

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, January 6, 2009

Note time change

2:30 p.m. — OPEN SESSION (Give Your Comments on Closed-Session Items)

*2:32 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 5.1) are invited for items not on the agenda but related to College of the Redwoods. The board will usually not discuss or take action on these comments at this meeting, except that a trustee or the staff may briefly ask a question for clarification, make a brief announcement, or make a brief report on his or her activities.
- **Your public comments on a specific agenda item** are invited after any staff report on the item and trustee questions regarding the staff report and before the start of board discussion of the item.

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

Note time change

2:30 p.m. **OPEN SESSION** Call to Order, Eureka Campus Board Room (AD 201),
7351 Tompkins Hill Road, Eureka, CA 95501

1. DISCLOSURE OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

The Board of Trustees of the Redwoods Community College District will meet in closed session to consider the items listed under agenda item number 3, “Closed Session.”

2. PUBLIC COMMENT REGARDING ANY CLOSED-SESSION ITEM

3. CLOSED SESSION

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

ACTION

3.1 Public Employee Discipline/Dismissal/Release

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

3.2 Conference with Legal Counsel – Anticipated Litigation – One Case

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

Flag Salute

4. REPORT FROM CLOSED SESSION

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

5.1 General Public Comments

At this time, the board invites comments on any items that do not appear on the agenda and are related to College of the Redwoods. You can comment on a specific agenda item when the board considers that item.

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

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

5.3 Board Committee Reports

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

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

5.3.1 New Trustee Orientation

Trustees Smith/Chair, Biggin, Dorn, Mullery

5.3.2 Board Self-Evaluation

Trustees Bennett/Chair, Biggin, Smith

5.3.3 Evaluation of the President/Superintendent

Trustees Mullery/Chair, Biggin, Bennett

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

6.1 Board Development

ACTION

6.1.1 Consider Revising the 2009 Board of Trustees Schedule of Meetings [Page 10](#)

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

ACTION

6.1.2 Approve Travel to the CCLC Effective Trustee Workshop, January 23-25, 2009, for the Student Representative [Page 12](#)

Approve travel for Student Representative Roxanne Estela to attend the CCLC Effective Trusteeship Workshop to be held in Sacramento, CA

ACTION

6.1.3 Appoint Two Trustees and One Community Member to Serve on a Screening Committee for the Selection of the Vice President, Administrative Services [Page 13](#)

ACTION

6.1.4 Appoint Two Trustees and One Community Member to Serve on a Screening Committee for the Selection of the Dean, Del Norte, Klamath-Trinity, Pelican Bay [Page 14](#)

6.1.5 Recognition of Special Service to the College by the Board

None for this meeting.

3:15 p.m. **7. CONSENT CALENDAR ACTION ITEMS**

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

ACTION **7.1 Approve Minutes of the Redwoods Community College District Board of Trustees Regular Meeting of December 2, 2008, and of the Special Meeting of December 15, 2008** *Page 15*

ACTION **7.2 Acceptance of Gifts** *Page 21*
Accept the donations of numerous books and supplies.

ACTION **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** *Page 22*
Personnel actions submitted for review and approval.

ACTION **7.4 Ratify Purchase Orders – November 16, 2008 to December 15, 2008** *Page 26*
This report includes a list with selected details of all purchase orders for goods and services.

3:20 p.m. **8. INFORMATION ITEMS**

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

8.1.1 Accreditation Update

Dr. Marsee and Dr. Snow-Flamer will provide an update from the Accrediting Commission Special Visit of December 5 and report on the team’s discussion of Program Review.

8.1.2 Education Master Plan

Dr. Marsee will provide highlights of the draft Education Master Plan and begin discussion with the Board regarding monitoring and oversight of the plan. The draft report can be viewed at
http://inside.redwoods.edu/EdMasterPlan/documents/EMP_Draft123108_000.pdf.

8.1.3 Academic Building Update

Dr. Marsee will report on relocating faculty offices in the preliminary plans for the Academic Building.

8.1.4 Del Norte and Mendocino Coast Education Centers

8.1.5 Brief Informational Comments

8.2 Organizational Reports

8.2.1 Academic Senate *Page 35*

8.2.2 Classified Report

8.3 Student Representative Report – Roxanne Estela

3:40 p.m.

9. LEARNING AND STUDENT DEVELOPMENT

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

ACTION

9.1 Approve Curriculum Changes *Page 38*

Curriculum changes approved by the Academic Senate since the December 2, 2008 board meeting, including a brief narrative of the impact of changes on students.

9.2 Brief Informational Comments

3:45 p.m.

RECESS

4:00 p.m.

10. HUMAN RESOURCES

Mr. Bill Studt is the Acting Vice President of Human Resources

ACTION

10.1 Adjust 2008-09 Academic Calendar *Page 52*

Resolve the end date of Saturday classes and the end of the Spring 2009 to May 16, 2009.

ACTION

10.2 Approve: 2009-10 Academic Calendar *Page 55*

Approve the 2009-10 Academic Calendar.

ACTION

10.3 Ratify: Memorandums of Understanding between College of the Redwoods Faculty Organization and Redwoods Community College District for Changing Part-Time Faculty Load Limit *Page 58*

MOU 2007-10-15 changes the load limit to 67 percent for part-time faculty.

10.4 Ratify: Memorandum of Understanding Between College of the Redwoods Faculty Organization and Redwoods Community College District to Add Soccer to List of Approved Coaching Stipends *Page 60*

MOU 2007-10-16 adds soccer to the list of approved coaching stipends.

10.5 Brief Informational Comments

4:10 p.m. **11. ADMINISTRATIVE SERVICES: FACILITIES AND EQUIPMENT**
Mr. Bill Studt

11.1 Facility and Equipment Reports

11.1.1 Bond Project Status *Page 62*

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

ACTION 11.1.2 Approve Report of Surplus Property Sales and Disposal
Page 64

Sales or disposal of surplus personal property is reported to the board in January and July of each year. A list is provided of surplus property sales or items for disposal from July 1, 2008, to December 31, 2008.

ACTION 11.1.3 Authorize Advertising for Bids: Sewer System Repair, Eureka Campus *Page 65*

This project will provide the needed repairs to the Eureka campus sewer collection system.

11.2 Brief Informational Comments

4:20 p.m. **12. ADMINISTRATIVE SERVICES: FINANCES**
Mr. Bill Studt

12.1 Budget and Financial Reports

ACTION 12.1.1 Approve Monthly Financial Status Report (Mr. Ron Cox)
Page 66

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

ACTION 12.1.2 Adopt Student Nonresident Tuition Fee for 2009-10
(Mr. Ron Cox) *Page 68*

The board will consider adoption of a rate for the next year's student nonresident fee based upon options provided on the accompanying worksheet.

4:30 p.m. **15. ADJOURNMENT**

NEXT MEETING
February 3, 2009
Eureka Campus Board Room (AD 201)
7351 Tompkins Hill Road, Eureka, CA

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