

## 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/](http://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](http://www.redwoods.edu/district/board/new/chapter2/index.asp) or contact the President's Office at (707) 476-4170.

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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,

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

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.

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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  
August 4, 2009

- PRESENT** Mr. Rick Bennett, Ms. Sally Biggin, Mr. Tracy Coppini, Mr. Bruce Emad,  
Dr. Colleen Mullery, Mr. Tom Ross, Mr. George Truett, Mr. Will Smith,  
Student Representative Karen Rio
- ABSENT** Mr. Richard Dorn
- OTHERS PRESENT** Dr. Jeff Marsee – President/Superintendent  
Dr. Keith Snow-Flamer – Vice President, Student Services  
Dr. Marjorie Carson – Vice President, Instruction  
Mr. Allen Keppner – Co-President Academic Senate
- CALL TO ORDER** President George Truett called the meeting to order at 2:00 p.m. and announced the items to be discussed in closed session. He then called for public comments. There being none, the board adjourned to closed session until 3:00 p.m.
- CLOSED SESSION** The board reconvened to open session at 3:10 p.m. at which time President Truett announced that no action was taken during closed session.
- FLAG SALUTE** Student Trustee Karen Rio led the flag salute.
- PUBLIC COMMENTS** Professor Dave Arnold distributed a handout regarding increased printing costs for a faculty produced textbook/CD. Professor Arnold, on behalf of the students, requested that the old printing rates remain in effect.
- CR student Deldean Lamb inquired about the status of the swimming pool. Ms. Lamb requested that the Board determine whether the pool will be repaired. Ms. Lamb also questioned the need for satellite campuses and stated that they should be self supporting.
- CR student Nicolette Ellerd stated that at age fifty-one she began her college education at CR and although she sometimes struggles to stay in school, she has been inspired by members of the faculty to continue her education. Ms. Ellerd noted her disappointment in the Board, the administration, and the faculty for putting her education in jeopardy because the District has been placed back on warning status. She stated that she feels that students are not included in the collegial consultation process and that they should be put first. Ms. Ellerd concluded her comments by stating that she is disappointed that accreditation is once again an issue and that she hopes the District will remain fully accredited.
- BOARD COMMENTS** Trustee Bennett noted that he recently had a brief conversation with Assemblyman Wesley Chesbro relating to the state budget and funding for community colleges in general.

- EVAL OF THE PRESIDENT** Trustee Mullery reported that an evaluation tool has been developed that will allow the evaluation process to be viable, reliable, and accurate. Trustee Mullery noted that the survey instrument was sent out to trustees yesterday and that the completed survey must be returned to ACCT within two weeks. Dr. Mullery also noted that ACCT will tabulate the evaluations and submit a report to be shared by the trustees at the September Board retreat. Dr. Mullery stated that after the survey is complete the evaluation process will be reviewed by the subcommittee with input from fellow trustees. Trustee Mullery also stated that the trustees will meet to set new goals and objectives for the President and offer suggestions on how they may be achieved.
- BOARD DEVELOPMENT** Trustee Smith stated that Board Development/Education will be addressed at the September board retreat.
- BOARD EDUCATION AND TRAVEL** Dr. Marsee noted board policies and administrative procedures related to travel of trustees and district employees is out of date and that revisions will be required. Mr. Truett also read a letter on behalf of Trustee Dorn that addressed his thoughts and concerns on issues of trustee travel and education. Trustee Bennett asked that a subcommittee make recommendations on how to determine travel destinations for the trustees. Trustee Ross requested that the subcommittee consider which trustees travel so that there are equal travel opportunities for all. Trustee Truett appointed a subcommittee consisting of himself, Trustee Biggin and Trustee Mullery. Dr. Marsee requested that Mike Wells also participate on the subcommittee to provide staff support.
- TRUSTEE TRAVEL** It was moved, seconded (Emad/Coppini) to approve travel for trustees Biggin and Dorn to the 40<sup>th</sup> Annual ACCT Community College Leadership Congress being held in San Francisco, CA, October 7-10, 2009.
- CONSENT CALENDAR** Agenda items #7.1, “Approve Minutes of the Redwoods Community College District Board of Trustees Regular Meeting of July 7, 2009” and #7.7 to adopt Amended Resolution #631, “Specifications of the Election Order and Consolidation of School Board Election, County of Humboldt/County of Mendocino” were removed from the consent calendar for further discussion. It was moved/seconded (Emad/Ross), and carried unanimously to approve the remaining consent calendar items:
- 7.2 Approve and/or Ratify Personnel Actions
  - 7.3 Ratify Purchase Orders – June 16, 2009 to July 15, 2009
  - 7.4 Authorize the Destruction of Records
  - 7.5 Authorize President/Superintendent to Approve an Agreement Between the County of Humboldt, the Job Market, and the College of the Redwoods to Develop a Job Market Satellite Office at the Main Eureka Campus
  - 7.6 Set Public Hearing: Budget 2009-10

- CONSENT ITEM #7.1 It was moved, seconded (Emad/Smith), and carried unanimously to approve Consent Item #7.1 “Approve Minutes of the Redwoods Community College District Board of Trustees Regular Meeting of July 7, 2009” with the following corrections :
- Under the Instructional Services heading insert the word *conference* into the sentence after the word **outcome**.
  - Under the Human Resources heading change *Jeff* to *Dr. Marsee*
  - Under Evaluation of the President the end of the last sentence should read “ACCT will facilitate the review of the survey at the September retreat.”
- CONSENT ITEM #7.7 After a brief discussion a decision was made by the Board to modify the language used in Resolution #631 and resubmit it to the Mendocino County Elections office. It was moved, seconded (Emad/Ross), and carried unanimously to approve Consent Item #7.7 “Amend Resolution #631: Specifications of the Election Order and Consolidation of School Board Election, County of Mendocino.
- BOND SURVEY RESULTS Greg Isom, representative of Dale Scott & Company provided a summary of results collected from the bond survey, noting that the goal of the survey was to assess the community regarding support of a bond election. Mr. Isom reported that there was strong support by the sampled voters for separate local measures. Several of the trustees had questions relating to what sampling techniques were used, what the survey instrument included and when the survey was conducted. Trustee Truett stated that the bond survey results and a possible bond election would require further discussion by the Board and he suggested doing so at the board meeting in October. Trustee Truett also noted that it may be necessary to appoint a Bond Election subcommittee to the Board.
- RECESS There was a recess from 4:14 – 4:26 p.m.
- HUMBOLDT BOTANICAL GARDENS Max Abrahamson, Executive Director of the Humboldt Botanical Gardens, gave a presentation including a photo history of the gardens. Mr. Abrahamson noted the importance of volunteers and how they contribute to the planting and maintenance of the gardens. He also noted that there are currently 670 members with a goal to increase membership by 15 percent during 2009.
- OLD CHILD DEVELOPMENT CENTER President Marsee reported that the Academy of the Redwoods (AR) will be moving into the old Child Development Center located behind student housing. Dr. Marsee noted that moving AR into the old Child Care Center will allow the Distance Education program to move into the location that AR is vacating.

- ACADEMIC SENATE** Mr. Allen Keppner, Co-President, Academic Senate, stated that the Senate is pleased to see MOUs being developed and Faculty positions replaced where needed.
- CLASSIFIED STAFF** There was no classified report.
- STUDENT REPRESENTATIVE** Student Representative Karen Rio stated that she was recently notified that Community Colleges cannot charge students for assessment and retest fees. She also stated that she is aware that CR is no longer charging these fees, however she would like to know what is being done to correct this. Dr. Snow-Flamer responded by saying that the District has stopped charging the fees. Dr. Snow-Flamer also stated that information will be placed on the District website for students who believe they may have been incorrectly assessed the fee and wish to request a refund.
- FOSTER YOUTH PROGRAM** Cheryl Tucker, Executive Director, Special Programs, gave a brief presentation regarding College of the Redwoods' programs and collaborative efforts to support Foster youth. Ms. Tucker reported that approximately five years ago a College of the Redwoods student and EOPS counselor Marcy Foster started the Bridgeway Program to provide improved access to college for youth transitioning out of Foster care. Ms. Tucker also noted that CR staff have been working closely with other programs in the county, and two work groups have been formed which include the Humboldt County Foster Youth Education steering committee and the Humboldt County Foster Youth Education Work Group subcommittee. Ms. Tucker stated that CR recently co-hosted the first annual Fostering Educational Dreams Luncheon and approximately twenty youth participated.
- STUDENT FEE INCREASE** Dr. Snow-Flamer reported that based on information provided by the District's legal representatives, a mandatory student activity fee cannot be charged unless it is prescribed by law. He stated that when the Fall semester begins he will meet with student representatives to discuss student fees and the laws that pertain to them. Dr. Snow-Flamer also stated that all Board Policies and Administrative Procedures that pertain to students, student fees and student elections are being reviewed by the district's legal representatives and he has already received a preliminary report.
- RECESS** There was a recess from 4:40-4:50 p.m.
- SABBATICAL REPORT** Dr. Marjorie Carson announced that Professor Pat McCutchen would be unable to present her Sabbatical report at the Board meeting today. Dr. Carson requested that Professor McCutchen's Sabbatical report be postponed until the October board meeting.
- DEL NORTE** Anita Janis, Dean of the Del Norte Education Center reported on the following:
- New Faculty
  - Remodel of photo lab
  - Fall Semester Activities
  - KT Education Site – update

- Distance Education
- KT Road Trip
- Klamath River Early College of the Redwoods
- Community Block Grant Development
- Student Support Services
- Monthly inter-governmental meetings
- Kiwanis presentation

MOU  
AREA  
COORD-  
INATOR

It was moved/seconded (Emad/Biggin), and carried unanimously to ratify the memorandum of understanding (MOU) between College of the Redwoods Faculty Organization and Redwoods Community College District addressing the area coordinator responsibilities.

MOU  
ASSOCIATE  
FACULTY

By consensus of the Board a decision was made to pull “Ratify Memorandum of Understanding (MOU) between College of the Redwoods Faculty Organization and Redwoods Community College District Streamlining the Associate Faculty Evaluation Process” from the agenda until the language of the MOU can be clarified.

MOU  
HONORS  
PROGRAM  
COORD-  
INATOR

After a brief discussion regarding the selection and role of the Honors Program Coordinator and other faculty positions it was moved, seconded (Emad/Ross), and carried unanimously to ratify the memorandum of understanding (MOU) between College of the Redwoods Faculty Organization and Redwoods Community College District regarding the Honors Program Coordinator.

BOND  
PROJECT  
STATUS

Dr. Marsee gave a brief Bond Project update on behalf of Vice President Bettenhausen who was attending the Western Association of College and University Business Officers conference.

CHANGE  
ORDER

It was moved, seconded (Emad/Ross), and carried unanimously to ratify Change Orders: Parking Lot Rehabilitation Project at the Eureka campus.

ADD ONS

It was moved, seconded (Ross/Coppini), and carried unanimously to ratify Add Ons: Parking Lot Rehabilitation Project at Eureka campus.

FIVE YEAR  
CONSTRUC-  
TION PLAN

It was moved, seconded (Ross/Mullery), and carried unanimously to approve the five year construction plan.

FINANCIAL  
STATUS  
REPORT

It was moved, seconded (Mullery/Emad), and carried unanimously to approve the Monthly Financial Status report.

- GASB 43 & 45** After a brief update from Trustee Bruce Emad, chair of the Audit Committee, it was moved, seconded (Biggin/Emad), and carried unanimously to authorize the administration to establish an irrevocable trust agreement in compliance with GASB 43 and 45.
- STATE ATTENDANCE REPORT** Dr. Marsee briefly reviewed the Annual State Attendance Report – Fiscal Year 2009 noting that the district’s enrollment is currently up between 20 and 22 percent from last year at this time.
- CLARUS CORPORATION** Dr. Marsee noted that approval of the Clarus Corporation contract will allow the district to improve the efficiency of the class scheduling process. It was moved, seconded (Ross/Biggin), and carried unanimously to approve the Clarus Corporation contract.
- AZALEA REALTY** It was moved, seconded (Ross/Coppini), and carried unanimously to approve the Azalea Realty contract for the exclusive right to sell agreement for construction technology house #35.
- BOARD COMMENTS** Trustee Ross requested the following:
- Determine printing costs of online text books
  - Develop cyclical calendar for trustees
- ADJOURN** There being no further business, the meeting was adjourned at 6:45 p.m.

lw

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Dr. Jeff Marsee, Secretary  
Board of Trustees  
Redwoods Community College District

REDWOODS COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING

September 14, 2009  
Agenda Item 7.2

**TO:** Board of Trustees

**FROM:** Mike Wells  
Director, Human Resources/Equal Employment Officer

**SUBJECT:** APPROVE AND/OR RATIFY PERSONNEL ACTIONS

RECOMMENDATION

The administration recommends approval of the personnel items as presented on the attached list.

BACKGROUND

The personnel actions listed are being submitted for your review and approval.

BUDGET IMPLICATIONS

Salaries and benefits are included in the General Fund budget.

MW:cc

### Employment of Classified Staff

1. **Rizza Marinda-Queypo DSPS Assistant** – (categorically funded) - .374 FTE, 779 hours/year, Range 110, Step 1 - \$12.39/hour, effective August 5, 2009
2. **Nikiya McWilliams, Director, Campus Life** - 1.0 FTE, 40 hours/week, 12 months/year, Range 118, Step 2 - \$3,151.20/month, effective August 20, 2009

### Employment of Administrator

3. None

### Employment of Faculty

4. None

### Employee Change of Status

5. **Lorie Walsh, change from Administrative Assistant to the President (confidential),** Range 121, Step 2 - \$3,823.73/month **to Administrative Assistant to the Vice President (confidential),** Range 121, Step 2 - \$3,823.73/month, effective September 15, 2009

### Employee Transfer/Reassignment

6. None

### Out-of-Class Changes

7. None

### Leave Replacement Faculty

8. **John Maxwell, Replacement Faculty, full-time Chemistry,** effective August 19, 2009 through December 11, 2009, Range 4, Step 1 - \$26,741/year
9. **Sean Herrera-Thomas, Replacement Faculty, full-time English,** effective August 19, 2009 through December 11, 2009, Range 4, Step 1 - \$30,081/year plus \$750 doctoral stipend
10. **Robyn Roberson, Replacement Faculty, full-time English,** effective August 19, 2009 through December 11, 2009, Range 4, Step 3 - \$28,924/year

### Stipends

#### 11. Honorarium for attending Associate Faculty Training/Orientation

a.	Stuart Altschuler	\$25.00
b.	Sidney Anderson	\$25.00
c.	Michael Bailey	\$25.00
d.	Collette Beaupre	\$25.00
e.	Willa Briggs	\$25.00
f.	Stephen Burbank	\$25.00
g.	Jacqueline Cain	\$25.00
h.	Mina Cohen	\$25.00
i.	Amanda Devons	\$25.00
j.	Holly Dibrell	\$25.00
k.	Susan Dobie	\$25.00
l.	Pat DuRant	\$25.00
m.	Joseph Friedman	\$25.00

n.	Michael Fritschi	\$25.00
o.	Viane Frye	\$25.00
p.	Stephanie Gai	\$25.00
q.	Susan Gilbert	\$25.00
r.	Reno Giovannetti	\$25.00
s.	Deborah Giraud	\$25.00
t.	Robert Graves	\$25.00
u.	Lorraine Hee-Chorley	\$25.00
v.	Ken Heidenreich	\$25.00
w.	Molly Hillis	\$25.00
x.	Aaron Hohl	\$25.00
y.	Patricia Houston	\$25.00
z.	Joan Loitz	\$25.00
aa.	Rain Marshall	\$25.00
bb.	Brad Morin	\$25.00
cc.	Lea Nagy	\$25.00
dd.	Eli Naffah	\$25.00
ee.	Pamela Netzow	\$25.00
ff.	Dan Nordstrom	\$25.00
gg.	Anthony Piazza	\$25.00
hh.	Lois Risling	\$25.00
ii.	Allen Rode	\$25.00
jj.	Sandra Rowan	\$25.00
kk.	Robert Rust	\$25.00
ll.	Wendy Searles-Wilson	\$25.00
mm.	Emily Silver	\$25.00
nn.	Joy Soll	\$25.00
oo.	Floyd Stokes	\$25.00
pp.	Debra Strahan	\$25.00
qq.	Mitch Swatez	\$25.00
rr.	Nathan Swenson	\$25.00
ss.	Lisa Townsend-Schmidt	\$25.00
tt.	Thomas Walendy	\$25.00
uu.	Robin West	\$25.00
vv.	Gregory Westbrook	\$25.00
ww.	Angela Winkle	\$25.00
xx.	Laura Wolfsen	\$25.00

**12. Stipend for attendance at Energy Efficiency and Home Performance Train the Trainer, using CTE Collaborative Grant Funds**

a.	Bill Hole	\$1,000.00
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**13. Stipend for attendance at Butte College Sustainability Conference, using CTE Collaborative Grant Funds**

a.	Grant Lay	\$500.00
b.	Ted Stodder	\$500.00

## Pre-Retirement Workload Reduction

14. None

## New Associate Faculty Appointments

15. **Glen Olson, Administration of Justice – Del Norte**, Range 0, Step 1 - \$599/TLU, Fall 2009
16. **Lois Risling, History – Del Norte**, Range 4, Step 1 - \$740/TLU, Fall 2009
17. **Jan Bates, Nursing**, Range 1, Step 1 - \$659/TLU, Fall 2009
18. **Leslie Berry, Native American Studies**, Range 4, Step 1 - \$740/TLU, Fall 2009
19. **David Bigger, Biology**, Range 4, Step 1 - \$740/TLU, Fall 2009
20. **Douglas Boileau, Emergency Medical Technician**, Range 2, Step 1 - \$685/TLU, Fall 2009
21. **Jacqueline Cain, English**, Range 2, Step 1 - \$685/TLU, Fall 2009
22. **Christopher Callahan, Zoology**, Range 2, Step 1 - \$685/TLU, Fall 2009
23. **Michelle Cartier, Cinema**, Range 4, Step 1 - \$740/TLU, Fall 2009
24. **Nicole Coyne, Computer Information Systems**, Range 2, Step 1 - \$685/TLU, Fall 2009
25. **Holly Dibrell, Guidance**, Range 2, Step 1 - \$685/TLU, Fall 2009
26. **Michael Fritschi, Waste Water**, Range 1, Step 1 - \$659/TLU, Fall 2009
27. **Lanaya Gaberel, Speech**, Range 2, Step 1 - \$685/TLU, Fall 2009
28. **Sherry Gallagher, Nursing**, Range 0, Step 1 - \$599/TLU, Fall 2009
29. **Jeffrey Gonzalez, English**, Range 3, Step 1 - \$698/TLU, Fall 2009
30. **Carol Harrison, Journalism**, Range 2, Step 1 - \$685/TLU, Fall 2009
31. **Aaron Hohl, Environmental Science**, Range 4, Step 1 - \$740/TLU, Fall 2009
32. **David Lundie, Administration of Justice**, Range 1, Step 1 - \$659/TLU, Fall 2009
33. **Diana McAdams, Sociology**, Range 4, Step 1 - \$740/TLU, Fall 2009
34. **Eli Naffah, Economics**, Range 4, Step 1 - \$740/TLU, Fall 2009
35. **Dale Oliver, Mathematics**, Range 4, Step 1 - \$740/TLU, Fall 2009
36. **Anthony Piazza, Tourism**, Range 1, Step 1 - \$659/TLU, Fall 2009
37. **Sharon Prochia-Vollmers, Physical Education**, Range 1, Step 1 - \$659/TLU, Fall 2009
38. **Marta Preusser, Nursing**, Range 0, Step 1 - \$599/TLU, Fall 2009
39. **Laurie Quintrell, Nursing**, Range 0, Step 1 - \$599/TLU, Fall 2009
40. **Bethany Rizzardi, Computer Information Systems**, Range 2, Step 1 - \$685/TLU, Fall 2009
41. **Allen Rode, Accounting**, Range 3, Step 1 - \$698/TLU, Fall 2009
42. **Anna Smith, English**, Range 4, Step 1 - \$740/TLU, Fall 2009
43. **Debra Strahan, Psychology**, Range 2, Step 1 - \$685/TLU, Fall 2009
44. **Byron Turner, History**, Range 2, Step 1 - \$685/TLU, Fall 2009
45. **Robin West, Guidance**, Range 2, Step 1 - \$685/TLU, Fall 2009
46. **Kelly Wilson, Emergency Medical Technician**, Range 1, Step 1 - \$659/TLU, Fall 2009
47. **Clay Yerby, Waste Water**, Range 0, Step 1 - \$599/TLU, Fall 2009
48. **William Heidenreich, Media – Klamath-Trinity**, Range 0, Step 1 - \$599/TLU, Fall 2009
49. **Robin Wild, Construction – Klamath-Trinity**, Range 0, Step 1 - \$599/TLU, Fall 2009
50. **Caren Wise, Psychology – Klamath-Trinity**, Range 3, Step 1 - \$698/TLU, Fall 2009
51. **Meredith Lintott, Administration of Justice – Mendocino Coast**, Range 4, Step 1 - \$740/TLU, Fall 2009

## **Voluntary Services**

### ***Volunteers***

52. Amber Correa
53. Randall Weaver
54. Crystal Richardson
55. Mah'lon Donahue
56. Alyssa Newton
57. Dave Banducci
58. David Newton
59. Sydney Carlisle
60. Kimberly James
61. David Beers
62. Sandra Nightingale
63. Shereen Cockrum
64. Sharrie King
65. Shirley Frey
66. Ofelia Ybarra
67. Laura Axler

### ***Supervisors***

- Leslie Leach
- Prudence Ratliff
- Roxanne Metz
- Roxanne Metz
- Joe Hash
- Joe Hash
- Joe Hash
- Cheryl Tucker
- Cheryl Tucker
- Cheryl Tucker
- Holly Wendt
- Joe Hash
- Joe Hash
- Susan Larkin
- Susan Larkin
- Shannon Sullivan

## **Temporary Staffing Requisitions – these positions shall not exceed the maximum days allowable by law**

68. **President's Office – Clerical Assistant 3A** - \$10.24/hour, 390 hours from August 17, 2009 – December 29, 2009, assist basket collections curator – **Mah'lon Donahue**
69. **President's Office – Professional Resource Matter Expert 3A – grant-funded** - \$33.52/hour, 1,280 hours from August 17, 2009 – June 30, 2010, development of management certificate curriculum – **Julia Peterson**
70. **Early Childhood Education – Professional Resource Matter Expert 5A – grant-funded** - \$50.00/hour, 80 hours from August 24, 2009 – May 31, 2010, tutor ECE students in English and Spanish, focus on service for Spanish speaking ECE students – **Elizabeth Hiler**
71. **Arts, Languages & Social Sciences – Art Model** - \$8.64/hour, 229 hours from August 24, 2009 – May 11, 2010, art models for drawing and painting classes – **Clinton Alley, Alecia McClain, Dolores Brannigan**
72. **Eureka Downtown – Temporary Public Safety Officer** - \$12.13/hour, 806 hours from July 1, 2009 – June 30, 2010, needed for evening classes at the Eureka Downtown site – **Guy Huddleston**
73. **McKinleyville Instructional Site - Temporary Public Safety Officer** - \$12.13/hour, 736 hours from August 24, 2009 – June 30, 2010, needed for evening classes at the McKinleyville Instructional Site – **Peter Din**
74. **Arcata Instructional Site - Temporary Public Safety Officer** - \$12.13/hour, 736 hours from August 24, 2009 – June 30, 2010, needed for evening classes at the Arcata Instructional Site – **Andrew Kovalcheck**
75. **Academic Support Center – Professional Resource Matter Expert 1B** - \$15.00/hour, 200 hours from July 1, 2009 – June 30, 2010, GED examiner – **Beth Leebolt**
76. **Child Development Center – Temporary ECE Assistant I –grant-funded** - \$11.30/hour, 1,295 hours from August 31, 2009 – June 30, 2010, coverage for toddler program for additional enrollment – **Amy Owen**

77. **Human Resources – Instructional Aide 3 – Diversity Funds - \$10.51/hour, 396 hours**  
from September 1, 2009 – May 11, 2010, accommodations for an employee – **Carlton Lee**

As authorized in Board of Trustees Policy No. 335 and 419, the President has accepted the following:

**Resignations**

78. **Jason Clevenger, Director, Campus Life**, last day of employment August 13, 2009

79. **Lorie Walsh, Administrative Assistant to the President (confidential)**, last day of employment September 14, 2009

**Retirements**

80. **None**

REDWOODS COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING

September 14, 2009  
Agenda Item # 7.3

**TO:** Board of Trustees

**FROM:** Ruth Bettenhausen  
Vice President, Administrative Services

**SUBJECT:** RATIFY PURCHASE ORDERS – JULY 16, 2009 TO  
AUGUST 15, 2009

RECOMMENDATION

Ratify the list of purchase orders from July 16, 2009 to August 15, 2009 as attached.

BACKGROUND

Board Policy BP 6340 states that the Board shall ratify contracts not exceeding \$72,400 as specified in Public Contracts Code Section 20651. The budget managers who have responsibility in the operational areas concerned have reviewed and approved these purchase orders, following review by legal counsel if appropriate.

BUDGET IMPLICATIONS

See attached.

# September Board Report on Purchase Orders Issued

<i>PO #</i>	<i>Date</i>	<i>Vendor</i>	<i>Program</i>	<i>Description</i>	<i>Amount</i>
<b>110 General Fund Restricted</b>					
B0005735	7/16/2009	Ronald E. Pileggi	Foster Parent Train - Odd Year	Facilities Rental	28,840.00
B0005736	7/16/2009	Bayshore Mall	Humb Bay Regional Simulation Center	Facilities Rental	18,112.00
B0005764	7/22/2009	Amazon.Com LLC	Inst Eq/Lib Matl - Odd Year	Library Books, Del Norte	300.00
B0005798	7/27/2009	Midwest Library Service	Inst Eq/Lib Matl - Odd Year	Library Books, Eureka	3,000.00
B0005811	8/3/2009	Eureka Grocery Outlet	Foster Parent Train - Odd Year	Food Purchases	3,000.00
B0005812	8/3/2009	Cash and Carry Smart Food Service. Inc	Foster Parent Train - Odd Year	Food Purchases	3,000.00
B0005813	8/3/2009	Staples Inc	Foster Parent Train - Odd Year	Instructional Supplies	3,000.00
B0005814	8/3/2009	AT&T	Foster Parent Train - Odd Year	Phone	180.00
B0005820	8/4/2009	Baudville	Foster Parent Train - Odd Year	Instructional Supplies	500.00
B0005821	8/4/2009	Pierson Building Center	Foster Parent Train - Odd Year	Miscellaneous Supplies	500.00
B0005867	8/7/2009	State Fire Training Bookstore	VTEA Block Grant	Other Books	4,025.00
B0005868	8/7/2009	College of the Redwoods	Calworks	Payments to Bookstore for Stu	1,500.00
B0005894	8/13/2009	Mt. Shasta Area Newspapers	Economic Dev - REBRAC	Advertising	1,759.10
B5740A	8/14/2009	Pocket Nurse Enterprises Inc	Humb Bay Regional Simulation Center	Miscellaneous Supplies	1,992.65
B5741B	8/14/2009	Medco Supply Co Inc	Humb Bay Regional Simulation Center	Miscellaneous Supplies	1,419.41
P0016071	7/16/2009	Turning Technologies Llc	Title III Institution Research	Tools and Equipment Under \$200	1,948.51
P0016072	7/16/2009	Sears Industrial Sales	E O P S	Office Supplies	62.31
P0016073	7/16/2009	Butte Community College	CTE Collaborative Grant	Special Project Travel	597.00
P0016073	7/16/2009	Butte Community College	CTE Collaborative Grant	Special Project Travel	199.00

## *September Board Report on Purchase Orders Issued*

<i>PO #</i>	<i>Date</i>	<i>Vendor</i>	<i>Program</i>	<i>Description</i>	<i>Amount</i>
P0016073	7/16/2009	Butte Community College	CTE Collaborative Grant	Special Project Travel	199.00
P0016074	7/16/2009	Office Depot Inc	E O P S	Office Supplies	65.20
P0016078	7/16/2009	Recordings for the Blind and Dyslex	DSP&S	Contract Services	950.00
P0016090	7/22/2009	Sehi Computer Products, Inc	E O P S	Office Supplies	84.70
P0016093	7/22/2009	Amazon.Com LLC	E O P S	Office Supplies	204.05
P0016095	7/22/2009	Visucate	CTE Collaborative Grant	Special Project Travel	198.00
P0016095	7/22/2009	Visucate	CTE Collaborative Grant	Special Project Travel	99.00
P0016096	7/22/2009	Bold Images	Upward Bound	Payments on behalf of Students	1,140.26
P0016107	7/27/2009	Advanced Security Systems	Humb Bay Regional Simulation Center	Contract Services	1,100.00
P0016109	7/27/2009	Dell Computer Corp	Redwood Coast Training for Opportuni	Technology Equip >\$1000	5,255.01
P0016110	7/27/2009	Computerland of Silicon Valley	Redwood Coast Training for Opportuni	Software < \$200	451.34
P0016111	7/27/2009	TechSmith Corporation	Redwood Coast Training for Opportuni	Software < \$200	726.63
P0016112	7/27/2009	Soft Chalk	Redwood Coast Training for Opportuni	New Software >\$200	2,976.88
P0016113	7/27/2009	City of Eureka	Humb Bay Regional Simulation Center	Contract Services	20.00
P0016114	7/27/2009	Articulate Global, Inc	Redwood Coast Training for Opportuni	New Software >\$200	2,118.67
P0016126	8/3/2009	Data Hardware Depot	VTEA Block Grant	New Furn/Equip >\$200	11,071.88
P0016126	8/3/2009	Data Hardware Depot	VTEA Block Grant	Tools and Equipment Under \$200	1,439.73
P0016129	8/3/2009	California Newspaper Partnership LI	Economic Dev - REBRAC	Advertising	217.70
P0016135	8/4/2009	Z Corporation	VTEA Block Grant	Maintenance Service Contract	5,000.00
P0016145	8/5/2009	Staples Inc	Title III Institution Research	Office Supplies	216.05
P0016146	8/5/2009	US Bank	E O P S	Payments to Bookstore for Stu	250,000.00

## *September Board Report on Purchase Orders Issued*

<i>PO #</i>	<i>Date</i>	<i>Vendor</i>	<i>Program</i>	<i>Description</i>	<i>Amount</i>
P0016152	8/7/2009	Digital Combustion	VTEA Block Grant	New Software >\$200	4,330.00
P0016159	8/10/2009	Bay West Supply Inc	Humb Bay Regional Simulation Center	Miscellaneous Supplies	179.44
P0016160	8/10/2009	Staples Inc	Humb Bay Regional Simulation Center	Miscellaneous Supplies	200.00
P0016161	8/10/2009	Costco	Humb Bay Regional Simulation Center	Miscellaneous Supplies	436.76
P0016166	8/12/2009	Humboldt County Office of Education	CTE Collaborative Grant	Contract Services	8,843.50
P0016177	8/13/2009	CAAHEP	Redwood Coast Training for Opportuni	Acreditation Fee	450.00
P0016178	8/13/2009	CoAEMSP	Redwood Coast Training for Opportuni	Acreditation Fee	1,200.00
P0016180	8/13/2009	The Rsmart Group Inc.	Redwood Coast Training for Opportuni	Contract Services	1,267.26
P16037A	8/14/2009	Costco	Humb Bay Regional Simulation Center	New Furn/Equip >\$200	2,175.76
P16037A	8/14/2009	Costco	Humb Bay Regional Simulation Center	Miscellaneous Supplies	140.70
P16080A	8/14/2009	Global Equipment Co	Humb Bay Regional Simulation Center	Miscellaneous Supplies	2,588.18

***Total 110 General Fund Restricted***

***379,280.68***

***110 General Fund Unrestricted***

B0005711	7/16/2009	Pacific Power	District General	Electricity	30,000.00
B0005712	7/16/2009	Suburban Propane Lp	District General	Natural Gas	35,000.00
B0005713	7/16/2009	Verizon Northwest Inc	General	Phone	14,000.00
B0005714	7/16/2009	Cresent City Del Norte Chamber of Com	General	Membership Fees	120.00
B0005723	7/16/2009	Best Dry Cleaners	NATAP - Nursing	Laundry Service	300.00
B0005724	7/16/2009	Starpge Inc	Health Occupation	Phone	700.00
B0005725	7/16/2009	Staples Inc	Health Occupation	Office Supplies	350.00

## *September Board Report on Purchase Orders Issued*

<i>PO #</i>	<i>Date</i>	<i>Vendor</i>	<i>Program</i>	<i>Description</i>	<i>Amount</i>
B0005727	7/16/2009	Staples Inc	Science Div Office	Office Supplies	500.00
B0005730	7/16/2009	Ms. Diane Brown	General	Phone	11,820.00
B0005731	7/16/2009	Dan Sayre	General	Phone	1,500.00
B0005732	7/16/2009	AT&T	General	Phone	55,000.00
B0005733	7/16/2009	Crescent City Del Norte Chamber of Com	General	Advertising	600.00
B0005734	7/16/2009	Pacific Gas & Electric Co	Eureka Downtown	Electricity	10,000.00
B0005734	7/16/2009	Pacific Gas & Electric Co	Eureka Downtown	Natural Gas	9,000.00
B0005737	7/16/2009	Suddenlink	General	Telecommunication Services	2,640.00
B0005742	7/20/2009	B W Bayshore/Country Inn	General	Administrator Travel	1,500.00
B0005743	7/20/2009	Automasters Auto Repair	Skid Car Project	Equipment Repair, Vehicles	2,500.00
B0005744	7/20/2009	Napa Auto Parts	Skid Car Project	Equipment Repair, Vehicles	500.00
B0005745	7/20/2009	Hummel Tire & Wheel Inc	Skid Car Project	Equipment Repair, Vehicles	2,500.00
B0005746	7/20/2009	Eureka Oxygen Co	AJ Simulator	Rental Equipment	165.00
B0005747	7/20/2009	Pacific Gas & Electric Co	Arcata Instructional Site	Natural Gas	1,925.00
B0005747	7/20/2009	Pacific Gas & Electric Co	Arcata Instructional Site	Electricity	2,800.00
B0005749	7/20/2009	Superior Alarms Inc	Law Enforcement Training Ctr	Maintenance Service Contract	276.00
B0005749	7/20/2009	Superior Alarms Inc	AJ Simulator	Maintenance Service Contract	276.00
B0005750	7/20/2009	Arcata Garbage Company	Arcata Instructional Site	Disposal Service	2,311.00
B0005751	7/20/2009	LawTech Publishing Co. Ltd	AJ Instructional Supplies	Instructional Supplies	2,100.00
B0005753	7/20/2009	B & B Portable Toilets	Skid Car Project	Rental Equipment	750.00
B0005754	7/20/2009	Smalley's Wholesale Inc	AJ Instructional Supplies	Instructional Supplies	55,000.00

## *September Board Report on Purchase Orders Issued*

<i>PO #</i>	<i>Date</i>	<i>Vendor</i>	<i>Program</i>	<i>Description</i>	<i>Amount</i>
B0005758	7/22/2009	Mr. John Antich	Truck Driving	Equipment Repair, Vehicles	8,000.00
B0005759	7/22/2009	Les Schwab Tire Center	Truck Driving	Equipment Repair, Vehicles	3,500.00
B0005760	7/22/2009	Renner Petroleum 76 Products	Truck Driving	Vehicle Operation	8,000.00
B0005761	7/22/2009	Fleetpride Inc	Truck Driving	Vehicle Operation	1,500.00
B0005762	7/22/2009	Redwood Acres Fairgrounds	Truck Driving	Facilities Rental	240.00
B0005763	7/22/2009	Humboldt County Chapter of the American	AJ Instructional Supplies	Instructional Supplies	800.00
B0005765	7/22/2009	Amazon.Com LLC	Library Fines	Library Books, Eureka	500.00
B0005766	7/22/2009	Cartricharge Imaging	Library Printers	Office Supplies	2,000.00
B0005767	7/22/2009	Thomson Gale	Library Fines	Library Books, Eureka	5,000.00
B0005768	7/22/2009	Midwest Library Service	Library Fines	Library Books, Eureka	3,000.00
B0005768	7/22/2009	Midwest Library Service	Library Fines	Library Books, CRMC	250.00
B0005768	7/22/2009	Midwest Library Service	Library Fines	Library Books, Del Norte	250.00
B0005769	7/22/2009	OCLC - Columbus	General	OCLC Supplies	5,000.00
B0005770	7/22/2009	Staples Inc	General	Office Supplies	200.00
B0005771	7/22/2009	Office Depot Inc	Library Printers	Office Supplies	1,000.00
B0005772	7/22/2009	Office Depot Inc	General	Office Supplies	300.00
B0005780	7/27/2009	Staples Inc	Applied Technology	Office Supplies	800.00
B0005781	7/27/2009	Eureka Humboldt Fire Extinguisher Co Inc	Welding Material Fees	Maintenance Supplies	4,500.00
B0005782	7/27/2009	Eureka Humboldt Fire Extinguisher Co Inc	Welding Material Fees	Rental Equipment	900.00
B0005783	7/27/2009	Mission Linen Supply	Applied Technology	Laundry Service	800.00
B0005783	7/27/2009	Mission Linen Supply	Applied Technology	Laundry Service	2,500.00

## *September Board Report on Purchase Orders Issued*

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B0005784	7/27/2009	Mission Linen Supply	Applied Technology	Laundry Service	750.00
B0005785	7/27/2009	Eureka Humboldt Fire Extinguisher Co Inc	Applied Technology	Rental Equipment	50.00
B0005785	7/27/2009	Eureka Humboldt Fire Extinguisher Co Inc	Applied Technology	Maintenance Supplies	100.00
B0005786	7/27/2009	Advanced Security Systems	Information Sciences	Contract Services	275.00
B0005787	7/27/2009	Mission Linen Supply	Applied Technology	Laundry Service	1,000.00
B0005788	7/27/2009	Eureka Humboldt Fire Extinguisher Co Inc	Applied Technology	Maintenance Supplies	150.00
B0005789	7/27/2009	Peterson Tractor Co	Applied Technology	Miscellaneous Supplies	400.00
B0005790	7/27/2009	Renner Petroleum 76 Products	Applied Technology	Miscellaneous Supplies	200.00
B0005791	7/27/2009	Napa Auto Parts	Applied Technology	Miscellaneous Supplies	200.00
B0005792	7/27/2009	Pierson Building Center	Applied Technology	Miscellaneous Supplies	500.00
B0005793	7/27/2009	Almquist Lumber Inc	Applied Technology	Instructional Supplies	4,000.00
B0005794	7/27/2009	Pierson Building Center	Applied Technology	Miscellaneous Supplies	1,000.00
B0005795	7/27/2009	Almquist Lumber Inc	Applied Technology	Miscellaneous Supplies	500.00
B0005797	7/27/2009	Advanced Security Systems	Library Fines	Maintenance Service Contract	258.00
B0005802	7/29/2009	NASCO West	Arts and Languages	Instructional Supplies	600.00
B0005805	8/3/2009	The Triplicate	General	Periodicals	126.00
B0005807	8/3/2009	The North Coast Journal	Community Education	Advertising	5,000.00
B0005808	8/3/2009	California Restaurant Association	Community Education	Instructional Supplies	3,500.00
B0005810	8/3/2009	Humboldt County Office of Education	District General	Legal Services	39,351.00
B0005818	8/4/2009	Ex Libris (usa) , Inc	District General	Software Maintenance Contract	11,966.39
B0005819	8/4/2009	Mr. Mark Kneaper	General	Scheduled Maintenance	6,295.00

## *September Board Report on Purchase Orders Issued*

<i>PO #</i>	<i>Date</i>	<i>Vendor</i>	<i>Program</i>	<i>Description</i>	<i>Amount</i>
B0005823	8/4/2009	Mr. Roy Ellis, Jr.	Arts and Languages	Instructional Supplies	300.00
B0005824	8/4/2009	Medco Supply Co Inc	Athletics	Instructional Supplies	7,012.80
B0005825	8/4/2009	Advanced Security Systems	Arcata Instructional Site	Contract Services	150.50
B0005827	8/4/2009	Eureka Humboldt Fire Extinguisher Co Inc	Applied Technology	Rental Equipment	100.00
B0005827	8/4/2009	Eureka Humboldt Fire Extinguisher Co Inc	Applied Technology	Maintenance Supplies	50.00
B0005828	8/4/2009	Advanced Security Systems	Arcata Instructional Site	Contract Services	258.00
B0005829	8/5/2009	American Council on Education	Community Education DN/CRMC	Contract Services	1,200.00
B0005830	8/5/2009	California Department of Education	Community Education DN/CRMC	Contract Services	500.00
B0005831	8/5/2009	ETS-Educational Testing Service	Community Education DN/CRMC	Contract Services	1,500.00
B0005832	8/5/2009	Aramark Services Inc	General	Laundry Service	1,500.00
B0005833	8/5/2009	Boggs Tool Processing	General	Equipment Repair, Instruction	100.00
B0005834	8/5/2009	City of Fort Bragg	District General	Water	6,000.00
B0005835	8/5/2009	Ms. Kathleen Brown	General	Maintenance Supplies	500.00
B0005836	8/5/2009	Deep Valley Security	General	Maintenance Service Contract	2,241.00
B0005837	8/5/2009	Empire Waste Management	District General	Disposal Service	9,000.00
B0005838	8/5/2009	Federal Express	General	Postage & Delivery	100.00
B0005839	8/5/2009	Forrest Manufacturing Co Inc	General	Equipment Repair, Instruction	125.00
B0005840	8/5/2009	Fort Bragg Rent-All Inc	General	Equipment Repair, Maintenance	350.00
B0005841	8/5/2009	Mendocino Communtiy Network	General	Phone	615.00
B0005842	8/5/2009	Nordic Saw & Tool Mfgs Inc	General	Equipment Repair, Instruction	200.00
B0005843	8/5/2009	Pitney Bowes Credit Corp	General	Postage & Delivery	600.00

## *September Board Report on Purchase Orders Issued*

<i>PO #</i>	<i>Date</i>	<i>Vendor</i>	<i>Program</i>	<i>Description</i>	<i>Amount</i>
B0005844	8/5/2009	Racine's of Fort Bragg Inc	General	Office Supplies	100.00
B0005845	8/5/2009	Rossi Bldg Materials Inc	General	Instructional Supplies	200.00
B0005846	8/5/2009	Rossi Bldg Materials Inc	General	Maintenance Supplies	500.00
B0005847	8/5/2009	Sport Chrysler Jeep Dodge	General	Vehicle Operation	3,000.00
B0005848	8/5/2009	Suburban Propane Lp	District General	Natural Gas	30,000.00
B0005849	8/5/2009	VWR International	General	Instructional Supplies	1,000.00
B0005850	8/5/2009	Charter Media	General	Telecommunication Services	1,150.00
B0005851	8/5/2009	Mr. Dave R. Waddell	General	Equipment Repair, Vehicles	400.00
B0005852	8/5/2009	AT&T	General	Phone	4,000.00
B0005853	8/5/2009	Comcast	General	Phone	1,200.00
B0005854	8/5/2009	Chris Cringle	Applied Technology	Equipment Repair, Instruction	500.00
B0005855	8/5/2009	Parker & Covert Llp	One-time Special Projects	Legal Services	5,000.00
B0005856	8/5/2009	Times Printing Co	General	Printing	3,500.00
B0005857	8/5/2009	Susan M. Burdick	President's Fine Art	Personal Service Contract	25,000.00
B0005858	8/5/2009	Mendes Supply Co Inc	General	Cleaning Supplies	8,000.00
B0005859	8/5/2009	Hummel Tire & Wheel Inc	General	Equipment Repair, Vehicles	2,000.00
B0005860	8/5/2009	North Coast Laboratories LTD	General	Pool and Sewer System Supplies	5,000.00
B0005861	8/5/2009	Platt Electric Supply Inc .	General	Electrical Supplies	4,000.00
B0005862	8/5/2009	Mr. Mike Lemons	General	Equipment Repair, Vehicles	2,000.00
B0005863	8/5/2009	Schmidbauer Lumber	General	Carpenter Supplies	4,000.00
B0005864	8/5/2009	Pierson Building Center	General	Carpenter Supplies	8,000.00

## *September Board Report on Purchase Orders Issued*

<i>PO #</i>	<i>Date</i>	<i>Vendor</i>	<i>Program</i>	<i>Description</i>	<i>Amount</i>
B0005865	8/5/2009	Campton Electric Supply Inc	General	Electrical Supplies	8,000.00
B0005866	8/5/2009	Thrifty Supply Co	General	Plumbing Supplies	8,000.00
B0005869	8/10/2009	Mr. Chester J. Branum, Jr.	General	Equipment Repair, Vehicles	400.00
B0005872	8/10/2009	American Council on Education	GED	Contract Services	2,000.00
B0005873	8/10/2009	Pacific Gas & Electric Co	District General	Electricity	40,000.00
B0005874	8/10/2009	Adamson Police Products	AJ Instructional Supplies	Instructional Supplies	12,000.00
B0005875	8/10/2009	Rays Food Place	Applied Technology	Food Purchases	300.00
B0005876	8/10/2009	Sysco Food Services of Sacramento	Applied Technology	Food Purchases	500.00
B0005877	8/10/2009	Winco Foods	Applied Technology	Food Purchases	500.00
B0005878	8/10/2009	Mission Linen Supply	Applied Technology	Laundry Service	2,000.00
B0005879	8/10/2009	North Coast Cooperative Inc	Information Sciences	Miscellaneous Supplies	100.00
B0005880	8/10/2009	Cash and Carry Smart Food Service. Inc	Information Sciences	Miscellaneous Supplies	300.00
B0005881	8/10/2009	Rays Food Place	Information Sciences	Miscellaneous Supplies	100.00
B0005882	8/10/2009	Safeway Inc	Information Sciences	Miscellaneous Supplies	100.00
B0005883	8/10/2009	Sysco Food Services of Sacramento	Information Sciences	Miscellaneous Supplies	1,000.00
B0005884	8/12/2009	Commercial Radio	District General	Technology Equipment > \$1000	2,000.00
B0005885	8/12/2009	Wilco Supply	General	Locks and Keys	6,000.00
B0005888	8/12/2009	Mr. Cutter Wagley	General	Plumbing Supplies	1,000.00
B0005889	8/12/2009	Don's Rent-All Inc	General	Rental Equipment	2,000.00
B0005890	8/12/2009	Mission Linen Supply	General	Laundry Service	4,000.00
B0005891	8/12/2009	Sherwin-Williams Co	General	Painting Supplies	4,000.00

## *September Board Report on Purchase Orders Issued*

<i>PO #</i>	<i>Date</i>	<i>Vendor</i>	<i>Program</i>	<i>Description</i>	<i>Amount</i>
B0005892	8/12/2009	Cutters Edge	General	Gardening Supplies	1,000.00
B0005893	8/13/2009	Education To Go Inc	Community Education	Contract Services	4,500.00
B0005896	8/13/2009	Renner Petroleum 76 Products	Intrafund Services Motor Pool	Vehicle Operation	35,000.00
B5875A	8/10/2009	North Coast Cooperative Inc	Applied Technology	Food Purchases	300.00
B5876A	8/10/2009	Cash and Carry Smart Food Service. Inc	Applied Technology	Food Purchases	1,000.00
B5877A	8/10/2009	Redwood Meat Company, Inc	Applied Technology	Food Purchases	300.00
B5878A	8/10/2009	Safeway Inc	Applied Technology	Food Purchases	1,000.00
P0016066	7/16/2009	Board of Registered Nursing	Health Occupation	Membership Fees	200.00
P0016067	7/16/2009	Northern California Community Colle	Employer PR Liability	Worker's Compensation Payable	274,096.00
P0016068	7/16/2009	Northern California Community Colle	District General	Insurance	162,161.00
P0016075	7/16/2009	Mendes Supply Co Inc	General	Stores Inventory	3,562.51
P0016076	7/16/2009	Bay West Supply Inc	General	Stores Inventory	490.15
P0016077	7/16/2009	Pitney Bowes Credit Corp	General	Postage & Delivery	284.97
P0016083	7/20/2009	American Council on Education	GED	Test Materials	320.42
P0016085	7/20/2009	Eureka Printing Co Inc	General	Stores Inventory	1,894.92
P0016087	7/22/2009	Office Depot Inc	General	Stores Inventory	1,027.55
P0016088	7/22/2009	Office Depot Inc	General	Office Supplies	215.42
P0016091	7/22/2009	Klockit	Science and Engineering	Instructional Supplies	121.30
P0016092	7/22/2009	Superior Alarms Inc	AJ Simulator	Equipment Repair Machinery	150.00
P0016094	7/22/2009	CI Solutions	Student ID Card	Maintenance Service Contract	1,190.00
P0016094	7/22/2009	CI Solutions	Student ID Card	Software Maintenance Contract	1,785.00

## *September Board Report on Purchase Orders Issued*

<i>PO #</i>	<i>Date</i>	<i>Vendor</i>	<i>Program</i>	<i>Description</i>	<i>Amount</i>
P0016097	7/22/2009	Alumni Exhibits	President's Fine Art	Personal Service Contract	1,215.00
P0016099	7/23/2009	Verizon Directories Corp	General	Phone	26.75
P0016104	7/24/2009	The College Board	GED	Test Materials	3,572.25
P0016105	7/24/2009	West Coast Paper Co	General	Stores Inventory	4,884.24
P0016115	7/29/2009	Community College Football Official	Athletics	Officials	4,170.00
P0016116	7/29/2009	California Department of Education	CRDN Test Fund	Contract Services	180.00
P0016117	7/29/2009	CCC Football Coaches Association	Athletics	Membership Fees	145.00
P0016118	7/29/2009	Johnson Ranches Farm Store	General	Pool and Sewer System Supplies	301.63
P0016121	7/29/2009	Roc Software Systems Inc	Info System Implementation	Software Maintenance Contract	1,580.00
P0016122	7/29/2009	Community College League of Califor	Info System Implementation	Software Maintenance Contract	2,500.00
P0016124	8/3/2009	Penguin Group, Inc.	Book of the Year	Personal Service Contract	7,000.00
P0016127	8/3/2009	ETS-Educational Testing Service	CRDN Test Fund	Contract Services	290.00
P0016132	8/4/2009	Office Depot Inc	General	Stores Inventory	520.04
P0016133	8/4/2009	Eureka City Schools	Book of the Year	Personal Service Contract	180.00
P0016134	8/4/2009	College of the Redwoods	Skid Car Project	Payments for Fees	180.00
P0016136	8/4/2009	Enviro-Tech Services	General	Pool and Sewer System Supplies	86.96
P0016138	8/4/2009	Daniel Smith Inc	Arts and Languages	Instructional Supplies	324.20
P0016139	8/4/2009	Daniel Smith Inc	Arts and Languages	Instructional Supplies	71.40
P0016140	8/4/2009	Dick Blick Art Materials	Arts and Languages	Instructional Supplies	65.72
P0016141	8/5/2009	West Coast Paper Co	General	Stores Inventory	6,105.30
P0016142	8/5/2009	Wonder Bros Auto Body	Skid Car Project	Equipment Repair, Vehicles	796.97

## *September Board Report on Purchase Orders Issued*

<i>PO #</i>	<i>Date</i>	<i>Vendor</i>	<i>Program</i>	<i>Description</i>	<i>Amount</i>
P0016143	8/5/2009	Team Jedi Marketing	General	Advertising	1,430.00
P0016144	8/5/2009	Epson Accessories Inc	Arts and Languages	Instructional Supplies	685.53
P0016147	8/5/2009	Wilco Supply	General	Locks and Keys	146.14
P0016148	8/5/2009	CI Solutions	Info System Implementation	Software Maintenance Contract	295.00
P0016149	8/5/2009	Dick Blick Art Materials	Arts and Languages	Instructional Supplies	53.18
P0016150	8/7/2009	Mendocino Coast Chamber of Commerce	General	Membership Fees	118.00
P0016151	8/7/2009	Grainger Acc#821136298	General	Cleaning Supplies	1,419.41
P0016153	8/10/2009	Sehi Computer Products, Inc	General	Office Supplies	428.88
P0016154	8/10/2009	ETS-Educational Testing Service	GED	Contract Services	1,948.50
P0016155	8/10/2009	American Council on Education	GED	Test Materials	2,051.34
P0016156	8/10/2009	California Department of Education	GED	Contract Services	2,598.00
P0016157	8/10/2009	Tangent Computer	District General	Technology Equipment > \$1000	28,036.75
P0016162	8/12/2009	Uki Supreme Corp	CRMC Art - Textiles	Instructional Supplies	396.27
P0016163	8/12/2009	Dharama Trading Co	CRMC Art - Textiles	Instructional Supplies	199.57
P0016164	8/12/2009	Welsh Products	CRMC Art - Textiles	Instructional Supplies	155.73
P0016165	8/12/2009	MacBeath Hardwood Co	General	Instructional Supplies	1,298.99
P0016168	8/12/2009	ClasServices, Inc.	General	Other Books	108.25
P0016172	8/13/2009	R J Leahy Co	Arts and Languages	Instructional Supplies	714.89
P0016173	8/13/2009	Rio Grande	Arts and Languages	Instructional Supplies	484.40
P0016179	8/13/2009	Saunders Brothers	General	Instructional Supplies	317.77
P0016181	8/13/2009	Quill Corp	General	Instructional Supplies	229.63

## *September Board Report on Purchase Orders Issued*

<i>PO #</i>	<i>Date</i>	<i>Vendor</i>	<i>Program</i>	<i>Description</i>	<i>Amount</i>
P0016183	8/13/2009	Assoc of Community College Trustees	District General	Institutional Memberships	3,773.00
P0016187	8/13/2009	Community College League of Califor	District General	Institutional Memberships	4,515.00
<b>Total 110 General Fund Unrestricted</b>					<b>1,180,845.62</b>
<b>115 General Fund - One Time Restricted</b>					
B0005777	7/23/2009	Db Properties, Llc	Arcata Instructional Site	Facilities Rental	45,331.00
B0005778	7/23/2009	Ms. Suzanne M. Dockal	Resource Development	Personal Service Contract	10,000.00
B0005815	8/3/2009	CRM Learning	Work Readiness Certification Material	Instructional Supplies	6,686.07
B0005895	8/13/2009	CDW Government Inc	Mckinleyville Instructional Site	New Furn/Equip >\$200	14,874.96
P0016070	7/16/2009	Tangent Computer	ECE Enhancement	Technology Equip >\$1000	10,402.83
P0016082	7/20/2009	CDW Government Inc	Photography	New Furn/Equip >\$200	2,999.25
P0016098	7/22/2009	Advanced Security Systems	Mckinleyville Instructional Site	Contract Services	507.69
P0016102	7/23/2009	On Course Inc	First Year Experience/Orientation	Personal Service Contract	3,060.77
P0016102	7/23/2009	On Course Inc	On Course Prof Dev	Personal Service Contract	3,975.48
P0016103	7/23/2009	National Ctr for Higher Education R	Student Discipline	Membership Fees	1,499.00
P0016108	7/27/2009	CDW Government Inc	Photography	New Furn/Equip >\$200	668.98
P0016125	8/3/2009	CLR Laundry Equipment Sales	California Endowment Grant #6	Repl Furniture - DO NOT USE	4,007.45
P0016158	8/10/2009	ADP Lemco Inc	Mckinleyville Instructional Site	New Furn/Equip >\$200	3,023.42
P0016170	8/13/2009	Tangent Computer	Mckinleyville Instructional Site	Technology Equip >\$1000	30,039.38
P0016171	8/13/2009	Campton Electric Supply Inc	Mckinleyville Instructional Site	Telecommunication Services	1,239.14
P0016174	8/13/2009	Michaels Business Furnishings Inc	Mckinleyville Instructional Site	New Furn/Equip >\$200	37,519.92

## *September Board Report on Purchase Orders Issued*

<i>PO #</i>	<i>Date</i>	<i>Vendor</i>	<i>Program</i>	<i>Description</i>	<i>Amount</i>
P0016175	8/13/2009	Sehi Computer Products, Inc	Mckinleyville Instructional Site	Tools and Equipment Under \$200	377.38
P0016176	8/13/2009	Sehi Computer Products, Inc	Mckinleyville Instructional Site	New Furn/Equip >\$200	1,052.86
P0016184	8/13/2009	Dell Computer Corp	Mckinleyville Instructional Site	New Furn/Equip >\$200	1,282.11
P0016185	8/13/2009	Computerland of Silicon Valley	Mckinleyville Instructional Site	New Furn/Equip >\$200	310.68
P0016186	8/13/2009	CDW Government Inc	Mckinleyville Instructional Site	New Furn/Equip >\$200	619.55
<b>Total 115 General Fund - One Time Restricted</b>					<b>179,477.92</b>
<b>133 Child Development Fund</b>					
B0005773	7/22/2009	North Coast Cleaning Srvs Inc	CDE - Industrial Site Cleaning	Personal Service Contract	439.00
B0005800	7/29/2009	Discount School Supply	Child Development Center	Instructional Supplies	419.21
B0005801	7/29/2009	Lakeshore Learning Materials	Child Development Center	Instructional Supplies	483.68
P0016069	7/16/2009	Early Childhood Manufactures Direct	Child Development Center	Instructional Supplies	279.86
P0016119	7/29/2009	Eureka Ready Mix	CDE - Industrial Site Cleaning	Site Improvement	234.95
P0016120	7/29/2009	Staples Inc	Child Development Center	Office Supplies	21.54
P0016137	8/4/2009	Powell Concrete Pumping Inc.	CDE - Industrial Site Cleaning	Site Improvement	345.00
<b>Total 133 Child Development Fund</b>					<b>2,223.24</b>
<b>134 Farm Operation Fund</b>					
B0005715	7/16/2009	Verizon California Corp	Farm Operation	Phone	450.00
B0005716	7/16/2009	AT&T	Farm Operation	Phone	750.00
B0005717	7/16/2009	Wildwood Saw & Work Wear	Farm Operation	Equipment Repair Machinery	400.00

## *September Board Report on Purchase Orders Issued*

<i>PO #</i>	<i>Date</i>	<i>Vendor</i>	<i>Program</i>	<i>Description</i>	<i>Amount</i>
B0005718	7/16/2009	Pierson Building Center	Farm Operation	Maintenance Supplies	1,000.00
B0005719	7/16/2009	Pacific Gas & Electric Co	Farm Operation	Electricity	2,600.00
B0005720	7/16/2009	Nilsen Co	Farm Operation	Misc Purchases for Resale	700.00
B0005721	7/16/2009	Hummel Tire & Wheel Inc	Farm Operation	Equipment Repair, Vehicles	500.00
B0005722	7/16/2009	Fernbridge Tractor & Equipment Compan	Farm Operation	Equipment Repair Machinery	600.00
B0005726	7/16/2009	Thrifty Supply Co	Farm Operation	Miscellaneous Supplies	500.00
B0005739	7/20/2009	Renner Petroleum 76 Products	Farm Operation	Staff Travel	4,000.00
B0005757	7/22/2009	Sequoia Gas Co	Farm Operation	Natural Gas	3,000.00
B0005806	8/3/2009	Renner Petroleum 76 Products	Farm Operation	Vehicle Operation	4,000.00
P0016079	7/20/2009	Shively Bridge Bldg Fund	Farm Operation	Insurance	100.00
P0016084	7/20/2009	Acres Usa	Farm Operation	Misc Purchases for Resale	91.30
P0016089	7/22/2009	United States Boer Goat Association	Farm Operation	Membership Fees	48.71

***Total 134 Farm Operation Fund***

***18,740.01***

***139 Other Special Revenue Fund***

B0005748	7/20/2009	Arcata Garbage Company	Arcata Instructional Site	Disposal Service	1,459.00
B0005752	7/20/2009	City of Arcata	Arcata Instructional Site	Water	2,334.00
B0005752	7/20/2009	City of Arcata	Arcata Instructional Site	Sewer	3,967.00
B0005755	7/20/2009	Randy Sherer	Arcata Instructional Site	Contract Services	2,275.00
B0005756	7/20/2009	Eureka Oxygen Co	Arcata Instructional Site	Contract Services	584.00
B0005796	7/27/2009	Pacific Gas & Electric Co	Arcata Instructional Site	Electricity	14,875.00

## *September Board Report on Purchase Orders Issued*

<i>PO #</i>	<i>Date</i>	<i>Vendor</i>	<i>Program</i>	<i>Description</i>	<i>Amount</i>
B0005796	7/27/2009	Pacific Gas & Electric Co	Arcata Instructional Site	Natural Gas	6,125.00
B0005826	8/4/2009	Advanced Security Systems	Arcata Instructional Site	Contract Services	147.00
B0005870	8/10/2009	Mr. Jamie L. Bucklin	House #35	Buildings	2,000.00
B0005886	8/12/2009	Sherwin-Williams Co	Residence Halls	Building Repair	1,000.00
B0005887	8/12/2009	Pierson Building Center	Residence Halls	Building Repair	1,000.00
B0005897	8/13/2009	Almquist Lumber Inc	Site Improvement House #36	Buildings	8,000.00
B0005898	8/13/2009	Campton Electric Supply Inc	Site Improvement House #36	Buildings	2,000.00
B0005899	8/13/2009	Don's Rent-All Inc	Site Improvement House #36	Buildings	1,000.00
B0005900	8/13/2009	Hensell Materials Inc	Site Improvement House #36	Buildings	600.00
B0005901	8/13/2009	Humboldt Fasteners Inc	Site Improvement House #36	Buildings	1,500.00
B0005902	8/13/2009	Myrtle town Lumber	Site Improvement House #36	Buildings	25,000.00
B0005903	8/13/2009	Pacific Gas & Electric Co	Site Improvement House #36	Buildings	801.00
B0005904	8/13/2009	Pierson Building Center	Site Improvement House #36	Buildings	3,000.00
B0005905	8/13/2009	Thomas Home Center	Site Improvement House #36	Buildings	10,000.00
B0005906	8/13/2009	B & B Portable Toilets	Site Improvement House #36	Buildings	2,000.00
P0016128	8/3/2009	Sysco Food Services of Sacramento	Dining Services	New Furn/Equip >\$200	2,754.96
P0016130	8/3/2009	Allen's Commercial Appliance	Dining Services	Equipment Repair, Maintenance	158.97
P0016131	8/3/2009	Wilco Supply	Residence Halls	Building Repair	928.79
P0016182	8/13/2009	Abbay Technical Services	Site Improvement House #36	Buildings	250.00

***Total 139 Other Special Revenue Fund***

***93,759.72***

## *September Board Report on Purchase Orders Issued*

<i>PO #</i>	<i>Date</i>	<i>Vendor</i>	<i>Program</i>	<i>Description</i>	<i>Amount</i>
<b><i>141 Capital Outlay Projects Fund</i></b>					
B0005729	7/16/2009	AT&T	Site Improvements	Site Improvement	10,854.51
B0005774	7/23/2009	Don's Rent-All Inc	Site Improvements	Site Improvement	2,643.00
B0005775	7/23/2009	Miller Farms Nursery Inc	Site Improvements	Site Improvement	3,043.44
B0005776	7/23/2009	Hooven & Co	Site Improvements	Site Improvement	9,885.00
B0005779	7/23/2009	Thrifty Supply Co	Site Improvements	Site Improvement	916.63
B0005799	7/29/2009	Horizon Distributing	Site Improvements	Site Improvement	3,007.20
B0005803	7/31/2009	Advanced Security Systems	One-time Special Projects	New Furn/Equip >\$200	9,275.73
B0005804	7/31/2009	Advanced Security Systems	One-time Special Projects	New Furn/Equip >\$200	9,306.38
B0005816	8/4/2009	Mr. Robert P. Slionys	Eureka Campus Painting	Scheduled Maintenance	2,800.00
B0005817	8/4/2009	Sherwin-Williams Co	Eureka Campus Painting	Scheduled Maintenance	1,612.02
B0005871	8/10/2009	Jag Architects Inc	Site Improvements	Contract Services	1,000.00
P0016100	7/23/2009	Surveillance Systems Integration	Site Improvements	Site Improvement	31,943.71
P0016101	7/23/2009	Hensell Materials Inc	Site Improvements	Site Improvement	438.41
P0016167	8/12/2009	Keenan & Associates	Scheduled Maintenance & Repair	Insurance	36.00
P0016169	8/13/2009	Crystal Springs Bottled Water Co	Water Main Damage	Site Improvement	255.75
<b><i>Total 141 Capital Outlay Projects Fund</i></b>					<b><i>87,017.78</i></b>
<b><i>Grand Total All Purchase Orders</i></b>					<b><i>1,941,344.97</i></b>



# The Senate Brief

## Bridging the Divide

**Contents:**

Bridging the Divide 1

**Meeting Dates:**

**September 4**

- Academic Senate

**September 11**

- Curriculum Committee

**September 18**

- Academic Senate

**September 25**

- Curriculum Committee
- Academic Standards and Policies

**Academic Senate Copresidents:**

Allen Keppner  
David Holper  
(pending Senate approval)

Assistant:  
Sally Frazier

“Peace is not merely a distant goal that we seek, but a means by which we arrive at that goal.” Martin Luther King, Jr.

At Convocation this year, President Jeff Marsee made a concerted effort to extend the olive branch to faculty. Some faculty were convinced by his gestures; others were not; however, his rhetoric about the importance of working collectively to clear the ACCJC accreditation sanctions makes considerable sense. If our institution wants the ACCJC to remove these sanctions, it will require a meaningful, mutual effort from faculty and administrators that will both improve and sustain the institution for the long haul.

But that begs the question—where did faculty and the administration get stuck last year? And what will it take to resolve those conflicts?

The Academic Senate suggests that the sanction dealing with Recommendation 1 (2008) Program Review, although it must be dealt with and extremely quickly (for it has to be resolved by January 2010), is not the key source of conflict. In this area, what is necessary is to complete as much of the Program Review process as possible (so that data really does inform decision making) and to move forward with an Assessment process by which all faculty can assess Student Learning Outcomes (SLOs) in their courses—and then for the future to establish an on-going faculty presence in Assessment so that key faculty can train their peers in how to assess SLOs.

Rather, it is Recommendation 1 (2009) that elaborates the more serious issues. Not only does the ACCJC expect (as ACCJC President Barbara A. Beno indicated in her letter of June 30, 2009) that the “college undergo a review of roles and responsibilities of each constituent group,” but also (and more seriously) that “the college should develop means by which trust can be enhanced and respect increased among the constituent groups to create an environment that supports empowerment, innovation and leads to institutional excellence.”

So how can trust be re-established between faculty and administration? For faculty the key is to eliminate what appears to be arbitrary decision making. For instance, in a number of critical areas decisions were made

without discussion or explanation. In each of these cases, by utilizing meaningful shared governance, we can find solutions that will address our mutual concerns, as well as resolve the ACCJC's sanctions:

- **The Program Revitalization and Discontinuance Process Proposal.** The Academic Senate crafted and approved a proposal that was forwarded to College Council. Unfortunately this proposal stalled at the College Council level, which is particularly troubling given the administration's move to transfer the Marine Science instructor from Mendocino to the Eureka campus. The Academic Senate and College Council need to finalize a procedure so that program discontinuance follows a clearly recognized and agreed-upon path. This way faculty, staff, and community members will know what to expect and why. In addition, there are other Senate approved procedures that were stalled at College Council, including the Course Grade Challenge proposal.
- **Faculty Position Prioritization Process.** Last year the administration chose not to use the current approved process but a new process was created that was unwieldy and confusing. Either we need to return to the approved process, or we need to create a process that is acceptable to both faculty and administration.
- **English & Math Faculty Hires:** Last year the Math and English departments were told that they had to write business plans for developmental programs at Humboldt State University before any further Math or English faculty hires could occur. Since this is outside of faculty prioritization, this obstacle needs to be removed. Two of our largest departments should not have hiring freezes because of issues that are unrelated to faculty prioritization.
- **MyCR & Tutor.com:** These systems were chosen without faculty consultation. At a minimum, administration should have spoken with faculty about these systems before they were implemented. Instead unnecessary conflict is arising for faculty and students over the hasty implementation of these systems.

In these and other areas, trust must be re-established through shared governance and mutual respect for one another. The faculty welcome Dr. Marsee's Convocation efforts and look forward to the actions that will make his rhetoric become a reality.

*The Senate Brief is prepared in the interest of supporting communication between the Academic Senate and the Board of Trustees.*

REDWOODS COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING

September 14, 2009  
Agenda Item #10.1

**TO:** Board of Trustees

**FROM:** Marjorie Carson  
Vice President of Instruction

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

RECOMMENDATION

Approve six-month report on equivalencies to minimum qualifications.

BACKGROUND

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

In accordance with BP 305 as approved by the Board, the faculty listed below have applied for qualifications equivalent to those established as minimums. In the last six months the Faculty Qualifications Committee of the Academic Senate has recommended granting three equivalencies to the minimum qualifications. The Academic Senate has approved the committee's recommendations.

Vici L. Decker	Sociology	Approved 3/6/09
Joanna C. Tapasa	Foreign Languages (Spanish)	Approved 4/17/09
Guy Alain Aronoff	Political Science	Approved 5/12/09

BUDGET IMPLICATIONS

None.

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REDWOODS COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING

September 14, 2009  
Agenda Item #10.2

**TO:** Board of Trustees

**FROM:** Dr. Marjorie Carson  
Vice President, Instruction

**SUBJECT:** APPROVE OUT-OF-COUNTRY TRAVEL

RECOMMENDATION

Approve out-of-country travel to Reggio Emilia, Italy, for Sydney Fisher Larson, November 20 through November 28, 2009, with the National Coalition for Campus Child Care Study Tour.

BACKGROUND

A study group to Reggio Emilia, Italy is being organized by representatives of the National Coalition of Campus Children's Centers (NCCCC) representatives, Reggio Children and a U.S. Liaison for study groups to Reggio Emilia. The NCCC affiliated group of 40 to 60 individuals will include teachers, administrators, college and university faculty, students, parents and community partners. The Study Group Objectives are:

- ◆ To engage in dialogue about increasing the visibility of programs in campus communities
- ◆ To engage in dialogue about the professional development of teachers including teacher preparation at the University level
- ◆ To understand how cultural and ethnic diversity are embraced and supported in Reggio programs and to examine how this relates to programs affiliated with NCCC
- ◆ To engage in focused dialogue regarding multi-level research opportunities for teachers, administrators and traditional academic faculty

The **Reggio Emilia Approach** is an educational philosophy focused on preschool and primary education. It was started by the parents of the villages around Reggio Emilia in Italy after World War II. The destruction from the war, parents believed, necessitated a new, quick approach to teaching their children. They felt that it is in the early years of development that children are forming who they are as an individual. This led to creation of a program based on the principles of respect, responsibility, and community through exploration and discovery in a supportive and enriching environment based on the interests of the children through a self-guided curriculum.

Ms. Larson will be paying all costs associated with this trip. Since it is during the holidays, no substitute is needed.

BUDGET IMPLICATIONS

None

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REDWOODS COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING

September 14, 2009  
Agenda Item #11.1

**TO:** Board of Trustees

**FROM:** Mike Wells  
Director, Human Resources/Equal Employment Officer

**SUBJECT:** RATIFY: MEMORANDUM OF UNDERSTANDING BETWEEN COLLEGE  
OF THE REDWOODS FACULTY ORGANIZATION (CRFO) AND  
REDWOODS COMMUNITY COLLEGE DISTRICT (DISTRICT)  
STREAMLINING THE ASSOCIATE FACULTY EVALUATION PROCESS

RECOMMENDATION

Ratify Memorandum of Understanding (MOU) between the College of the Redwoods Faculty Organization (CRFO) and Redwoods Community College District (District).

BACKGROUND

The MOU (2007-10-19) streamlines the process of Associate Faculty evaluations by reducing the number of members of the evaluations committee and by extending the period of time between satisfactory evaluations.

BUDGET IMPLICATIONS

None

MW:td

Memorandum of Understanding  
Redwoods Community College District (District)  
College of the Redwoods Faculty Organization (CRFO)

In the interests of reducing the workload involved in Associate Faculty evaluations, while maintaining the quality of the evaluation process, and to facilitate the efficient administration of the Associate Faculty evaluation process, the District and the CRFO agree to the following contract revisions:

1. Section 11.2.4, second sentence, shall be revised to read as follows:

ASSOCIATE FACULTY EVALUATION – Each new associate faculty member will be evaluated in his or her first semester of instruction (excluding summer and winter intersessions) by an Associate Faculty Evaluation Committee (AFEC). ~~Thereafter, the associate faculty member will be evaluated every 4<sup>th</sup> semester under contract with the District in a teaching assignment or the equivalent in hourly employment in a non-teaching assignment or as requested by the current AFEC.~~ *Thereafter, the associate faculty member will be evaluated every 6<sup>th</sup> semester under contract with the District in a teaching assignment or the equivalent in hourly employment in a non-teaching assignment or as requested by the current AFEC.* The AFEC assesses the associate faculty member's performance. The AFEC will submit its report and reemployment recommendation to the appropriate administrator. Recommendations are limited to the following:

- Satisfactory, recommend rehire with evaluation at the next regular interval.
- Needs improvement, recommend rehire with reevaluation in the next assigned semester.
- Unsatisfactory, recommend non-rehire.

These recommendations shall be based on peer evaluations (AF-2), student evaluations (F-3), direct supervisory administrator's evaluations (AF-2), self-evaluations (AF-4), and past evaluations (AF-5). All associate faculty evaluation documents shall be filed with the Human Resources Office and placed in the associate faculty member's personnel file.

2. Section 11.2.4.1 shall be revised to read as follows:

STRUCTURE OF ASSOCIATE FACULTY EVALUATION COMMITTEE:  
The Associate Faculty Evaluation Committee (AFEC) *for the initial evaluation of an associate faculty member*, consists of the associate faculty member's immediate administrative supervisor *or designee*, and one peer evaluator mutually agreed to by the administrative supervisor and the evaluatee. *If the initial evaluation conference report records a recommendation of "Satisfactory," subsequent evaluations, and evaluation conference and report, (per section 11.2.4.6) shall be conducted by one person, a faculty peer, Administrative supervisor, or their designee.*

*The evaluatee, the immediate supervisor or designee, or the faculty peer, has the option of requesting a two person evaluation committee.*

*If any recommendation other than “Satisfactory” is recorded at any evaluation, the subsequent evaluation committee shall again consist of two persons, the immediate administrative supervisor and one peer evaluator.*

~~For the purpose of evaluation committee membership, “Peer” is defined as a District faculty member preferably in the same or a related discipline. The immediate administrative supervisor functions as chair of the committee. The AFEC engages in a two-step procedure: (1) evaluation of the associate faculty member, (2) preparation of the Associate Faculty Evaluation Conference Report (AF-5) at the evaluation conference. Evaluation shall~~

- ~~▪—Assess the effectiveness and quality of instruction and related services;~~
- ~~▪—Assess the current level of success and, where appropriate, the need for improvement or change;~~
- ~~▪—Provide a framework for implementing new instructional objectives or service enhancements; and~~
- ~~▪—Provide associate faculty with an opportunity to document any additional contributions to the college or the community.~~

3. Unless otherwise mutually agreed to by the District and CRFO, this Memorandum of Understanding shall expire June 30, 2010.

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REDWOODS COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING

September 14, 2009  
Agenda Item # 12.1.1

**TO:** Board of Trustees

**FROM:** Ruth Bettenhausen  
Vice President, Administrative Services

**SUBJECT:** REPORT: BOND PROJECT STATUS

RECOMMENDATION

For information only.

BACKGROUND

The attached Bond Status Project Report is provided monthly to the Board to keep the Trustees informed about the progress of the various projects and to report the budget and actual data. In November of 2004, voters approved \$40,320,000 in Proposition 39 general obligation bonds. The district has issued \$33,000,000 in bonds to date. The remaining \$7,320,000 will be issued as cash flow requirements and market conditions dictate. Due to concerns over potential seismic hazards on the Eureka campus, the state has awarded the district \$46,143,500 in state facility bond funds from Proposition ID of 2006 for the construction of new buildings.

Project budgets have been developed based on the total authorized amount of \$75,952,086 and are adjusted periodically to reflect changes in cost estimates, project plan changes, and accrued interest. Actual expenditures to date total \$21,035,409. Individual project status is displayed in the attached report.

BUDGET IMPLICATIONS

None.

REDWOODS COMMUNITY COLLEGE DISTRICT  
 DISTRICT PROP 39 BONDS OF 2004  
 AND STATE PROP 1D BONDS OF 2006

**Budget and Actual Project Expenditures**

<i>In Progress</i>	<i>Feasibility/Hold</i>	<i>Programming</i>	<i>Preliminary Plans</i>	<i>Working Drawings</i>	<i>DSA Approval</i>	<i>Bids &amp; Awards</i>	<i>Construction</i>	<i>Closeout</i>	<i>Completed</i>
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<b>Project Budget</b>	<b>Actual 7/31/09</b>
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										<b>Project Budget</b>	<b>Actual 7/31/09</b>
<b>Local Bonds</b>											
Bonds Issued										\$ 40,320,000	
Interest to date										\$ 2,500,000	
										\$ 42,820,000	
<b>Total of Issue</b>											
<b>Eureka</b>											
Modernization - Health/Technology Building										\$ 3,417,352	3,122,100
Nursing											
Dental											
Woodshop Dust Collector											
Modernization - Physical Science Building										\$ 126,628	126,628
Modernization - Forum Theater/Labs/Classrooms										\$ 160,299	160,299
Modernization - Student Services/Admin Building										\$ 87,346	87,346
Mezzanine Structure LRC										\$ 213,713	213,713
Seismic Upgrade & Remodel - Library Building										\$ 4,093	4,093
Modernization - Engineering for Projects										\$ 1,444,580	728,380
Structural/Geotech Evaluations *											
LRC Computer Lab - Mechanical Upgrade *											
Complete analog to digital PH II Fire Alarm *											
Repair - Pool/Locker Rooms											
Pool										\$ 161,413	161,413
All Other Areas										\$ 932,040	932,040
Replacement - Gym Floor/Bleachers										\$ 779,693	779,693
Renovate/Repair Buildings - Eureka										\$ 13,812	13,812
Upgrade - Eureka Classrooms										\$ 32,548	32,548
Upgrade - Wastewater Treatment *										\$ 71,255	71,255
Modernization - Life Science Building										\$ 53,279	53,279
Firing Range										\$ 2,011	2,011
Student Union Building - Architectural - Project Canceled										\$ 1,023,018	1,023,018
Student Services/Administration Building										\$ 2,261,880	201,455
Academic Building										\$ 3,488,295	555,913
Improvements/Eureka - support of Admin/Std Svs & Acad Bldg.'s											
Design Fees & Testing										\$ 798,046	355,265
Low voltage underground & equipment for IT *										\$ 550,000	38,192
Drainage mitigation, sediment control, required Fish & Game *										\$ 100,000	0
Landscaping *										\$ 200,000	0
Site Lighting *										\$ 100,000	0
Utility services *										\$ 1,128,728	37,800
Entry turnaround *										\$ 150,000	0
Main Parking Lot Paving Rehabilitation										\$ 1,574,204	1,368,784
Contingency										\$ 932,122	188,794
<b>Del Norte</b>											
Modernization - Del Norte Buildings										\$ 3,524,125	3,523,404
Relocated - Del Norte Classrooms										79,525	79,525
<b>Mendocino Coast</b>											
Modernization - Mendocino Coast Buildings *										\$ 5,553,523	5,553,523
Woodworking Building - Mendocino										\$ 2,830	2,830
Renovate/Repair Buildings - Mendocino										\$ 4,186	4,186
<b>Arcata Instructional Site</b>											
Culinary Kitchen										\$ 176,433	176,433
<b>All Locations</b>											
New - Furnishings and Equipment										\$ 406,943	365,168
Election Costs and Project Management *										\$ 263,666	263,666
<b>Subtotal Local Bond Projects</b>										<b>\$ 29,817,586</b>	<b>20,226,566</b>
<b>Balance Bonds Issued</b>										<b>\$ 13,002,414</b>	
<b>State Allocated</b>											
<b>Eureka</b>											
Student Services/Administration Building										\$ 16,663,688	774,849
Academic Building										\$ 29,470,812	33,994
<b>Subtotal State Projects</b>										<b>\$ 46,134,500</b>	<b>808,843</b>
<b>Total Local Bond and State Project Budget &amp; Costs</b>										<b>\$ 75,952,086</b>	<b>21,035,409</b>

Effective Sept. 2009, Status category "Other" changed to "In Progress" to better reflect activities that do not fit into another status category. Board of Trustees September 14, 2009  
 52  
 "\*" indicates Status changes from prior period.

REDWOODS COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING

September 14, 2009  
Agenda Item # 12.1.2

**TO:** Board of Trustees

**FROM:** Ruth Bettenhausen  
Vice President, Administrative Services

**SUBJECT:** DECLARE FARM EQUIPMENT AS SURPLUS PROPERTY AND  
AUTHORIZE SALVAGE VALUE AS TRADE-IN FOR NEW FARM  
EQUIPMENT.

RECOMMENDATION

Approve the following items as surplus property to be used as trade-in value for new farm equipment.

BACKGROUND

BP/AP 6550, Disposal of Property, specifies that all sales of surplus personal property be reported to the Board. The President/Superintendent has delegated the Vice President, Administrative Services, to dispose of property in accordance with the Administrative Procedure. The following items are reported:

Obsolete or Beyond Repair Surplus Property

- 1975 Massey Ferguson 150 Tractor
- 1980 John Deere Baler
- 1981 New Holland Hay Rake
- 1951 Farmall A Tractor
- 1982 John Deere 506 Hay Mower
- 1984 International 1190 Hay Mower

BUDGET IMPLICATIONS

Revenue from the trade-in will reduce the cost of new farm equipment to be purchased with the CALTRANS mitigation grant. The farm equipment to be purchased has been reviewed by the District Agricultural Advisory Committee and the California Coastal Commission.

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REDWOODS COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING

September 14, 2009  
Agenda Item # 12.1.3

**TO:** Board of Trustees

**FROM:** Ruth Bettenhausen  
Vice President, Administrative Services

**SUBJECT:** ACCEPT PURCHASE OFFER – CONSTRUCTION TECHNOLOGY  
HOUSE #35, 2361 KELLOGG, EUREKA

RECOMMENDATION

Accept purchase offer of \$305,000 for Construction Technology House #35, 2361 Kellogg, Eureka, that includes \$10,000 of the buyer's closing costs, and authorize the President, to execute necessary documents on behalf of the District.

BACKGROUND

At its August 2009 meeting, the Trustees authorized a listing price of \$295,000 for Construction Technology House #35. On behalf of the District, Azalea Realty has received a purchase offer in the amount of \$305,000. It is recommended that this offer be accepted.

BUDGET IMPLICATIONS

It is estimated that the cash proceeds to the District will not cover the total cost of property, construction and sale creating an approximate \$5,000 deficit for the construction project.

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REDWOODS COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING

September 14, 2009  
Agenda Item # 12.1.4

**TO:** Board of Trustees

**FROM:** Ruth Bettenhausen  
Vice President, Administrative Services

**SUBJECT:** FOR INFORMATION ONLY – Parking Lot Change Orders Accounting

RECOMMENDATION

For Information Only.

BACKGROUND

The parking lot renovation project had \$314,841 budgeted for contingency purposes that was 20% of the original bid price. There was a need to get the project started before winter 2008-09, so several project needs were left out of the bid and the contingency was increased to 20% to account for them. The project needs that were added in later were the security cameras, low voltage equipment, landscaping and sprinklers, and some additional paving such as the repairing the paving surrounding the pump house adjacent to the parking lot.

The change orders previously approved for the parking lot project are as follows:

<u>Change Order #.</u>	<u>Item</u>	<u>Amount</u>
1.	Security communications panel	\$ 13,305.25
2.	Replace deteriorated light pole	\$ 45,894.95
3.	Relocation of ticket dispenser	\$ 7,369.00
4.	Provide temporary lighting	\$ 8,678.00
5.	Relocated ticket dispenser regarding + pull box	\$ 11,494.00
6.	Underground water at south entrance Required build up of foundation	\$ 47,836.00
7.	Underground water found under security building Required build up of foundation	\$ 41,818.00
8.	Fill planters with topsoil + irrigation	\$ 18,248.52
9.	Additional paving at pump house, north entrance, Upper parking, additional striping & signage	\$ 10,728.47
10.	Concrete curb & sidewalk for new ticket dispenser Conduit runs for temporary ticket dispenser	\$ 74,188.49
11.	Adjustment based on contract bid items and actual	\$( 69,162.73)
12.	Security camera installation	\$ 18,248.52
13.	Additional trenching and repair existing light poles	\$ 14,422.15
14.	West parking lot seal coating	\$ 39,138.75
	TOTAL Change Order Cost	<u>\$282,207.37</u>
	TOTAL Contingency budgeted	<u>\$314,841.00</u>
	Contingency Balance	<u>\$ 32,633.63</u>

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REDWOODS COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING

September 14, 2009  
Agenda Item # 12.2

**TO:** Board of Trustees

**FROM:** Jeff Marsee  
President/Superintendent

**SUBJECT:** PURCHASE OF PROPERTY LOCATED AT 286 SPROWEL CREEK ROAD,  
GARBERVILLE, CALIFORNIA

RECOMMENDATION

It is recommended that the property located at 286 Sprowel Creek Road, Garberville, California, be purchased for \$200,000. It is also recommended that the administration be authorized to clarify the language concerning the seller's (Southern Humboldt Unified School District—SHUSD) first right of refusal to purchase the property should the College of the Redwoods decide to surplus and sell any or all of the property.

BACKGROUND

The College of the Redwoods (CR) is seeking a permanent location in Southern Humboldt County to provide improved higher educational opportunities to an underserved population. This need is based on very low “penetration” rates and poor high school to CR transfer rates for this area. It is believed that the more than one hour drive to the nearest program area (Eureka campus) can be mitigated by locating a permanent site in Garberville where a strong and viable program can be established.

The recommended building and three acre site is located at the Garberville off-ramp. The structure, a former 1939 WPA elementary school, has been inspected by John Ash, JAG Architects (Eureka) and Ms. Kaila Benton-Vitz, SHN Consulting Engineers & Geologists. Neither inspection identified any obvious structural or site issues. The property has been appraised at \$300,000 without the structure. The purchase price was set at \$745,000. In addition to the counter offer of \$200,000 a condition of sale included SHUSD's first right of refusal should CR decide to surplus and sell the property in the future, and the requirement that an educational master plan will be completed for the site and area. The counter offer concerning a right to repurchase the property has language that the President and the District's Broker will clarify prior to the final transfer of deed. The SHUSD Superintendent will be invited to begin a Southern Humboldt region master planning exercise during fall 2009 in preparation of the first class offerings to begin in fall 2010.

The property will be renovated in preparation for a fall 2010 class schedule. The purchase and renovation of this property, not to exceed \$1 million, will be funded from available Measure Q bond proceeds. June 12, 2007 correspondence from Mr. William H. Madison, Attorney, Jones Hall to Mr. Scott Thomason confirms that, “Your bond measure does include very general language that authorizes bond proceeds to be spent to ‘acquire, construct, furnish and equip

college facilities (a flexible provision that I always recommend be included in ballot measures)....”

The district is represented by Mr. Mark Burtchett, Benchmark Realty Group, Eureka, California.

BUDGET IMPLICATIONS

The purchase and renovation, for an amount not to exceed \$1,000,000, will be funded from Measure Q proceeds.

JM:lw

REDWOODS COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING

September 14, 2009  
Agenda # 13.1.1

**TO:** Board of Trustees

**FROM:** Ruth Bettenhausen  
Vice President, Administrative Services

**SUBJECT:** APPROVE GRANTS AND CONTRACTS

RECOMMENDATION

Approve the following contracts.

<u>CONTRACTOR NAME</u>	<u>Sr. Administrator</u>	<u>CONTRACT AMOUNT</u>
Mr. Eihnard Diaz, Diaz Associates	Dr. Jeff Marsee	Not-to-exceed \$24, 890

BACKGROUND

The Facilities Master Plan committee recommended that the old library building be demolished to provide adequate space to place the state funded Academic building (2010). The proposed location of the Academic building will eliminate the need to demolish the existing Student Union Building. However, the anticipated placement of the new Academic building, to be situated close to the old library, would severely interfere with pedestrian traffic flow. The old library building, no longer in use, is also considered to be the most seismically unstable building on campus and is not likely to be used in the future considering its design limitations—e.g., open center atrium.

BUDGET IMPLICATIONS

Funding for this contract will be paid out of the available Measure Q bond funds.

<u>CONTRACTOR NAME</u>	<u>Sr. Administrator</u>	<u>CONTRACT AMOUNT</u>
Six Rivers National Forest United States Forest Service	Dr. Jeff Marsee	\$0.00

BACKGROUND

The District, Six Rivers National Forest, and the US Forest Service have developed this instructional services agreement to formalize a cooperative relationship between the District and the Forest Service to jointly plan and accomplish training activities related to wildland fire suppression and emergency management activities. All training courses will be offered for credit and have been approved through the District curriculum approval process. The Forest Service will provide qualified instructors at no cost to the District. Instructors will be approved through the Faculty Minimum Qualifications process.

**BUDGET IMPLICATIONS**

No cost to district. Apportionment to the district will offset the cost of the contracted instruction through an Instructional Service Agreement. For each student hour, the District will receive approximately \$8.69 in state apportionment and will pay the Forest Service \$3.50 per student hour.

**CONTRACTOR NAME**

Stradling Yocca Carlson  
and Rauth

**Sr. Administrator**

Ruth Bettenhausen

**CONTRACT AMOUNT**

Not-to-exceed \$7,500

**BACKGROUND**

David G. Casnocha, of Stradling Yocca Carlson and Rauth of San Francisco, California will assist in drafting the GASB 45, Irrevocable Trust agreement under the direction of the Board of Trustees Audit Committee. Mr. Casnocha has prepared a draft trust agreement that will be reviewed, finalized and presented to the October 6, 2009 Board for approval.

**BUDGET IMPLICATIONS**

Payment for this engagement will be funded from the retiree's health insurance trust fund balance.

**CONTRACTOR NAME**

JAG Architects Inc.

**Sr. Administrator**

Dr. Jeff Marsee  
Ruth Bettenhausen

**CONTRACT AMOUNT**

Hourly: \$100.00 -\$130.00

**BACKGROUND**

JAG Architects Inc. is a local architectural firm that the District will use to develop designs for renovation and repair of District buildings with an energy efficiency focus. The scope of work is for the Student Union kitchen and cafeteria renovation; the demolition of three quarters of the Old Library and renovation of the remaining quarter of the building facing Tompkins Hill Road; and the design for restoration and renovation of the Old Garberville School.

**BUDGET IMPLICATIONS**

Local bond funds will be used. The development of the agreed upon scope of work for each project will determine the total fees.

REDWOODS COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING

September 14, 2009  
Agenda # 13.1.2

**TO:** Board of Trustees

**FROM:** Ruth Bettenhausen  
Vice President, Administrative Services

**SUBJECT:** RATIFY: MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN  
COLLEGE OF THE REDWOODS AND THE HOOPA VALLEY TRIBE

**RECOMMENDATION**

Ratify Memorandum of Understanding (MOU) between College of the Redwoods and the Hoopa Valley Tribe.

**BACKGROUND**

The Hoopa Valley Tribe purchased 23 computers for the purpose of offering computer classes to the students of the Hoopa Career and Technical Education program. With this MOU, the Hoopa Valley Tribe will give the District ownership of the 23 computers for the express purpose of offering District courses in the computer lab. The Hoopa Valley Tribe will provide a computer lab technician to oversee the computer lab. The District will assume the responsibility of maintaining the computers for instruction, of maintaining through repair and parts, and to provide a designated District representative for the resolution of computer issues.

**CONTRACTOR NAME**

The Hoopa Valley Tribe.

**Sr. Administrator**

Jeff Marsee

Ruth Bettenhausen

**CONTRACT AMOUNT**

\$0.00

**BUDGET IMPLICATIONS**

The general fund will cover the nominal maintenance costs that may occur after the three warranty ends.

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REDWOODS COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING

September 14, 2009  
Agenda Item # 13.1.3

**TO:** Board of Trustees

**FROM:** Ruth Bettenhausen  
Vice President, Administrative Services

**SUBJECT:** APPROVE 2009-10 FINAL BUDGET

RECOMMENDATION

Approve the Final Budget for all funds, as attached. (*See Addendum B*)

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REDWOODS COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES MEETING

September 14, 2009  
Agenda Item # 13.1.4

**TO:** Board of Trustees

**FROM:** Ruth Bettenhausen  
Vice President, Administrative Services

**SUBJECT:** ADOPT 2010-11 BUDGET CALENDAR

RECOMMENDATION

Adopt the 2010-11 Budget Calendar.

BACKGROUND

The Board of Trustees Policy #6200, Budget Preparation, provides that a budget calendar be adopted by the Board.

The attached calendar indicates legal development timelines and the existing consultative process prescribed in Administrative Procedure #6200.

BUDGET IMPLICATIONS

Not applicable.

**REDWOODS COMMUNITY COLLEGE DISTRICT**  
**2010-11 BUDGET CALENDAR**

**BUDGET PROCESS**

**DATE**

Board of Trustees Approval - non resident student fee	January 2010
Governor’s preliminary Budget proposal	January - Mid - 2010
Budget Planning Committee (BPC) development preliminary revenue projections and assumptions	January 22, 2010
Preliminary Budget Report to Board of Trustees	February 2010
District Units develop unit budgets	March to April 2010
President’s Cabinet (PC) develops tentative District Budget	March to April 2010
BPC reviews proposed tentative Budget assumptions	April 2010
First draft of tentative Budget to the Board of Trustees	May 2010
Budget update to the Board of Trustees	May 2010
Governor’s “May Revise”	May – third week - 2010
PC finalizes tentative Budget	May 2010
Tentative Budget Report to the Board of Trustees	June 2010
State Budget Act Deadline	June 30, 2010
PC develops Final Budget	July – September 2010
Public hearing and Final Budget to Board of Trustees	September 2010
File Final Budget with Chancellor’s Office (CCFS-311)	October 10, 2010

Note: BPC = Budget Planning Committee; PC = President’s Cabinet