

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

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

AMENDED

AGENDA

Tuesday June 2, 2009

- 2:00 p.m. — OPEN SESSION (Give Your Comments on Closed-Session Items)
- *2:02 p.m. — CLOSED SESSION
- 3:00 p.m. — RECONVENE OPEN SESSION (Give General and Specific Public Comments)
- 3:02 p.m. — Public Hearing: Gann Appropriations Limit for the 2009-10

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

Karen Rio, 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.

*After convening the meeting, all times are approximate.

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 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 Closed Session, starting with the Flag Salute)

- ***Your general public comments*** (see agenda item number 5.1) 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.

2:00 p.m. **OPEN SESSION** Call to Order, Eureka Campus Board Room AD 201,
7351 Tompkins Hill Road, Eureka, CA 95501

1. 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 3, “Closed Session.”

2. PUBLIC COMMENT REGARDING ANY CLOSED-SESSION ITEM

3. CLOSED SESSION

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

3.1 Public Employee Discipline/Dismissal/Release

3.2 Public Employee Performance Evaluation/Goals

3.2.1 President/Superintendent

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

3.3 Conference with Labor Negotiators

3.3.1 Agency Designated Representative: Jeff Marsee

Employee Organization: Unrepresented Employees

3:00 p.m. **RECONVENE TO OPEN SESSION**

Swearing in of the Student Representative: Ms. Karen Rio

Flag Salute

3:02 p.m. Public Hearing: Gann Appropriations Limit for the 2008-09

4. REPORT FROM CLOSED SESSION

3:05 p.m. **5. COMMENTS**

5.1 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.

5.2 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.

5.3 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.

5.3.1 Evaluation of the President/Superintendent
Trustees Mullery/Chair, Bennett, Dorn

5.3.2 Board Development/Education
Trustees Dorn, Smith

3:10 p.m. **6. SPECIAL PRESENTATIONS AND BOARD DEVELOPMENT**

6.1 Board Development

6.1.1 Recognition of Special Service to the College
None for this meeting

3:30 p.m. **7. 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 7.1 Approve Minutes of the Redwoods Community College District Board of Trustees Meeting of May 5, 2009 *Page 9*

ACTION 7.2 Approve and/or Ratify Personnel Actions *Page 15*
Personnel actions submitted for review and approval.

ACTION 7.3 Ratify Purchase Orders – April 16, 2009 to May 15, 2009
Page 23

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

ACTION 7.4 Approve Gann Appropriations Limit for the 2009-10 Academic Year *Page 35*

ACTION 7.5 Approve Travel for Student Trustee to Attend CCLC Student Trustee Workshop August 14-15, 2009, in San Francisco.
Page 39

The board encourages and supports our student trustee in attending this workshop to learn about the role and responsibilities of student representatives on California community college boards.

ACTION **7.6 Adopt Resolutions #630 and #631, “Specifications of the Election Order and Consolidation of School Board Election, County of Humboldt /County of Mendocino” *Page 41***
AMENDED

4:00 p.m. **RECESS**

4:10 p.m. **8. INFORMATION ITEMS**

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

8.1.1 Garberville – Old School

8.1.2 Reorganization

8.1.3 Budget Strategies

8.1.4 Del Norte and Mendocino Coast Education Centers

8.1.5 Other

8.2 Organizational Reports

8.2.1 Academic Senate *Page 45*

8.2.2 Classified Report

8.3 Student Representative Report – Karen Rio

4:25 p.m. **9. STUDENT SERVICES**
Dr. Keith Snow-Flamer is Vice President, Student Services

ACTION **9.1 Adopt Resolution #629: Designating Dr. Keith Snow-Flamer as the Site Supervisor of the Child Development Center at College of the Redwoods and to Act as the Representative to the California Department of Social Services, Community Care Licensing *Page 47***

The California Department of Social Services requires the board to approve and submit to the Licensing Agency administrative changes to the Child Development Center.

ACTION **9.2 Approve Student Activity Fee Increase *Page 49***

Approve increasing the Student Activity Fee, from \$5.00 to \$15.00 per student, per semester for the Eureka campus.

9.3 Enrollment – Summer and Fall

9.4 Brief Informational Comments

4:30 p.m. **10. INSTRUCTIONAL SERVICES**
Dr. Marjorie Carson is Vice President, Instruction

ACTION 10.1 Approve Curriculum Changes [Page 51](#)

The Academic Senate and administration recommend approval of the attached curriculum changes.

10.2 Brief Informational Comments

4:40 p.m. **11. HUMAN RESOURCES**
Mr. Mike Wells is Director, Human Resources

11.1 Brief Informational Comments

4:50 p.m. **12. ADMINISTRATIVE SERVICES: FACILITIES AND EQUIPMENT**
Ms. Ruth Bettenhausen is Vice President, Administrative Services

12.1 Facilities and Equipment Reports

12.1.2 Bond Project Status [Page 65](#)

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 12.1.3 Award Bid: HP Server Replacement at the Eureka Campus [Page 67](#)

The bid will be awarded to the lowest responsive bidder to provide the server replacement system needed to keep the Datatel and student registration functions operating.

ACTION 12.1.4 Award Bid: Sewer System Repair Project at the Eureka Campus [Page 69](#)

The bid will be awarded to the lowest responsive bidder to repair the existing sewer collection system by reducing inflow and infiltration to the system. This repair will reduce influent into the Waste Water Treatment Facility, and reduce possible contamination to the environment from waste water.

ACTION
Approve

12.1.5 Authorize District President/Superintendent to

Change Orders during the Parking Lot Rehabilitation Project at the Eureka Campus [Page 71](#)

To avoid construction delays, the Trustees authorize the President/Superintendent to approve change orders that are within building project contingency budgets, and these change orders are presented to the board for approval.

ACTION

12.1.6 Approve Change Orders: Parking Lot Rehabilitation Project at the Eureka Campus [Page 73](#)

Two change orders that were requested by the District for the parking lot rehabilitation project are presented to the Board to ratify.

12.3 Brief Informational Comments

5:00 p.m.

13. ADMINISTRATIVE SERVICES: FINANCES

Ms. Ruth Bettenhausen is Vice President, Administrative Services

13.1 Budget and Financial Reports

ACTION

13.1.1 Approve Monthly Financial Status Report [Page 75](#)

This report provides the board with an update on the financial status of the college in a new budget model format by component and object.

ACTION

13.1.2 Approve 2009-2010 Tentative Budget [Page 77](#)

The district tentative budget for 2009-10 is presented for Trustee approval.

13.2 Brief Informational Comments

5:10 p.m.

14. 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

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

15. RECONVENE TO CLOSED SESSION IF NECESSARY

15.1 Reconvene to Open Session

15.2 Report from Closed Session

5:15 p.m. **16. ADJOURNMENT**

NEXT MEETING

July 7, 2009

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

Public Notice—Nondiscrimination:

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