

REDWOODS COMMUNITY COLLEGE DISTRICT

*Committed to maximizing the success of each student
Committed to enriching the economic vitality of the community
—CR Mission Statement*

REGULAR MEETING OF THE BOARD OF TRUSTEES

Eureka Campus Board Room (AD 201)
7351 Tompkins Hill Road, Eureka, CA 95501

A G E N D A

Tuesday, March 3, 2009

3:00 p.m. — OPEN SESSION (Give General and Specific Public Comments)

Board of Trustees

George Truett, President

Bruce Emad, Vice President

Dr. Colleen Mullery, Clerk

Rick Bennett, Sally Biggin, Tracy Coppini

Richard Dorn, Tom Ross, Will Smith

Roxanne Estela, Student Representative

Dr. Jeff Marsee, President/Superintendent, Secretary to the Board

The Board of Trustees welcomes you to its meetings. Most regular meetings are scheduled on the first Tuesday of each month. For the most current information, please check this year's meeting calendar, agendas, and supporting documents at www.redwoods.edu/district/board/. You can call (707) 476-4170 to arrange for agendas or agenda packets to be mailed to you.

After starting a regular meeting, the board often holds a closed session and returns to open session at a stated time.

CLOSED SESSION The Board of Trustees may meet in closed session to consider legal, personnel, labor, and/or contract matters in accordance with Government Code Sections 3549.1, 54956.9, 54957, and/or 54957.6. Board actions in closed session are usually announced in open session.

OPEN SESSION Open session follows the general format you find in this agenda. Action items and informational items often start with a staff report, followed by trustee questions about the report, public comment (see below), board discussion, and if an action item, a board vote.

Action Items on the Consent Calendar These items include *routine* administrative and financial actions that are usually approved by a single majority vote of the board. Any trustee may remove an item for separate discussion and action. As a member of the public, you may comment on a consent calendar item and request that the board remove it for separate discussion and action.

Action Items on the Regular Agenda These items include *significant* administrative and financial actions and are usually approved by a majority vote. In this agenda, you can recognize

*After convening the meeting, all times are approximate.

an action item by its **ACTION** label. You will find details regarding action items and some information items in the board packet.

Information Items These items include presentations to the board, board committee reports, trustee and staff comments, and discussion that might lead to future board action.

IT IS EASY TO MAKE A PUBLIC COMMENT Any member of the audience wanting to address the board should complete a Speaker's Request Card, available at the door, and give it to the recording secretary before the meeting starts or before the Flag Salute, if possible. Comments are usually limited to no more than three minutes. If you intend to submit a document at the meeting, please bring a minimum of 15 copies for distribution, if possible.

YOU CAN ALSO WRITE A COMMENT You can write comments to the board about items on the board's agenda. These comments should reach the office of the President/Superintendent not later than three (3) calendar days before the meeting. A letter should be signed, dated, and contain the residence or business address of the author and any organizational affiliation. If you are emailing, please include the same information, but instead of your signature, include a phone number for contacting you if we need to verify you have sent the email. You can send emails to this address: roxanne-metz@redwoods.edu.

MORE GUIDELINES ABOUT MAKING YOUR COMMENTS

Closed Session Before the start of a closed session, your public comments are invited about any closed-session subject.

Open Session (after a closed session, starting with the Flag Salute)

- ***Your general public comments*** (see agenda item number 6.1) are invited for items not on the agenda but related to College of the Redwoods. The board will usually not discuss or take action on these comments at this meeting, except that a trustee or the staff may briefly ask a question for clarification, make a brief announcement, or make a brief report on his or her activities.
- ***Your public comments on a specific agenda item*** are invited after any staff report on the item and trustee questions regarding the staff report and before the start of board discussion of the item.

The Speaker's Request Card contains additional board guidelines for those who want to comment. Also see board policies BP 2345, BP 2350, and BP 2355 and Administrative Procedure AP 2345 at www.redwoods.edu/district/board/new/chapter2/index.asp or contact the President's Office at (707) 476-4170.

3:00 p.m. **OPEN SESSION** Call to Order, Eureka Campus Board Room (AD 201),
7351 Tompkins Hill Road, Eureka, CA 95501

Flag Salute

3:05 p.m. **1. COMMENTS**

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 can comment on a specific agenda item when the board considers that item.

1.2 Brief Announcements of College-Related Activities/Board Member Comments

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

1.3 Board Committee Reports

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

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

1.3.1 Board Self-Evaluation

Trustees Bennett/Chair, Biggin, Smith

1.3.2 Evaluation of the President/Superintendent

Trustees Mullery/Chair, Bennett, Dorn

1.3.3 Board Development/Education

Trustees Dorn, Smith

3:10 p.m. **2. SPECIAL PRESENTATIONS AND BOARD DEVELOPMENT**

2.1 Board Development

ACTION

2.1.1 Accept District Audit Report – June 30, 2008

The Audit Committee of the Board has reviewed the independent auditing firm's report of June 30, 2008. The committee chair will report on the audit oversight and recommend accepting the audit.

Page 8

2.1.2 Recognition of Special Service to the College by the Board

None for this meeting.

3:55 p.m. **3. CONSENT CALENDAR ACTION ITEMS**

Any board member may remove an item from the consent calendar and place it under discussion. Items removed will be taken up under the appropriate subject area. As part of any agenda item action, a trustee can request that this type of item be included on the next consent calendar.

ACTION 3.1 Approve Minutes of the Redwoods Community College District Board of Trustees Regular Meeting of February 3, 2009 [Page 9](#)

ACTION 3.2 Approve and/or Ratify Personnel Actions - Employment, Employee Change of Status, Transfer, Out-of-Class Changes, Leave Replacement, Stipends, Unpaid Leave of Absence, Pre-Retirement Workload Reduction, New Associate Faculty Appointments, Voluntary Services, Temporary Staffing Requisitions [Page 15](#)

Personnel actions submitted for review and approval.

ACTION 3.3 Ratify Purchase Orders – January 16, 2009 to February 15, 2009 [Page 18](#)

This report includes a list with selected details of all purchase orders for goods and services.

4:00 **RECESS**

4:10 p.m. **4. INFORMATION ITEMS**

4.1 President/Superintendent’s Reports
Dr. Jeff Marsee is President/Superintendent

4.1.1 Brief Informational Comments

4.1.2 Education Master Plan: First Reading

4.1.3 Facilities Master Plan

4.1.4 Skunk Works Update

4.1.5 Del Norte and Mendocino Coast Education Centers

4.2 Organizational Reports

4.2.1 Academic Senate [Page 30](#)

4.2.2 Classified Report

4.3 Student Representative Report – Roxanne Estela

4:25 p.m. **5. LEARNING AND STUDENT DEVELOPMENT**
Dr. Keith Snow-Flamer is Vice President, Learning and Student Development

5.1 Information only: Administrative Regulation #529.01
“Regulations Governing Student Fees”

This administrative regulation defines the rules governing student fees and calls for review by the board each March. *Page 35*

ACTION

5.2 Approve Curriculum Changes

Curriculum changes approved by the Academic Senate since the January 2009 Board of Trustees meeting, including a brief narrative of the impact of changes on students. *Page 36*

5.3 Brief Informational Comments

4:30 p.m. **6. HUMAN RESOURCES**
Mr. Bill Studt is the Acting Vice President of Human Resources

Action

6.1 Approve the 2009-10 Academic Calendar

Approve the proposed 2009-10 Academic Calendar, which has been processed through shared governance, including approval from the faculty and classified unions. *Page 45*

6.2 First Review: Administrative Procedure AP 7381, “Benefits”

The administration is reorganizing the numeric structure of all Human Resources/Personnel related District board policies and Administrative regulations. *Page 48*

4:35 p.m. **7. ADMINISTRATIVE SERVICES: FACILITIES AND EQUIPMENT**
Mr. Bill Studt

7.1 Facility and Equipment Reports

7.1.1 Bond Project Status (Mr. Ron Cox) *Page 62*

This monthly report keeps the trustees informed about the progress of the various building projects funded by both local and state bonds. The current and future project status is reported along with respective project budgets and expenses.

ACTION

7.1.2 Appoint Student Member to Citizen’s Bond Oversight Committee *Page 64*

Appoint Brandon Woods, Student, to the Citizen’s Bond Oversight Committee.

7.2 Brief Informational Comments

4:45 p.m. **8. ADMINISTRATIVE SERVICES: FINANCES**

Mr. Bill Studt

8.1 Budget and Financial Reports

ACTION 8.1.1 Approve Monthly Financial Status Report (Mr. Ron Cox)
Page 65

This report provides the board with an update on the financial status of the college for March 2009.

8.1.2 2009-10 Unrestricted General Fund Preliminary Budget Report (Mr. Ron Cox) *Page 67 (see addendum A)*

This report provides an update on progress toward development of the district budget for 2009-10.

8.1.3 Retiree Health Benefits – Update on Unfunded Liability Report (Mr. Ron Cox) *Page 72 (see addendum B)*

An Actuarial Study of Retiree Health Benefits computed by Total Compensations Systems, Inc. will be presented.

ACTION 8.1.4 Adopt Resolution #625 Authorizing and Approving the borrowing of funds for Fiscal year 2009-10 (Mr. Ron Cox) *Page 74*

This resolution provides the district an opportunity to participate in the 2009-10 Tax and Revenue Anticipation Note (TRAN) Program sponsored by the Community College League of California.

ACTION 8.1.5 Reject Claim for Injuries: Chaz Ryan McKenna *Page 105*

A student has filed a claim and the district's insurance administrator has recommended rejection of this claim.

8.2 Brief Informational Comments

5:00 p.m. **9. 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**
- 9.1 Approve a Trustee Request to Place an Item on a Future Agenda or Direct Staff to Give a Regular Report**
 - 10. CONVENE TO CLOSED SESSION IF NECESSARY**
 - 10.1 Reconvene to Open Session**
 - 10.2 Report from Closed Session**
 - 5:05 p.m. 11. ADJOURNMENT**

NEXT MEETING
April 5, 2009
Del Norte Campus Library
883 West Washington Boulevard, Crescent City, CA 95531

Public Notice—Nondiscrimination:

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