained fairly constant over the past five years. The number of Caucasian students has declined significantly in the last two years.



The table below shows the concentration that students from CR major in when they transfer to HSU. Business Administration and Psychology are the most popular. Administrators from CR and HSU are meeting in January 2017 to investigate changes in the numbers of transfers and to explore ways to enhance transfer pathways.

<b>HSU Concentration</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>Grand Total</b>
Business Administration	23	19	34	19	20	115
Psychology	16	17	20	15	14	82
Social Work	7	12	14	12	16	61
Liberal Studies	13	12	12	7	6	50
Biology	11	14	9	8	1	43
Kinesiology/Physical Education	9	8	9	5	4	35
Environmental Resources Engineering	14	13	4	2	2	35
Art	7	8	7	7	2	31
English	5	6	4	4	9	28
Environmental Studies/Environmental Science	5	7	3	2	7	24
Sociology	5		8	4	4	21
History	6	3	5	3	1	18
Computer Science	2	5		5	5	17
Land Resource Management	2	3	3	4	4	16
Forestry	3	5	5	1	2	16
Undeclared	1	5	3	4	3	16
Speech Communication	3	3	1	5	3	15

## BUDGET IMPLICATIONS

None.

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

January 10, 2017  
Agenda Item No. 4.2

**SUBJECT:** SABBATICAL LEAVE SUMMARY REPORT, PROFESSOR GEORGE POTAMIANOS AND PROFESSOR PETER BLAKEMORE

RECOMMENDATION

For information only. No action required.

BACKGROUND

In addition to fulfilling the obligations for Sabbatical Leave, set forth in the 2013-2016 CRFO Collective Bargaining Agreement, Section 4.10, Professors George Potamianos and Peter Blakemore provided an informational written summary of their combined sabbatical project, co-authoring an article for publication and preparing a conference presentation on the subject of the US History/English 1A classes they have taught jointly together for a number of years and have overhauled to represent a unique example of how interdisciplinary, lower-division course can lead to much stronger student work and more comprehensive attainment of all student outcomes for both of the classes.

BUDGET IMPLICATIONS

None.

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

January 10, 2017  
Agenda Item No. 4.3

**SUBJECT:** FOUNDATION REPORT AND FINANCIAL UPDATE

RECOMMENDATION

For information only. No action required.

BACKGROUND

**Membership**

Jordan Walsh, Scholarship Coordinator, has transferred to EOPS. The scholarship position is currently in the hiring process .

**Finances**

The CR Foundation investments held at the Humboldt Area Foundation had a September 30, 2016 balance of \$2,412,785. First quarter Investment Pool returns were strong at 4.56%. 2015-16 Foundation Financial Statements will be available along with the District Financial Statements upon completion of the audit in early February.

**Events**

The 14<sup>th</sup> annual Sports Auction and Dinner will be held as a Foundation event this summer, but will still be supported by the Athletic Department.

This semester 32 scholarships were given out in Del Norte for \$17,100; 46 scholarships were given out in Eureka for \$27,275; and 3 scholarships were given out in Mendocino for \$3,000.

**Initiatives**

Bruce Emad, Interim President Snow-Flamer, Vice President Lindsey, and the Executive Director for College Advancement met with the CEO and various St. Joseph Hospital leaders to discuss greater cooperation between the health system and CR in supporting the nursing program and other possible medical position classes. CR representatives toured General Hospital and found the facilities to be promising for CR nursing classes.

The CR Foundation took a significant step forward in the development of an alumni database, 179,000+ records were submitted for national address updating and 10,700+ came back as viable. This allowed for a proposal from Blackbaud, for their industry leading Alumni/CRM/Fundraising package, Razor's Edge NXT. Over 300 community colleges, foundations, and universities use Razor's Edge in California.

Costs would be in the \$25,000 range to launch, with subsequent years around \$10,000. The software package also includes the necessary forms and processes for online giving for our

homepage. We have also reviewed several other software packages, the last one currently being reviewed is from Salesforce.

Trustee Emad is currently sitting on the College of the Redwoods logo development committee and has made a generous donation of \$3,000 to the CR Foundation to cover awards for the student artists involved in the project.

#### BUDGET IMPLICATIONS

None.



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

January 10, 2017  
Agenda Item No.4.5.1

**SUBJECT:** INTERIM PRESIDENT/SUPTERINTENDENT REPORT

RECOMMENDATION

For information only. No action required.

BACKGROUND

Just prior to the holiday break, the Expanded Cabinet discussed the California Community Colleges Chancellors Office's December 5, 2016 statement providing guidance relative to the right of undocumented students to pursue education. Based on the advice of Expanded Cabinet, I have recommended that the Board of Trustees support the administration's strategy to not create a registry of individuals based on any protected characteristics such as religion, national origin, race or sexual orientation. Nor release confidential student records without a judicial warrant, subpoena or court order, unless authorized by the student or required by law.

This public statement of support for Deferred Action for Childhood Arrivals (DACA) students reaffirm our Trustee's leadership role in advocating for the educational opportunities of all students in the Redwoods Community College District.

Two pieces of legislation have been introduced in the State Legislature specifically addressing undocumented community college students and how community colleges will address the incoming federal administration. The two bills dealing with undocumented students are:

AB 21 (Kalra)—this bill would require the CSU Trustees and the governing boards of community college districts, and would request the UC Regents, to the fullest extent consistent with federal law, to:

1. refrain from releasing certain information regarding the immigration status of students and other members of the communities served by these campuses;
2. refuse to allow officers or employees of United States Immigration and Customs Enforcement to enter campuses of their respective segments on official business of that agency unless they provide a written description of the nature of that official business, and the necessity for entering the campus in furtherance of that official business, to the chief executive officer of the campus and at least 10 business days' advance notice;
3. provide stipends for health care for all students who are not eligible for Medicaid and who cannot afford health insurance provided through the institution;
4. offer on-campus housing, or a stipend to cover the cost of off-campus housing, during the periods between academic terms to students who face a significant risk of being unable to return to their respective campuses;

5. provide access to legal services without cost to students who face a significant risk of being unable to complete their studies because of possible actions by federal agencies or authorities; and
6. ensure that certain benefits and services provided to students are continued in the event that DACA is reversed.

SB 54 (de León)—This bill would, among other provisions, prohibit state and local law enforcement agencies and school police and security departments from using resources to investigate, detain, detect, report, or arrest persons for immigration enforcement purposes, or to investigate, enforce, or assist in the investigation or enforcement of any federal program requiring registration of individuals on the basis of race, gender, sexual orientation, religion, or national or ethnic origin.

Also included in this Board agenda is a recommendation that the Trustees ratify the decision to engage the Fiscal Crisis Management and Assistance Team (FCMAT) to review our general fund budget and multiyear financial projections, complete a fiscal health analysis of the district, and review our budgeting and accounting practices and make recommendations for improvement. It is important to note that the administration’s decision to contract with FCMAT is intended to demonstrate our commitment to continuous improvement. It is not intended to convey that the District is in fiscal crises—which we are not.

The District made a commitment several months ago to ensure that all of the board policies (BP) and administrative procedures (AP) would be current by the end of spring semester 2017. Thanks to the hard work of the Board of Trustees, College Council, Academic Senate, and the Academic Standards & Policy Committee (ASPC) a significant number of the District’s BPs and APs have been reviewed, updated, and/or sunsetted.

	Number of BPs and APs reviewed	Number of BPs and APs remaining	Percentage Completed
Chapter 1: The District	4	0	100%
Chapter 2: Board of Trustees	59	0	100%
Chapter 3: General Institution	87	2	98%
Chapter 4: Academic Affairs	60	5	92%
Chapter 5: Student Services	61	5	91%
Chapter 6: Business and Fiscal Affairs	57	0	100%
Chapter 7: Human Resources	83	5	94%

The remaining 17 board policies and administrative procedures will be submitted to the College Council for review and discussion in January.

**BUDGET IMPLICATIONS**

None.

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

January 10, 2017  
Agenda Item No. 4.5.2

**SUBJECT:** VICE PRESIDENT OF ADMINISTRATIVE SERVICES INFORMATIONAL REPORT

RECOMMENDATION

For information only. No action required.

BACKGROUND

**Accounting/Audit Update**

We continue to complete the annual financial audit work and expect to receive the report in late January. Thus far we have not received indications from the auditors relative to any problems/findings with our financial accounting and recordkeeping. We are currently recruiting for a Principal Accountant to bring the Accounting Department back up to two employees. Also, the Fiscal Crisis and Management Assistance Team (FCMAT) will conduct a review and provide a fiscal health analysis report to assist us in improving processes going forward.

**Auxiliary Update**

Fresh and Natural wound up their Dining operations at the end of the Fall 2016 term. Beginning January 2017, CR will operate Dining at the Eureka campus under the new name of “CR Cafes and Foodservice” with a new manager, cooks, and staff. Over winter break, a deep cleaning was completed along with some repair and upgrade projects. We are partnering with more local vendors and planning to do more on-site food preparation.

The Bookstore will be getting some facility upgrades, such as stronger bookshelves. We are working with the Division of State Architect (DSA) on the specifications and some other changes. The current bookshelves are not up to code and some of the laminate has started to peel off and other signs of wear are showing. There are also walls that will be removed or reworked in preparation for major upgrades to be completed under the State UIR project.

An architect is preparing plans to renovate the residence hall student kitchen. The kitchen is old and not ADA accessible. We are preparing for ASCR to move their offices to the residence halls as well. Once moved, the old ASCR space will be renovated for CR’s Multicultural Center.

**2017-18 Governor’s Proposed Budget**

On or about January 10, Governor Brown will release the 2017-18 Governor’s Proposed Budget. Here are items relevant to College of the Redwoods:

- State Cost of Living Adjustment (COLA): The 2016-17 Statutory COLA was 0.0%. The COLA calculation is formula-based, so there is little room for the Governor make adjustments.
- Base Budget Adjustment: The Governor might authorize a base budget increase for community colleges. The increase would reach the District through the SB361 Apportionment model as higher basic funding and higher per FTES funding.
- Enrollment Growth Funding: The Governor may propose monies for new enrollments. With the District's enrollment losses, Redwoods won't receive any of this funding. However, there is an apparent trade-off where a larger growth funding pool will likely mean a smaller (or no) base budget increase.
- One-Time Mandate Claims Reimbursement: Several District groups have advocated for speedier State payments on our \$5 million outstanding mandate receivable. For two years, the Governor has funded mandate claims reimbursements on a per FTES basis which results in the District's receipt of only minimal payments on this past due account.

This report helps the District meet Accreditation Standards, including:

- 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**

January 10, 2017  
Agenda Item No. 4.5.3

**SUBJECT:** INTERIM VICE PRESIDENT OF INSTRUCTION AND STUDENT DEVELOPMENT REPORT

RECOMMENDATION

For information only. No action required.

BACKGROUND

**Accreditation Update**

The ACCJC has confirmed that CR's comprehensive External Evaluation Team visit will take place on Monday, October 9 – Thursday, October 12, 2017. A new ACCJC President will be in place during our visit. The ACCJC has appointed Dr. Richard Winn as Interim President effective immediately. Dr. Winn joined the Commission in June 2016 as Vice President of Operations.

The Accreditation Oversight Committee has finished reviewing Standard II and has started reviewing Standard I. The AOC is sending the Academic Senate, CSEA, and Manager's Council the first sections of Standard I for review and input. The AOC's work on Standard II resulted in the discovery that AP 4020 Program and Curriculum Development should commence to develop new degrees and certificates. The Academic Senate and the District are working together to review the following potential new programs using AP 4020:

- Pre-Nursing Associate of Science or Arts
- Police Academy Associate of Science
- Associate Degree for Transfer in Biology

**Enrollment Update**

Enrollments are up 8.5 percent from this point in time last year (26 days prior to the first day of class). Enrollments in online courses are already about 15 percent higher this year than they were at census last year. We will research the impact of the upcoming deregistration to see if it has more or less of an impact during the new year-long registration period (OneReg). Students will be asked about their satisfaction with OneReg this spring as part of the Noel-Levitz Student Satisfaction Inventory.

**Deferred Action for Childhood Arrivals**

Incoming Chancellor Eloy Ortiz Oakley has issued a formal request that President-elect Donald Trump continue the Deferred Action for Childhood Arrivals (DACA). DACA allows students who were brought to the United States as children by undocumented parents to continue their studies. The California Community Colleges, California State Universities, and the University of

California System support the preservation of DACA and are deeply committed to keep our institutions of higher education safe and welcoming for all students.

California has 379,000 people who are immediately eligible for the Deferred Action for Childhood Arrivals (DACA) program. Twenty-nine percent of all DACA-eligible people in the U.S. reside in California.

County of Origin of the State DACA-eligible population:

- Mexico – 78%
- Guatemala – 5%
- Korea – 3%
- El Salvador – 3%
- Philippines – 2%

*Source: Migration Policy Institute Data Hub*

### BUDGET IMPLICATIONS

None.