

REDWOODS COMMUNITY COLLEGE DISTRICT

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

REGULAR MEETING OF THE BOARD OF TRUSTEES

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

AGENDA

Tuesday, February 3, 2009

- 2:00 p.m. — OPEN SESSION (Give Your Comments on Closed-Session Items)
*2:05 p.m. — CLOSED SESSION
3:00 p.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

Roxanne Estela, Student Representative

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

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

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

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

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

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

*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: Sue-alton@redwoods.edu.

MORE GUIDELINES ABOUT MAKING YOUR COMMENTS

Closed Session Before the start of closed session, your public comments are invited about any closed-session subject (See agenda item number 3).

Open Session (after Closed Session, starting with the Flag Salute)

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

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

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

ACTION **1. APPROVE APPOINTMENT OF DISTRICT CHIEF NEGOTIATOR**
Page 10
Appoint Mr. Bill Studt to act in the capacity of chief negotiator for the district.

2. 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 4, “Closed Session.”

3. PUBLIC COMMENT REGARDING ANY CLOSED-SESSION ITEM

4. CLOSED SESSION
With respect to every item of business to be discussed in closed session, pursuant to Government Code Section 54957:

ACTION **4.1 Public Employee Discipline/Dismissal/Release**

ACTION **4.2 Sabbatical Leave Recommendation**

4.3 Public Employee Appointment

ACTION **4.3.1 All Probationary Tenure-track Faculty**

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

4.4 Conference with Legal Counsel – Anticipated Litigation – One Case

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

4.5 Conference with Labor Negotiators

Agency Negotiator: Mr. Bill Studt
Employee Organization: California School Employees Association/College of the Redwoods Chapter #509

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

4.6 Public Employee Performance Evaluation/Goals

4.6.1 President/Superintendent

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

Flag Salute

5. REPORT FROM CLOSED SESSION

3:05 p.m. **6. COMMENTS**

6.1 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.

6.2 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.

6.3 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.

6.3.1 Board Self-Evaluation

Trustees Bennett/Chair, Biggin, Smith

6.3.2 Evaluation of the President/Superintendent

Trustees Mullery/Chair, Bennett, Dorn

6.3.3 Board Development/Education

Trustees Dorn, Smith

3:10 p.m. **7. SPECIAL PRESENTATIONS AND BOARD DEVELOPMENT**

7.1 Board Development

ACTION 7.1.1 Consider Revising the 2009 Board of Trustees Schedule of Meetings *Page 11*

The board will consider switching locations of the April and September board meetings.

ACTION 7.1.2 Set Special Board Meeting for February 27, 2009, to Discuss the Draft Education Master Plan and the Draft Facilities Master Plan *Page 13*

This meeting will provide an opportunity for the board and staff to discuss the plans and validate the target and driver indicators.

ACTION 7.1.3 Review of Board Policy BP 2360, “Minutes” *Page 14*

A discussion will be held regarding the format of the board minutes.

ACTION 7.1.4 Approve Travel to the ACCCA Annual Conference, February 18-20, 2009, San Diego, California *Page 17*

Approve travel for Trustee Truett to attend the Association of California Community College Administrators’ (ACCCA) annual conference in San Diego, California, February 18-20, 2009.

7.1.5 US Department of Labor – President’s Community-Based Job Training Grants Initiative

Ms. Jacqueline Debets, County of Humboldt, Community Development Services, Economic Development Division, will outline the provisions of the grant initiative.

7.1.6 Basic Skills Initiative

At the request of the board, Dr. Keith Snow-Flamer will show a video regarding the Basic Skills Initiative followed by a presentation by Professor Judie Hinman.

7.1.7 Recognition of Special Service to the College by the Board

None for this meeting.

3:55 p.m. **8. 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 8.1 Approve Minutes of the Redwoods Community College District Board of Trustees Regular Meeting of January 6, 2009 *Page 18*

ACTION 8.2 Approve and/or Ratify Personnel Actions - Employment, Employee Change of Status, Out-of-Class Changes, Leave Replacement, Stipends, Unpaid Leave of Absence, Pre-Retirement Workload Reduction, New Associate Faculty Appointments, Voluntary Services, Temporary Staffing Requisitions *Page 26*

Personnel actions submitted for review and approval.

ACTION 8.3 Ratify Purchase Orders – December 16, 2008 to January 15, 2009 *Page 30*

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

4:00 **RECESS**

4:10 p.m. **9. INFORMATION ITEMS**

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

9.1.1 Brief Informational Comments

9.1.2 Del Norte and Mendocino Coast Education Centers

9.2 Organizational Reports

9.2.1 Academic Senate *Page 40*

9.2.2 Classified Report

9.3 Student Representative Report – Roxanne Estela

4:25 p.m. **10. LEARNING AND STUDENT DEVELOPMENT**

Dr. Keith Snow-Flamer is Vice President, Learning and Student Development

ACTION 10.1 Approve Out-of-Country Travel *Page 42*

Approve out-of-country travel for Dr. Jon Pedicino, to Rome, Italy, for Vatican Observatory Summer Symposium.

ACTION **10.2 Approve Six-Month Report on Equivalencies to Minimum Qualifications** *Page 43*

Approve six-month report on equivalencies to minimum qualifications recommended by the Faculty Qualifications Committee and approved by the Academic Senate.

10.3 Brief Informational Comments

4:30 p.m. **11. HUMAN RESOURCES**
Mr. Bill Studt is the Acting Vice President of Human Resources

11.1 Brief Informational Comments

4:35 p.m. **12. ADMINISTRATIVE SERVICES: FACILITIES AND EQUIPMENT**
Mr. Bill Studt

12.1 Facility and Equipment Reports

12.1.1 Bond Project Status (Mr. Ron Cox) *Page 44*

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 Reject All Bids – Construction of Student Union Building, Eureka Campus** *Page 46*

Reject bids opened on November 13, 2008, for the construction of the Student Union building.

ACTION **12.1.3 Approve Initial Spending Plan for the College Farm**
Page 48

The Farm Manager has developed an initial spending plan for the College Farm.

12.2 Brief Informational Comments

4:45 p.m. **13. ADMINISTRATIVE SERVICES: FINANCES**
Mr. Bill Studt

13.1 Budget and Financial Reports

ACTION 13.1.1 Approve Monthly Financial Status Report (Mr. Ron Cox)
Page 51

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

ACTION 13.1.2 Approve Quarterly Financial Status Report –
CCFS-311Q (Mr. Ron Cox) *Page 54*

The state uses the CCFS-311 quarterly report to monitor the financial stability of California community colleges.

ACTION 13.1.3 Approve Grants and Contracts *Page 60*

This report includes the following grants:

- 1) McLean Foundation,
- 2) United Labor Health Foundation; and
- 3) California Labor and Workforce Development Agency.

ACTION 13.1.4 Approve a Memorandum of Agreement between the
Hoop Valley Tribe and Redwoods Community College
District (Dr. Jeff Marsee) *Page 61*

Approve a Memorandum of Agreement with the Hoopa Valley Tribe to provide administrative support services for the Klamath-Trinity Instructional Site.

13.2 Brief Informational Comments

5:00 p.m. **14. FUTURE AGENDA ITEMS, REPORTS, REQUESTS FOR INFORMATION**

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

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

15. RECONVENE TO CLOSED SESSION IF NECESSARY

15.1 Reconvene to Open Session

15.2 Report from Closed Session

5:05 p.m. **16. ADJOURNMENT**

NEXT MEETING

March 3, 2009

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

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 Sue Alton, 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.

REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

February 3, 2009
Agenda Item #1

TO: Board of Trustees

FROM: Dr. Jeff Marsee
President/Superintendent

SUBJECT: APPROVE APPOINTMENT OF DISTRICT CHIEF NEGOTIATOR

RECOMMENDATION

Approve Mr. Bill Studt to act in the capacity of chief negotiator for the District.

BACKGROUND

Per the Education Code, the District is required to approve the appointment of a chief negotiator. Mr. Studt is currently the Acting Vice President, Human Resources/Equal Employment Officer and has had experience with labor relations for the last 25 years.

BUDGET IMPLICATIONS

None

BS:cc

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

February 3, 2009
Agenda Item: 7.1.1

TO: Board of Trustees

FROM: Dr. Jeff Marsee
President/Superintendent

SUBJECT: CONSIDER REVISING THE 2009 BOARD OF TRUSTEES SCHEDULE
OF MEETINGS

RECOMMENDATION

Consider changing the location of the April 5 and 6 board meetings from the Mendocino Coast Campus to the Del Norte Campus and changing the location of the September 13 and 14 board meetings from the Del Norte Campus to the Mendocino Coast Campus.

BACKGROUND

At the January board meeting, a discussion was held regarding switching the locations of the April board retreat with the September board retreat in order to allow interested trustees to attend *Winesong* in Fort Bragg, a benefit in September for the Mendocino Coast Hospital. The district plans to place an ad in the local event guide and will provide the means for the trustees to self identify their participation in this local event.

BUDGET IMPLICATIONS

Switching the locations of the April and September meetings would cost approximately an additional \$600-\$1,000 in lodging expense for board members.

JM:sa

PROPOSED AMENDMENT

REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
SCHEDULE OF MEETINGS
2009

<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
January 6, 2009	2:00 p.m.	Eureka Campus
February 3, 2009	2:00 p.m.	Eureka Campus
March 3, 2009	2:00 p.m.	Eureka Campus
April 5, 2009*	9:00 a.m.	Retreat, Mendocino Coast
April 6, 2009**	10:00 a.m.	Campus-Del Norte Campus Mendocino Coast Campus-Del <i>Norte Campus</i>
May 5, 2009	2:00 p.m.	Eureka Campus
June 2, 2009	2:00 p.m.	Eureka Campus
July 7, 2009	2:00 p.m.	Eureka Campus
August 4, 2009	2:00 p.m.	Eureka Campus
September 13, 2009***	9:00 a.m.	Retreat, Del Norte Campus <i>Mendocino Coast Campus</i>
September 14, 2009****	10:00 a.m.	Del Norte Campus-Mendocino <i>Coast Campus</i>
October 6, 2009	2:00 p.m.	Eureka Campus)
November 3, 2009	2:00 p.m.	Eureka Campus
December 8, 2009*****	2:00 p.m.	Eureka Campus

Meetings are on first Tuesdays, unless otherwise noted.

- * First Sunday of the Month
- ** First Monday of the Month
- *** Second Sunday of the Month
- **** Second Monday of the Month
- ***** Second Tuesday of the Month

Eureka Campus Board Room
College of the Redwoods
7351 Tompkins Hill Road
Eureka, CA 95501

Mendocino Coast Campus
College of the Redwoods,
Mendocino Coast
1211 Del Mar Drive
Fort Bragg, CA 95437

Del Norte Campus
College of the Redwoods,
Del Norte
883 West Washington
Boulevard
Crescent City, CA 95531

REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

February 3, 2009
Agenda Item # 7.1.2

TO: Board of Trustees

FROM: Dr. Jeff Marsee
President/Superintendent

SUBJECT: SET SPECIAL BOARD MEETING FOR FEBRUARY 27, 2009, TO DISCUSS
THE DRAFT EDUCATION MASTER PLAN AND THE DRAFT FACILITIES
MASTER PLAN

RECOMMENDATION

Set a special board meeting on February 27, 2009, 9:00 a.m., to discuss the draft Education Master Plan and the draft Facilities Master Plan.

BACKGROUND

Since 2007-08, the district has been in the process of developing its long-term Education Master Plan (EMP), and more recently, developing a Facilities Master Plan (FMP) in conjunction with the EMP. The draft EMP of December 31, 2008, was forwarded to the Accrediting Commission for their review and is available for review by the entire district. The draft FMP will be available for review by the district in February.

A special board meeting on February 27 will provide an opportunity for a study session with the board and staff to discuss the plans and validate the target and driver indicators. Board members will have an opportunity to further discuss the plan at its March meeting, with final presentation for approval to the board in April 2009.

BUDGET IMPLICATIONS

None.

JM/sa

REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

February 3, 2009
Agenda Item # 7.1.3

TO: Board of Trustees

FROM: Dr. Jeff Marsee
President/Superintendent

SUBJECT: REVIEW OF BOARD POLICY BP# 2360, "MINUTES"

RECOMMENDATION

For discussion only.

BACKGROUND

Following a discussion at the January board meeting regarding the format of the board minutes, board policy BP 2360, "Minutes," is attached for your review and discussion.

Also attached is a legal opinion from 1987 regarding board minutes. Following is an excerpt from *Robert's Rules of Order Newly Revised*:

§ 48. Minutes and Reports of Officers

Minutes

The record of the proceedings of a deliberative assembly is usually called the *minutes*, or sometimes—particularly in legislative bodies—the *journal*. In an ordinary society, unless the minutes are to be published, they should contain mainly a record of what was *done* at the meeting, not what was *said* by the members. The minutes should never reflect the secretary's opinion, favorable or otherwise, on anything said or done. The minutes should be kept in a substantial book or binder.

BUDGET IMPLICATIONS

None.

JM/sa

MINUTES

The President/Superintendent shall cause minutes to be taken of all meetings of the Board. The minutes shall record all actions taken by the Board. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

The minutes shall also record attendance of Board members, time of arrival for those members arriving late, time of departure of those members leaving prior to adjournment, all motions, names of those making and seconding motions, votes, substantial major discussion points, and other items requested at the time to be specifically included.

Reference: Education Code Section 72121(a)

Adopted by Board of Trustees: 9/11/05

Amended: 6/6/06

Former Bylaw #006: "Meetings," Adopted by Board of Trustees: 11/6/78

Amended: 10/17/84, 2/2/87, 1/11/93, 12/7/99, 12/9/03

School and College Legal Services

Sonoma County Office of Education

Robert J. Henry
General Counsel

Jacqueline M. Gong
Margaret M. Merchat
Susanne K. Reed
Assistant General Counsels

County Administration Center
Room 111-E
Education Building
410 Fiscal Drive
Santa Rosa, CA 95403
(707) 527-2429

LEGAL UPDATE

August 28, 1987

TO: Superintendents, Member School Districts
FROM: Robert J. Henry, General Counsel *RJH*
RE: Board Meetings: Action Minutes v. Narrative Minutes

Given the litigious society in which we live, it is not uncommon for school boards to become involved in litigation. In many such cases, minutes of prior board meetings are admitted by the courts as evidence relevant to the resolution of the dispute.

Because it is not feasible for this office to review minutes for each district, and because narrative minutes are not required as a matter of law, we continue to recommend that school boards only maintain action minutes.

We recognize that there is often a prevailing view by some members of the community that the minutes should reflect what they said at a previous meeting. As a matter of law, however, the board's minutes are a record of the action taken by the board and are not a forum for free expression.

Please understand that this is a recommendation, and your Board is free to maintain minutes in the manner and in the style that reflects the policy of the Board. We do, however, urge you to give serious consideration to this recommendation.

RJH/pc

cc: Dick Bacon, Superintendent

REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

February 3, 2009
Agenda Item #7.1.4

TO: Board of Trustees

FROM: Dr. Jeff Marsee
President/Superintendent

SUBJECT: APPROVE TRAVEL TO THE ACCCA ANNUAL CONFERENCE,
FEBRUARY 18-20, 2009, SAN DIEGO, CALIFORNIA

RECOMMENDATION

Approve travel for Trustee Truett to attend the Association of California Community College Administrators' (ACCCA) annual conference in San Diego, California, February 18-20, 2009.

BACKGROUND

The 34th annual ACCCA conference, "Leading the Charge: Courage for the Future and Wisdom from the Past," includes five general sessions and 28 breakout sessions.

BUDGET IMPLICATIONS

Travel expenses are estimated at \$1,400 and are included in the General Fund budget.

JM/sa

REDWOODS COMMUNITY COLLEGE DISTRICT

Minutes of the Regular Meeting of the Board of Trustees
Board Room, Administration Building (AD 201)
7351 Tompkins Hill Road, Eureka, CA
January 6, 2009

PRESENT Mr. Rick Bennett, Ms. Sally Biggin, Mr. Tracy Coppini, Mr. Richard Dorn,
Mr. Bruce Emad, Dr. Colleen Mullery, Mr. Tom Ross, Mr. George Truett, Mr. Will Smith

ABSENT Student Representative Roxanne Estela

OTHERS Dr. Jeff Marsee – President/Superintendent
PRESENT Dr. Keith Snow-Flamer – Vice President, Learning and Student Development
Mr. Tony Sartori – Copresident, Academic Senate

CALL TO ORDER President George Truett called the meeting to order at 2:30 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.

FLAG SALUTE The board reconvened to open session at 3:00 p.m. Ms. Ahn Fielding, Director of Community and Economic Development, led the Pledge of Allegiance.

CLOSED SESSION Mr. Truett announced that during closed session, the board unanimously adopted the proposed decision of the administrative law judge and dismissed from employment, effective immediately, a classified employee in a public safety officer position.

PUBLIC COMMENTS Mr. Truett called for public comments. There were none.

BOARD DEVELOPMENT/ EDUCATION President Truett appointed Trustees Dorn and Smith to an ad hoc committee regarding board development and education.

BOARD SELF-EVALUATION Trustee Bennett reported that the board self-evaluation survey will be available the day of the February board meeting for completion by the trustees and that the results will be discussed at the April board retreat.

EVALUATION OF PRESIDENT Trustee Mullery noted that the ad hoc committee members for the evaluation of the president are Trustees Mullery (Chair), Bennett, and Dorn. She stated that the committee will meet within the next month.

- BOARD MEETING SCHEDULE** A discussion was held regarding switching the locations of the April board retreat with the September board retreat in order to allow interested trustees to attend *Winesong* in Fort Bragg, a benefit in September for the Mendocino Coast Hospital. Dr. Marsee provided several suggestions on how the college could be involved with this event. Revision of the 2009 Board of Trustees Meeting Schedule is postponed until the February meeting so that a plan can be developed for involvement by the college in the *Winesong* benefit.
- STUDENT REP TRAVEL** It was moved, seconded (Biggin/Mullery), and carried unanimously to approve travel for Student Representative Roxanne Estela to attend the Community College League of California Effective Trustee Workshop to be held in Sacramento, California, January 23-25.
- SCREENING COMMITTEE- VP ADMIN** President Truett recommended that Trustees Emad and Ross and community member Mr. Jim Davis serve on the screening committee for the Vice President, Administrative Services. He also recommended that if the community member was unable to serve, an alternate can be appointed by Trustees Emad and Ross in consultation with Dr. Marsee. It was moved, seconded (Dorn/Bennett), and carried unanimously to accept Mr. Truett’s recommendations.
- SCREENING COMMITTEE- DEAN, DN/ KT/PELICAN BAY** President Truett recommended that Trustees Bennett and Biggin and community member Mr. Kevin Hartwick serve on the screening committee for the Dean, Del Norte/Klamath-Trinity/Pelican Bay. He also recommended that if the community member was unable to serve, an alternate can be appointed by Trustees Bennett and Biggin in consultation with Dr. Marsee. It was moved, seconded (Emad/Ross), and carried unanimously to accept Mr. Truett’s recommendations.
- CONSENT CALENDAR** Agenda items #7.1, “Approve Minutes of the Redwoods Community College District Board of Trustees Regular Meeting of December 2, 2008, and of the Special Meeting of December 15, 2008,” and #7.4, “Ratify Purchase Orders – November 16, 2008 to December 15, 2008,” were removed from the consent calendar for further discussion. It was moved, seconded (Emad/Biggin), and carried unanimously to approve the remaining consent calendar items:
- 7.2 Acceptance of Gifts
 - 7.3 Approve and/or Ratify Personnel Actions - Employment, Employee Change of Status, Out-of-Class Changes, Leave Replacement Faculty, Stipends, Unpaid Leave of Absence, Pre-Retirement Workload Reduction, New Associate Faculty Appointments, Voluntary Services, Temporary Staffing Requisitions

MINUTES

Trustee Biggin requested that the December 2, 2008 minutes include comments she made at the meeting related to her concerns on the lack of information in the monthly financial status report. Trustee Emad stated that the minutes should be a reflection of what transpires in a meeting and include remarks of trustees and their thought processes. He also stated that he was not informed about the date of the special board meeting and that his absence should be explained in the minutes. Trustees Dorn and Emad recommended that the meetings be recorded. Trustee Ross asked for information and future discussion regarding the format of the minutes. Trustee Mullery suggested that the public is more inclined to read minutes rather than listening to an audio recording. Trustee Ross suggested that all college meetings that fall under the Brown Act follow the same format.

It was moved, seconded (Biggin/Emad), and carried unanimously to approve minutes of the Redwoods Community College District Board of Trustees Regular Meeting of December 2, 2008, and of the Special Meeting of December 15, 2008, as amended by Trustee Biggin.

ACCREDITATION

Dr. Marsee commented on the Accrediting Team visit of December 5. He stated that the draft Education Master Plan was provided to the Accrediting Commission for their meeting that begins on January 7. He noted that although the Visiting Team commended the district for its progress on long-term budgeting and planning, they expressed concern regarding student learning outcomes and that the district's program review reports are based on disciplines rather than on programs. It was also noted that the college has been aware of these issues for the past decade.

Dr. Snow-Flamer stated that student learning outcomes are currently addressed in program review but that the outcomes are not used effectively. He noted that adjustments are already in place to correct these deficiencies and that the Institutional Research staff will be used to analyze data to assess student success and student achievement.

Dr. Snow-Flamer stated that a task force has been developed to reengineer the program review and assessment processes.

EDUCATION MASTER PLAN

President Marsee reviewed the draft report of the Education Master Plan. He noted that the document will include a scorecard that will track the district's progress in meeting target and driver indicators. Dr. Marsee noted that the Education Master Plan is the driver for the Facilities Master Plan that is also under development. He requested a one-day session for board members and staff to review the plan and to validate target and driver indicators.

Dr. Marsee stated that the district has had difficulty in making a cultural shift to address the deficiencies that are outlined in the Education Master Plan. He stated that he will

provide the leadership for the district to make this cultural shift. Dr. Marsee provided timelines for addressing some areas regarding student success and assessment. He stated that the curriculum needs to be overhauled and in place by the fall 2009.

Dr. Marsee outlined several options the Accrediting Commission may take following their review of our documents.

RECESS A recess was held from 4:25 p.m. – 4:40 p.m.

ACADEMIC BUILDING Dr. Marsee noted that he attended a meeting in Sacramento with representatives from the Chancellor’s Office to discuss the Academic Building preliminary plans. He was advised by the Chancellor’s Office that the plans allocated too much space for faculty offices. He authorized the plans to be redrawn to convert the office space to classroom space. Dr. Marsee stated that he is looking for a new location for the faculty offices and will include that topic in a discussion at the next board meeting when he addresses the bid for the construction of the Student Union building.

PRESIDENT’S REPORT Dr. Marsee noted that the Eureka campus parking lot is being resurfaced and that the Security Office is being relocated to the Academy of the Redwoods Office in close proximity to the Residence Halls. He stated that a no-tolerance policy regarding smoking in undesignated areas has been implemented at the Residence Halls and students who violate the policy will be evicted. Trustee Ross expressed concern regarding the lack of parking areas at the start of the spring semester due to the resurfacing of the parking lot. Dr. Marsee reported that staff are developing parking alternatives to help avoid traffic congestion.

He also reported on the following:

- College courses in high schools
- Klamath-Trinity Instructional Site
- Remedial courses at HSU

DEL NORTE/ MENDOCINO COAST REPORTS Dr. Geisce Ly, Dean, Mendocino Coast campus, reported on the following:

- 20th Annual Fine Woodworking Exhibit
- Fundraising for student scholarships
- Culinary Arts, Hospitality Management, and Wine Business courses
- Darwin Day
- One-day college lecture series
- Personal enrichment learning series
- Northern California Community Colleges Self Insurance Authority meeting

Ms. Carol Mathews, Interim Campus Vice President, Del Norte, reported on the following:

- LVN pinning ceremony
- Health career training grant
- Klamath-Trinity Instructional Site
- Pelican Bay State Prison training programs
- New bookstore location
- Spring Community Education schedule
- Orientation sessions for new students and associate faculty
- Program orientation for EOPS, DSPS, and Student Support Services

ACADEMIC
SENATE
REPORT

Academic Senate Copresident Sartori commented on achievements by the faculty in the following areas:

- Institutional research
- Program Review
- Curriculum development with student learning outcomes
- Basic Skills

Trustees Ross and Emad noted a negative tone in the *Senate Brief* but stated that Mr. Sartori's oral report provided additional insight. Mr. Keppner noted that there is some frustration by the Academic Senate due to the lack of resources and staffing.

CURRIC-
ULUM
CHANGES

Vice President Snow-Flamer highlighted several of the curriculum changes recently approved by the Academic Senate. It was moved, seconded (Dorn/Coppini), and carried unanimously to approve the curriculum changes, as presented.

LEARNING
AND
STUDENT
DEVELOP-
MENT
REPORT

Ms. Martha Davis, Director of Institutional Research, provided enrollment data for the Winter Session and the upcoming Spring Semester. She noted that updates on enrollment data can be viewed on the Institutional Research Website. Dr. Snow-Flamer stated that additional classes are being added to the spring class schedule as courses become full and that he is working with faculty on a new class schedule model that will be in place for the 2009 Summer Session and Fall Semester.

ACADEMIC
CALENDAR
2008-09

It was moved, seconded (Mullery/Emad), and carried unanimously to adjust the 2008-09 Academic Calendar as presented.

ACADEMIC
CALENDAR
2009-10

The following concerns were raised relating to the 2009-10 Academic Calendar:

- Start date of the Winter Session
- Date of commencement
- Ending date of the Spring Semester and the start date of the Summer Session

- Classes held on the day of commencement (also in the 2008-09 calendar)
- Bookstore hours for working students taking evening classes
- Cost of having the campus open during Winter Session

It was suggested that the calendar include additional graduation and ceremony dates (i.e., Administration of Justice graduation, Nursing Pinning ceremonies). Trustee Emad suggested that the Administration of Justice Division provide monthly comments at the board meetings.

The approval of the 2009-10 Academic Calendar was postponed to a future meeting in order to address these concerns.

CRFO MOU PT FACULTY LOAD LIMIT	It was moved, seconded (Biggin/Smith), and carried unanimously to ratify a memorandum of understanding between the College of the Redwoods Faculty Organization and the Redwoods Community College District for changing the part-time faculty load limit.
CRFO MOU STIPENDS	It was moved, seconded (Biggin/Coppini), and carried unanimously to ratify a memorandum of understanding between the College of the Redwoods Faculty Organization and the Redwoods Community College District to add soccer to the list of approved coaching stipends.
PURCHASE ORDERS	At the request of Trustee Ross, Dr. Snow-Flamer will research if the students in the Landscape Construction Course can assist in the landscaping of the new construction technology home. It was moved, seconded (Ross/Emad), and carried unanimously to ratify purchase orders issued November 16 through December 15, 2008.
BOND PROJECTS	Mr. Ron Cox, Administrative Services, reviewed the Bond Status Project Report that provides expenditures grouped by location through November 30 noting that information regarding the three major construction projects has been removed from the report. Dr. Marsee commented on funding issues, reconsideration of the major construction projects, and the correlation with the Facilities Master Plan.
SURPLUS PROPERTY	It was moved, seconded (Ross/Bennett), and carried unanimously to approve the report of Surplus Property Sales and Disposal.
SEWER SYSTEM BID	It was moved, seconded (Ross/Bennett), and carried unanimously to authorize advertising for bids for a sewer system repair at the Eureka campus. Dr. Marsee noted that the district is investigating a connection for sewer services with the Humboldt Community Services District.

MONTHLY FINANCIAL REPORT Mr. Ron Cox reviewed the monthly financial status report through November 2008 and commented on the state budget. Trustee Biggin requested additional information regarding the financial health of the district and requested financial information on all funds of the district. Dr. Marsee suggested that this information be provided in a quarterly report to the board and through the annual audit. It was moved, seconded (Dorn/Coppini), and carried on an 8-1 vote (Abstention: Trustee Biggin) to approve the November 2008 Financial Report.

NON-RES TUITION It was moved, seconded (Ross/Mullery), and carried unanimously to adopt the Student Nonresident Tuition Fee for 2009-10 in the amount of \$226 per semester unit.

CONTRACTS/ GRANTS It was moved, seconded (Biggin/Ross), and carried unanimously to approve the following contract and grant:

- LACO Associates
- Foundation for California Community Colleges

MOU COLLEGE FARM Dr. Marsee briefly reviewed the terms and conditions of the memorandum of understanding (MOU) between the California Coastal Commission, California Department of Transportation, College of the Redwoods Foundation, and College of the Redwoods on use of the California Department of Transportation's Mitigation Fee for the continued improvement of the college farm and the agriculture program.

Trustee Emad objected to the language in the MOU citing the requirement that the farm remain organic, the purchase of environmentally friendly vans, the control over the district by the Coastal Commission, and putting the CR Foundation in an awkward position. Trustee Dorn also is concerned about entering into the MOU citing lack of data that supports growth at the farm and the financial liability of the farm. Mr. Allen Keppner, Copresident of the Academic Senate, expressed concern of obligating the faculty member to report to the Executive Director of the Coastal Commission regarding the progress of the farm without first being negotiated with CRFO.

Trustee Ross spoke in support of the MOU and noted that Dr. Marsee will present a plan to the board before any money is expended. Trustee Mullery also spoke in support of the MOU noting that although the language in the MOU is flawed, it is outweighed by its strengths and opportunities. Trustee Coppini stated that he supports the MOU although he stated that the farm needs to be a viable program within three years. He also stated that the MOU can be terminated by the board. Trustee Bennett noted that although it is a risk, he will support the MOU as this gives us the opportunity to make the farm viable.

It was moved, seconded (Ross/Coppini), and carried on a 7-2 vote (Noes: Trustees Dorn and Emad) to ratify the MOU. Trustee Dorn asked that board have a study session in the future regarding the farm.

BOARD COMMENTS Trustee Bennett requested that an inventory and appraisal be completed on the Native American Basket Collection and that the baskets be placed in appropriate display cases protected from the environment.

Trustee Emad requested that the agenda materials be printed on recycled paper with two-sided copying.

ADJOURN There being no further business, the meeting was adjourned at 6:29 p.m.

sa

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

REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

February 3, 2009
Agenda Item #8.2

TO: Board of Trustees

FROM: Mr. Bill Studt
Acting Vice President, Human Resources/Equal Employment Officer

SUBJECT: APPROVE AND/OR RATIFY PERSONNEL ACTIONS: EMPLOYMENT, EMPLOYEE CHANGE OF STATUS, OUT-OF-CLASS CHANGES, LEAVE REPLACEMENT, STIPENDS, UNPAID LEAVE OF ABSENCE, PRE-RETIREMENT WORKLOAD REDUCTION, NEW ASSOCIATE FACULTY APPOINTMENTS, VOLUNTARY SERVICES, TEMPORARY STAFFING REQUISITIONS

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.

BS:cc

Employment of Classified Staff

1. **Donna Prieto, Administrative Secretary I** – 1.0 FTE, Range 112, Step 3 - \$2,532.40/month, effective January 28, 2009
2. **Tim Kirschbaum, Electronics Systems Specialist II** – 1.0 FTE, Range 120, Step 3 - \$3,744.00/month, effective February 4, 2009
3. **Zachary DeLoach, Research Analyst** – 1.0 FTE, Range 122, Step 1 - \$3,877.47/month, effective February 4, 2009

Employment of Faculty

4. **Dr. Erik Kramer, Assistant Professor, Physics** – 1.0 FTE, Range 4, Step 4 + Ph.D., \$60,332, effective January 16, 2009

Employee Change of Status

5. **Sue Alton, Assistant to the President change to Special Programs Office Manager** – 1.0 FTE, Range 118, Step 13 – y-rated \$6,129.07, effective February 4, 2009

Out-of-Class Changes

6. None

Leave Replacement Faculty

7. None

Stipends

8. **For the development of instruction program for Pelican Bay State Prison**
 - a. **Tom Owen** **\$2500.00**
 - b. **Jennifer Gardner** **\$2500.00**

Unpaid Leave of Absence

9. None

Pre-Retirement Workload Reduction

10. None

New Associate Faculty Appointments

11. **Dione Armand, History**, Range 3, Step 1 - \$713/TLU, Spring 2009
12. **Alastair Bolton, Art**, Range 3, Step 1 - \$713/TLU, Spring 2009
13. **Ken Burton, Biology**, Range 3, Step 1 - \$713/TLU, Spring 2009
14. **Dove Byrne, Business**, Range 3, Step 1 - \$713/TLU, Spring 2009
15. **Vici Decker, Sociology**, Range 4, Step 1 - \$755/TLU, Spring 2009
16. **Martin Flashman, Mathematics**, Range 4, Step 8 - \$994/TLU, Spring 2009
17. **Adam Freas, Guidance**, Range 3, Step 1 - \$713/TLU, Spring 2009
18. **Robert Graves, Culinary**, Range 1, Step 1 - \$634/TLU, Spring 2009
19. **Reagan Henderson, English**, Range 4, Step 1 - \$755/TLU, Spring 2009
20. **Kenneth Householder, Engineering**, Range 0, Step 1 - \$577/TLU, Spring 2009
21. **Marie Judson, Speech – Mendocino**, Range 4, Step 1 - \$755/TLU, Spring 2009
22. **Dietmar Krumrey, Art Appreciation**, Range 4, Step 1 - \$755/TLU, Spring 2009

23. **Nancy McCagney, Philosophy – Mendocino**, Range 4, Step 6 - \$919/TLU, Spring 2009
24. **Brad Morin, Mathematics**, Range 3, Step 1 - \$713/TLU, Spring 2009
25. **Rachel Philippi, Dental**, Range 1, Step 1 - \$634/TLU, Spring 2009
26. **Stephen Quiggle, Psychology – Mendocino**, Range 4, Step 1 - \$755/TLU, Spring 2009
27. **Wendy Riggs, Biology**, Range 4, Step 1 - \$755/TLU, Spring 2009
28. **Mary Risling, Native American Studies**, Range 4, Step 1 - \$755/TLU, Spring 2009
29. **James Robertson, Construction Technology – Del Norte**, Range 4, Step 1 - \$755/TLU, Spring 2009
30. **Lisa Romain, Guidance**, Range 4, Step 1 - \$755/TLU, Spring 2009
31. **Steven Siler, Psychology – Mendocino**, Range 2, Step 1 - \$672/TLU, Spring 2009
32. **Mark Smelser, Geology**, Range 4, Step 1 - \$755/TLU, Spring 2009
33. **Joanna Tapasa, Spanish**, Range 2, Step 1 - \$672/TLU, Spring 2009
34. **Norman Wakefield, Music – Del Norte**, Range 0, Step 1 - \$577/TLU, Spring 2009
35. **Carolyn Yawn, Psychology**, Range 4, Step 1 - \$755/TLU, Spring 2009

Voluntary Services

Volunteers

36. Laura Wagenfuhr
37. David Kennedy
38. Amy Murphy
39. David Beers Jr.
40. Lynsey Adams
41. Susan Ross

Supervisors

- Colby Higgenbotham
 Todd Zeigler
 Prudence Ratliff
 Tracey Thomas
 Colby Higgenbotham
 Chris Gaines

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

42. **Counseling – Professional Resource Matter Expert 1B**, \$15.00/hour, 826 hours from February 4, 2009 – June 30, 2009, provide academic advising, intervention referrals and study skill training for Basic Skills Initiative caseload
43. **Counseling – Professional Resource Matter Expert 1B**, \$15.00/hour, 826 hours from July 1, 2009 – April 30, 2010, provide academic advising, intervention referrals and study skill training for Basic Skills Initiative caseload
44. **Temporary Early Childhood Assistant 2**, \$12.39/hour, 896 hours from February 4, 2009 – June 30, 2009, to provide coverage for an ill employee
45. **Health Occupations – Professional Resource Matter Expert 5C**, \$65.00/hour, 154 hours from February 11, 2009 – June 30, 2009, coordinate grant funds for Simulation Center development and reporting
46. **Health Occupations – Professional Resource Matter Expert 4A**, \$40.00/hour, 625 hours from February 11, 2009 – June 30, 2009, provide technology, advisement and expertise for video and simulation equipment
47. **Health Occupations – Professional Resource Matter Expert 3A**, \$30.00/hour, 667 hours from February 11, 2009 – June 30, 2009, student retention recruitment assessment consultant
48. **Health Occupations – Professional Resource Matter Expert 2B** - \$25.00/hour, 320 hours from February 11, 2009 – June 30, 2009, coordinate student lab and development policies for supplies and use of lab

49. **Health Occupations – Professional Resource Matter Expert 5C**, \$65.00/hour, 154 hours from July 1, 2009 – December 31, 2009, coordinate grant funds for Simulation Center development and reporting
50. **Health Occupations – Professional Resource Matter Expert 4A**, \$40.00/hour, 625 hours from July 1, 2009 – December 31, 2009, provide technology, advisement and expertise for video and simulation equipment
51. **Institutional Research – Professional Resource Matter Expert 2B**, \$25.00/hr, maximum of 760 hours from February 4 – June 30, 2009, Create surveys and analyze data

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

Resignations

52. **James Allen, ECE Assistant II**, last day of employment is January 20, 2009

Retirements

53. **Amy Daily, Human Resources Technician**, last day of employment is August 31, 2009

REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

February 3, 2009
Agenda Item # 8.3

TO: Board of Trustees

FROM: Bill Studt
Acting Vice President, Human Resources/Equal Employment Officer

SUBJECT: RATIFY PURCHASE ORDERS – DECEMBER 16, 2008 TO
JANUARY 15, 2009

RECOMMENDATION

Ratify the list of purchase orders from December 16, 2008 to January 15, 2009 as attached.

BACKGROUND

Board Policy BP 6340 states that the Board shall ratify contracts not exceeding the amounts 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.

February Board Report on Purchase Orders Issued

<i>PO #</i>	<i>Date</i>	<i>Vendor</i>	<i>Program</i>	<i>Description</i>	<i>Amount</i>
<i>110 General Fund Restricted</i>					
B0005437	12/17/2008	Transportation Supplies Inc	Inst Eq/Lib Matl - Even Year	New Software >\$200	293.81
B0005437	12/17/2008	Transportation Supplies Inc	Inst Eq/Lib Matl - Even Year	Tools and Equipment Under \$200	1,339.65
B0005437	12/17/2008	Transportation Supplies Inc	Inst Eq/Lib Matl - Even Year	New Furn/Equip >\$200	23,365.57
B0005439	12/19/2008	Pierson Building Center	Foster Parent Train - Odd Year	Miscellaneous Supplies	500.00
B0005440	12/19/2008	Kmart #7916	Foster Parent Train - Odd Year	Miscellaneous Supplies	1,000.00
B0005449	12/29/2008	Ms. Lacy N. Burr	Calworks	Payment for child care	4,500.00
B0005450	1/7/2009	Ms. Susan M. Torgersen	E O P S	Contract Services	1,000.00
B0005451	1/7/2009	College of the Redwoods	TANF	Office Supplies	200.00
B0005452	1/7/2009	Staples Inc	TANF	Office Supplies	500.00
B0005453	1/9/2009	Staples Inc	Foster Parent Train - Odd Year	Instructional Supplies	3,000.00
B0005460	1/13/2009	Cash and Carry Smart Food Service. Inc	Foster Parent Train - Odd Year	Food Purchases	3,000.00
B0005461	1/13/2009	Mendes Supply Co Inc	Foster Parent Train - Odd Year	Miscellaneous Supplies	500.00
B0005462	1/14/2009	C/R Fund 701	Calworks	Payments for Fees	500.00
B0005467	1/14/2009	Dell Computer Corp	TANF	Tools and Equipment Under \$200	76.98
B0005471	1/15/2009	College of the Redwoods	E O P S	Other Books	300.00
P0015093	12/16/2008	Office Depot Inc	Title III Institution Research	Tools and Equipment Under \$200	107.24
P0015094	12/16/2008	Tangent Computer	Inst Eq/Lib Matl - Even Year	Technology Equip >\$1000	992.06
P0015095	12/16/2008	ADP Lemco Inc	Inst Eq/Lib Matl - Even Year	New Furn/Equip >\$200	1,600.17
P0015096	12/16/2008	CDW Government Inc	Inst Eq/Lib Matl - Even Year	New Furn/Equip >\$200	5,730.61

February Board Report on Purchase Orders Issued

<i>PO #</i>	<i>Date</i>	<i>Vendor</i>	<i>Program</i>	<i>Description</i>	<i>Amount</i>
P0015100	12/17/2008	Island Advertising Specialties	E O P S	Payments on behalf of Students	10,707.79
P0015103	12/17/2008	Del Norte Office Supply	Inst Eq/Lib Matl - Even Year	Tools and Equipment Under \$200	450.13
P0015106	12/17/2008	Tangent Computer	Inst Eq/Lib Matl - Even Year	Technology Equip >\$1000	1,249.46
P0015107	12/17/2008	Usa Fitness Direct	Inst Eq/Lib Matl - Even Year	Technology Equip >\$1000	15,301.68
P0015109	12/17/2008	Datatel Inc	Title III Institution Research	Contract Services	250.00
P0015110	12/17/2008	Dell Computer Corp	Inst Eq/Lib Matl - Even Year	Technology Equip >\$1000	6,295.80
P0015111	12/17/2008	School Outfitters.Com	Inst Eq/Lib Matl - Even Year	New Furn/Equip >\$200	1,843.18
P0015115	12/18/2008	Datatel Inc	Title III Institution Research	New Software >\$200	11,500.00
P0015121	12/18/2008	Mississippi Welders Supply Company	Inst Eq/Lib Matl - Even Year	New Furn/Equip >\$200	2,522.52
P0015121	12/18/2008	Mississippi Welders Supply Company	Inst Eq/Lib Matl - Even Year	Tools and Equipment Under \$200	230.12
P0015126	12/29/2008	Woodcraft Supply	VTEA Block Grant	New Furn/Equip >\$200	321.74
P0015126	12/29/2008	Woodcraft Supply	VTEA Block Grant	Instructional Supplies	82.52
P0015127	12/29/2008	Automotive Paint Specialities	VTEA Block Grant	Tools and Equipment Under \$200	427.77
P0015130	12/30/2008	Tangent Computer	Inst Eq/Lib Matl - Even Year	Technology Equip >\$1000	992.06
P0015161	1/7/2009	Staples Inc	Title III Institution Research	Office Supplies	351.42
P0015163	1/7/2009	Times-Standard	NFNRC Mini Grant Marketing	Advertising	803.83
P0015168	1/7/2009	Sound Advice	Inst Eq/Lib Matl - Even Year	New Furn/Equip >\$200	625.27
P0015169	1/7/2009	Computerland of Silicon Valley	Title III Institution Research	Warehouse Supplies	53.00
P0015171	1/9/2009	Dell Computer Corp	Title III Institution Research	New Furn/Equip >\$200	217.00
P0015174	1/9/2009	Amazon.Com LLC	Title III Institution Research	Software < \$200	42.99
P0015176	1/9/2009	CDW Government Inc	Inst Eq/Lib Matl - Even Year	New Furn/Equip >\$200	5,069.61

February Board Report on Purchase Orders Issued

<i>PO #</i>	<i>Date</i>	<i>Vendor</i>	<i>Program</i>	<i>Description</i>	<i>Amount</i>
P0015179	1/13/2009	Staples Inc	CTE - Equip for Nursing	New Furn/Equip >\$200	1,838.16
P0015181	1/13/2009	Dell Computer Corp	Inst Eq/Lib Matl - Even Year	Technology Equip >\$1000	1,563.10
P0015186	1/13/2009	Lighthouse for the Blind &	DSP&S	New Furn/Equip >\$200	3,287.14
P0015187	1/13/2009	Costco	Inst Eq/Lib Matl - Even Year	Tools and Equipment Under \$200	1,715.91
P0015188	1/13/2009	Henry Schein Inc	General	Nursing Supplies	2,932.49
P0015214	1/15/2009	WESTOP	Upward Bound	Meeting, Conference & Workshop	525.00
P0015216	1/15/2009	Office Depot Inc	Title III Institution Research	Office Supplies	1,419.00
P0015217	1/15/2009	Doubletree Hotel	Upward Bound	Staff Travel	529.20
P0015219	1/15/2009	Matthews Paints	VTEA Block Grant	New Furn/Equip >\$200	772.20
P0015219	1/15/2009	Matthews Paints	VTEA Block Grant	Tools and Equipment Under \$200	71.90
P0015220	1/15/2009	Office Depot Inc	Upward Bound	Office Supplies	7.82
P0015221	1/15/2009	Office Depot Inc	Cal-Soap - Tutorial	Office Supplies	201.98
P0015223	1/15/2009	Downtown Phoenix Hotel Corporation	Upward Bound	Staff Travel	1,038.50

Total 110 General Fund Restricted

123,746.38

110 General Fund Unrestricted

B0005438	12/18/2008	Walkers Towing Inc	General	Rental Equipment	473.50
B0005442	12/29/2008	Fortuna Ford	Intrafund Services Motor Pool	Equipment Repair, Vehicles	1,000.00
B0005443	12/29/2008	Mr. Chester J. Branum, Jr.	Intrafund Services Motor Pool	Equipment Repair, Vehicles	400.00
B0005444	12/29/2008	Lithia Chrysler Dodge of Eureka	Intrafund Services Motor Pool	Equipment Repair, Vehicles	400.00
B0005445	12/29/2008	Trinity Diesel Inc	Intrafund Services Motor Pool	Equipment Repair, Vehicles	200.00

1/26/2009 Redwoods Community College District

February Board Report on Purchase Orders Issued

<i>PO #</i>	<i>Date</i>	<i>Vendor</i>	<i>Program</i>	<i>Description</i>	<i>Amount</i>
B0005446	12/29/2008	Mr. Dave R. Waddell	Intrafund Services Motor Pool	Equipment Repair, Vehicles	200.00
B0005447	12/29/2008	Johns Used Cars & Wreckers	Intrafund Services Motor Pool	Equipment Repair, Vehicles	200.00
B0005448	12/29/2008	Mr. Mike Lemons	Intrafund Services Motor Pool	Equipment Repair, Vehicles	1,000.00
B0005455	1/9/2009	Platt Electric Supply Inc .	District General	Electrical Supplies	4,000.00
B0005456	1/9/2009	Campton Electric Supply Inc	District General	Electrical Supplies	2,000.00
B0005457	1/9/2009	School and College Legal Services o	District General	Legal Services	25,000.00
B0005458	1/13/2009	Pacific Power	District General	Electricity	12,500.00
B0005459	1/13/2009	Suburban Propane Lp	District General	Natural Gas	8,300.00
B0005463	1/14/2009	Hoopa Tribal Radio	District General	Advertising	1,100.00
B0005468	1/14/2009	Napa Auto Parts	Intrafund Services Motor Pool	Equipment Repair, Vehicles	400.00
P0014962	1/9/2009	EBSCO Subscription Services	General	Site Improvement	32.40
P0015097	12/17/2008	North Valley Bank	Athletics	Team Travel Women's Basketball	1,512.00
P0015098	12/17/2008	North Coast Plumbing Heating & Shee	General	Maintenance Supplies	21.45
P0015099	12/17/2008	Mendocino Art Center	District General	Facilities Rental	2,040.00
P0015101	12/17/2008	Jostens Inc	Graduation	Graduation Supplies	2,524.18
P0015102	12/17/2008	Computerland of Silicon Valley	Cont-Ed - Office	Office Supplies	227.37
P0015104	12/17/2008	West Coast Intercollegiate Soccer O	Athletics	Officials	606.00
P0015105	12/17/2008	Sehi Computer Products, Inc	Humanities Div Office	Office Supplies	97.85
P0015108	12/17/2008	St. Joseph Hospital	Health Occupation	Rental Equipment	21.00
P0015113	12/17/2008	Proforma D & D Innovations	District General	Office Supplies	1,461.50
P0015114	12/17/2008	Mckenzie Family Revocable Trust	Community Education	Instructional Supplies	783.49

February Board Report on Purchase Orders Issued

<i>PO #</i>	<i>Date</i>	<i>Vendor</i>	<i>Program</i>	<i>Description</i>	<i>Amount</i>
P0015116	12/18/2008	C & R Medical Inc.	Science and Engineering	Instructional Supplies	233.43
P0015117	12/18/2008	The C.R.A.T.E.	Arts and Languages	Instructional Supplies	108.06
P0015118	12/18/2008	Rio Grande	Arts and Languages	Instructional Supplies	103.15
P0015119	12/18/2008	Rio Grande	Arts and Languages	Instructional Supplies	260.83
P0015120	12/18/2008	North Valley Bank	Athletics	Team Travel Basketball	1,050.00
P0015122	12/19/2008	Hardy Diagnostics	Science and Engineering	Instructional Supplies	697.72
P0015123	12/19/2008	Dell Computer Corp	General	Due from Employees, AR Control	1,384.21
P0015124	12/19/2008	Apple Computer Inc	General	Due from Employees, AR Control	3,109.62
P0015125	12/29/2008	Eureka Humboldt Fire Extinguisher C	Applied Technology	Miscellaneous Supplies	53.30
P0015128	12/29/2008	Computerland of Silicon Valley	General	Stores Inventory	2,789.78
P0015131	12/30/2008	St. Joseph Hospital	District General	Employee Physicals	196.00
P0015132	12/30/2008	North Valley Bank	Athletics	Team Travel Baseball	320.00
P0015133	12/30/2008	North Valley Bank	Athletics	Team Travel Baseball	960.00
P0015134	12/30/2008	North Valley Bank	Athletics	Team Travel Baseball	1,088.00
P0015135	12/30/2008	North Valley Bank	Athletics	Team Travel Baseball	704.00
P0015136	12/30/2008	North Valley Bank	Athletics	Team Travel Baseball	960.00
P0015138	12/30/2008	North Valley Bank	Athletics	Team Travel Baseball	960.00
P0015139	12/30/2008	North Valley Bank	Athletics	Team Travel Baseball	576.00
P0015140	12/30/2008	North Valley Bank	Athletics	Team Travel Baseball	576.00
P0015141	12/30/2008	North Valley Bank	Athletics	Team Travel Baseball	960.00
P0015142	12/30/2008	Nippon Pulse America	Applied Technology	Tools and Equipment Under \$200	64.35

February Board Report on Purchase Orders Issued

<i>PO #</i>	<i>Date</i>	<i>Vendor</i>	<i>Program</i>	<i>Description</i>	<i>Amount</i>
P0015143	12/31/2008	Advanced Security Systems	District General	Maintenance Service Contract	304.35
P0015146	1/5/2009	Thomas Home Center	District General	Gradening Supplies	585.19
P0015147	1/5/2009	Ambrosini & Son Electrical Inc.	District General	Electrical Supplies	468.00
P0015148	1/5/2009	Evans Mechanical	District General	Plumbing Supplies	103.38
P0015149	1/5/2009	Mendes Supply Co Inc	Athletics	Laundry Service	104.20
P0015150	1/5/2009	Mendes Supply Co Inc	Athletics	Laundry Service	108.20
P0015151	1/5/2009	Dell Computer Corp	General	Due from Employees, AR Control	3,537.51
P0015152	1/5/2009	North Valley Bank	Athletics	Team Travel Women's Softball	665.00
P0015153	1/5/2009	North Valley Bank	Athletics	Team Travel Women's Softball	665.00
P0015154	1/5/2009	North Valley Bank	Athletics	Team Travel Women's Softball	665.00
P0015155	1/5/2009	North Valley Bank	Athletics	Team Travel Women's Softball	665.00
P0015156	1/5/2009	North Valley Bank	Athletics	Team Travel Women's Softball	285.00
P0015157	1/5/2009	North Valley Bank	Athletics	Team Travel Women's Softball	665.00
P0015158	1/5/2009	North Valley Bank	Athletics	Team Travel Women's Softball	760.00
P0015159	1/5/2009	North Valley Bank	Athletics	Team Travel Women's Softball	475.00
P0015160	1/5/2009	North Valley Bank	Athletics	Team Travel Women's Softball	475.00
P0015162	1/7/2009	Bay West Supply Inc	General	Office Supplies	63.86
P0015164	1/7/2009	COADN DIRECTORS NORTH	Health Occupation	Administrator Travel	200.00
P0015165	1/7/2009	Carolina Biological Supply Company	General	Instructional Supplies	257.64
P0015166	1/7/2009	Postage by Phone	General	Postage & Delivery	2,000.00
P0015167	1/7/2009	Ward's Natural Science Est LLC	General	Instructional Supplies	139.48

February Board Report on Purchase Orders Issued

<i>PO #</i>	<i>Date</i>	<i>Vendor</i>	<i>Program</i>	<i>Description</i>	<i>Amount</i>
P0015170	1/7/2009	Mac's Refrigeration	Arcata Instructional Site	Contract Services	247.50
P0015170	1/7/2009	Mac's Refrigeration	Arcata Instructional Site	Equipment Repair, Instruction	159.25
P0015172	1/9/2009	College of the Redwoods	Math Calculators	Other Books	257.40
P0015173	1/9/2009	Staples Inc	Humanities Div Office	Tools and Equipment Under \$200	150.14
P0015175	1/9/2009	Staples Inc	Humanities Div Office	Office Supplies	9.11
P0015177	1/9/2009	CDW Government Inc	Info System Implementation	Office Supplies	37.53
P0015178	1/9/2009	Ellis Art & Engineering Supplies	Arts and Languages	Instructional Supplies	96.86
P0015180	1/13/2009	Eureka Chamber of Commerce	Cont-Ed - Office	Membership Fees	398.00
P0015181	1/13/2009	Dell Computer Corp	Science and Engineering	Technology Equip >\$1000	275.84
P0015182	1/13/2009	Fisher Scientific Co LLC	General	Instructional Supplies	240.60
P0015183	1/13/2009	VWR International	General	Instructional Supplies	242.52
P0015184	1/13/2009	Ward's Natural Science Est LLC	Science and Engineering	Instructional Supplies	107.29
P0015185	1/13/2009	Pitney Bowes Credit Corp	General	Postage & Delivery	1,500.00
P0015189	1/13/2009	Costco	Cont-Ed - Office	Technology Equip >\$1000	331.73
P0015190	1/13/2009	Staples Inc	General	Office Supplies	142.19
P0015190	1/13/2009	Staples Inc	General	Office Supplies	56.79
P0015213	1/15/2009	Times-Standard	General	Periodicals	153.99
P0015215	1/15/2009	Dinsmore Construction Co	District General	Painting Supplies	980.00
P0015218	1/15/2009	CI Solutions	Library Printers	Office Supplies	804.37
P0015218	1/15/2009	CI Solutions	Student ID Card	Office Supplies	2,304.35
P0015222	1/15/2009	The Press Democrat	General	Periodicals, CRMC	277.46

1/26/2009 Redwoods Community College District

February Board Report on Purchase Orders Issued

<i>PO #</i>	<i>Date</i>	<i>Vendor</i>	<i>Program</i>	<i>Description</i>	<i>Amount</i>
P0015224	1/15/2009	Aquatic Design Group, Inc.	District General	Cleaning Supplies	2,500.00
P0015225	1/15/2009	Industrial Electric Service Co	District General	Electrical Supplies	7.99
P0015226	1/15/2009	Rogers Machinery Company Inc	District General	Pool and Sewer System Supplies	31.41
P0015227	1/15/2009	Rogers Machinery Company Inc	District General	Pool and Sewer System Supplies	320.00
P0015228	1/15/2009	Rogers Machinery Company Inc	District General	Plumbing Supplies	801.70
P0015229	1/15/2009	West Coast Paper Co	General	Stores Inventory	4,044.00
P0015230	1/15/2009	Matthews Paints	District General	Painting Supplies	17.40

Total 110 General Fund Unrestricted

113,342.42

139 Other Special Revenue Fund

B0005464	1/14/2009	Humboldt Community Services District	House #35	Buildings	2,245.00
B0005465	1/14/2009	Pacific Gas & Electric Co	House #35	Buildings	1,534.71
B0005466	1/14/2009	Pacific Gas & Electric Co	House #35	Buildings	347.36
B0005469	1/14/2009	Ecolab Pest Elimination Division Inc.	Arcata Instructional Site	Contract Services	3,000.00
P0015144	12/31/2008	Computerland of Silicon Valley	Residence Halls	Software < \$200	56.84
P0015145	12/31/2008	Sears Industrial Sales	Dining Services	New Furn/Equip >\$200	1,040.30

Total 139 Other Special Revenue Fund

8,224.21

141 Capital Outlay Projects Fund

B0005441	12/29/2008	KMM Services Inc.	Student Services/Admin. Bldg	Buildings	60,800.00
B0005454	1/9/2009	Bergman & Dacey Inc.	Modernize/Retro/New Construct	Buildings	8,000.00

1/26/2009 Redwoods Community College District

February Board Report on Purchase Orders Issued

<i>PO #</i>	<i>Date</i>	<i>Vendor</i>	<i>Program</i>	<i>Description</i>	<i>Amount</i>
B0005470	1/14/2009	Richard Ashe	Site Improvements	Buildings	2,700.00
B0005470	1/14/2009	Richard Ashe	Site Improvements	Buildings	45,000.00
P0015191	1/13/2009	Rogers Machinery Company Inc	Emergency Repair > \$5000	Scheduled Maintenance	5,114.86
<i>Total 141 Capital Outlay Projects Fund</i>					<i>121,614.86</i>
<i>Grand Total All Purchase Orders</i>					<i>366,927.87</i>



The Senate Brief

Contents:

Faculty Concerns 1

Meeting Dates:

February 6

- Academic Senate
- Multicultural and Diversity Committee

February 20

- Academic Senate
- Multicultural and Diversity Committee

February 27

- Curriculum Committee
- Academic Standards and Policies Committee

Academic Senate Copresidents:

**Tony Sartori
Allen Keppner**

Assistant:

Sally Frazier

Faculty Concerns

Enrollment is up from last year. We are offering additional sections of classes. Faculty are being hired. We have a new president. Program review is in its second year. Distance education (DE) is being expanded. The first draft of the Educational Master Plan (EMP) is complete and the Facilities Master Plan (FMP) is presumably right behind. The Basic Skills Initiative (BSI) team is functioning as is the Assessment team. We are talking about tying budget to planning. We may even be removed from accreditation warning. This should be a time of hope and renewal. Yet, with all of the good news, the mood of the faculty is somber.

This is why at the most recent faculty meeting we focused on identifying concerns and developing strategies for dealing with those concerns. Not surprisingly, the concerns were hiring of full-time faculty, program review, DE, the EMP, the FMP, BSI, assessment, the budget, accreditation, and the sense that requests for faculty input are mere formalities.

Faculty are concerned that our first measure of success as a district will be how well students access our classes and not how well they have achieved their academic goals.

Faculty are concerned that additional sections of classes are being staffed with instructors who do not have the adequate experience and resources to teach. We are concerned that full-time faculty have not been consulted when staffing additional sections and that a mechanism has not been established to allow full-time faculty to mentor new associate faculty.

Faculty are concerned with the hiring of new full-time faculty when we are asked to follow a process that is not consistent with district approved procedure. We are concerned that the administration will not mutually agree to a new process for prioritizing full-time faculty hires.

Faculty are concerned that program review is not currently being used to support the tying of budget to planning beyond resource allocation. We are concerned that academic program review will be substantially changed without faculty input and that it will be used to improve grades but not instruction.

Faculty are concerned that the consultants for the EMP and FMP are developing plans based on the president's vision and not the district's input.

Faculty are concerned that we have been asked to urgently expand DE when we cannot ensure qualified and experienced instruction and do not currently have a process to evaluate DE instruction. We are concerned that we be mindful of meeting accreditation standards for DE.

Faculty are concerned that the Basic Skills Initiative will be used as a means to improve faculty although the intent of BSI is to further the preparation of students for their academic goals. We are concerned that establishing assessment is off to a slow start because the district has not dedicated adequate financial resources for development. It takes more effort to establish assessment than to maintain it.

Faculty are concerned that the administration was trying to capture \$200,000 at the end of last semester and that, at the beginning of the spring semester, discretionary budgets were cut by approximately 22%, including Del Norte and Mendocino campuses. We are concerned that the economic downturn and foreseeable budget dilemmas are not being given careful consideration. We are concerned with the potential of unfunded growth.

Faculty are concerned that accreditation is not a focal point and that we have been warned that there will be serious consequences if our house is not in order at the next visit. We are concerned that district-wide communication on accreditation is inadequate.

Faculty had high aspirations for this academic year. We expected that the district would work collaboratively towards shared goals, towards a shared vision. Now more than ever, faculty are concerned for the future of the district, the role of faculty in making recommendations on academic and professional matters, and ultimately, for the students whom we serve.

Faculty have a responsibility to serve the district and make recommendations on academic and professional matters. We will continue to identify and work on those issues that will have a positive impact on student success and share those recommendations with the Board.

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

February 3, 2009
Agenda Item 10.1

TO: Board of Trustees

FROM: Dr. Keith Snow-Flamer
Vice President, Chief Student Services Officer

SUBJECT: APPROVE OUT-OF-COUNTRY TRAVEL

RECOMMENDATION

Approve out-of-country travel for Jon Pedicino, to Rome, Italy, June 21 through June 26, 2009.

BACKGROUND

Dr. Jon Pedicino has been invited by the head of the Vatican Observatory, Father Jose Funes, to the Vatican Observatory Summer Symposium, as one of a small number of Americans invited to participate in this conference that is linked to public outreach and current research in Astronomy. Dr. Pedicino, representing College of the Redwoods, will likely be the only Community College professor attending. This conference meets faculty development objectives by exposing Professor Pedicino to cutting edge research, allowing him to stay current in his discipline, increase his knowledge and experience base which will stimulate new innovations and perspectives for how he teaches in his discipline. The information gained from this experience is valuable to keeping Astronomy classes up-to-date and of a quality equivalent to that offered at a four-year institution.

BUDGET IMPLICATIONS

Professor Pedicino is applying for faculty development funds of \$1,800 toward expenses. He will cover the additional costs.

REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

February 3, 2009
Agenda Item #10.2

TO: Board of Trustees

FROM: Keith Snow-Flamer
Vice President, Chief Student Services Officer

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 according to procedures developed by local academic senates and approved by local boards of trustees.

The faculty listed below, through the process approved by the Board, 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 six equivalencies to the minimum qualifications. The Academic Senate has approved the committee's actions.

Adams, Holly	Psychology	Approved 11/21/08
Houston, Patricia	Psychology	Approved 10/17/08
Luyster, William	Astronomy	Approved 11/7/08
Luyster, William	Physics	Approved 11/7/08
Marshall, Rain L.	Native American Studies	Approved 10/17/08
Wright, John	History	Approved 12/17/08

BUDGET IMPLICATIONS

None.

REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

February 3, 2009
Agenda Item # 12.1.1

TO: Board of Trustees

FROM: Ron Cox
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 \$46,003,450 in state facility bond funds from Proposition ID of 2006 for the construction of two new buildings.

Project budgets have been developed based on the total authorized amount of \$87,823,450 and are adjusted periodically to reflect changes in cost estimates, project plan changes, and accrued interest. Through December 31, 2008, actual expenditures total \$18,532,535. 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

	Other	Feasibility/Hold	Programming	Preliminary Plans	Working Drawings	DSA Approval	Bids & Awards	Construction	Closeout	Completed	Project Budget	Actual 12/31/08
Eureka												
Modernization - Health/Technology Building											\$ 3,627,300	\$ 3,097,243
Nursing												
Dental												
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
New - Mezzanine Structure LRC											213,713	213,713
Seismic Upgrade & Remodel - Library Building											4,093	4,093
Modernization - Engineering for Projects											1,745,544	716,830
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											77,378	71,255
Modernization - Life Science Building											53,279	53,279
New - Firing Range											2,011	2,011
New - Student Union Building											11,851,373	980,131
New - Student Services/Administration Building											2,166,012	125,194
New - Academic Building											2,814,910	250,811
Improvements - Eureka Site											6,882,550	274,297
Del Norte												
Modernization - Del Norte Buildings											3,700,352	3,495,902
Renovate/Repair Buildings - Del Norte											0	0
Relocated - Del Norte Classrooms											79,525	79,525
Mendocino Coast												
Modernization - Mendocino Coast Buildings											5,632,577	5,541,903
New - Woodworking Building - Mendocino											2,830	2,830
Renovate/Repair Buildings - Mendocino											4,186	4,186
Arcata Instructional Site												
Renovate/Repair Buildings - Arcata Instructional											0	0
New - Culinary Kitchen											176,433	176,433
All Locations												
New - Furnishings and Equipment											186,118	176,943
Election Costs and Project Management											306,037	263,666
Subtotal Local Bond Project Costs											41,820,000	17,824,024
Eureka												
New - Student Services/Administration Building											16,348,450	708,511
New - Academic Building											29,655,000	0
Subtotal State Bond Project Costs											46,003,450	708,511
Total Local and State Bond Project Costs											\$ 87,823,450	\$ 18,532,535

REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

February 3, 2009
Agenda Item #12.1.2

TO: Board of Trustees

FROM: Dr. Jeff Marsee
President/Superintendent

SUBJECT: REJECT ALL BIDS – CONSTRUCTION OF STUDENT UNION BUILDING,
EUREKA CAMPUS

RECOMMENDATION

Reject all bids for the construction of the Student Union Building on the Eureka campus.

BACKGROUND

To replace existing buildings that have been determined to be situated on an active fault area, the district was able to obtain approximately \$48 million in state funds to build replacement Student Services and Academic classroom buildings. It was originally determined necessary to demolish the existing Student Union to provide a seismically stable site for the Academic building. Assuming that the demolition of the existing Student Union was necessary, a new Student Union building was to be built with (100 percent) local-bond funds. This final project, with the estimated construction cost and "soft money" expenses totaling approximately \$11 million, would have utilized the final uncommitted resources from the Measure Q bond fund.

After opening the bids for the Student Union construction project on November 13, 2008, it was determined that there was adequate space to the west of the current Student Union to accommodate the proposed Academic building. Seismic trenching in this area is currently underway and the findings will be available prior to the board meeting. Providing the report clears this area for construction, there is no need to demolish the Student Union. Therefore, with the numerous outstanding needs of the campus and centers, it seems inappropriate to use local funds to build a new Student Union when there is an existing and still serviceable building. While substantial architectural and site planning expenses have already been spent on this project, continuing the project based on a now unnecessary premise is unwise.

Therefore, it is recommended that the bids listed below be formally rejected for the Student Union project. It is further recommended that the project funds be unencumbered until the formal facilities master plan has been completed and the trustees can determine how and when the remaining funds will be allocated for future use.

Lakmann Construction, Inc., Redding, CA	\$7,633,599
Randy Hill Construction, Inc., Chico, CA	\$7,815,000
Mayan Construction, Arcata, CA	\$7,982,669
EMJ Corporation, Sacramento, CA	\$7,983,084
Danco Builders, Arcata, CA	\$8,080,449
Hilbers, Inc., Yuba City, CA	\$8,090,000
Aulabaugh Construction, Inc., Chico, CA	\$8,112,000
Waters Contracting, Inc., Folsom, CA	\$8,537,000
Brown Construction, Inc., West Sacramento, CA	\$8,579,000
Timberworks, Mt. Shasta, CA	\$9,253,118
Beacom Construction Company, Fortuna, CA	\$9,930,000

As stated in the bid specification documents, the district reserves the right to reject any and all bids whenever it is in the interest of the district.

BUDGET IMPLICATIONS

Eliminate \$7,633,599 project construction cost and unencumbered project budget totaling approximately \$11 million.

JM/sa

REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

February 3, 2009
Agenda Item # 12.1.3

TO: Board of Trustees

FROM: Dr. Jeff Marsee
President/Superintendent

SUBJECT: APPROVE INITIAL SPENDING PLAN FOR THE COLLEGE FARM

RECOMMENDATION

Approve an initial spending plan in the amount of \$174,186.35 for the College Farm from the State Coastal Commission endowment fund.

BACKGROUND

At its January 6 meeting, trustees ratified a memorandum of understanding (MOU) between the California Coastal Commission, California Department of Transportation, College of the Redwoods Foundation, and College of the Redwoods on use of the California Department of Transportation's Mitigation Fee for the continued improvement of the college farm and the agriculture program. In order to mitigate permanent conversion of prime agricultural lands associated with Caltrans projects on the north coast, an endowment of a \$2 million fund to the CR Foundation for the agricultural education program at the farm will be provided. The endowment fund would be segregated into two components: a \$1.5 million component reserved for the purpose of permanently endowing a full-time teaching position in agriculture education, and a \$.5 million component for infrastructure improvements at the farm.

Mr. Franz Rulofson, Farm Manager, has provided the attached initial spending plan for a portion of the \$.5 million. This equipment will take approximately three months to obtain and is needed in the spring for the planting season. The remaining funds of the \$.5 million will be allocated once a faculty member is in place.

Upon approval of the initial spending plan, it will be submitted to the Coastal Commission for their approval.

BUDGET IMPLICATIONS

Funds will be provided through the Coastal Commission endowment.

JM/sa

DATE: January 20, 2009
TO: Board of Trustees
FROM: Franz Rulofson
SUBJECT: Infrastructure Improvement Request

I have prepared the following plan in response to the Coastal Commission's request for a spending plan for the money set aside for Shively Farm improvements. This addresses the immediate equipment needs of both the farm and students. At present there are four laboratory courses with a significant component on the farm. They are AG65L, AG66, AG39L, AG63L and to some extent AG22. These classes are involved in varying amounts in the production and harvesting of the crops grown on the farm. All take part in the tractor safety and operation workshop held on the farm. The AG65L and AG66 students are involved for three semesters in growing crops to be sold through the farmer's markets and through the CR Community Supported Agriculture project.

This equipment is essential for them in carrying out their projects. Some of it is also essential in order for the farm to generate income to help offset the costs of operating the farm. Money is also included for a 12-15-passenger van to help students get to the farm. And lastly, there is money to finish the student bathroom with solar hot water for washing and bathing.

The total estimated for these improvements is \$174,186.35. (see attached) The remaining balance will be kept until the new full time agricultural faculty member is hired. At that time an addition plan may be put forward.

CR Farm Infrastructure Improvement

Many of these items would take 3 months to arrive. We would need to have this equipment by April 15th in order to use it this season for seedbed preparation. John Deere manufactures most of the equipment. This equipment qualifies for state contract pricing the other brand equipment does not. This list also includes a farm truck and one van.

John Deere 5203 Tractor \$18,661.73
John Deere 522 Farm Loader attachment \$4,429.98
John Deere 328 Twine Baler \$12,085.2
John Deere 625 Rotary Mower Conditioner \$13,404.
24 John Deere MX6 Rotary Cutter \$1,854.00
Frontier AP12F Fixed Pallet Fork \$1110.59
Toro Spader 8' wide \$18,862
8' Brillion Pullverizor \$9,885
Harrowbed (used) \$12,000
Potato Hiller \$2,000
BE350T 10'6" Hay Rake \$4,700.00
Apple Cider Press \$1,700.00
Livestock Scale \$2,500.00
 Total Equipment \$103,192.50
Tax on above equipment (2%) \$2,063.85

3/4 ton 4x4 long bed quad cab truck \$33,900.00
15 passenger van \$30,030.00
Student bathroom Solar Hot Water \$5,000

Total request \$174,186.35

REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

February 3, 2009
Agenda Item #13.1.1

TO: Board of Trustees

FROM: Ron Cox
Administrative Services

SUBJECT: APPROVE MONTHLY FINANCIAL STATUS REPORT

RECOMMENDATION

Approve the monthly Financial Status Report for February 2009.

BACKGROUND

A new budget model was introduced to the board at the September 2008 meeting. This budget model is being adopted to assist the institution to better link planning to the budget. The model develops and displays the unrestricted budget by components: Instruction, Mandatory, and Discretionary. The report format features columns for the Adopted Budget, Current Budget, Year-to-date Actual, Balance, and Percent. For this month, object range detail has been added to facilitate a better understanding.

A projection of 2008-09 FTES in Fall showed an increase of 266 over last year. A revised mid-year projection of FTES shows additional growth over the Fall projection of 193 FTES for a total of 459 FTES or 9.3% over last year.

BUDGET IMPLICATIONS

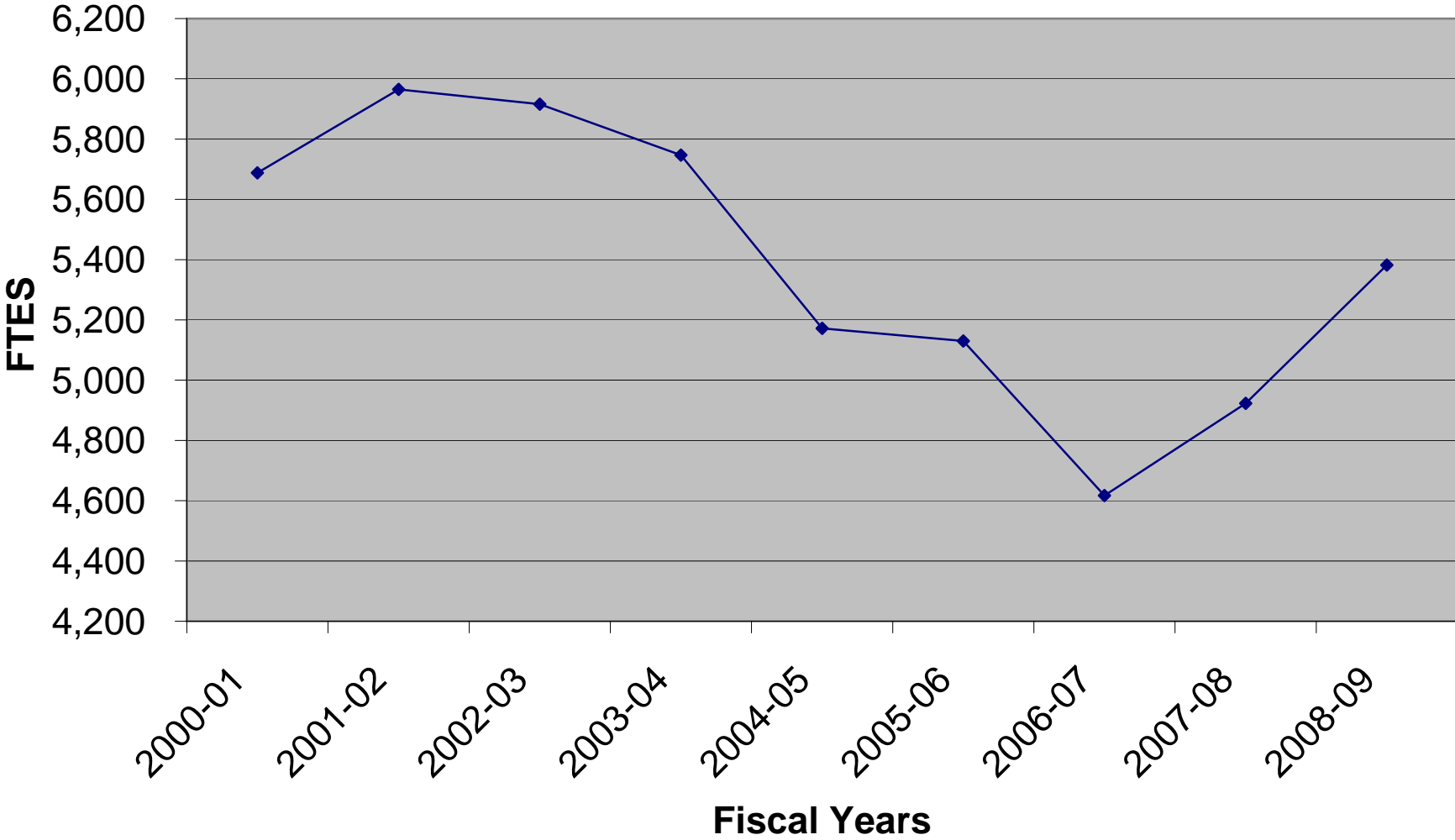
The District follows the budget practice of not adjusting the current year budget for revenue from apparent growth in FTES based on Fall and mid-year projections.

A consistent theme in the budget news from Sacramento is that Community Colleges will not keep this year's COLA of 0.68%. A mid-year budget cut to department discretionary budget allocations of \$178,047 is being developed as a precautionary move. The budget will show an offsetting decrease in state revenue.

REDWOODS COMMUNITY COLLEGE DISTRICT
 UNRESTRICTED GENERAL FUND
 FISCAL YEAR 2008-09

	<u>Object Range</u>	<u>Current Budget</u>	<u>50% December Year-to-date Actual</u>	<u>Balance</u>	<u>Actual to Budget Percent</u>
Resources					
Ongoing Revenues					
SB 361 Current Year	8000	\$ 26,671,885	\$ 14,177,060	\$ 12,494,825	53.2%
Prior Year	8000	354,400	322,169	32,231	90.9%
Non-resident Tuition	8000	763,474	768,706	(5,232)	100.7%
All Other Revenues	8000	2,238,765	355,439	1,883,326	15.9%
One-time Resources - Reserves Over 5%	8000	735,278	735,058	220	100.0%
Total Resources		30,763,802	16,358,432	14,405,370	53.2%
Expenditures (except Discretionary)					
Instructional Component					
Teaching Faculty Salaries	1000	6,099,190	2,987,538	3,111,652	49.0%
Adjunct Faculty Salaries*	1000	4,255,811	2,090,098	2,165,713	49.1%
Subtotal Instructional Component Expenditures		10,355,001	5,077,636	5,277,365	49.0%
Mandatory (Institution-wide)					
Regular Faculty and Staff Salaries					
Academic Non-instructional	1000	2,492,986	1,245,664	1,247,322	50.0%
Regular Staff	2000	5,402,686	2,500,129	2,902,557	46.3%
Employee Benefits	3000	5,644,888	2,561,069	3,083,819	45.4%
Other Mandatory Expenditures					
Matching & Other Academic	1000	203,974	140,000	63,974	68.6%
Other Part-time Mandatory Salaries	2000	703,092	464,178	238,914	66.0%
Benefits	3000	254,893	130,937	123,956	51.4%
Supplies	4000	528,850	164,966	363,884	31.2%
Services/Other Operating	5000	3,337,321	1,428,227	1,909,094	42.8%
Capital Outlay	6000	236,903	71,394	165,509	30.1%
Other Outgo	7000	859,775	210,661	649,114	24.5%
Subtotal Mandatory Expenditures		19,665,368	8,917,225	10,748,143	45.3%
Total Expenditures		30,020,369	13,994,861	16,025,508	46.6%
Available for Discretionary Expenditures		\$ 743,433	\$ 2,363,571	\$ (1,620,138)	
Discretionary Expenditures					
Part-time Academic Non-instructional	1000	\$ 72,110	\$ 18,136	\$ 53,974	
Other Part-time Salaries	2000	37,127	58,520	(21,393)	
Benefits	3000	12,459	8,749	3,710	
Supplies	4000	111,695	83,783	27,912	
Services/Other Operating	5000	444,575	212,514	232,061	
Capital Outlay	6000	28,908	22,742	6,166	
Contingency	7000	71,788		71,788	
Total Discretionary Expenditures		778,662	404,444	374,218	51.9%
Net		(35,229)	1,959,127	(1,994,356)	
Beginning Balance		1,527,613	1,527,613	0	
Ending Balance		\$ 1,492,384	\$ 3,486,740	\$ (1,994,356)	
Reserve Percent		4.8%			

Annual Total FTES (with Projected 2008-09)



REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

February 3, 2009
Agenda Item # 13.1.2

TO: Board of Trustees

FROM: Ron Cox
Administrative Services

SUBJECT: APPROVE QUARTERLY FINANCIAL STATUS REPORT, CCFS-311Q

RECOMMENDATION

Approve the Quarterly Financial Status Report, CCFS-311Q for the quarter ended December 31, 2008.

BACKGROUND

The state uses this quarterly report to monitor the financial stability of California Community Colleges. The format for the report provides a view of trends of revenues, expenditures, fund balances, FTES, and cash balances over a four-year period. The District began its financial recovery at the end of the 2006-07 fiscal year and has maintained financial stability during the current fiscal year. FTES declined through 2006-07 with 2007-08 showing some recovery.

A supplementary report was prepared this month to show budget and actual revenue and expenditures for all funds of the District whether unrestricted or restricted.

BUDGET IMPLICATIONS

As shown in the accompanying reports.

California Community Colleges
 Quarterly Financial Status Report, CCFS-311Q

Board Meeting Date: February 3, 2009

District: 160 Redwoods Community College District

Quarter Ending Date: December 31, 2008

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2005-06	Actual 2006-07	Actual 2007-08	Projected 2008-09

I. Unrestricted General Fund Revenues and Expenditures:

A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	27,519,789	29,813,437	29,228,600	29,850,477
A.2	Other Financial Sources (Object 8900)	915,000		363,721	735,278
A.3	Total Unrestricted Revenue (A.1 + A.2)	28,434,789	29,813,437	29,592,321	30,585,755
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	28,091,404	28,022,487	28,021,319	29,689,421
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	560,696	746,127	1,987,571	931,563
B.3	Total Unrestricted Expenditures (B.1 + B.3)	28,652,100	28,768,614	30,008,890	30,620,984
C.	Revenues Over (Under) Expenditures (A.3 - B.3)	(217,311)	1,044,823	(416,569)	(35,229)
D.	Fund Balance, Beginning	1,116,670	899,359	1,944,182	1,527,613
D.1	Prior Year Adjustments + (-)				
D.2	Adjusted Fund Balance, Beginning (D + D.1)	1,116,670	899,359	1,944,182	1,527,613
E.	Fund Balance, Ending (C + D.2)	899,359	1,944,182	1,527,613	1,492,384
F.1	Percentage of GF Fund Balance to GF Expenditures (E / B.3)	3.1%	6.8%	5.1%	4.9%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	4,907	4,482	4,744	5,142
-----	---	-------	-------	-------	-------

III. Total General Fund Cash (Unrestricted and Restricted)

	Description	As of the specified quarter ended for each fiscal year presented			
		2005-06	2006-07	2007-08	2008-09
H.1	Cash, excluding borrowed funds				2,522,517
H.2	Cash, borrowed funds only				0
H.3	Total Cash (H.1 + H.2)	869,031	0	1,350,699	2,522,517

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
------	-------------	----------------------------	-----------------------------------	----------------------------------	-------------------------------

IV. Unrestricted General Fund Revenues and Expenditures: 2008-09 Budget to Year-to-Date Actuals

I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	29,816,977	29,850,477	15,623,374	52.3%
I.2	Other Financial Sources (Object 8900)	735,278	735,278	735,058	100.0%
I.3	Total Unrestricted Revenue (I.1 + I.2)	30,552,255	30,585,755	16,358,432	53.5%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	29,676,300	29,689,421	14,233,746	47.9%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	875,955	931,563	165,555	17.8%
J.3	Total Unrestricted Expenditures (J.1 + J.3)	30,552,255	30,620,984	14,399,301	47.0%
K.	Revenues Over (Under) Expenditures (I.3 - J.3)	0	(35,229)	1,959,131	
L.	Adjusted Fund Balance, Beginning	1,527,613	1,527,613	1,527,613	
L.1	Fund Balance, Ending	1,527,613	1,492,384	3,486,744	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	5.0%	4.9%		

V. Has the district settled any employee contracts during this quarter? **No**

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	%*	Permanent Total Cost Increase	%*	Temporary Total Cost Increase	%*	Total Cost Increase	%*
a. SALARIES:								
Year 1: 0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Year 2: 0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Year 3: 0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
b. BENEFITS:								
Year 1: 0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Year 2: 0	0	0.0%	0	0.0%	0	0.0%	0	0.0%
Year 3: 0	0	0.0%	0	0.0%	0	0.0%	0	0.0%

*: As specified in Collective Bargaining Agreement or other Employment Contract .

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **No**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed this year? **No**
Next year? **No**

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

Redwoods Community College District
 Quarterly Financial Status Report
 All District Funds (unrestricted and restricted)

Board Meeting Date: February 3, 2009
 Quarter Ending Date: December 31, 2008

Line	Description	Fiscal Year 2008-09			
		Adopted Budget	Current Budget	Actual	Budget Balance

I. Revenues and Expenditures:

A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	51,816,008	53,284,662	23,494,561	29,790,101
A.2	Other Financial Sources (Object 8900)	1,242,149	1,242,149	735,058	507,091
A.3	Total Unrestricted Revenue (A.1 + A.2)	53,058,157	54,526,811	24,229,619	30,297,192
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	50,249,302	58,238,500	19,909,821	38,328,679
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	15,313,471	15,980,156	8,000,472	7,979,684
B.3	Total Unrestricted Expenditures (B.1 + B.3)	65,562,773	74,218,656	27,910,293	46,308,363
C.	Revenues Over (Under) Expenditures (A.3 - B.3)	(12,504,616)	(19,691,845)	(3,680,674)	16,011,171
D.	Fund Balance, Beginning	28,103,623	28,920,780	28,920,780	0
D.1	Prior Year Adjustments + (-)				
D.2	Adjusted Fund Balance, Beginning (D + D.1)	28,103,623	28,920,780	28,920,780	
E.	Fund Balance, Ending (C + D.2)	15,599,007	9,228,935	25,240,106	16,011,171

II. Analysis of Ending Fund Balance

F.	General Fund				
F.1	Unrestricted	1,120,199	841,054		
F.2	Designated (Self-supporting Programs)	407,414	651,330		
F.3	Restricted	0	0		
F.4	Total General Fund	1,527,613	1,492,384		
G.	Other Funds				
G.1	Unrestricted	15,000	649,217		
G.2	Designated (Retiree Benefits and Self-supporting Programs)	5,079,032	5,147,342		
G.3	Restricted	8,977,362	1,939,992		
G.4	Total Other Funds	14,071,394	7,736,551		
H.	Fund Balance All Funds	15,599,007	9,228,935		

REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

February 3, 2009
Agenda # 13.1.3

TO: Board of Trustees
FROM: Bill Studt
Acting Vice President, Human Resources/Equal Employment Officer
SUBJECT: APPROVE GRANTS AND CONTRACTS

RECOMMENDATION

Approve the grants, contracts or memorandums of understanding listed below and authorize their execution by the administration, following review by legal counsel if appropriate.

BACKGROUND

Board Policy BP 6340 states that contracts exceeding the amounts specified in Public Contracts Code Section 20651 shall require prior approval by the Board. The Board shall also ratify other contracts. Grants are presented to the Board for its consideration and approval. The senior administrators who have supervisory responsibility in the operational areas concerned have reviewed the following, and recommend approval by the Board:

Approve the following grants:

<u>1) GRANTOR NAME</u>	<u>Sr. Administrator</u>	<u>GRANT INCOME</u>
MCLEAN FOUNDATION	Keith Snow-Flamer	\$20,000

This grant provides funds for phase one of the Humboldt Bay Regional Simulation Center. Funding will be utilized to offer training opportunities for both nursing/health occupation students as well as health care practitioners. The term of the grant is December 8, 2008 to December 8, 2009.

<u>2) GRANTOR NAME</u>	<u>Sr. Administrator</u>	<u>GRANT INCOME</u>
UNITED LABOR HEALTH FOUNDATION	Keith Snow-Flamer	\$15,000

This grant provides additional funds for the Humboldt Bay Regional Simulation Center, and is to be utilized for the Pilot Project's Simulation Specialist and Clinical Project Manager salary. The term of the grant is October 28, 2008 to October 8, 2009.

<u>3) GRANTOR NAME</u>	<u>Sr. Administrator</u>	<u>GRANT INCOME</u>
CALIFORNIA LABOR AND WORKFORCE DEVELOPMENT AGENCY	Keith Snow-Flamer	\$250,000

This grant provides funds for the Humboldt Bay Regional Simulation Center in areas of faculty development for curricular integration of simulation technology and evaluation. Additionally it provides funding for distance education training and equipment. This is a non-competitive grant awarded to support regional clinical simulation centers and distance education for healthcare workers in rural areas. The term of the grant is January 1, 2009 to December 31, 2009.

BUDGET IMPLICATIONS

See above.

REDWOODS COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING

February 3, 2009
Agenda Item #13.1.4

TO: Board of Trustees

FROM: Dr. Jeff Marsee
President/Superintendent

SUBJECT: APPROVE A MEMORANDUM OF AGREEMENT BETWEEN THE HOOPA VALLEY TRIBE AND REDWOODS COMMUNITY COLLEGE DISTRICT

RECOMMENDATION

Approve a memorandum of agreement (MOA) between the Hoopa Valley Tribe and Redwoods Community College District, for the period beginning February 4, 2009 through September 30, 2012 (with the right to renew annually thereafter), to provide administrative support services at the Klamath-Trinity instructional site for all residents of the Klamath and Trinity Valleys including but not limited to the Hoopa Valley and surrounding outlying areas.

BACKGROUND

The district currently offers classes at the Klamath-Trinity (K-T) instructional site in Hoopa. The Hoopa Career and Technical Education Program (HCATEP), sponsored by the Hoopa Valley Tribe and located adjacent to the K-T site, also provides vocational and career education opportunities to its Tribal participants. This contract, available for review in the President's Office, will allow the district to eliminate its site manager position and transfer the recruitment, advising, registration, classroom scheduling, and career placement functions of all K-T/CR programs to the existing HCATEP staff. The Del Norte Center remains the K-T Site's oversight administrator and continues to take responsibility for course scheduling and faculty supervision. This agreement will permit the program to grow by better serving the community through improved outreach and retention activities.

BUDGET IMPLICATIONS

The contract calls for the partial funding of seven positions and support activities totaling \$125,083 less the former CR Instructional Site Manager's salary (\$49,878 plus benefits) and some site rental/operational expenses that will be assumed by HCATEP.

JM/sa