

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, Mendocino Coast
1211 Del Mar Drive, Mendocino, CA

A G E N D A

Monday, September 14, 2009

- 9:00 a.m. — OPEN SESSION (Give Your Comments on Closed-Session Items)
*9:02 a.m. — CLOSED SESSION
10:00 a.m. — RECONVENE 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
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.

9:00 a.m. **OPEN SESSION** Call to Order, Mendocino Education Center Room 112/114,
1211 Del Mar Drive, Fort Bragg, CA 95437

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: Dr. Jeff Marsee
Employee Organization: Unrepresented Employees

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

3.4 Conference with Real Property Negotiators

3.4.1 Agency Negotiator: Dr. Jeff Marsee
Property: Old Garberville School, Sprowel Creek Road,
Garberville, CA

10:00 a.m. **4. RECONVENE TO OPEN SESSION**

REPORT FROM CLOSED SESSION

Flag Salute

10:05 a.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.

5.1.2 Community College Advocacy Group *(See addendum A)*

The Community College Advocacy Group will give a report on information they have gathered.

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.

10:45 a.m. **6. SPECIAL PRESENTATIONS AND BOARD DEVELOPMENT**

6.1. Recognition of Special Service to the College
Administrators, Faculty and Staff

10:50 a.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 August 4, 2009 *Page 11*

ACTION 7.2 Approve and/or Ratify Personnel Actions *Page 17*

Personnel actions are submitted for review and approval.

- ACTION** **7.3 Ratify Purchase Orders – July 16, 2009 to August 15, 2009**
Page 23
- This report is a list with selected details of all purchase orders for goods and services.

- 11:00 a.m. **PUBLIC HEARING: 2009-10 Final Budget**
- This is an opportunity for the public to give comments regarding the District's 2009-10 budget.

- 11:02 a.m. **8. INFORMATION ITEMS**
- 8.1 President/Superintendent's Reports**
Dr. Jeff Marsee is President/Superintendent
- 8.1.1 Community College League of California / Academic Senate Presentation**
- 8.1.2 Child Development Center Grant**
- 8.1.3 CR Plus**
- 8.1.4 K-14 Basic Skills Math Initiative**
- 8.1.5 Mendocino Education Center Education Master Plan**
- 8.1.6 Other**
- 8.2 Organizational Reports**
- 8.2.1 Academic Senate** *Page 41*
- 8.2.2 Classified Report**
- 8.3 Student Representative Report – Karen Rio**

- 11:15 a.m. **RECESS**

- 11:25 a.m. **9. STUDENT SERVICES**
Dr. Keith Snow-Flamer is Vice President, Student Services

- 9.1 Brief Informational Comments**

- 11:30 a.m. **10. INSTRUCTIONAL SERVICES**
Dr. Marjorie Carson is Vice President, Instruction

- ACTION** **10.1 Approve Six-Month Report on Equivalencies to Minimum Qualifications** *Page 43*
- Approve minimum qualifications for three associate faculty

- ACTION** **10.2 Approve Out-of-Country Travel [Page 45](#)**
Approve out-of-country travel to Reggio Emilia, Italy, for Sydney Fisher-Larson, November 20-28, 2009.
- 10.3 Brief Informational Comments**
- 11:40 a.m. **11. HUMAN RESOURCES**
Mr. Mike Wells is Director, Human Resources
- ACTION** **11.1 Ratify: Memorandum of Understanding (MOU) Between College of the Redwoods Faculty Organization and Redwoods Community College District Streamlining the Associate Faculty Evaluation Process [Page 47](#)**
The MOU (2007-10-19) streamlines the process of associate faculty evaluation.
- 11.2 Brief Informational Comments**
- 11:50 p.m. **12. ADMINISTRATIVE SERVICES: FACILITIES AND EQUIPMENT**
Ms. Ruth Bettenhausen is Vice President, Administrative Services
- 12.1 Facilities and Equipment Reports**
- 12.1.1 Bond Project Status [Page 51](#)**
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** **12.1.2 Declare Farm Equipment as Surplus Property and Authorize Salvage Value as Trade-In for New Farm Equipment [Page 53](#)**
Approve the listed items as surplus property
- ACTION** **12.1.3 Accept Purchase Offer – Construction Technology House #35, 2361 Kellogg Street, Eureka, CA [Page 55](#)**
Accept the purchase offer of \$305,000 for Construction Technology House #35, and authorize the Vice President, Administrative Services, to execute necessary documents on behalf of the District.
- 12.1.4 Parking Lot Change Orders Accounting [Page 57](#)**
This report will provide a brief accounting of the Eureka campus parking lot renovation change orders.

ACTION

**12.2 Purchase of Property Located at
286 Sprowel Creek Road, Garberville, CA [Page 59](#)**
Jeff Marsee, President/Superintendent

Approve the purchase of the property at 286 Sprowel Creek Road, Garberville, CA, for the purchase price of \$200,000.

12.3 Brief Informational Comments

12:00 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 Grants and Contracts [Page 61](#)

The following are being submitted for approval. After the staff report, trustee questions, and public comment, any trustee may remove an item for further discussion and separate board action.

1) **Professional Services Agreement with Diaz Associates**

Authorize the administration to contract with Mr. Eihnard Diaz, Diaz Associates, for the amount not-to-exceed \$24,890, for the purpose of preparing a California Environmental Quality Act (CEQA) document.

2) **Agreement Between The Six Rivers National**

United States Forest Service and the College of the Redwoods

Authorize the President/Superintendent to approve an agreement between Six Rivers National Forest, United States Forest Service and College of the Redwoods to provide wildland fire technology training.

3) **Stradling Yocca Carlson and Rauth of San Francisco, CA**

Approve Mr. David G. Casnocha of Stradling Yocca Carlson and Rauth to act as legal counsel for the purpose of facilitating the establishment of an irrevocable trust for the District Retiree's health insurance benefits in compliance with GASB-45.

Forest,

4) **JAG Architect, Inc.**

Approve the contract with JAG Architect, Inc. to develop designs, renovation and repair of District buildings with an energy efficiency focus.

ACTION

13.1.2 Ratify: Memorandum of Understanding (MOU) Between College of the Redwoods and Hoopa Valley Tribe *Page 63*

With this MOU, the Hoopa Valley Tribe will give College of the Redwoods ownership of 23 computers for the express purpose of offering District courses in the computer lab.

ACTION

13.1.3 Approve 2009-10 Final Budget *Page 65 (See addendum B)*

Approve the fiscal year 2009-10 Final Budget for all District funds.

ACTION

13.1.4 Adopt 2010-11 Budget Calendar *Page 67*

The budget calendar provides information on budget preparation for the fiscal year.

13.2 Brief Informational Comments

12:20 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 and 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

12:30 p.m. **16. ADJOURNMENT**

NEXT MEETING
October 6, 2009, 2:00 p.m.
Eureka Campus Board Room 7351 Tompkins Hill Road, Eureka

Public Notice—Nondiscrimination:

College of the Redwoods does not discriminate on the basis of ethnicity, religion, age, gender, sexual orientation, color, or disability in any of its programs or activities. College of the Redwoods is committed to providing reasonable accommodations for persons with disabilities. Upon request this publication will be made available in alternate formats. Please contact Roxanne Metz, Assistant to the President, 7351 Tompkins Hill Road, Eureka, CA 95501, (707) 476-4170, 8:30 a.m. to 5:00 p.m., Monday – Friday.