

College of the Redwoods Follow-Up Report

Evidence Section

*Submitted to the Accrediting Commission
For Community and Junior Colleges,
Western Association of Schools &
Colleges on October 11, 2010*

College of the Redwoods Follow-Up Report
Submitted to ACCJC on October 11, 2010
Evidence Section

List of Evidence

1. Follow-Up Draft (Bullet Form) 8/3/2010
2. Follow-Up Draft (Expanded Bullets) 9/12/2010
3. Academic Senate Agenda 9/17/2010
4. Board Agenda 10/9/2010
5. Employee Satisfaction Survey Presentation
6. Board Policy 203: Responsibilities of the Academic Senate
- 7a. Special Board Meeting Agenda and Minutes 4/29/2010
- 7b. Workshop Attendance List
8. Draft Mission Statements and Notes from 4/29/2010
9. Membership of Ad hoc Mission, Vision, Values Committee
10. Strategic Plan Timeline
11. Excerpts from Faculty Manual
12. Organizational Charts
- 13a. Strategic Initiatives Sessions, Summer 2010
- 13b. BP/AP Matrix
- 13c. AMD Selected Meeting Attendance Sheets
14. List of PRC Executive Summaries
15. IPM Calendars
16. PRC Addendum
17. Integrated Planning Model
18. IPFC Priorities (Sample)
19. IPFC Operating Agreements
20. BPC Rubric
21. BPC Supplemental Form
22. Final BPC Rankings
23. College Council Minutes 9/1/2010
24. BP/AP revision Matrix
25. BP/AP Sunset List
26. College Council Membership
27. Managers Council Charter
28. Organizational Communication Announcement 8/6/2010
29. Organizational Communication Announcement 8/12/2010
30. Organizational Communication Announcement 8/18/2010
31. Convocation Agenda
32. Annotated Cabinet Agenda (Sample)
33. President's Newsletter (Sample)
- 34a. Instructional Council Minutes
- 34b. Instructional Council Membership
35. Adjunct Faculty Coordinator Job Description
36. Glaser Seminar Attendance Sheet

37. Los-Rios Training Attendance Sheet
38. Brown Act Documents
39. Board Agenda 7/6/2010
40. Academic Senate Agenda and Minutes 7/6/2010

Evidence 1

Follow Up points

The follow up report requires us to report progress/achievement on three areas: clarifying roles and responsibilities, improved organizational communication and enhancing trust. The October report of the visiting team specifically states “ in order to fully resolve this recommendation, the college must continue to clarify roles and responsibilities within its newly refined governance system, define them in procedures and, agree to common standards of behavior in executing those responsibilities”.

Based on what has been done so far, it appears that the report will likely focus on the following themes:

1. The institution has undertaken seriously the task of clarifying/revising the mission and vision, beginning with the event conducted by Pam Fisher and subsequent follow up work. It is hoped that this work will be completed or will be near completion when the report is filed.
2. Starting with Dr Marsee’s presidency the administrative reporting lines have been streamlined and committee structures revised to remove the President from most committees. As a result there was a period of fluidity. The organizational structure and committee/constituency roles and responsibilities now appear to have been solidified. The college has worked on developing the College Council. It is expected that these can be presented to the college community soon.
3. The college has actively engaged over the summer in looking at Board Policies and Administrative Procedures with the idea of clarifying and streamlining policies and procedures. The AMD group has been actively participating in this activity. The work will then be routed through appropriate channels for vetting prior to adoption.
4. The college has worked collaboratively with all constituents to develop a planning process. This will result in a new Integrated Planning Model, Budget Planning Council and Strategic Planning Cycle. It is expected that the work will be completed prior to the submission of the report.
5. The AMD group has also engaged in substantive discussion about AB 1725 and the role of constituent groups. This discussion will continue with faculty and staff. It is expected that by the report is submitted much progress will be made.
6. The college continues to explore means by which common understanding and standards of behavior can be gained when conflict exists as evidenced by the event led by Pam Fisher, upcoming event during convocation by the Glasers on ‘Breakthrough Conflict’, the upcoming Sept event on Interest Based Problem Solving conducted by representatives from Los Rios Community College district and the planned visit by Scott Lay and Jane Patton from the League and state Academic Senate in October.

Evidence 2

Follow Up Report

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Addl Themes since the Board presentation.

7. College is making progress in linking planning to budget. It will help in enhancing trust.
8. College is working on clarifying committee functions.
9. College is taking a proactive approach to enhance communication among constituents.

Evidence 3

REDWOODS COMMUNITY COLLEGE DISTRICT

Meeting of the Academic Senate

- Eureka: 7351 Tompkins Hill Road, AD 201 (Board Room)
- Del Norte: 883 West Washington Boulevard, Crescent City, Room 28 (DE Classroom)
- Mendocino Coast: 1211 Del Mar Drive, Ft. Bragg, Room 106 B

Friday, September 17, 2010, 1 p.m.

AGENDA

1. Call To Order
2. Introductions and Public Comment: Members of the audience are invited to make comments regarding any subject appropriate to the Academic Senate.
3. Approve September 3, 2010 Meeting Minutes
4. Action Items
 - 4.1 Approve September 10 Curriculum Committee Recommendations, Allen Keppner (Attachment)
 - 4.2 Approve Eureka Campus-wide Faculty Meeting Schedule Guidelines, David Holper (Attachment)
5. Discussion Item
 - 5.1 Accreditation Follow-up Report, Karen Nelson (Attachment)
6. Reports
 - 6.1 Title III Year Five Report, Karen Nelson (Attachments)
 - 6.2 Program Review Committee Update, Karen Nelson (Attachments)
 - 6.3 Board Policies and Administrative Procedures – Sunset Recommendations, Marla Gleave and Ed Macan (Attachment)
 - 6.4 September 1 College Council Meeting, David Holper
 - 6.5 ASCR Update, Rebecca Ashbach
 - 6.6 September 14 Board of Trustees Meeting, David Holper and Mark Winter
7. Announcements and Open Forum
8. Adjournment

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 Sally Frazier, Administrative Secretary to the Academic Senate, 7351 Tompkins Hill Road, Eureka, CA 95501, (707) 476-4259, 8:30 a.m. to 5:00 p.m., Monday—Friday.

Next Meeting:

Friday, October 1, 2010

Evidence 4

REDWOODS COMMUNITY COLLEGE DISTRICT

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

REGULAR MEETING OF THE BOARD OF TRUSTEES
College of the Redwoods, Mendocino Rooms 112/114
1211 Del Mar Drive
Fort Bragg, CA 95437

AGENDA Saturday, October 9, 2010

- 10:00 a.m. — OPEN SESSION (Give Your Comments on Closed-Session Items)
*10:02 a.m. — CLOSED SESSION
11:00 a.m. — RECONVENE OPEN SESSION (Give General and Specific Public Comments)

Board of Trustees

Bruce Emad, President

Dr. Colleen Mullery, Vice President

Tom Ross, Clerk

Rick Bennett, Sally Biggin, Tracy Coppini

Richard Dorn, Barbara Rice, George Truett, Rebecca Ashbach, 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: michelle-anderson@redwoods.edu.

MORE GUIDELINES ABOUT MAKING YOUR COMMENTS

Closed Session Before the start of a closed session, your public comments are invited about any closed-session subject.

Open Session

- ***Your general public comments*** (see agenda item number 4.1) 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.

10:00 a.m. **OPEN SESSION** Call to Order, Eureka Campus Board Room AD 201,
7351 Tompkins Hill Road, Eureka, CA 95501

Flag Salute in honor of those serving our country.

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 2, “Closed Session.”

1. PUBLIC COMMENT REGARDING ANY CLOSED-SESSION ITEM

2. CLOSED SESSION

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

- 2.1** Public Employee Performance Evaluation/Goals
 - 2.1.1** President/Superintendent

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

- 2.3** Conference with Labor Negotiators – Contract Negotiations
 - 2.3.1** Agency Designated Representative: Mr. Mike Wells
Employee Organization: CRFO

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

- 2.4** Name of case: CSEA v. Redwoods Community College District
CSEA Unfair Practice Charge No. SF-CE-2845-E

11:00 a.m. **RECONVENE TO OPEN SESSION**

3. REPORT FROM CLOSED SESSION

11:05 a.m. **4. COMMENTS**

4.1 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. Public comments may be limited to three minutes.

4.2 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.

4.3 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.

11:30 a.m. **5. SPECIAL PRESENTATIONS AND BOARD DEVELOPMENT**

5.1 Recognition of Special Service to the College

11:35 a.m. **6. 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 **6.1 Approve Minutes of the Redwoods Community College District Board of Trustees Regular Meeting of September 14, 2010** *Page 9*

ACTION **6.2 Approve and/or Ratify Personnel Actions** *Page 19*
Personnel actions are submitted for review and approval.

ACTION **6.3 Ratify Purchase Orders – August 16, 2010 to September 15, 2010** *Page 25*
This report is a list with selected details of all purchase orders for goods and services.

ACTION **6.4 Approve Curriculum Changes** *Page 39*
The Academic Senate and administration recommends approval of the attached curriculum changes.

- ACTION** **6.5** **Approve Out-of-Country Travel** *Page 47*
- Approve out-of-country travel for Dr. Justine Shaw, Professor of Anthropology, to the Encuentro Intranacional, in Campeche, Mexico, November 23 through November 26, 2010.
- ACTION** **6.6** **Approve Out-of-Country Travel** *Page 49*
- Approve out-of-country travel for Professor Cynthia Hooper to present at the Contemporary Public Art Lecture Series at the Universidad de Autonoma de Baja California (UABC), in Tijuana, Mexico on Friday, October 29, 2010.
- ACTION** **6.7** **Endorse submittal of the Accreditation Follow-Up Response Due October 15, 2010.** *Page 51*
- Recommend review of the current draft of the Accreditation Follow-up Response. The final Accreditation Follow-up Response is due for submittal to the Accrediting Commission for Community and Junior Colleges (ACCJC) on October 15, 2010. Please refer to the following website to view the Draft Accreditation report:
<http://www.redwoods.edu/Accreditation/documents.asp>
- ACTION** **6.8** **Approve Keenan Financial Services as Consultant for Developing Supplemental Employee Retirement Plan (SERP) – “Golden Handshake.”** *Page 53*
- ACTION** **6.9** **Ratify Change Orders: Student Services/Administration and Performing Arts Buildings** *Page 55*
- Ratify change order in the amount of \$49,559 for the Student Services/Administration and Performing Arts Buildings.
- ACTION** **6.10** **Appoint Members to Citizen’s Bond Oversight Committee** *Page 59*
- ACTION** **6.11** **Approve the Submission of the Application for the Utility Infrastructure Replacement Project/Seismic Strengthening** *Page 61*
- The purpose of this project is to replace utility infrastructures to minimize a life safety and/or environmental hazards that would arise in the event of an earthquake. The project would seismically strengthen the utilities to minimize the potential for extended campus closure due to utility failure.

- ACTION** **6.12 Approve Monthly Financial Status Report** *Page 71*
This report provides the Board with an update on the financial status of the college.
- ACTION** **6.13 Bond Project Status** *Page 75*
This monthly report informs the trustees about the progress of the various building projects funded by both local and state bonds.
- 12:30 p.m. **7. PRESIDENT/SUPERINTENDENT**
Dr. Jeff Marsee, President/Superintendent
- 7.1 Administrative/Student Services Building Update**
- 7.2 First Reading Mendocino Educational Master Plan** *Page 79*
Please refer to the following website for a draft of the Mendocino Educational Master Plan.
<http://inside.redwoods.edu/EdMasterPlan/empsupplements.asp>
- 7.3 Noyo Center for Science and Education**
- 7.4 Recognizing the Formation of the Manager’s Council** *Page 81*

The Managers Council has officially organized and adopted a charter.
- 7.5 Krenov and Wood Working Instructor Replacement**
- 7.6 Brief Comments – Other**
- 7.7 Organizational Reports**
7.7.1 Academic Senate
7.7.2 Classified Report
- 7.8 Student Representative Report – Rebecca Ashbach**
- 12:40 p.m. **RECESS**

- 12:50 p.m. **8. STUDENT SERVICES**
Dr. Keith Snow-Flamer, Vice President, Student Services
- 8.1 Clarus Update**
- 8.2 Brief Comments**
- 1:00 p.m. **9. INSTRUCTIONAL SERVICES**
Dr. Utpal Goswami, Vice President, Instruction
- 9.1 Del Norte Educational Center (Anita Janis)**
- 9.2 Mendocino Coast Educational Center (Dr. Geisce Ly)**
- 9.3 Accreditation Update**
- 2011 Self/Mock Study and Visit
- Follow-up
- 1:30 p.m. **10. HUMAN RESOURCES**
Mr. Mike Wells, Director, Human Resources
- 10.1 Comments: Director, Human Resources/Equal Employment Officer**
- 1:40 p.m. **11. ADMINISTRATIVE SERVICES: FACILITIES AND EQUIPMENT**
Dr. Jeff Marsee, President/Superintendent
- None.**
- 1:41 p.m. **12. ADMINISTRATIVE SERVICES: FINANCES**
Dr. Jeff Marsee, President/Superintendent
- None.**
- 1:42 p.m. **13. 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** **13.1 Approve a Trustee Request to Place an Item on a Future Agenda or Direct Staff to Give a Regular Report**

RECONVENE TO CLOSED SESSION (If necessary)

RECONVENE TO OPEN SESSION

14. REPORT FROM CLOSED SESSION

2:00 p.m. **15. ADJOURNMENT**

NEXT REGULAR MEETING
November 2, 2010, 2:00 p.m.
Eureka Campus Board Room
7351 Tompkins Hill Road, Eureka

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* All times are approximate.

Employee Satisfaction Survey Results

Evidence 5

CR Work Environment Strengths

Section 4: Work environment							
RATE IMPORTANCE (1 = "Not important at all" / 5 = "Very important") AND SATISFACTION (1 = "Not satisfied at all" / 5 = "Very satisfied")	IMPORTANCE			SATISFACTION			GAP
	Mean	SD	Valid Responses	Mean	SD	Valid Responses	
The type of work I do on most days is personally rewarding	4.57	0.57	242	3.99	0.97	242	0.58
My supervisor pays attention to what I have to say	4.46	0.59	241	3.71	1.17	240	0.75
The work I do is valuable to the institution	4.47	0.62	242	3.66	1.11	242	0.81
The employee benefits available to me are valuable	4.46	0.79	239	3.61	1.25	238	0.85
I am proud to work at this institution	4.29	0.66	241	3.57	1.10	240	0.72

Choose three goals...institution's top priorities

TOTAL "VOTES" FOR EACH GOAL	First Priority	Second Priority	Third Priority	TOTAL
B) Retain more of its current students to graduation	73	38	47	158
G) Improve the quality of existing academic programs	44	38	54	136
J) Transparent collaboration between administration and faculty/staff	64	48	16	128
I) Improve employee morale	27	53	44	124
C) Improve the academic ability of entering student classes	5	28	28	61
F) Develop new academic programs	10	18	23	51
A) Increase the enrollment of new students	16	14	10	40
E) Increase the diversity of racial and ethnic groups represented among the student body	0	7	16	23
H) Improve the appearance of campus buildings and grounds	2	2	7	11
K) Other goal	7	1	0	8
D) Recruit students from new geographic markets	1	2	2	5
All responses	249	249	247	745

CR Campus Work Environment Challenges

Section 4: Work environment							
RATE IMPORTANCE (1 = "Not important at all" / 5 = "Very important") AND SATISFACTION (1 = "Not satisfied at all" / 5 = "Very satisfied")	IMPORTANCE			SATISFACTION			GAP
	Mean	SD	Valid Responses	Mean	SD	Valid Responses	
My department has the staff needed to do its job well	4.50	0.74	239	2.28	1.18	239	2.21
My department has the budget needed to do its job well	4.49	0.73	239	2.00	1.06	239	2.49
It is easy for me to get information at this institution	4.27	0.68	244	2.69	1.06	244	1.58
I am empowered to resolve problems quickly	4.26	0.70	243	2.76	1.07	243	1.50
The technology I use in my job is replaced and updated on a regular basis	4.26	0.75	243	2.53	1.24	243	1.73

Faculty Satisfaction Concerns

- Institution involves employees in planning for the future
- Appropriate departments are consulted...key decisions
- Process of planning for the use of resources is effective
- Leadership has a clear sense of purpose
- Sufficient budgetary resources to achieve important objectives
- Employees feel their voice is heard...suggestions for institutional change
- Technology I use...is updated

Faculty and Administrators are concerned about

- Communication
- Teamwork and cooperation
- Executive leadership communicates openly...with employees at all levels
- Departmental budget to do the job well
- Department staff needed to do the job well

Staff Satisfaction Concerns

- Institution plans carefully
- Sufficient staff resources available to achieve important objectives
- Employees feel their voice is heard...suggestions for institutional change
- Communication
- Technology I use...is updated

Staff and administrators are concerned about

- Teamwork and cooperation
- Appropriate departments are consulted...key decisions
- Executive leadership communicates...with employees at all levels
- Departmental budget to do the job well
- Department staff needed to do the job well

Involvement in planning and decision-making

RATE: INVOLVEMENT (1 = "Not enough involvement" / 3 = "Just the right involvement" / 5 = "Too much involvement")	Staff Mean	Admin Mean	Faculty Mean
How involved are: Faculty	2.64	3.37	1.69
How involved are: Staff	1.67	1.84	1.86
How involved are: Deans or directors of administrative units	3.02	2.58	3.08
How involved are: Deans or chairs of academic units	2.83	2.68	2.55
How involved are: Senior administrators (VP, Provost level or above)	4.21	4.16	4.25
How involved are: Students	1.66	1.79	1.70
How involved are: Trustees	2.80	3.42	2.76
How involved are: Alumni	2.00	1.68	2.23

Some Quantitative Response Thoughts

- Campus culture has some volatility
- Work environment is good
- How are mid-level leaders learning information or involved in decision making and how are they filtering that information down
- Faculty council or staff council voices or representatives reporting back
- Spirit of teamwork
- Expectation setting – given size and diversity of programs and multi-locations
- Retention is just as important or more important than most other items when asked in total.

Some Qualitative Response Thoughts

- Some of the responses are just off base
- Some seem very reasonable and let's not let the few off base comments taint some responses that are worth consideration
- There are some good student success oriented themes
- Roll of senior leaders, deans, and department heads in messaging
- Experts vs. Critics vs. Advocates for success
- Where are you at in the change process?

Demographics

<i>Is your position:</i>	Count	Percent
Faculty	121	50.42%
Staff	100	41.67%
Administrator	19	7.92%
All responses	240	100.00%

Length of Service

<i>How long have you worked at this institution?</i>	Count	Percent
Less than 1 year	23	9.66%
1 to 5 years	68	28.57%
6 to 10 years	52	21.85%
11 to 20 years	60	25.21%
More than 20 years	35	14.71%
All responses	238	100.00%

Campus Location

<i>Please identify your primary campus/instructional site:</i>	Count	Percent
Del Norte	20	8.62%
Eureka	179	77.16%
Eureka--Downtown/Arcata/McKinleyville	9	3.88%
Mendocino	21	9.05%
Klamath-Trinity	2	0.86%
Online	1	0.43%
All responses	232	100.00%

Faculty Demographics

<i>How long have you worked at this institution?</i>	Faculty Count	Faculty Percent
Less than 1 year	11	9.17%
1 to 5 years	34	28.33%
6 to 10 years	26	21.67%
11 to 20 years	32	26.67%
More than 20 years	17	14.17%
All responses	120	100.00%

Site Location

<i>Please identify your primary campus/instructional site:</i>	Faculty Count	Faculty Percent
Del Norte	11	9.40%
Eureka	89	76.07%
Eureka--Downtown/Arcata/McKinleyville	3	2.56%
Mendocino	13	11.11%
Klamath-Trinity	1	0.85%
Online	0	0.00%
All responses	117	100.00%

CR Campus Culture Strengths

Section 1: Campus Culture and Policies							
RATE IMPORTANCE (1 = "Not important at all" / 5 = "Very Important") AND SATISFACTION (1 = "Not satisfied at all" / 5 = "Very satisfied")	IMPORTANCE			SATISFACTION			GAP
	Mean	SD	Valid Responses	Mean	SD	Valid Responses	
Faculty take pride in their work	4.61	0.58	256	3.97	0.90	256	0.64
Staff take pride in their work	4.55	0.64	258	3.84	0.96	258	0.71
This institution promotes excellent employee-student relationships	4.57	0.67	265	3.14	1.07	265	1.43
Administrators take pride in their work	4.44	0.73	255	3.00	1.16	251	1.44
This campus has adequate support services for students	4.50	0.71	247	2.96	1.07	245	1.54
This institution is well-respected in the community	4.54	0.61	256	2.88	1.04	258	1.66
This institution does a good job of meeting the needs of students	4.64	0.69	265	2.83	0.95	265	1.81
This institution treats students as its top priority	4.70	0.63	266	2.82	1.07	267	1.88

CR Work Environment Strengths

Section 4: Work environment

RATE IMPORTANCE (1 = "Not important at all" / 5 = "Very important") AND SATISFACTION (1 = "Not satisfied at all" / 5 = "Very satisfied")	IMPORTANCE			SATISFACTION			GAP
	Mean	SD	Valid Respondents	Mean	SD	Valid Respondents	
The type of work I do on most days is personally rewarding	4.57	0.57	242	3.99	0.97	242	0.58
My supervisor pays attention to what I have to say	4.46	0.59	241	3.71	1.17	240	0.75
The work I do is valuable to the institution	4.47	0.62	242	3.86	1.11	242	0.61
The employee benefits available to me are valuable	4.46	0.79	239	3.61	1.25	238	0.85
I am proud to work at this institution	4.29	0.66	241	3.57	1.10	240	0.72

Choose three goals...institution's top priorities

TOTAL "VOTES" FOR EACH GOAL	First Priority	Second Priority	Third Priority	TOTAL
B) Retain more of its current students to graduation	73	38	47	158
G) Improve the quality of existing academic programs	44	38	54	136
J) Transparent collaboration between administration and faculty/staff	64	48	16	128
I) Improve employee morale	27	53	44	124
C) Improve the academic ability of entering student classes	5	28	28	61
F) Develop new academic programs	10	18	23	51
A) Increase the enrollment of new students	16	14	10	40
E) Increase the diversity of racial and ethnic groups represented among the student body	0	7	16	23
H) Improve the appearance of campus buildings and grounds	2	2	7	11
K) Other goal	7	1	0	8
D) Recruit students from new geographic markets	1	2	2	5
All responses	249	249	247	745

CR Campus Culture Challenges

RATE IMPORTANCE (1 = "Not important at all" / 5 = "Very Important") AND SATISFACTION (1 = "Not satisfied at all" / 5 = "Very satisfied")	IMPORTANCE			SATISFACTION			GAP
	Mean	SD	Valid Respondents	Mean	SD	Valid Respondents	
There is a spirit of teamwork and cooperation at this institution	4.54	0.77	258	1.98	1.10	258	2.56
Executive leadership communicates openly and honestly with employees of all levels	4.54	0.72	252	1.84	1.04	251	2.69
This institution makes sufficient budgetary resources available to achieve important objectives	4.52	0.72	262	2.05	1.01	262	2.47
There is good communication between the faculty and the administration at this institution	4.50	0.72	256	2.06	1.08	255	2.44
This institution plans carefully	4.48	0.83	261	1.98	1.04	262	2.49
The process of planning for the use of college resources is effective	4.46	0.77	247	2.05	1.05	244	2.41
All appropriate departments are consulted when key decisions are made about how to use college resources	4.45	0.83	251	1.91	0.97	248	2.54
This institution involves its employees in planning for the future	4.43	0.87	262	2.03	1.06	263	2.40
Employees feel their voice is heard by administration when expressing suggestions for institutional change	4.37	0.81	252	1.84	1.00	251	2.53

CR Campus Work Environment Challenges

Section 4: Work environment

RATE IMPORTANCE (1 = "Not important at all" / 5 = "Very Important") AND SATISFACTION (1 = "Not satisfied at all" / 5 = "Very satisfied")	IMPORTANCE			SATISFACTION			GAP
	Mean	SD	Valid Respondents	Mean	SD	Valid Respondents	
My department has the staff needed to do its job well	4.50	0.74	239	2.28	1.18	239	2.21
My department has the budget needed to do its job well	4.49	0.73	239	2.00	1.06	239	2.49
It is easy for me to get information at this institution	4.27	0.68	244	2.68	1.06	244	1.58
I am empowered to resolve problems quickly	4.26	0.70	243	2.76	1.07	243	1.50
The technology I use in my job is replaced and updated on a regular basis	4.26	0.75	243	2.53	1.24	243	1.73

Faculty Satisfaction Concerns

- Institution involves employees in planning for the future
- Appropriate departments are consulted...key decisions
- Process of planning for the use of resources is effective
- Leadership has a clear sense of purpose
- Sufficient budgetary resources to achieve important objectives
- Employees feel their voice is heard...suggestions for institutional change
- Technology I use...is updated

Faculty and Administrators are concerned about

- Communication
- Teamwork and cooperation
- Executive leadership communicates openly...with employees at all levels
- Departmental budget to do the job well
- Department staff needed to do the job well

Staff Satisfaction Concerns

- Institution plans carefully
- Sufficient staff resources available to achieve important objectives
- Employees feel their voice is heard...suggestions for institutional change
- Communication
- Technology I use...is updated

Staff and administrators are concerned about

- Teamwork and cooperation
- Appropriate departments are consulted...key decisions
- Executive leadership communicates...with employees at all levels
- Departmental budget to do the job well
- Department staff needed to do the job well

Involvement in planning and decision-making

RATE: INVOLVEMENT (1 = "Not enough involvement" / 3 = "Just the right involvement" / 5 = "Too much involvement")	Staff Mean	Admin Mean	Faculty Mean
How involved are: Faculty	2.64	3.37	1.69
How involved are: Staff	1.67	1.84	1.86
How involved are: Deans or directors of administrative units	3.02	2.58	3.08
How involved are: Deans or chairs of academic units	2.83	2.68	2.55
How involved are: Senior administrators (VP, Provost level or above)	4.21	4.16	4.25
How involved are: Students	1.66	1.79	1.70
How involved are: Trustees	2.80	3.42	2.76
How involved are: Alumni	2.00	1.68	2.23

Some Quantitative Response Thoughts

- Campus culture has some volatility
- Work environment is good
- How are mid-level leaders learning information or involved in decision making and how are they filtering that information down
- Faculty council or staff council voices or representatives reporting back
- Spirit of teamwork
- Expectation setting – given size and diversity of programs and multi-locations
- Retention is just as important or more important than most other items when asked in total.

Some Qualitative Response Thoughts

- Some of the responses are just off base
- Some seem very reasonable and let's not let the few off base comments taint some responses that are worth consideration
- There are some good student success oriented themes
- Roll of senior leaders, deans, and department heads in messaging
- Experts vs. Critics vs. Advocates for success
- Where are you at in the change process?

Evidence 6**COLLEGE OF THE REDWOODS****Board of Trustees Policy No. 203****RESPONSIBILITIES OF THE ACADEMIC SENATE**

In order to ensure that the faculty have a formal and effective procedure for participating in the development and implementation of district policies on academic and professional matters, the Board of Trustees recognizes the College of the Redwoods Academic Senate. The Board will consult collegially with the Academic Senate when adopting policies and procedures on academic and professional matters and will rely on the knowledge and experience of the faculty as expressed through the Academic Senate. The Board will, in turn, expect the Academic Senate to communicate the Board's issues and concerns clearly and effectively to the faculty.

In the following areas the Board delegates authority and responsibility to the Academic Senate for making recommendations to the Board. In making decisions in these areas, the Board will rely primarily upon the advice and judgment of the Academic Senate:

1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Standards or policies regarding student preparation or success
5. Faculty qualifications, including equivalencies, internships, and the placement of courses in disciplines for the purpose of establishing minimum qualifications
6. Decisions to offer tenure.
7. Policies for faculty professional development activities

In these areas the recommendations of the Senate will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted. If a recommendation is not accepted, the Board or its representative, upon request of the Academic Senate, will communicate its reasons in writing.

In the following areas the Board or its representatives will reach mutual agreement with the Academic Senate, and such agreement will be expressed either by written resolution, administrative regulation, board policy, or other board action:

1. Educational program development, including both the initiation and elimination of programs
2. College governance structures, as related to faculty roles
3. Faculty roles and involvement in accreditation processes, including self-study and annual reports
4. Processes for program review
5. Processes for institutional planning and budget development
6. Other academic and professional matters as mutually agreed upon between the Board and the Academic Senate

In these areas, when agreement cannot be reached between the Board and the Academic Senate, existing policy shall remain in effect unless continuing with such policy exposes the district to legal liability or causes substantial fiscal hardship. In cases where there is no existing policy, or in cases where the exposure to legal liability or substantial fiscal hardship requires existing policy to be changed, the Board will act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons.

In addition to the specific responsibilities noted above, the Academic Senate is responsible, after consultation with the President or his or her designee, for making faculty appointments to all committees, task forces, or other groups dealing with academic and professional matters. Notwithstanding this provision, the collective bargaining representative may also seek to appoint faculty members to such committees, task forces, or groups.

Nothing in this policy is intended to preclude the Academic Senate from exercising its right to present its views directly to the Board on any issue it deems appropriate. Nor is anything intended to impinge upon the due process rights of faculty or to detract from any negotiated agreements between the Board and the collective bargaining representative

Adopted by the Board of Trustees: June 6, 1994

REDWOODS COMMUNITY COLLEGE DISTRICT Evidence 7a

Minutes of the Special Meeting of the Board of Trustees
College of the Redwoods, Eureka Campus – AT103/104
7351 Tompkins Hill Road, Eureka, CA 95501
April 29, 2010

PRESENT Ms. Sally Biggin, Mr. Tracy Coppini, Mr. Bruce Emad, Dr. Colleen Mullery, Ms. Barbara Rice (phone), Mr. Tom Ross, Mr. George Truett

ABSENT Mr. Rick Bennett, Mr. Richard Dorn

OTHERS
PRESENT Dr. Jeff Marsee, Dr. Keith Snow-Flamer, Dr. Marjorie Carson, Mr. Allen Keppner

CALL TO
ORDER After a brief workshop introduction by Dr. Jeff Marsee, Board President Bruce Emad called the meeting to order at 1:45 p.m.

FLAG SALUTE Board President Bruce Emad led the flag salute in honor of those serving our country.

MISSION,
VISION,
VALUES
WORKSHOP Board President Bruce Emad acknowledged Dr. Pamila Fisher of the Association of Community College Trustees and turned the workshop over to Dr. Fisher to be facilitated.

Dr. Fisher initiated discussion by defining mission, vision and values:

Mission – What we do; our purpose

Vision – What we hope to be in the future

Values – What we believe, honor and practice

Working in groups, workshop participants listed areas in which they felt CR excelled, including:

1. individual interaction, attention, and encouragement
2. champion of second chances
3. access and affordability
4. facilitate learning/welcoming environment
5. high quality transfer and vocational training
6. diversity of thought
7. pragmatic teaching
8. community connections
9. diverse backgrounds
10. efficient
11. unique programs
12. workforce development
13. safety net
14. high level of commitment to quality

Working in groups, workshop participants listed areas in which they felt CR could improve, including:

1. communication/listening with staff, faculty , students, community
2. success of students
3. collecting and monitoring accurate student data
4. integrated planning
5. updating technology/ADA
6. strengthening existing programs
7. honoring the past while embracing change
8. maintaining existing infrastructure
9. valuing and respecting one another
10. providing feedback
11. administrator visibility
12. teamwork, sense of family
13. cultural diversity

RECESS

A recess was held from 3:10 to 3:20 p.m.

MISSION,
VISION,
VALUES
WORKSHOP

Working in groups, workshop participants composed the following draft mission statements:

College of the Redwoods engages our students and communities by offering academic programs, transfer preparation, career and technical training, lifelong learning opportunities and student support programs that are dedicated to the achievement of student learning outcomes.

The Redwoods Community College District supports a learning environment by building a culture of assessment that ensures student access and enables student attainment of educational goals, which results in the economic, cultural and social well-being of the Northcoast community.

The Redwoods Community College District is committed to the holistic well-being of our students and communities.

The Redwoods Community College District is committed to the success of the life-long-learning of each student and the economic vitality of our communities.

...facilitate personal growth and success for individuals so as to enrich and improve the lives of all students and our community.

The Redwoods Community College District has a commitment to providing life long learning opportunities and enriching the economic vitality of the

community we serve.

College of the Redwoods engages its students in high quality programs and services that promote learning and personal growth; enhance academic success and workforce development; support the culture and economic vitality of the communities; and prepare life-long learners for their roles in a diverse, dynamic, and interdependent world.

College of the Redwoods provides broad educational opportunities for all members of our communities (through/with) a commitment to student learning.

Redwoods Community College District encourages and supports the success of each student by offering quality and relevant education in transfer preparation, career /technical and developmental and academic programs.

NEXT STEPS Dr. Jeff Marsee concluded the mission, vision, core-values discussion by identifying next steps. Dr. Pam Fisher noted that the work completed at the workshop was only the first step in the mission/vision composition process and suggested that the notes from the workshop be sent out to meeting participants.

ADJOURN There being no further business, the meeting was adjourned at 4:35 p.m.

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

MISSION, VISION, AND CORE VALUES WORKSHOP

4/29/10
AT 103/104

FIRST	LAST	TITLE	DEPARTMENT
Doug	Edgmon	Admin Asst.	P2 office
Rachel	Anderson	Dean of AA	Instruction
Sally	Biggin	Trustee	
James	Rejess	Treasurer ASCR	ASCR
Kath	Snow-Plan	OPCS	56
Anita	Tanib	Dem-15N	Instruction
Garry	PATRICK	Dir. MAINT.	MAINTENANCE
Tim	Planagan	Dir. Facilities	Maintenance
Bruce	Emad	Trustee	
ALLEN	KEPPNER	COUNSELOR	STUDENT SERVICES
Pat Girelyc	→	Asst. Dean	HOP 8
Margal	Lynch	Dean, IT + DE	IT + DE
Jann	Gibbs	Faculty	
Barbra	Rice	Trustee	
Tanya	Smart	Assoc. Fac.	
Charlie	Saybrook	on the	Phone
Molly	Ware	Student	
Margal	Williams	Staff	
Faith	Wagon	Adj. Faculty	
MaryGrace	Barrick	Director LRE	Student Services
Geoff	Cain	Director, DE	Distance Ed
Daniel	Bixler	Director Chair	upward bound B. E. T.
George	Trvett	Trustee	So. Hum.

Evidence 8

Mission/Vision/Core Values Workshop Notes
04/29/10

Working in groups, workshop participants listed areas in which they felt CR excelled, including:

1. individual interaction, attention, and encouragement
2. champion of second chances
3. access and affordability
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6. diversity of thought
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...facilitate personal growth and success for individuals so as to enrich and improve the lives of all students and our community.

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Redwoods Community College District encourages and supports the success of each student by offering quality and relevant education in transfer preparation, career /technical and developmental and academic programs.

Evidence 9

Membership of the ad hoc committee to refine the draft mission statements that came out of the 4/29/10 workshop, from the minutes to the 9/1/10 meeting.

MISSION, VISION, CORE VALUES REVISION

Support staff noted that the 04/29/10 Mission, Vision, Core Values workshop yielded eight draft mission statements. Dr. Snow-Flamer noted that revising the mission statement will be closely linked with the revision of CR's Strategic Plan.

Members of College Council volunteered to serve on an ad-hoc committee and refine the eight draft mission statements and vet their work to the district. The ad-hoc committee will consist of:

- Becky Blatnick
- David Holper
- Keith Snow-Flamer
- Devin Galdieri

**Planning Timetable
October 1, 2010**

Evidence 10

Integrated Planning Model

Step	Date
PRC meet to discuss program review process and link to planning	Complete
Co-Chairs of Integrated Planning Committees meet to evaluate the process and develop revised IPM and narrative that more closely link planning to budget	Complete
Draft IPM and narrative released to Integrated Planning Committees for review and comment	Complete
Co-Chairs of Integrated Planning Committees develop 2 nd draft IPM based on feedback and released to the District for further review and feedback	Complete
Final IPM forwarded to College Council	October, 2010

Employee & Student Satisfaction/Enrollment Management/Basic Skills Project Action Plans

Step	Date
Drafts presented to the college community (EMC and HR)	November, 2010
Student Satisfaction, Basic Skills, and Enrollment Management Action plans formally evaluated in program reviews	January, 2011
Funding requests for action plans submitted to BPC as addendum	January, 2011
HR evaluate employee satisfaction action plans	January, 2011
EMC evaluate Enrollment Management and Basic Skills Project plans	March-April, 2011
Redeploy Employee and student satisfaction surveys	March, 2011
EMC develop 2011-2012 EM Plan	April, 2011

Strategic Planning (Strategic Plan and Mission/Values)

Step	Date
Identify Strategic Planning Task Force (Co-chairs, BOT, constituents representatives) 2 co-chairs (Dr. Goswami) 3 faculty (1 appointed by the senate, 1 appointed by CRFO, and 1 associate faculty appointed by mutual agreement between the senate and administration) 3 classified/confidential staff (1 appointed by CSEA, 1 appointed by administration based upon solicitation of classified staff, 1 confidential employee) 3 senior managers (1 dean from instruction, 1 from Centers, 1 student services) 3 mid-level managers (chosen by the newly forming AMD council) 2 students (to be selected by ASCR)	October, 2010
Mission/Values ad hoc group review work completed on mission/values and draft new statements David Holper (Chair) Becky Blatnick Keith Snow-Flamer ASCR Representative	Complete
Draft Mission/Values statements released to college council for comment.	October, 2010
Convene and orient strategic planning task force, identify procedures/timetable and charge	November, 2010
College council forward revised Mission/Values to Board of Trustees	January, 2011
Final mission/values adopted by BOT	February, 2011
Strategic Planning Task Force first critical review of the 2008-2011 strategic planning goals and develop monitoring and approval process	January, 2011
Strategic Planning Task Force second critical review of the 2008-2011 strategic planning goals and determine the scope of revisions needed.	January, 2011
Strategic Planning Task Force review annual planning documents	February, 2011
Hold meetings examining internal (values, governance, finance, academic quality, demographics, curriculum demands) and external factors affecting the College	February-May, 2011 <i>(February 7, March 9, April 14 from 9-11am)</i>
Regular reports posted to planning website	Monthly

Planning Timetable
October 1, 2010

Strategic Planning Task Force identify strategic issues, goals, and priorities	May-June, 2011
Strategic Planning Task Force draft overall strategic plan	July-August, 2011
Strategic Planning Task Force share and consult with college community	September-November, 2011
Strategic Planning Task Force finalize strategic plan	November, 2011
Strategic Planning Task Force submit strategic plan to the President	January, 2012
The President forward final strategic plan to the BOT for approval	March, 2012

**COLLEGE AND ACADEMIC SENATE COMMITTEES
BY AREA OF RESPONSIBILITY**

PRESIDENT

College Council *
President's Cabinet
[Strategic Planning]

ACADEMIC SENATE *

Academic Standards and Policies Committee
Associate Faculty Committee
CRFO/Academic Senate Liaison Committee
Curriculum Committee
Executive Committee
Faculty Development Committee
Faculty Qualifications Committee
Multicultural and Diversity Committee
Professional Relations Committee
Tenure Review Committee

VICE PRESIDENT, OFFICE OF INSTRUCTION

Dean's Council
Distance Education Advisory Committee (DEAC)
[Education Master Planning Committee] *
Instructional Council
Program Review Committee (Co-Chairs with VP Student Development) *
Sabbatical Leave Committee
[Technology Planning] *

VICE PRESIDENT, STUDENT DEVELOPMENT

Academic Accommodations Panel
Commencement Committee
Conduct Hearing Committee
DSPS Advisory Committee
Enrollment Management Committee *
EOPS/CARE Advisory Committee
Financial Aid Appeals Committee
Learning Resources Advisory Committee
Library Liaisons
Program Review Committee (Co-Chairs with VP Instruction) *

VICE PRESIDENT, ADMINISTRATIVE SERVICES

Budget Planning Committee *
Facilities Planning Committee *
[Furniture and Equipment Planning Committee]*
Recycling Committee
Safety Committee

DIRECTOR, HUMAN RESOURCES

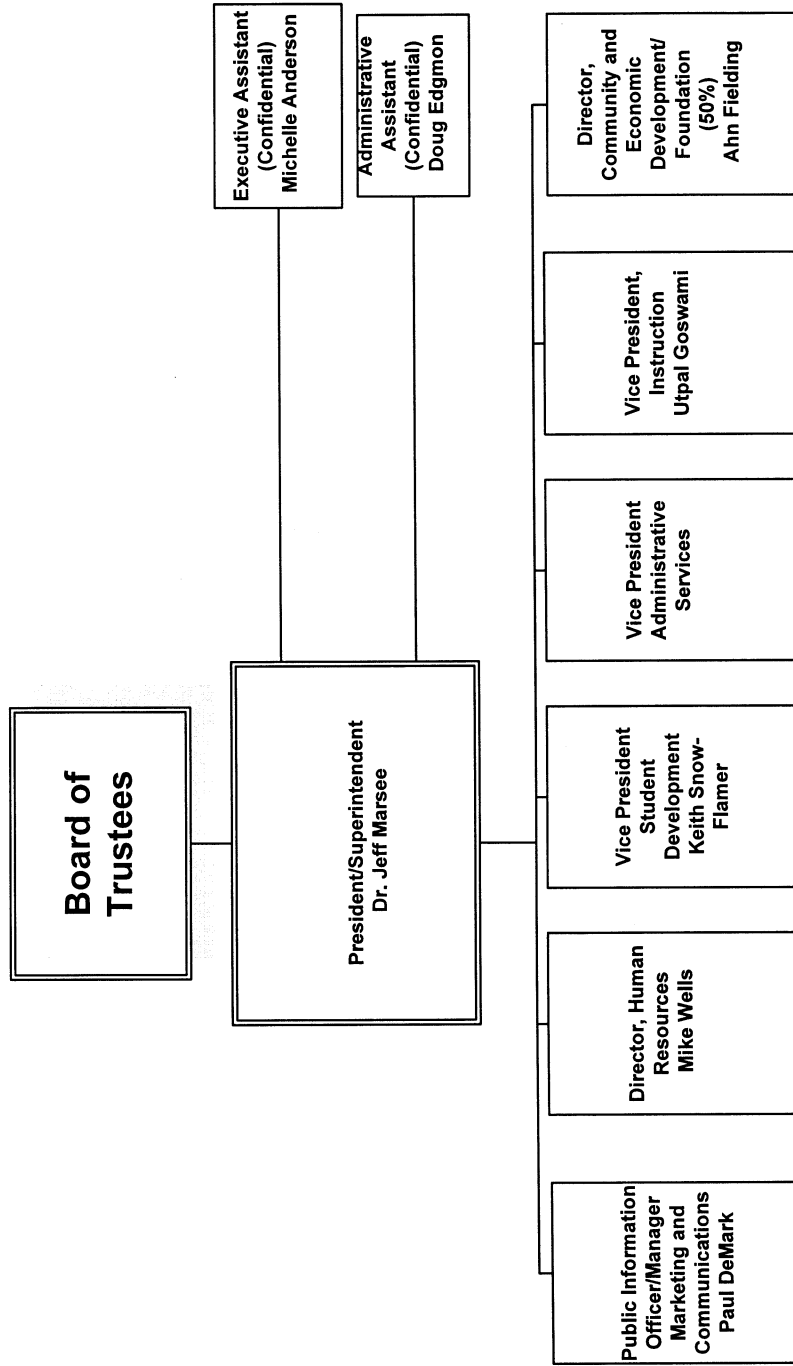
Calendar Committee
Reclassification Committee
Staff Diversity & Gender Equity Advisory Committee

[] denotes committees under development

* committees listed above are Integrated Planning Functional Committees

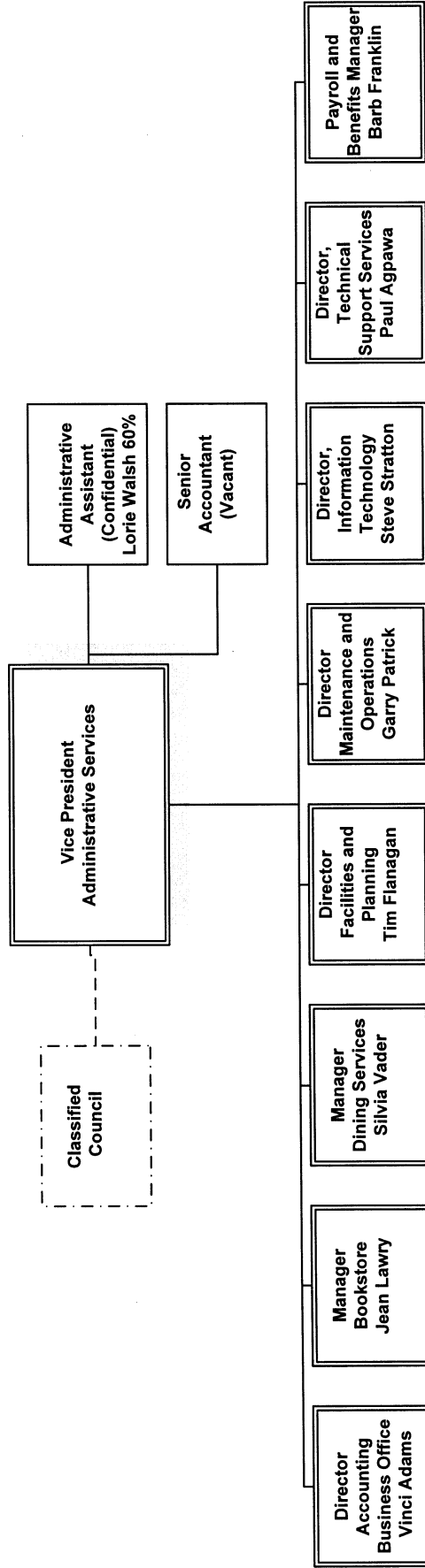


College of the Redwoods Administrative Structure



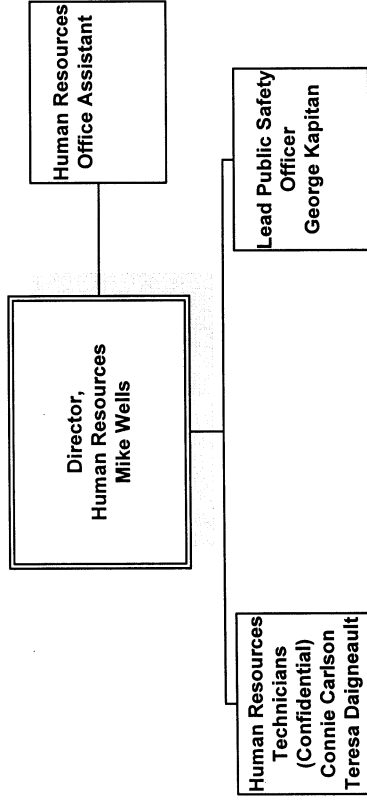


Administrative Services



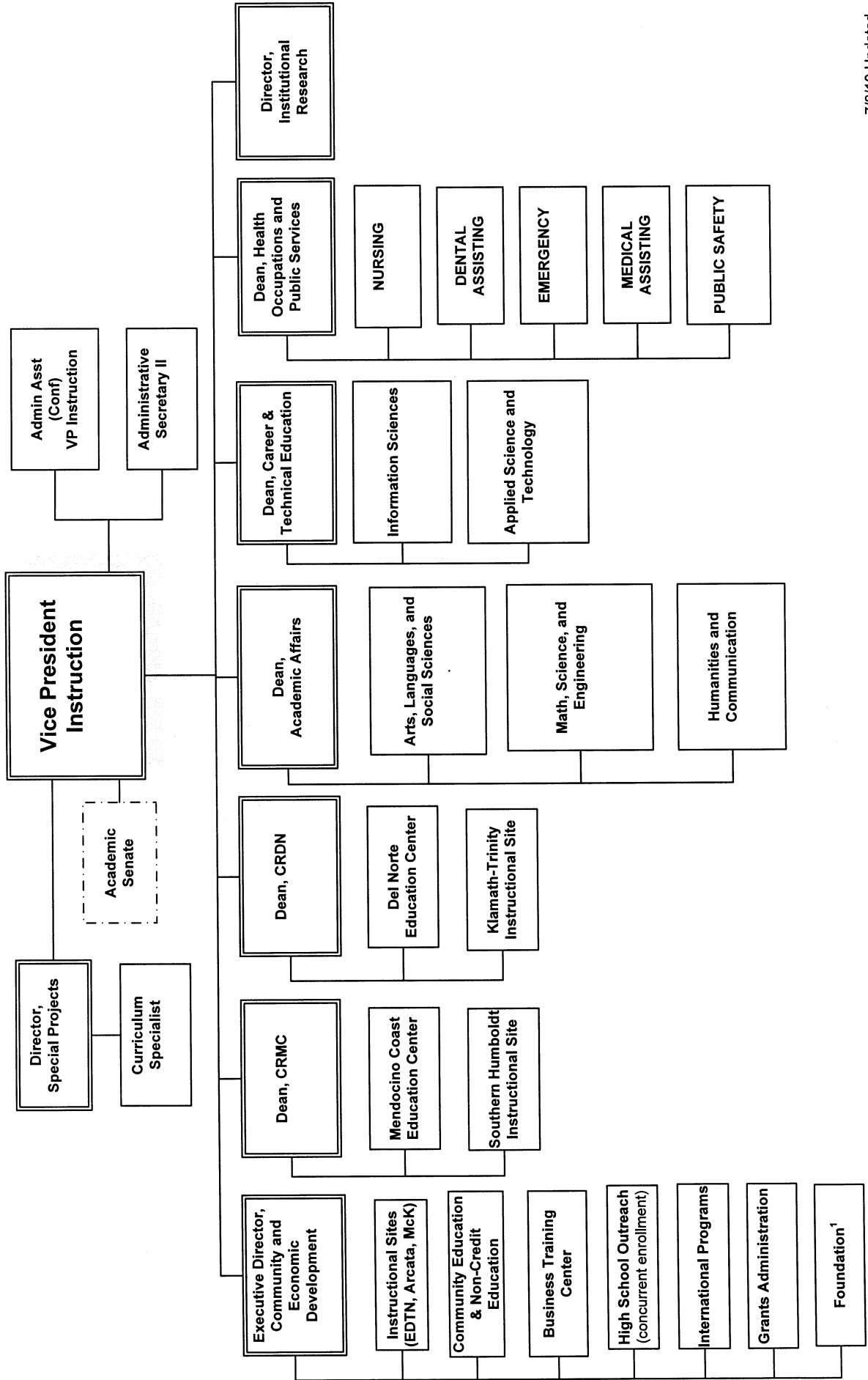


Human Resources





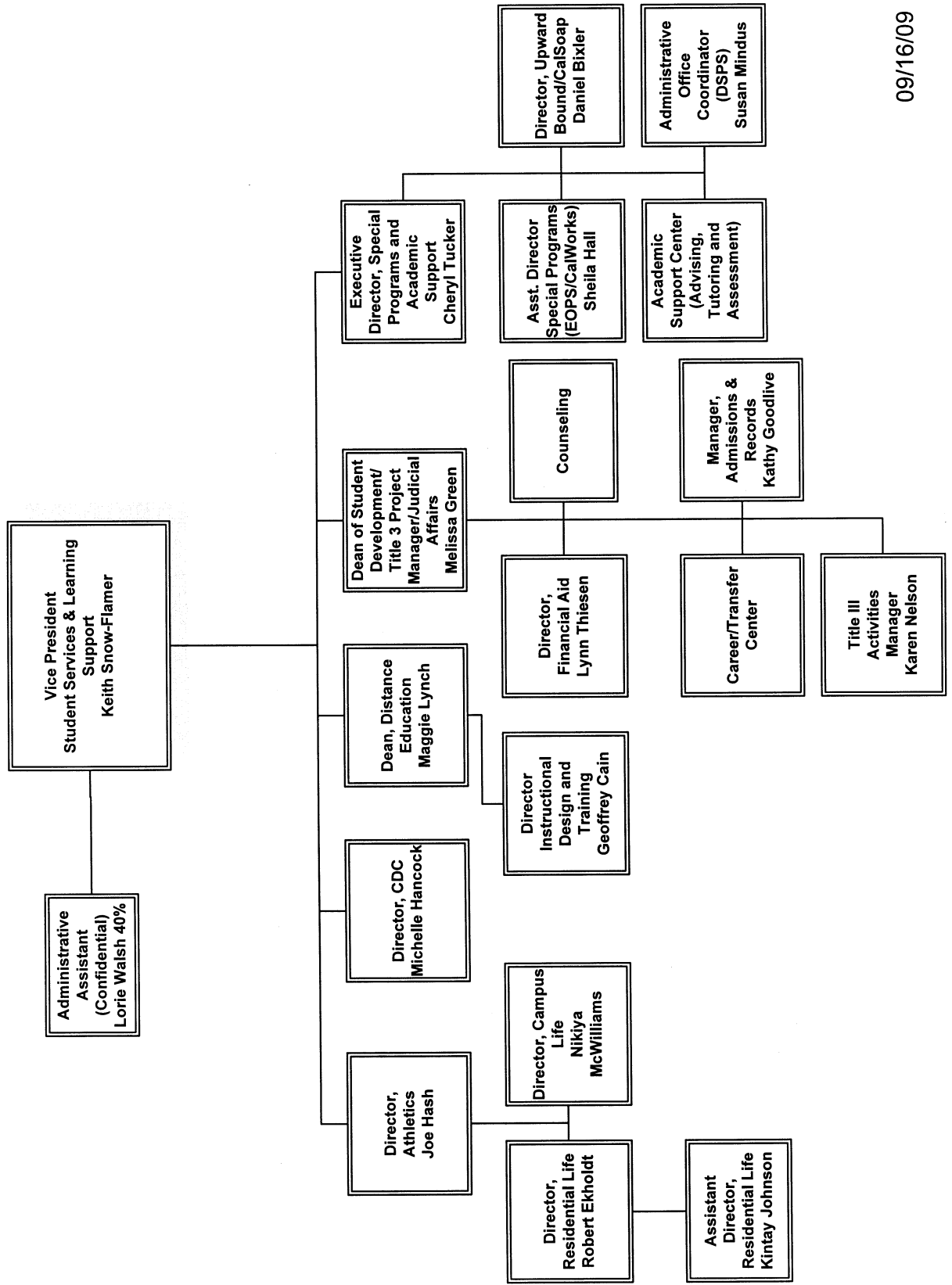
Instruction



¹Reports to President



Student Services and Learning Support



Strategic Initiative Sessions Summer 2010

DATE/TIME	GROUP	ACTIVITY
Wed, June 2/ 8:30 – 11:30	Administrators and Managers	Employee Satisfaction Survey (Discussion/Action Plans)
Friday, June 4/8:30 – 3:00	Senior Leadership	Board/President Goals, Part I.B.
Wed., June 9/ 8:30 – 3:00	Administrators and Managers	Policies and Procedures, Part I
Wed., June 16/ 8:30 – 11:30	Administrators and Managers	Student Satisfaction Survey
Friday, June 18/8:30 – 11:30	Administrators and Managers	Accreditation Planning
Wed., June 23/ 8:30 – 3:00	Administrators and Managers	Policies and Procedures, Part II
Wed., June 30/ 9:00 – 11:00	Administrators and Managers	2010-11 Budget Workshop
Wed., June 30/ 1:00 – 3:00	Senior Leadership	Integrated Planning Model
Wed., July 7/ 8:30 – 11:30	Administrators and Managers	Goals and Planning
Friday, July 9/8:30 – 11:30	Administrators and Managers	Employee and Student Satisfaction Action Planning
Wed., July 14/ 8:30 – 11:30	Administrators and Managers	Budget Workshop and Discuss Preliminary Draft Planning Flowchart
Friday, July 16/ 8:30 – 11:30	Administrators and Managers	Review and Finalize Board/President's Goals
Friday, July 23/ 10 – 12:00	Administrators and Managers	Policies and Procedures
Wed., July 28/ 8:30 – 11:30	Administrators and Managers	20-point enrollment management assessment
Wed., Aug 4/ 8:30 – 11:30	Administrators and Managers	Review Comprehensive Plan Documents & Discuss Roles and Responsibilities for Administrators and Managers
Friday, Aug 6/ 9:30 – 11:00	Classified and Confidential	Organizational Structure: Roles and Responsibilities (Utpal Goswami)
Wed., Aug. 11/ 8:30 – 3:00	Administrators and Managers	Policies and Procedures
Thur., Aug. 12 10:30– Noon	Classified and Confidential	Planning and Decision-making Processes (Keith Snow-Flamer)
Wed., Aug. 18/ 8:30 – 10:00	Classified and Confidential	Budget Structure and Budgeting Processes (Jeff Marsee)

RCCD POLICY AND PROCEDURE CHAPTER INDEX

CHAPTER 1 - THE DISTRICT

Adopted	BP	Title	Approved	AP	Title
06/01/04	BP 1100	The Redwoods Community College District			
06/01/04	BP 1200	District Mission			

CHAPTER 2 - BOARD OF TRUSTEES

Adopted	BP	Title	Approved	AP	Title
09/11/05	BP 2010	Board Membership			
09/11/05	BP 2015	Student Member(s)		AP 2015	Student Member(s)
09/11/05	BP 2100	Board Elections		AP 2100	Board Elections
09/11/05	BP 2105	Election of Student Member(s)	09/11/05	AP 2105	Election of Student Member(s)
09/11/05	BP 2110	Vacancies on the Board	09/11/05	AP 2110	Vacancies on the Board
	BP 2130	Term Limits			
10/03/06	BP 2200	Board Duties and Responsibilities			
09/11/05	BP 2210	Officers			
09/11/05	BP 2220	Committees of the Board			
09/11/05	BP 2305	Annual Organizational Meeting			
09/11/05	BP 2310	Regular Meetings of the Board			
09/11/05	BP 2315	Closed Sessions			
09/11/05	BP 2320	Special and Emergency Meetings	09/11/05	AP 2320	Special and Emergency Meetings
09/11/05	BP 2330	Quorum and Voting			
09/11/05	BP 2340	Agendas	09/11/05	AP 2340	Agendas
09/11/05	BP 2345	Public Participation at Board Meetings	09/11/05	AP 2345	Public Participation at Board Meetings
09/11/05	BP 2350	Speakers			
09/11/05	BP 2355	Decorum			
09/11/05	BP 2360	Minutes		AP 2360	Minutes
09/11/05	BP 2365	Recording		AP 2365	Recording
09/11/05	BP 2410	Policy and Administrative Procedure	09/11/05	AP 2410	Policy and Administrative Procedure
09/11/05	BP 2430	Delegation of Authority to CEO		AP 2430	Delegation of Authority
09/11/05	BP 2431	CEO Selection			
09/11/05	BP 2432	CEO Succession			
09/11/05	BP 2435	Evaluation of CEO	02/06/06	AP 2435	Evaluation of CEO
09/11/05	BP 2510	Participation in Local Decision Making	09/11/05	AP 2510	Participation in Local Decision-Making
09/11/05	BP 2610	Presentation of Initial Collective Bargaining	01/10/06	AP 2610	Presentation of Initial Collective Bargaining

NOTE: This index only outlines CCLC recommended policies and procedures RCCD has adopted additional BPs/APs that are not recommended by the CCLC

NOTE: If no date appears in the 'adopted' or 'approved' column, the policy has not yet been drafted/approved

Adopted	BP	Title	Approved	AP	Title
		Proposals			Proposals
09/11/05	BP 2710	Conflict of Interest	09/11/05	AP 2710	Conflict of Interest
			07/11/06	AP 2712	Conflict of Interest Code
				AP 2714	Distribution of Tickets or Passes
04/03/06	BP 2715	Code of Ethics/Standards of Practice			
09/11/05	BP 2716	Political Activity			
09/11/05	BP 2717	Personal Use of Public Resources			
09/11/05	BP 2720	Communications among Board Members			
09/11/05	BP 2725	Board Member Compensation			
09/08/08	BP 2730	Board Member Health Benefits			
09/11/05	BP 2735	Board Member Travel		AP 2735	Board Member Travel
09/11/05	BP 2740	Board Education			
09/11/05	BP 2745	Board Self-Evaluation			

CHAPTER 3 - GENERAL INSTITUTION

Adopted	BP	Title	Approved	AP	Title
				AP 3050	Institutional Code of Ethics
	BP 3100	Organizational Structure		AP 3100	Organizational Structure
	BP 3200	Accreditation		AP 3200	Accreditation
	BP 3250	Institutional Planning		AP 3250	Institutional Planning
	BP 3280	Grants		AP 3280	Grants
	BP 3300	Public Records		AP 3300	Public Records
	BP 3310	Records Retention and Destruction		AP 3310	Records Retention and Destruction
	BP 3410	Nondiscrimination		AP 3410	Nondiscrimination
	BP 3420	Equal Employment Opportunity		AP 3420	Equal Employment Opportunity
	BP 3430	Prohibition of Harassment		AP 3430	Prohibition of Harassment
				AP 3435	Discrimination and Harassment Investigations
	BP 3500	Campus Safety		AP 3500	Campus Safety
	BP 3505	Emergency Response Plan		AP 3505	Emergency Response Plan
	BP 3510	Workplace Violence Plan		AP 3510	Workplace Violence Plan
	BP 3515	Reporting of Crimes		AP 3515	Reporting of Crimes
				AP 3516	Registered Sex Offender Information
	BP 3518	Child Abuse Reporting		AP 3518	Child Abuse Reporting
	BP 3520	Local Law Enforcement		AP 3520	Local Law Enforcement
	BP 3530	Weapons on Campus		AP 3530	Weapons on Campus
	BP 3540	Sexual and Other Assaults on Campus		AP 3540	Sexual and Other Assaults on Campus

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Adopted	BP	Title	Approved	AP	Title
	BP 3550	Drug Free Environment and Drug Prevention Program		AP 3550	Drug Free Environment and Drug Prevention Program
	BP 3560	Alcoholic Beverages		AP 3560	Alcoholic Beverages
				AP 3570	Smoking on Campus
	BP 3600	Auxiliary Organizations		AP 3600	Auxiliary Organizations
	BP 3710	Securing of Copyright		AP 3710	Securing of Copyright
	BP 3715	Intellectual Property		AP 3715	Intellectual Property
	BP 3720	Computer and Network Use		AP 3720	Computer and Network Use
				AP 3750	Use of Copyrighted Material
	BP 3810	Claims Against the District		AP 3810	Claims Against the District
	BP 3820	Gifts		AP 3820	Gifts
	BP 3900	Speech: Time, Place, and Manner		AP 3900	Speech: Time, Place, and Manner

CHAPTER 4 - ACADEMIC AFFAIRS

Adopted	BP	Title	Approved	AP	Title
12/05/06	BP 4010	Academic Calendar	12/05/06	AP 4010	Academic Calendar
	BP 4020	Program, Curriculum and Course Development		AP 4020	Program and Curriculum Development
				AP 4021	Program Discontinuance
				AP 4022	Course Approval
12/05/06	BP 4025	Philosophy and Criteria for Associate Degree and General Education		AP 4025	Philosophy and Criteria for Associate Degree and General Education
				AP 4026	Philosophy and Criteria for International Education
12/05/06	BP 4030	Academic Freedom		AP 4030	Academic Freedom
	BP 4040	Library Services		AP 4040	Library and Other Instructional Support Services
	BP 4050	Articulation		AP 4050	Articulation
01/06/07	BP 4060	Delineation of Functions Agreements		AP 4060	Delineation of Functions Agreements
	BP 4070	Auditing and Auditing Fees		AP 4070	Auditing and Auditing Fees
	BP 4100	Graduation Requirements for Degrees and Certificates		AP 4100	Graduation Requirements for Degrees and Certificates
				AP 4101	Independent Study
				AP 4102	Career and Technical Programs
				AP 4103	Work Experience
				AP 4104	Contract Education
				AP 4105	Distance Education

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Adopted	BP	Title	Approved	AP	Title
	BP 4106	Nursing Programs		AP 4106	Nursing Programs
	BP 4110	Honorary Degrees		AP 4110	Honorary Degrees
	BP 4220	Standards of Scholarship		AP 4220	Standards of Scholarship - Delegation
				AP 4222	Remedial Coursework
	BP 4225	Course Repetition		AP 4225	Course Repetition
	BP 4226	Multiple and Overlapping Enrollments		AP 4226	Multiple and Overlapping Enrollments
				AP 4227	Repeatable Courses
				AP 4228	Course Repetition – Significant Lapse of Time
				AP 4229	Course Repetition – Variable Units
	BP 4230	Grading and Academic Record Symbols		AP 4230	Grading and Academic Record Symbols
	BP 4231	Grade Changes		AP 4231	Grade Changes
				AP 4232	Pass/No Pass
	BP 4235	Credit by Examination		AP 4235	Credit by Examination
	BP 4240	Academic Renewal		AP 4240	Academic Renewal
	BP 4250	Probation, Disqualification, and Readmission		AP 4250	Probation
				AP 4255	Disqualification and Dismissal
	BP 4260	Prerequisites and Co-requisites		AP 4260	Prerequisites and Co-requisites
	BP 4300	Field Trips and Excursions		AP 4300	Field Trips and Excursions
	BP 4400	Community Services Programs		AP 4400	Community Services Programs
				AP 4500	News Media
				AP 4610	Instructional Service Agreements

CHAPTER 5 - STUDENT SERVICES

Adopted	BP	Title	Approved	AP	Title
	BP 5010	Admissions		AP 5010	Admissions
				AP 5011	Admission and Concurrent Enrollment of High School and Other Young Students
				AP 5012	International Students
			05/06/08	AP 5013	Students in the Military
02/06/07	BP 5015	Residence Determination	02/06/07	AP 5015	Residence Determination
02/06/07	BP 5020	Nonresident Tuition	02/06/07	AP 5020	Non Resident Tuition
	BP 5030	Fees		AP 5030	Fees
				AP 5031	Instructional Materials Fees
5/06/08	BP 5035	Withholding of Student Records	05/06/08	AP 5035	Withholding of Student Records
	BP 5040	Student Records, Directory Information, and		AP 5040	Student Records, Directory Information, and

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Adopted	BP	Title	Approved	AP	Title
		Privacy		AP 5045	Privacy Student Records - Challenging Content and Access Log
05/06/08	BP 5050	Matriculation	05/06/08	AP 5050	Matriculation
05/06/08	BP 5052	Open Enrollment	05/06/08	AP 5052	Open Enrollment
05/07/10	BP 5055	Enrollment Priorities	04/06/10	AP 5055	Enrollment Priorities
				AP 5070	Attendance
				AP 5075	Course Adds and Drops
	BP 5110	Counseling		AP 5110	Counseling
	BP 5120	Transfer Center		AP 5120	Transfer Center
	BP 5130	Financial Aid		AP 5130	Financial Aid
	BP 5140	Disabled Students Programs and Services		AP 5140	Disabled Students Programs and Services
	BP 5150	Extended Opportunity Programs and Services		AP 5150	Extended Opportunity Programs and Services
	BP 5200	Student Health Services		AP 5200	Student Health Services
	BP 5205	Student Accident Insurance			
	BP 5210	Communicable Disease		AP 5210	Communicable Disease
	BP 5300	Student Equity		AP 5300	Student Equity
	BP 5400	Associated Students Organization		AP 5400	Associated Students
	BP 5410	Associated Students Elections		AP 5410	Associated Students Elections
	BP 5420	Associated Students Finance		AP 5420	Associated Students Finance
11/06/07	BP 5500	Standards of Conduct	11/06/07	AP 5500	Standards of Conduct
				AP 5520	Student Discipline Procedures
				AP 5530	Student Rights and Grievances
	BP 5570	Student Credit Card Solicitation		AP 5570	Student Credit Card Solicitations
				AP 5610	Voter Registration
	BP 5700	Athletics		AP 5700	Athletics
	BP 5800	Prevention of Identity Theft in Student Financial Transactions		AP 5800	Prevention of Identity Theft in Student Financial Transactions

CHAPTER 6 - BUSINESS AND FISCAL AFFAIRS

Adopted	BP	Title	Approved	AP	Title
10/03/06	BP 6100	Delegation of Authority	10/03/06	AP 6100	Delegation of Authority
10/03/06	BP 6150	Designation of Authorized Signatures	10/03/06	AP 6150	Designation of Authorized Signatures
10/03/06	BP 6200	Budget Preparation	10/03/06	AP 6200	Budget Preparation
10/03/06	BP 6250	Budget Management	10/03/06	AP 6250	Budget Management

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Adopted	BP	Title	AP	Approved	AP	Title
10/03/06	BP 6300	Fiscal Management	AP 6300	10/03/06	AP 6300	Fiscal Management
			AP 6305		AP 6305	Reserves
			AP 6310		AP 6310	Accounting
			AP 6315		AP 6315	Warrants
10/03/06	BP 6320	Investments	AP 6320	10/03/06	AP 6320	Investments
			AP 6322	10/03/06	AP 6322	Employee Indemnity Bonds
			AP 6325		AP 6325	Payroll
10/03/06	BP 6330	Purchasing	AP 6330	10/03/06	AP 6330	Purchasing
10/03/06	BP 6340	Contracts	AP 6340	10/03/06	AP 6340	Bids and Contracts
			AP 6345		AP 6345	Bids and Contracts (UPCCAA Option)
			AP 6350	10/03/06	AP 6350	Contracts - Construction
			AP 6360	10/03/06	AP 6360	Contracts - Electronic Systems and Materials
			AP 6365	10/03/06	AP 6365	Accessibility of Information Technology
			AP 6370	10/03/06	AP 6370	Contracts - Personal Services
			AP 6380		AP 6380	Vendors
10/03/06	BP 6400	Audits	AP 6400	10/03/06	AP 6400	Audits
	BP 6450	Wireless or Cellular Phone Use	AP 6450		AP 6450	Wireless or Cellular Phone Use
1/03/06	BP 6500	Property Management	AP 6500	10/03/06	AP 6500	Property Management
10/03/06	BP 6520	Security for District Property	AP 6520	10/03/06	AP 6520	Security for District Property
			AP 6530	10/03/06	AP 6530	District Vehicles
			AP 6535		AP 6535	Use of District Equipment
	BP 6540	Insurance	AP 6540		AP 6540	Insurance
10/05/06	BP 6550	Disposal of Property	AP 6550	12/05/06	AP 6550	Disposal of Property
12/05/06	BP 6600	Capital Construction	AP 6600	12/05/06	AP 6600	Capital Construction
5/02/06	BP 6620	Naming of Buildings	AP 6620		AP 6620	Naming of Buildings
	BP 6700	Civic Center and Other Facilities Use	AP 6700		AP 6700	Civic Center and Other Facilities Use
01/04/05	BP 6740	Citizens' Oversight Committee	AP 6740	02/06/06	AP 6740	Citizens' Oversight Committee
	BP 6750	Parking	AP 6750		AP 6750	Parking
	BP 6800	Safety	AP 6800		AP 6800	Safety
			AP 6850		AP 6850	Hazardous Materials
	BP 6900	Bookstore(s)	AP 6900		AP 6900	Bookstore(s)
	BP 6910	Housing	AP 6910		AP 6910	Housing
			AP 6950		AP 6950	Drug and Alcohol Testing (US Department of Transportation)

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CHAPTER 7 - HUMAN RESOURCES

Adopted	BP	Title	Approved	AP	Title
	BP 7100	Commitment to Diversity		AP 7100	Commitment to Diversity
06/03/08	BP 7110	Delegation of Authority	06/03/08	AP 7110	Delegation of Authority
	BP 7120	Recruitment and Hiring		AP 7120	Recruitment and Hiring
			06/03/08	AP 7125	Verification of Eligibility for Employment
			06/03/08	AP 7126	Applicant Background Checks
	BP 7130	Compensation		AP 7130	Compensation
	BP 7140	Collective Bargaining			
				AP 7145	Personnel Files
				AP 7150	Evaluation
				AP 7160	Professional Development
	BP 7210	Academic Employees		AP 7210	Academic Employees
				AP 7211	Faculty Service Areas, Minimum Qualifications, and Equivalencies
				AP 7212	Temporary Faculty
				AP 7213	Part Time Faculty: Benefits
				AP 7214	Part Time Faculty: Office Hours
				AP 7215	Academic Employees: Probationary Contract Faculty
				AP 7216	Academic Employees: Grievance Procedure for Contract Decisions
	BP 7230	Classified Employees		AP 7230	Classified Employees
				AP 7231	Seniority
				AP 7232	Classification Review
				AP 7233	Claims for Work out of Classification
				AP 7234	Overtime
				AP 7235	Probationary Period: Classified Employees
				AP 7236	Substitute and Short Term Employees
				AP 7237	Layoffs
	BP 7240	Confidential Employees		AP 7240	Confidential Employees
	BP 7250	Educational Administrators		AP 7250	Educational Administrators
	BP 7260	Classified Supervisors and Managers		AP 7260	Classified Supervisors and Managers
				AP 7270	Student Workers
	BP 7310	Nepotism		AP 7310	Nepotism
	BP 7330	Communicable Disease		AP 7330	Communicable Disease
	BP 7335	Health Examinations		AP 7335	Health Examinations
				AP 7336	Certification of Freedom from Tuberculosis

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Adopted	BP	Title	Approved	AP	Title
01/04/05	BP 7340	Leaves	01/04/05	AP 7337	Fingerprinting
				AP 7340	Leaves
				AP 7341	Sabbaticals
				AP 7342	Holidays
				AP 7343	Industrial Accidents and Illness
				AP 7344	Notifying District of Illness
08/03/04	BP 7345	Catastrophic Leave Program	08/03/04	AP 7345	Catastrophic Leave
				AP 7346	Employees Called to Military Duty
				AP 7347	Paid Family Leave
	BP 7350	Resignations		AP 7350	Resignations
	BP 7360	Discipline and Dismissals - Academic Employees		AP 7360	Discipline and Dismissal, Academic Employees
	BP 7365	Discipline and Dismissals - Classified Employees		AP 7365	Discipline and Dismissal, Classified Employees
				AP 7366	Reinstatement
04/05/05	BP 7370	Political Activity	04/05/05	AP 7370	Political Activity
				AP 7371	Personal Use of Public Resources
	BP 7380	Retiree Health Benefits: Academic Employees		AP 7380	Retiree Health Benefits: Academic Employees
				AP 7381	Health and Welfare Benefits
	BP 7385	Salary Deductions	04/06/09	AP 7385	Salary Deductions
	BP 7400	Travel		AP 7400	Travel
				AP 7500	Volunteers
	BP 7510	Domestic Partners			
	BP 7600	College [Police Department(s)] or [Campus Security]		AP 7600	College [Police or Security]
04/07/08	BP 7700	Whistleblower Protection	04/07/08	AP 7700	Whistleblower Protection

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RCCD has adopted additional BPs/APs that are not recommended by the CCLC

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Sign-In

Evidence 13c

	Name	Department
1	MIKE WELLS	HR
2	Paul Ratliff	BTECH
3	Geoff Cain	Distance Ed
4	Chmi Tucker	Special Programs
5	VANCE ADAMS	BUS OFFICE
6	Sandra Hall	EDPS
7	Karen Nelson	T3
8	Sue Alton	EDS
9	Koxanne Metz	Instruction
10	Maagil Lynch	IT + DE
11	Robert Ekhardt	Residential Life
12	Utpal Goswami	Instruction
13	ZACH DELOACH	IR
14	Ahn Fielding	CEI
15	Tim Flanagan	Maint.
16	Rachel Anderson	Instruction
17	Anna Duffy	FA
18	Barb Franklin	Payroll
19	Kathie Goodlive	A&R
20	Lynn Thiesen	Fun Aid
21	Ron Waters	AJ *LATE*
22	Melissa Green	Student Development
23	GARY PATRICK	MAINT.
24	Daniel Bixler	Upward Bound -
25	Keith Snow-Flan	SS
26	Paul Agnew	Tech SVS
27	Paul DeMark	Communication Marketing
28	COE KASH	P.E
29	JEFF MASSEF	President
30	Maurice Carson	Instruction
31	George Ly (phone)	CRMC
32	Kelly Wilson (phone)	CRDA
33		
34		
35		
36		

Admin Manager Summer Series - Board/President Goals

Friday, July 16, 2010

AT103/104

Sign-In

	Name	Department
1	Noleiya McWilliams	Campus Life
2	Renee Nelson	73
3	Utpal K. Goswami	Instruction
4	Melissa Green	Stu Development
5	Robert Eckhardt	Residential Life
6	GREGORY PATRICK	MAINTENANCE
7	Geoff Cain	Distance Ed
8	MIKE WELLS	HR
9	PREU RATHIFF	BTECH
10	Sue Altom	SOPS
11	Roxanne Metz	Instruction
12	Rachel Anderson	Instruction
13	Tim Flanagan	Maint
14	Lynn Thiesen	FA/Unets
15	Mary Grace Barrick	LRC
16	Alma Fielding	CED
17	Barb Franklin	Payroll
18	JENN BAILEY	Advising
19	Maggie Lynch	DE-IT
20	Cheryl Tucker	Special Programs
21	JUST ADAMS	BUS OFFICE
22	Geisely	Phone CRMC
23	Linda Turner	Phone Del Warte
24	ANTA JANIS	Phone Del Warte
25	Kelley Wilson	
26	JEFF MARSEF	President
27	Anne Duffy	FA
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Evidence 14



College of the Redwoods

Arcata - Del Norte - Eureka - Eureka Downtown - Klamath-Trinity - Mendocino Coast

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Administration of Justice	Administration of Justice	Advising	Advising
Agriculture	Agriculture	Assessment	Assessment
Anthropology/Sociology	Anthropology/Sociology	Athletics	Athletics
Art	Art	CalSOAP	CalSOAP
ASN- Nursing **	ASN- Nursing	Campus Life	Campus Life
Automotive Technology	Automotive Technology	Child Development Center	Child Development Center
Biology/Environmental Science	Biology/Environmental Science	Counseling and Career Center	Counseling and Career Center
Business/Economics	Business/Economics	Distance Education	Distance Education
Business Technology	Business Technology	Disabled Students Program and Services	Disabled Students Program and Services
Chemistry/Physical Science	Chemistry/Physical Science	Equal Opportunity Program and Services	Equal Opportunity Program and Services
Computer Information Systems	Computer Information Systems	Financial Aid	Financial Aid
Construction Technology	Construction Technology	Library (general)	Library (general)
Dental Assisting ** attachments not included	Dental Assisting	Residential Life	Residential Life
Diesel Heavy Equipment Technology	Diesel Heavy Equipment Technology	Tutoring	Tutoring
Digital Media	Digital Media	Upward Bound	Upward Bound
Drafting Technology	Drafting Technology		
Early Childhood Education **	Early Childhood Education		
Earth Science/Astronomy	Earth Science/Astronomy		
English	English		
Forestry/Natural Resources	Forestry/Natural Resources		
Health Education/Physical Education and Dance	Health Education/Physical Education and Dance		
History/Cinema	History/Cinema		
Hospitality, Restaurant and Culinary Arts	Hospitality, Restaurant and Culinary Arts		
Languages	Languages		
Library Studies	Library Studies		
LVN- Nursing ** attachments not included	LVN- Nursing		
Mathematics	Mathematics		
Medical Assisting **	Medical Assisting		
MT/IT/CET	MT/IT/CET		
Music/Drama	Music/Drama		
Philosophy	Philosophy		
Physics/Engineering	Physics/Engineering		

Political Science	Political Science		
Psychology	Psychology		
Real Estate	Real Estate		
Speech/Journalism	Speech/Journalism		
Welding Technology	Welding Technology		

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Contact the Webmaster



Information: 800-641-0400
General Questions: enrollment-services@redwoods.edu

Proposed Integrated Planning Model (IPM) Master Calendar 2010-2012

Committee	August 2010	September 2010	October 2010	November 2010	December 2010
Divisions	Review of Addendums 8-30-10 thru 10-16-10	Review of addendums 8-30-10 thru 10-16-10	Addendums due 10-17-10	Review of Program Reviews	
Program Review Committee (PRC)			Membership and IPFCs membership Addendums are due 10-17-10 Addendums are analyzed Review of in-progress and competed requests	Spring Process review Norming rubrics Subcommittee workload review(No PRC meetings)	
Planning Support Team (PST)	All planning books complete		All addendums are added to planning books Review for double requests		Posts requests to web Information finalized for Spring process and sent to District
Integrated Planning Functional Committees (IPFCs)		Initial emails Committee schedules All committees formed Review of previous prioritized requests/info	Rubric norming Planning books available to all IPFCs Prioritization begins	Ranked priorities Priority themes Finalize priorities	All prioritized requests complete for BPC Written requests sent to BPC Discuss report-out to BPC Fall Process review
Budget Planning Committee (BPC)				Resource allocation tracking process complete	Schedule for IPFC report-outs complete
Cabinet					Cabinet reviews IPFCs priorities
College Council		Outline IPM evaluation process	Outline committee evaluation process	Review PRC and IPFCS process	PRC and IPFC reports complete
Academic Senate, VPs and Deans	Recommendations for committees		Prioritization begins		All prioritized requests (positions) complete for BPC

Committee	January 2011	February 2011	March 2011	April 2011	May 2011
Divisions	Continue review of PRs PRs due starting 1-28-11				
Program Review Committee (PRC)	Group 1 due Group 2 due Sub-committee work begins	Group 3 due Group 4 due Sub-committee work continues	Final PRs due Executive Summaries due	Sub-committee executive summaries Author presentations of executive summaries	Final master executive summary complete Discuss Program (IRD) continue in Fall if necessary
Planning Support Team (PST)		Post all PRs	Post all subcommittee rubrics	Coordinate master plan reports	Tear-offs (June/July) Executive summary booklet complete
Integrated Planning Functional Committees (IPFCs)		IPFC report-outs to the BPC	Master planning-integrating annual plans into master plans-evaluation		BOT reports on master planning
Budget Planning Committee (BPC)	Budget assumptions announced	IPFC report-outs PRC resource allocation linkages	Preliminary budget finalized	Tentative budget finalized	Budget report out on resource allocation tracking Budget adopted
Cabinet	Finalizes priorities and sends to BPC			(Alterations if needed)	
College Council				Review BPC, Cabinet and whole IPM process	Final evaluation complete
Academic Senate		IPFC report-outs to the BPC			

Committee	August 2011	September 2011	October 2011	November 2011	December 2011
Divisions					Review PRs
Program Review Committee (PRC)		Program(IRD) if needed			
Planning Support Team (PST)	All planning books complete All executive summary booklets complete		College Council evaluation		Post and share with District
Integrated Planning Functional Committees (IPFCs)	Initial emails Committee schedules All committees formed	Review of in-progress and competed requests Review of previous prioritized requests/info Planning books and executive summary booklets available to all IPFCs	Rubric norming Prioritization begins	Ranked priorities Priority themes Finalize priorities	All prioritized requests complete for BPC Written requests sent to BPC Discuss report out to BPC Fall Process review
Budget Planning Committee (BPC)				Resource allocation tracking process complete	Schedule for IPFC report complete
Cabinet					Cabinet reviews IPFCs priorities
College Council				Review PRC and IPFCs process	PRC and IPFCs report due
Academic Senate/VPs/Deans	Recommendations for committees		Informed of program(s) (IRD) Prioritization begins		All prioritized requests complete for BPC

Committee	January 2012	February 2012	March 2012	April 2012	May 2012
Divisions	Continue review of PRs PRs due starting 1-20-12				
Program Review Committee (PRC)	Norming rubrics Group 1 due Group 2 due Sub-committee work begins	Group 3 due Group 4 due Sub-committee work continues	Final PRs due Executive Summaries due	Sub-committee executive summaries Author presentations of executive summaries	Final master executive summary complete Programs(IRD)?
Planning Support Team (PST)		Post all PRs	Post all subcommittee rubrics Master plan updates	Coordinate master plan reports	Tear-offs (June/July) Executive summary booklet complete
Integrated Planning Functional Committees (IPFCs)		IPFC report-outs to the BPC	Master planning-integrating annual plans into master plans-evaluation		BOT reports on master planning
Budget Planning Committee (BPC)	Budget assumptions announced	IPFC report-outs	Preliminary budget finalized	Tentative budget finalized	Budget report out on resource allocation tracking Budget adopted
Cabinet	Finalizes priorities and sends to BPC			(Alterations if needed)	
College Council				Review BPC, Cabinet and whole IPM process	Final evaluation complete
Academic Senate/VPs/Deans		IPFC report-outs to the BPC			

Program / Department:

8. Needs Addendum

Indicate new needs that have arisen since the last program review and provide an update on the status of needs addressed in the last program review. Please be as specific and as brief as possible. Some items may not have a cost per se, but reflect the need to spend current staff time differently. Please indicate the level of importance for your request and highlight how each request relates to the following:

- Student Learning Outcomes
- The CR Strategic Plan

Request #	Request Type	Description and Details	Importance	Request Status	Annual TCO*		PRC Approval
					Cost per item	Total Cost of Request	
1	Reason: Outcome:						
2	Reason: Outcome:						
3	Reason: Outcome:						
4	Reason: Outcome:						
5	Reason: Outcome:						
6	Reason: Outcome:						
7	Reason: Outcome:						
8	Reason: Outcome:						
9	Reason: Outcome:						

Program / Department:
8. Needs Addendum

Indicate new ne
 Please be as spec
 the level of impc

These Columns are customized to address specific information relating to certain types of requests. If additional headings do not appear for your request item, you do not need to fill out these columns.

Request #	List and Update Request Type																			
1	Reason: Outcome:																			
2	Reason: Outcome:																			
3	Reason: Outcome:																			
4	Reason: Outcome:																			
5	Reason: Outcome:																			
6	Reason: Outcome:																			
7	Reason: Outcome:																			
8	Reason: Outcome:																			
9	Reason: Outcome:																			

Program / Department:

8. Needs Addendum

Indicate new needs that have arisen since the last program review and provide an update on the status of needs addressed in the last program review. Please be as specific and as brief as possible. Some items may not have a cost per se, but reflect the need to spend current staff time differently. Please indicate the level of importance for your request and highlight how each request relates to the following:

- Student Learning Outcomes
- The CR Strategic Plan

Request #	Request Type	Description and Details	Importance	Request Status	Annual TCO*			PRC Approval
					Cost per item	Number Requested	Total Cost of Request	
10	Reason:							
	Outcome:							
11	Reason:							
	Outcome:							
12	Reason:							
	Outcome:							
13	Reason:							
	Outcome:							
14	Reason:							
	Outcome:							
15	Reason:							
	Outcome:							
16	Reason:							
	Outcome:							
17	Reason:							
	Outcome:							
18	Reason:							
	Outcome:							
19	Reason:							
	Outcome:							
20	Reason:							
	Outcome:							

Program / Department:
8. Needs Addendum

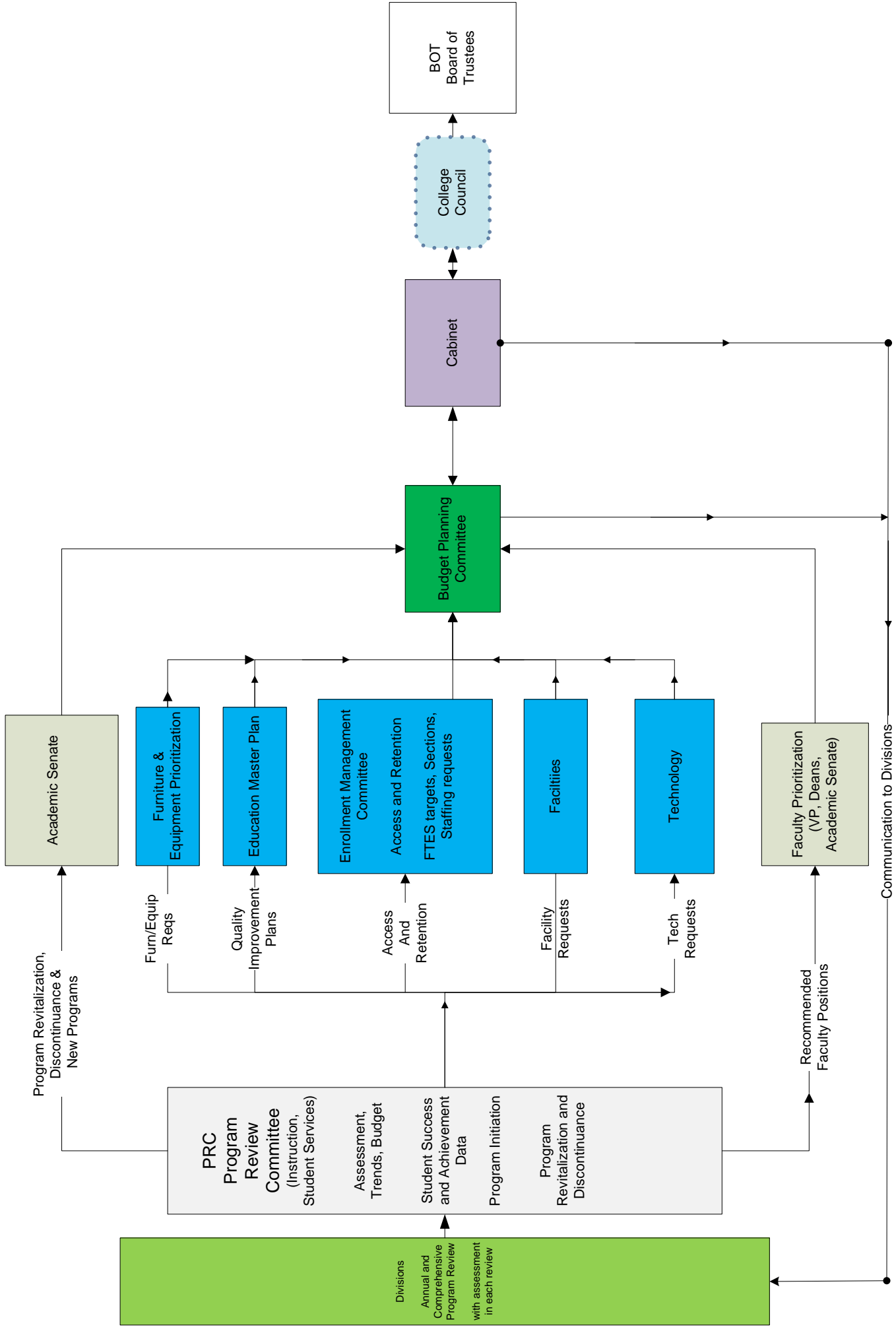
Indicate new ne
 Please be as spec
 the level of impac

These Columns are customized to address specific information relating to certain types of requests. If additional headings do not appear for your request item, you do not need to fill out these columns.

Request #	List and Update		Request Type												
	Reason:	Outcome:													
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															

Integrated Planning Model
Approved by College Council on 5-03-10

Evidence 17



Evidence 18

Program Review
Furniture and Equipment Committee (F&E)
Summer 2010

Susan Mindus, Chair
Matt Hanson
Sue Alton
Susan Metzger
Kirt Frischknecht
Karen Nelson (reference)

The F&E Committee first noted items that have already been purchased. Requests were initiated for any items that could be resolved (i.e. soap dispensers, paper towel holders, etc. that can be installed by Maintenance and the District can obtain through vendors for free)

The Furniture and Equipment Committee made the following assumptions:

- Software requests were marked for the Technology Committee
- Books, DVDs, etc. were marked for the LRC
- LRC requested budget to purchase books, DVDs, etc. This request was marked for the Budget Committee and if funding is received, they should review the requests from Program Review
- Staffing was marked for HR or Budget Committee
- Building/facility equipment (i.e. ventilation, remove desks, install soap dispensers, etc.) was marked for Facilities Committee

The F&E Committee divided the requests into the following three categories:

1. Deferred Instructional Equipment Maintenance (DIEM)
2. Furniture and Equipment (equipment and furniture were divided into separate categories – requests for classroom furniture, chairs and tables, need further review based on new construction)
3. Other (not related to F&E)

Items 1 and 2 were then prioritized using the following rubric to evaluate requests:

Stage 1 Rubric –

- Health & Safety (is this request a health & safety issue including those for ADA compliance)
- Direct Classroom Instruction (will equipment requested by departments/programs be used by students in the classroom or assist Student Support Services)

- Strategic Plan – Goal 1(enable student attainment of educational goals)
 - Objective 1.1 – Reduce barriers to persistence
 - Objective 1.2 – Improve basic skills in Math and English as foundation for student success
 - Objective 1.3 – Increase number of courses articulated with UC and CSU systems
 - Objective 1.4 – Increase number of degrees and certificates earned
 - Objective 1.5 – Increase the number of transfers
- Equipment to Enhance Instruction (supports instruction and/or student support services and not used directly by student)

Stage 2 Rubric –

- Number of Students Served
- Location
- Cost

Some difficulties the F&E Committee encountered were:

- A department may request a remodel of a classroom with all new equipment. The remodel will not work if the equipment is not purchased. Both of these committees do not know how the other is prioritizing the request. It would help in the Program Review document if there was a link between the two requests if items are dependent upon the other.
- It was difficult to determine if the request is critical to their operation or if this was a “wish” list
- Not all costs were noted by departments
- Not all departments/programs noted how the equipment/furniture would enhance/support student achievement

We suggest that the Program Review “template” be revisited. It would help a department to know where to list various requests. A description of each reviewing committee (i.e. furniture and equipment, technology) should be placed in the document so preparers of Program Review will know where to place their requests in the appropriate category. This will also help in the tear-out process.

Program Review Furniture & Equipment Requests (Fall 2009)								
Room	Sects.	Students	Prog/Discp	Request	Cost	Add. Info	C Outco	Rank
		35	AJ	chairs	5250	original 1977 seats	F&E	1
MC 122			Biology	24 chairs + ADA complia	1657		F&E	2
PS 109			Chem	12 chairs (repair or replac	840		F&E	3
PS 110			Math	40 chairs	2800		F&E	4
PS 110			Math	40 desks	NA		F&E	5
LRC 102			English	8 task chairs	560		F&E	6
LRC 102			English	6 wooden chairs	1290		F&E	7
AT 127	7	200	Forestry	table and chairs	NA		F&E	8
MC 120		100	Agric	36 chairs	2485		F&E	9
library	*	*	Library	10 chairs	2145		F&E	10
library	*	*	Library	15 step stools	1200		F&E	11
AT 108			Agric	36 chairs	2485		F&E	12
			Athletics	24 gym chairs	2400		F&E	13
			Advise	8 chairs	636		F&E	14
			Advise	table	170		F&E	15
MC 120	7	100	Biology	24 chairs	1657		F&E	Not ranked - duplicate

Program Review Facilities Requests (Fall, 2009)						
Room	Sects	Students	Prog/Disc	Request	Cost	FEC Outcome
				printing	100	budget
		?	Addict. Stud	professional development	3000	budget
			AT	NACADA conference (7 staff)	4500	budget
			Advise	CCCCA state meeting-Director	3000	budget
			Athletics	coach association dues	2000	budget
			Athletics	coach travel	5000	budget
		1000	Biology	autoclave service contract	5500	budget
		1000	Biology	microscope repair [25/year]	1500	budget
		1000	Biology	misc. repair	300	budget
			BT	hardware/software updates-quick books	NA	budget
			Bus/Econ	Center for Entrepreneurial Studies	NA	budget
			Cal-SOAP	professional development	597	budget
			CIS	hardware/software updates	40,000	budget
			Counsel	travel funds		budget
			CT	tools/parts/repairs	2500	budget
AT 131	4	80	DHE	lab audit	NA	budget
AT 132			DHE	lab equipment audit	NA	budget
			ECE	print budget	NA	budget
			EOPS	travel funds- 6 staff	5000	budget
			Forestry	Field trip money	NA	budget
			HE	equipment repair money	NA	budget
			HRCA	equipment repair money	NA	budget
			Library	10 DVDs/year	700	budget
			Library	50 books/year	5000	budget
			Library	ID cards	5000	budget
			Library	professional development	2000	budget
			Math	textbook loan program funds	NA	budget
			MT/IT/CET	equipment repair money	NA	budget
		150-175	Music	digital piano repair	200	budget
		90	Music	repair band instruments	200	budget
		200	Music	tune 12 pianos	960	budget
		15	Physics	modern physics experiments	NA	budget
		24	Agric	Mendocino storage shed	2000	facilities
mendo		60	Art	Expoxy seal and floor moldings	5000	facilities
mendo		60	Art	security fence	3000	facilities
mendo		60	Art	ventilation fan Art 207	575	facilities
MC 122	7		Biology	ADA compliance	NA	facilities
LS ???		1000	Biology	fume hood	3500	facilities

DN			DN T3 line	NA		facilities	
*	NA	NA	assess firing range	NA		facilities	
FA	NA	NA	create office for operations manager	NA		facilities	
FA	NA	NA	enlarge director's office	NA		facilities	
Eur campus			stop disc golf expansion	NA		facilities	
NA	1	12	no electronic lab space for CET10	NA		facilities	
CA 104	6 to 7	160	relocate electrical floor plugs	NA		facilities	
*	NA	NA	ventilation for computer room	2500		facilities	
*	NA	NA	assess firing range	NA		facilities	
			Life science tutor	NA		HR	
			computer skills tutors	NA		HR	
			math and english tutors	NA		HR	
			maintenance position 20 hours/week	NA		HR	
			writing center budget- tutors-Eng 41	NA		HR	
			lab technician	NA		HR	
			tutor coordinator	43,301		HR	
			tutors	NA		HR	
			3 DVDs	NA		LRC	
			archaeological sites in NW	NA		LRC	
			NA history/local tribe books	NA		LRC	
	?		non-primate books	NA		LRC	
			social problems and social movements books	NA		LRC	
			update VHS to DVD	NA		LRC	
			Accuplacer tests	4000		LRC	
			scientific books and database	NA		LRC	
			increase library hours	NA		LRC	
			Fine woodworking journal	NA		LRC	
			Journal of Light Construction	NA		LRC	
			JSTOR full license	NA		LRC	
			standardized tests (Eng 350	NA		LRC	
	25-40		crossdating cores publication	225		LRC	
			Frontiers of Ecology	NA		LRC	
			Journal of Forestry	NA		LRC	
			Western Journal of Applied Forestry	NA		LRC	
			JSTOR full license	NA		LRC	
	DN		ASL text	NA		LRC	
	DN		French text	NA		LRC	
	DN		sign language text	NA		LRC	
Mendo			spanish books	NA		LRC	
			Accuplacer advising	NA		LRC	
			expand work stations in math lab	NA		LRC	
			extend library hours	NA		LRC	
			JSTOR full license	NA		LRC	
			paper exam procedure	NA		LRC	
			quiet testing area	NA		LRC	

				Music	Honors books		150	LRC
				Poli Sci	database access (online)	NA		LRC
				Poli Sci	DVDs	NA		LRC
				Psych	18 DVDs	2160		LRC
				Tutor	10 text books	1000		LRC
				Weld	Welding principles and practices, 3rd edition			LRC
				Agric	4 hand soap dispensers	155		maintenance
				Agric	4 paper towel dispensers	NA		maintenance
				Agric	internet wiring	NA		maintenance
AT 128	10	200		AT	mount projector	NA		maintenance
LS 112	10	240		Biology	adjust thermostat	NA		maintenance
MC 120	7			Biology	soap dispenser	NA		maintenance
FM 107	10	200		Bus/Econ	move smart board	NA		maintenance
FM 108				Bus/Econ	rewiring	NA		maintenance
*	NA	NA		Cal-SOAP	attic cleaning- bat guano	NA		maintenance
*	NA	NA		Cal-SOAP	back porch renovation	NA		maintenance
*	NA	NA		Cal-SOAP	staff parking signs	NA		maintenance
PS 108	3	75		Chem	heating	NA		maintenance
AT 116	8	240		DA	electrical circuit	\$600		maintenance
AT 117				DA	electrical outlets	same as above		maintenance
LIGHT	NA	NA		DSPS	remove mold	NA		maintenance
LIGHT	NA	NA		DSPS	repair door concrete	500		maintenance
LIGHT	NA	NA		DSPS	replace door	NA		maintenance
CA 109	4	160		Math	install smart classroom	NA		maintenance
ARC 212	1 to 2	25-50		Psych	mount projector	none?		maintenance
ARC 212				Speech	wall mounted clock	NA		maintenance
*	NA	NA		Speech	wall mounted pencil sharpener	NA		maintenance
*	NA	NA		UB	attic cleaning- bat guano	NA		maintenance
*	NA	NA		UB	back porch renovation	NA		maintenance
AT 142				UB	staff parking signs	NA		maintenance
LS 108	3	75		Weld	2 welding booth lights	NA	install ballasts if purchased ?	maintenance
				Biology	install videomicroscope	NA		maintenance if purchased
				Anthro/Soc	copier with scanner	NA		technology
		100		AT	scan tool updates	3600	NATEF req'	technology
				Cal-SOAP	Access training			technology
		25		Forestry	ESRI site license (software)	NA		technology

Program Review Furniture & Equipment Requests (Fall, 2009)									
Room	Sects	Students	Prog/Disc	Request	Cost	Add. Info	FEC Outcome	DIEM	Rank
			AT	brake lathe	8000		F&E	DIEM	1
mendo		60	Art	10 pottery wheels	8000		F&E	DIEM	2
		150-175	Music	4 digital pianos	4800	plus shipping	F&E	DIEM	3
		150-175	Music	5 headsets with microphones	150		F&E	DIEM	4
		150-175	Music	10 adapters (1/8, 1/4)	50		F&E	DIEM	5
		80	Weld	lincoln arc welders	1000	repair	F&E	DIEM	6
		20	Weld	crescent spot welder	3000		F&E	DIEM	7
		20	Weld	ideal arc 300 TJJ-welder	1500		F&E	DIEM	8
		38	Physics	2 analog oscilloscopes	1500		F&E	DIEM	9
		26	Physics	2 audio oscillators	1000		F&E	DIEM	10
		100	AT	6 dial indicators	500		F&E	DIEM	11
			Chem	GCMS	500		F&E	DIEM	12
		100	AT	electronic engine module	60,000		F&E	DIEM	13
Del Norte		50	Art	kiln	3500		F&E	DIEM	14
mendo		60	Art	2 kilns	7000		F&E	DIEM	15
	2		Music	4 timpani	7900	plus shipping	F&E	DIEM	16
			Athletics	2 exercise bikes	10,000		F&E	DIEM	17
		734 +	HE	chin-dip-ab station	450		F&E	DIEM	18
		734 +	HE	6 adjustable weight benches	2400		F&E	DIEM	19
		734 +	HE	6 keiser indoor cycle	9600		F&E	DIEM	20
			DSPS	10 scooter batteries	700		F&E	DIEM	21
			Athletics	hydrocollator unit	1000		F&E	DIEM	22
			Athletics	ice machine	5000		F&E	DIEM	23
			Athletics	gym scoring table	5000		F&E	DIEM	24
			Athletics	portable fencing	5000		F&E	DIEM	25

**COLLEGE OF THE REDWOODS
ENROLLMENT MANAGEMENT COMMITTEE – OPERATING AGREEMENT
Revised 09/09/10**

Mission

To interpret enrollment trends, patterns and projections, student achievement/success data, basic skills student achievement data, and to inform all institutional divisions and units in meeting CR's enrollment goals within a framework of collaboration continued growth and community alignment. The Enrollment Management Committee (EMC) also formulates enrollment goals consistent with the College's mission and program review data, develops FTES budget projections, implements, monitors, and periodically revises the process of student enrollment and retention.

Vision

Enrollment management at CR embraces the concept that systematic coordination and communication of activities influencing students' decisions to attend, transition to, persist, and graduate will help the College to achieve its principal institutional goals. These goals include the development of a campus-wide culture of collaboration and cooperation, planned growth with access for students to higher education, and participation in a diverse and increasingly complex community and world.

Scope

The EMC is one of the integrated planning functional committees. Informed by program review, institutional data, key performance indicators, and input from its members, the EMC monitors enrollment and student achievement/success data, basic skills student achievement data, discusses their implications, and makes recommendations to appropriate bodies within the integrated planning structure to achieve optimal enrollments.

Among the EMC's responsibilities are 1) designing and conducting a collaborative enrollment management planning process, 2) discussing student achievement and success data, 3) linking enrollment targets with budget projections, 4) recommending scheduling, instructional and student support strategies to enhance student access, success, retention, persistence, and goal attainment.

The EMC works closely with integrated planning committees as it designs and conducts these processes:

- Analyze enrollment trends, patterns, projections, and growth as well as basic skills student achievement data.
- Provide recommendations and information to divisions and units on the implementation of enrollment targets and emergent enrollment management issues.

- Monitor, oversee, direct, and implement changes as necessary to the work of the committee.
- Develop a holistic, comprehensive, and integrated approach to enrollment management (data analysis, curriculum and program mix, retention and persistence, advising and recruitment, marketing/promotion, budget, and technology).
- Recommend scheduling strategies, instructional, and student support plans to enhance student access, success, retention, persistence, and goal attainment.
- Recommend enrollment targets and subsequent College budget projections.
- Identify potential markets.
- Review and recommend all current retention strategies and recommend appropriate revisions and additions to those strategies, including required resources.
- Review current marketing strategies and activities and recommend additional methods or revision.

Membership

The EMC includes a cross sectional representation of employee groups as well as student representatives (if identified). The Committee is led by two Co-Chairs—Vice President of Student Development and a faculty member. Members are expected to serve a 2-3 year term to provide consistency among the membership and will include:

- VPSS: Co-Chair: Keith Snow-Flamer
- Faculty: Co-Chair: Vacant
- 1 Student appointed by ASCR: Vacant
- VPI: Utpal Goswami
- 2 Classified staff selected by the CSEA President: Juana Tabares
- Deans: Student Development, Distance Education, Academic Affairs, Career and Technical Education, Del Norte, and Mendocino Coast: Melissa Green, Maggie Lynch, Rachel Anderson, Mike Peterson, Anita Janis, and Geisce Ly
- IR Director: Zach DeLoach
- 4 Student Services Staff selected by the VP SS: Kathy Goodlive, Sheila Hall, Anna Duffy, and Jennifer Bailey
- Director of Marketing: Paul DeMark
- 4 Faculty-appointed by the Academic Senate: Bruce Wagner, Pam Kessler, David Gonsalves, and Allen Keppner
- Title III Activities Director (ex officio until September, 2010): Karen Nelson

Membership Responsibility

Each member has the responsibility to attend each meeting and adhere to the rules governing the committee's decision making process. Members are responsible to disseminate committee information to their respective constituents.

Meetings

Meetings will be set by consensus process but will be conducted at least twenty times each calendar year. The regular meeting schedule for the calendar year will be set at the first meeting in September but additional meetings will be set as necessary to ensure that planning work is completed according to the planning cycle timeline.

Decision Making Process and Basic Committee Ground Rules

The EMC will make decisions based on sufficient consensus in which decisions are a synthesis of everyone's ideas and incorporating everyone's best thinking and aims for general agreement and support among those present. However, the committee is willing to move forward with a decision where there is general support among the majority members present (80% of members voting). The EMC defines a quorum as 50% of the membership plus one.

The membership shall:

- Put students' needs above everything else.
- Be open to new ways of viewing things.
- Express opinions in ways that preserve integrity, develop mutual understanding, and promote collaboration.
- List to all the facts and available information from different sources before making judgments and decisions.
- Be sure all voices are heard.
- Use time efficiently and stay on task.
- Take advantage of the opportunity to communicate, to learn from each other, and to collaborate.
- Accept and support consensus of decisions voted upon as final without ongoing subsequent revisions. Recommended revisions will be put into an ongoing file for the calendared periodic updating scheduled and agreed upon by the Committee thus facilitating the Committee's work of moving forward to completion of assignments.

Planning Principles

The EMC embraces the following planning principles:

1. The planning process and the plans that it yields will be PLO/SLO outcomes based, learning-centered, and will support the quality of the College.
2. The planning process will be collaborative by operating within the collegial consultative structure and which ensures broad-based participation and by providing a means for stakeholder groups to be heard and to influence the plan.
3. The process will build trust through effective communication and negotiation, by providing a safe environment to identify and challenge assumptions and by supporting agreements on shared values.

4. The process will be meaningful in that it will help the College to establish a vision of the future.
5. The process will be data-driven, using qualitative and quantitative data, routinely reviewed as the plan is implemented, with the aim of continuous improvement.
6. The process will have a clear cycle of activities, with a beginning and an end, and timed and structured to coordinate well with WASC/ACCJC accreditation requirements.
7. The process will be as simple as possible while yielding a viable plan and integrating planning into permanent governing structures and college-wide meetings.
8. The process, its language, its products, and the results of the plan will be communicated to all employees internally.
9. The process will be truly comprehensive, and will have clearly assigned roles for individuals and groups, including students.

Communication

The EMC is committed to a collaborative process with many opportunities for involvement for those within the College. Throughout the planning process, the EMC will hold meetings, consultations with key constituencies, and discussions with integrated planning committees, and the senior leadership team, all of which combine to enable broad based participation in the various phases of creating, updating, and evaluating the annual Enrollment Management Plan.

Information and recommendations generated by the EMC will be shared with the Vice Presidents, Budget Planning Committee, various master planning committees, and the college community.

Planning Process Activities and Outcomes

The EMC will:

- Provide leadership for the development of the enrollment management plan.
- Monitor institutional progress toward accomplishing the enrollment targets.
- Participate in the process of conducting internal and external environmental scanning.
- Analyze, influence and access enrollment trends, patterns, projections and growth, and basic skills student achievement data.
- Provide recommendations and information to divisions and units on the implementation of enrollment targets and emergent enrollment management issues.
- Monitor, oversee, direct and implement changes as necessary to the work of the committee.
- Recommend scheduling plans, instructional and student support strategies to enhance student access, success, retention, persistence, and goal attainment.

- Recommend enrollment targets.
- Identify potential markets.
- Forward enrollment plan to the Cabinet
- Forward enrollment targets and subsequent budget to the BPC

Planning Agenda (Subject to change depending upon planning issues identified)

- Increasing access by limiting the number of units students may enroll in
- Evaluating the enrollment data (student success, persistence, and achievement)
- Analyzing enrollment and persistence data
- Reinstating college hour
- Moving to a five day schedule
- Reviewing and revising the Enrollment Management Plan
- Reviewing the waitlist policy and process
- Analyzing basic skills completion and impact on courses and program development
- Evaluating the success of the First Year Experience Program
- Developing summer scheduling guidelines
- Reviewing Nursing and Advising Cohort data
- Aligning basic skills courses
- Assessing the learning community model
- Reviewing late registration/add policy and process
- Analyzing FTES/section and efficiency rates
- Evaluating the progress made to achieve enrollment management plan activities
- Evaluating the college's progress in meeting the college's course scheduling goals (CLARUS recommendations)
- Developing a three year enrollment management plan that ties together and assesses enrollment factors such as marketing, recruitment, and retention efforts, advising reports, annual enrollment goals and strategies, and first year experience programming outcomes (assessment, learning communities, advising, early intervention, student life, etc.)
- Reviewing every step of the recruitment and retention process (marketing, assessment, advising, timing of communications, orientation, academic transition services such as freshman seminar and learning communities,) from the point of view of the student with the goal of building strong personal relationships from the very first contact through goal attainment

Evidence 20

Functions of the Budget Planning Committee

The Budget Planning Committee

1. Assists in the development of budget assumptions and reaffirms revenue projections by VPA to be presented to the board every spring
2. Assists in the development of preliminary budget
3. Reviews all mandatory cost categories for accuracy and cost efficiency
4. Reviews the prioritizations presented by constituency groups (Integrated Planning Functional Committees (IPFC)) and develops rank order from funding (without altering IPFC priorities) *[these are request due to the planning function]*
5. Reviews requests for resources (non discretionary) from budget managers and develop rank order for funding *[these are requests due to operational functions]*
6. Develops an institutional rank order for funding by combining requests from IPFC's and budget managers
7. Assists in the development of the final budget by establishing incremental funding plans should the state funding vary from the assumptions
8. Conducts budget hearings as necessary to receive constituency/departmental input on budget requests
9. Conducts a mid year budget review (typically February) and recommends necessary reallocation of funds during the current year
10. Develops long term (3-5 years) budget strategies and maintains a long term budget plan
11. Develops and recommends policies/procedures for effective budget planning and control.

Evaluation and Ranking Protocol

1. Relationship to and relative importance of the request to the institutional strategic plan and educational master plan.
2. Compliance with Federal, State and County mandates.
3. Potential impact on student learning, institutional operations, service levels and effectiveness/efficiencies.
4. Availability of alternatives and potential for deferral
5. Funding history of the unit/area

IPFC priorities should not be altered without sufficient justification; Priorities from various IPFC's will have to be rank ordered; The Institutional rank order will contain requests from IPFC and operating units; Committee may decide to categorize requests and priorities according to various expenditure categories and recommend levels of funding for various categories of expenditures

Membership

VPA VPI (EMP chair), VPSD(EMC Chair), IPFC chairs 3, Manager/Director-2, Faculty-4 (Eureka 2, Del Norte 1, Mendocino 1), Classified-1, Student-1; ex-officio-2(non voting). Meetings held 2 times a month; possible additional budget hearings in spring

Tentative Timeline[2010-11]

July-Sept: Incremental funding plan for the final budget 2010-11

Oct-Nov: Policies for effective budget planning and control

Nov: Training for budget managers and AOA's

Dec-Jan: 2011-12 budget assumptions

Feb: Mid year 2010-11 budget Review

Mar-April: Budget Hearings, preliminary budget

May-June: Tentative Budget and incremental funding plan

July-Sept: Retreat, Long term plan, Final budget



College of the Redwoods
Request for Funding FY 2010-11

Evidence 21

Initiator:

Date:

Department:

Requested Amount:

This is a request for (check appropriate box): Add'l Funds Restoration Funds New Funds

Budget Account Number (if known):

Current Budget Allocation:

2009-10 Budget Allocation:

^{Finaly}
Request for ~~Request~~ (please provide details about the background and need):
[form will expand as needed]

Link with Board Goals/Program Review (How does this request tie in with the board goals and/or program review):

Contingency Plan (if funding is denied):

14	DT3	District Technology	Wireless Routers	\$7,000	\$548,714
15	CT2	Classroom Technology	Computers, ELMO	\$11,500	\$560,214
16	DT4	District Technology	Servers	\$30,000	\$590,214
17	OP7	Arcata Instructional Site	Security Staff	\$9,782	\$599,996
18	DT5	District Technology	Network Devices	\$20,200	\$620,196
19	CT3	Classroom Technology	Misc Classroom Technology	\$11,620	\$631,816
20	DT6	District Technology	24 port switches	\$7,300	\$639,116
21	CT4	Classroom Technology	Computers, ELMO	\$10,000	\$649,116
22	OP8	Health Occ	EMT Instructor Aide	\$3,129	\$652,245
23	OP9	Administration of Justice	Maintain Police Academy at Last years level	\$50,487	\$702,732
24	FE2	Furniture & Equipment	Desks, Tables, Chairs	\$6,480	\$709,212
25	OP10	Communication & Marketing	Hard Drive to run commercial Xerox machine	\$1,635	\$710,847
26	OP	District Technology	PC Replacement	\$100,000	\$810,847
27	OP11	Maintenance	Temp Electrical Maintenance Specialist (16 weeks)	\$16,000	\$826,847
28	CT5	Classroom Technology	Clickers, Internet, ELMO	\$12,000	\$838,847
29	DT7	District Technology	24 port switches	\$12,660	\$851,507
30	FE3	Furniture & Equipment	Tables, Chairs, Stools	\$6,891	\$858,398
31	OP12	Maintenance	Lifting/rescue Tripod	\$4,000	\$862,398
32	OP13	Athletics	Coaching Stipends	\$10,000	\$872,398
33	OP14	Instruction	Articulation Officer	\$25,000	\$897,398
34	OP	Facilities	32 Passenger Bus (\$20,000 for 5 years)	\$20,000	\$917,398
35	OP15	Foundation/TRIO/Upward Bound	Grant writer (contract)	\$24,000	\$941,398
36	OP	Facilities	Spray Booth Water Bath for EKA	\$150,000	\$1,091,398
37	OP16	Automotive Technology	Restore budget for Instructional Support	\$17,820	\$1,109,218
38	OP17	Instruction/Enrollment Management	Addl TLU for Spring and Summer	\$150,882	\$1,260,100
39	OP18	Maintenance	Crew Vehicles for inter campus travel	\$60,000	\$1,320,100
40	OP19	Administration Of Justice	100 amp Distribution Panel for Driving simulator	\$12,000	\$1,332,100
41	OP	Maintenance	Asphalt Slurry Coat for DN	\$70,000	\$1,402,100
42	OP20	101 corridor/Comm/Eco Dev	Mckinleyville discretionary budget	\$21,700	\$1,423,800
43	OP	Maintenance	Exterior Lighting for DN	\$15,000	\$1,438,800

44	OP21	Instruction/Enrollment Management	Add TLU for Spring and Summer	\$150,000	\$1,588,800
45	OP22	Learning Resource Center	Supplemental Instruction (Coordinator, SI Leaders)	\$81,500	\$1,670,300
46	OP23	Student Services-BSI initiative	30 summer concurrent enrollment sections	\$36,000	\$1,706,300
47	OP24	IR/HR	Consultant for Title III closeout & AMD group	\$10,400	\$1,716,700
48	OP25	Career Center	Restore Job Market budget	\$14,237	\$1,730,937
49	OP	Maintenance	Replace Exterior Doors in DN	\$7,500	\$1,738,437
50	OP26	Maintenance	Platform man lift for light fixtures	\$9,000	\$1,747,437
51	OP27	Career Center	Acquire database	\$4,512	\$1,751,949
52	OP28	Student Services-BSI initiative	Eureka--BSI Jump start program	\$24,000	\$1,775,949
53	OP	Facilities	Marquee Sign EKA	\$35,000	\$1,810,949
54	OP29	Del Norte Center	Printing Budget to match actual expenditures	\$8,500	\$1,819,449
55	OP30	Student Services-BSI initiative	Del Norte--BSI Jump start program	\$24,000	\$1,843,449
56	OP31	Maintenance	All Terrain forklift	\$30,000	\$1,873,449
57	OP	Maintenance	Exterior Painting in MC	\$35,000	\$1,908,449
58	OP32	Student Services-BSI initiative	Hoop--BSI Jump start program	\$24,000	\$1,932,449
59	OP33	Instruction	District faculty/staff professional growth pool	\$15,000	\$1,947,449
60	OP	Maintenance	Exterior Painting in DN	\$28,500	\$1,975,949
61	OP34	Student Services-BSI initiative	South Fork--BSI Jump start program	\$24,000	\$1,999,949
62	OP35	Bus Pass Program	Spring 2011 Bus Pass Program	\$75,000	\$2,074,949
63	OP36	Student Services-Campus Life	Campus life activities	\$67,014	\$2,141,963
64	OP37	Del Norte Center	Carpet Cleaning Machine	\$3,500	\$2,145,463
65	OP38	Del Norte Center	Restore custodial/laundry	\$3,000	\$2,148,463
66	OP39	Foundation	Part time development/outreach manager	\$40,000	\$2,188,463
67	OP40	Del Norte Center	Part time coordinator Pelican Bay Initiative	\$57,900	\$2,246,363

REDWOODS COMMUNITY COLLEGE DISTRICT

Evidence 23

Minutes of the College Council
7351 Tompkins Hill Road, Eureka, CA, Board Room
Wednesday, September 1, 2010

MEMBERS PRESENT Mark Winter, Dave Holper, Ruth Moon, Jose Ramirez, Ron McQueen, Martha Racine (phone), Becky Blatnick (phone), Jeff Marsee, Keith Snow-Flamer, Utpal Goswami, Mike Wells, Melissa Ruiz (phone)

MEMBERS ABSENT ASCR reps (2), AMD rep, VP of Admin Service (vacant)

CALL TO ORDER President Marsee called the meeting to order at 2:33 pm.

MINUTES The minutes of 05/03/10 were approved as presented.

A motion was made, seconded and passed unanimously to revise paragraph four of the College Council scope to read:

College Council also reviews the actions of the Cabinet, Academic Senate, the Integrated Planning Functional Committees, ~~Coordinated Planning Council~~, and the ~~Financial Advisory Council-Budget Planning Committee~~.

President Marsee requested that "Interest Based Problem Solving" be added to the agenda under 'Unfinished Business'.

Support staff agreed to note all unfinished business in the "Unfinished Business" section on future agendas.

The Council discussed revising item ten of the College Council Operating Procedures to read:

Once College Council is satisfied with a policy or procedure draft, the document will be sent out to all constituents for 90 days for comment. College Council may extend or shorten the review period after considering the complexity and impact of the proposed revision.

UNFINISHED BUSINESS

INTEREST BASED PROBLEM SOLVING WORKSHOP Roxanne Metz reported that the Los Rios Interest Based Approach team from Los Rios CCD will lead a professional development workshop at the CR Eureka campus on September 17th (9:00 am to 4:30 pm). The workshop will introduce CR to the principles of the Interest Based Approach. The Los Rios team suggests that the 36 CR participants include:

- 8 faculty
- 8 senior managers
- 8 mid-level managers
- 8 classified/confidential

- 2 students
- 2 board members

The eight classified/confidential representatives will be determined as follows:

- 3 classified selected by CSEA
- 3 selected by administration considering results of the at-large classified invitation
- 2 confidential

Roxanne Metz reported that after CR stakeholders learned the principles of the Interest Based model, discussion could occur as to whether the approach could be a good fit for The District. The Los Rios team is holding four spaces for CR employees to attend a full three day training Nov. 17 through Nov 19. Invitations for the 09/17/10 were sent to CR constituent groups on 09/01/10.

Academic Senate Representative Dave Holper noted that he supported the District learning more about the Interest Based Approach and requested that, in general, The Academic Senate's meeting schedule be considered when planning events.

MISSION, VISION, CORE VALUES REVISION

Support staff noted that the 04/29/10 Mission, Vision, Core Values workshop yielded eight draft mission statements. Dr. Snow-Flamer noted that revision of the mission statement will be closely linked with the revision of CR's Strategic Plan.

Members of College Council volunteered to serve on an ad-hoc committee to refine the eight draft mission statements and vet their work to the district. The ad-hoc committee will consist of:

- Becky Blatnick
- David Holper
- Keith Snow-Flamer
- George Truett
- Student – (vacant)

BP/AP 4240 'ACADEMIC RENEWAL'

Support staff noted that the 30 day constituent review period for proposed BP4240 and AP4240 ended on 03/19/10.

Due to the duration of the constituent review period and un-answered questions regarding the BP/AP revisions, the Council voted to table BP/AP 4240 until the next College Council meeting.

NEW BUSINESS

BP/AP 510/804 'SMOKING ON CAMPUS'

The Council discussed the effectiveness of the District's smoking policy. Students and staff have voiced concern regarding the health risks of second-hand smoke. Members of the Council noted that most smokers respect the policy and enforcing the policy on those who don't is difficult. President Marsee agreed that CR employees should and will adhere to the policy.

BP/AP WITH
SUNSET
RECOMMENDATI
ON

President Marsee noted that the BP/APs included in the list were recommended for sunset because they were either:

- A negotiable item that should be in the bargaining contracts
- Obsolete due to change in practice or ed code

President Marsee requested that the Council representatives take the list to their constituent groups to begin the 30 day review period.

CLOSING
COMMENTS

Karen Nelson noted that the Administrators, Managers and Directors group would elect a College Council representative prior to the next College Council meeting.

Ruth Moon noted that CRFO/District negotiations may interfere with the College Council Schedule. President Marsee advised all representatives to identify alternates.

ADJOURN
DE

The meeting was adjourned at 3:58 pm.



Arcata - Del Norte - Eureka - Eureka Downtown - Klamath-Trinity - Mendocino Coast

-- Internal Quick Links --

Go

Search for : Search Internal Web

Go

CR External Home

- College Council
- College Council Scope and Operating Procedures
- Agendas and Minutes
- Members
- Current Policies/Procedures (Old Format)
- Current Policies/Procedures (New Format)
- BP/AP Revision Matrix
- BPs/APs 100-199 Revision Matrix
- College Council Home
- Internal CR Home

Policies and Procedures Under Revision

BP/AP Revision Matrix

*note
 Legally Required= LR
 Legally Advised= LA
 Suggested= SUG

Policies and Procedures forwarded to constituents for 30 day review			
Title	Replaces Current CR BP/AP #	CR Draft	Status
Enrollment Priorities	BP5055 Existing	BP 5055 Draft	30 day constituent review began 02/8/10.
Enrollment Priorities	AP5055 Existing	AP 5055 Draft	30 day constituent review began 02/8/10.
Program Revitalization or Discontinuation Process	No current procedure, but related to AR104.01	AP 4021 Draft	30 day constituent review began 02/18/10.
Academic Renewal	None	BP4240 Draft	30 day constituent review began 02/18/10.
Academic Renewal	AR503.02	AP4240 Draft	30 day constituent review began 02/18/10.

Policies and Procedures related to "Program, Curriculum, and Course Development"								
CCLC BP and AP Template	Title	Replaces Current CR BP/AP #	LR* LA* SUG*	Legal Reference	CR Draft	CCLC Consultant Draft	Examples	Status
League BP4020	Program, Curriculum, and Course Development	BP104 Curriculum Development	LR	<i>Education Code Section 70901(b), 70902(b); 78016; Title 5, Section 51000, 51022, 55100, 55130, 55150</i>	CR Draft BP4020	Cnsit BP4020	N. Orange BP4020 Cerritos BP4020 Yuba BP4020	CR draft approved by Academic Senate on 05/02/08
League AP4020	Program and Curriculum Development	AR 104.01 Curriculum Development	LR	<i>Title V Sections 51021, 55000 et seq. 55100 et seq.; Accreditation Standards II.A.</i>	CR Draft AP4020	Cnsit AP4020	N. Orange AP4020 Cerritos AP4020 Yuba AP4020	CR draft approved by Academic Senate on 05/02/08

Policies and Procedures related to "Grading Regulations and Procedures" (Old AR503.01, Last updated 04/02/02)								
CCLC BP and AP Template	Title	Replaces Current CR BP/AP #	LR* LA* SUG*	Legal Reference	CR Draft	CCLC Consultant Draft	Examples	Status
League BP4230	Grading and Academic Record Symbols	BP503 Examinations and Grading Approved 08/77, no updates	SUG	Title 5- 55023	none	CNSLT BP4230	Cerritos BP4230 Palomar BP4230 Yuba BP4230	Not yet reviewed
League AP4230	Grading and Academic Record Symbols	AR503.01 Grading Regulations and Procedures Last Revised 04/02/02	LR	Title 5- 55023	none	CNSLT AP4230	Cerritos AP4230 Palomar AP4230 Yuba AP4230	Not yet reviewed
League BP4231	Grade Changes	BP503 Examinations and Grading Approved 08/77,	SUG	Title 5- 55025 Ed Code 76224 Ed Code 76232	none	none	N. Orange BP4231 Cerritos BP4231 Yuba BP4231	

		no updates						
League AP4231	Grade Changes	AR503.01 Grading Regulations and Procedures Last Revised 04/02/02 AR528.01 Regulations Regarding: Academic Complaints Last Revised 06/06/94	LR	Title 5- 55025 Ed Code 76224 Ed Code 76232	CR Draft 4231	CNSLT AP4231	N. Orange AP4231 Cerritos AP4231 Yuba AP4231	"Course Grade Challenge" approved by Academic Senate 11-21-08. Cabinet suggests 'step 6'.
League AP4232	Pass/No Pass	AR503.01 Grading Regulations and Procedures Last Revised 04/02/02	LA	Title 5-55022	none	CNSLT AP4232	N. Orange AP4232 Cerritos AP4232 Yuba AP4232	Not yet reviewed

Policies and Procedures related to 'Academic Renewal Without Course Repetition' (Old AR503.02, Last revised 01/04/05)

CCLC BP and AP Template	Title	Replaces Current CR BP/AP #	LR* LA* SUG*	Legal Reference	CR Draft	CCLC Consultant Draft	Examples	Status
League BP4240	Academic Renewal	BP503 Examinations and Grading Approved 08/77, no updates	SUG	Title 5-55046	CR Draft BP4240	CNSLT BP4240	N. Orange BP4240 Cerritos BP4240 Yuba BP4240	Draft approved by College Council 04-21-09. 30 day constituent review began 02/18/10.
League AP4240	Academic Renewal	AR503.02 Academic Renewal Without Course Repetition Last Revised 01/04/05	LR	Title 5-55046	CR Draft AP4240	CNSLT AP4240	N. Orange AP4240 Cerritos AP4240 Yuba AP4240	Draft approved by College Council 04-21-09. 30 day constituent review began 02/18/10.

Policies and Procedures related to "Regulations Regarding Academic Standing" (Old AR503.03, Last revised 03/07/94)

CCLC BP and AP Template	Title	Replaces Current CR BP/AP #	LR* LA* SUG*	Legal Reference	CR Draft	CCLC Consultant Draft	Examples	Status
League BP4250	Probation, Disqualification and Readmission	BP503 Examinations and Grading Approved 08/77, no updates	SUG	Ed Code 70902(b)(3) Title 5- 55030 Title 5-55031 Title 5-55032 Title 5-55033 Title 5-55034	None	CNSLT BP4250	N. Orange BP4250 Cerritos BP4250 Yuba BP4250	Not yet reviewed
League AP4250	Probation	AR503.03 Regulations Regarding Academic Standing Last revised 03/07/94	LR	Title 5- 55030 Title 5-55031 Title 5-55032 Title 5-55033 Title 5-55034	None	CNSLT AP4250	N. Orange AP4250 Cerritos AP4250 Yuba AP4250	Not yet reviewed
League AP4255	Disqualification and Dismissal	AR503.03 Regulations Regarding Academic Standing Last revised 03/07/94	LR	Title 5-55033 Title 5-55034	None	CNSLT AP4255	N. Orange- Not posted Cerritos AP4255 Yuba AP4255	Not yet reviewed

Policies and Procedures related to "Course Repetitions" (Old AR503.04, Last revised 01/04/05)

CCLC BP and AP Template	Title	Replaces Current CR BP/AP #	LR* LA* SUG*	Legal Reference	CR Draft	CCLC Consultant Draft	Examples	Status
League BP4225	Course Repetition	BP503 Examinations and Grading Approved 08/77,	SUG	Title 5-55040 Title 5-55041 Title 5-55042 Title 5-55044	none	CNSLT BP4225	N. Orange BP4225 Cerritos	Not yet reviewed

		no updates		Title 5-58161			BP4225 Yuba BP4225	
League AP4225	Course Repetition	AP503.04 Course Repetitions Last Revised 01/04/05	LR	Title 5-55040 Title 5-55041 Title 5-55042 Title 5-55253 Title 5-56029 Ed Code 76224	none	CNSLT AP4225	N. Orange AP4225 Cerritos AP4225 Yuba AP4225	Not yet reviewed
League BP4226	Multiple and Overlapping Enrollments	BP503 Examinations and Grading Approved 08/77, no updates	SUG	Title 5-55007	none	none	N. Orange BP4226 Cerritos BP4226 Yuba BP4226	Not yet reviewed
League AP4226	Multiple and Overlapping Enrollments	AP503.04 Course Repetitions Last Revised 01/04/05	LR	Title 5-55007	none	none	N. Orange AP4226 Cerritos AP4226 Yuba AP4226	Not yet reviewed
League AP4227	Repeatable Courses	AP503.04 Course Repetitions Last Revised 01/04/05	LR	Title 5-55040 Title 5-55041 Title 5-55253 Title 5-56029	none	none	N. Orange AP4227-none Cerritos AP4227 Yuba AP4227-none	Not yet reviewed
League AP4228	Course Repetition-Significant Lapse of Time	AP503.04 Course Repetitions Last Revised 01/04/05	LA	Title 5-55043	none	none	N. Orange AP4228-none Cerritos AP4228 Yuba AP4228-none	Not yet reviewed
League AP4229	Course Repetition-Variable Units	AP503.04 Course Repetitions Last Revised 01/04/05	LA	Title 5-55044	none	none	N. Orange AP4229-none Cerritos AP4229 Yuba AP4229-none	Not yet reviewed

Matrix of other BP/APs under revision

Description	Current Board Policy	Revised Board Policy	Current Administrative Procedure	Revised Administrative Procedure	Status
Academic Renewal	BP503	BP4240	AR503.02	AP4240	Revised and approved by College Council 04-21-09. College Council will review changes at their 10-19-09 meeting then forward to the Board of Trustees. 30 day constituent review began 02/18/10.
Enrollment Priorities	BP5055	BP 5055	AP5055	AP 5055	Two reps each from Administrators, Managers, and Directors (AMD), Classified Council, Academic

					Senate, and ASCR will meet to review BP/AP5055 and draft recommendations to forward to cabinet and college council regarding registration priorities. 30 day constituent review began 02/8/10.
Contract Faculty Appointment Procedures	BP 305		AR 305.01		Referred to Academic Senate to identify issues/problems with the current implementation of AR 305.01, to be followed by discussion with cabinet.
Priorities for Tenure-Track Positions	BP 305		AR 305.03		Referred to Academic Senate to identify issues/problems with the current implementation, to be followed by discussion with cabinet.
Course Grade Challenge	BP 528		AR 528.01	AP 4231	On hold
Program and Curriculum Development	BP 104	BP 4020	AR 104.01	AP 4020	AP 4020 approved by Academic Senate 05-02-08. Dr. Marsee requested at 02-24-09 College Council Meeting that 'Program and Curriculum Development' revisions be placed on hold until further research can be done on Community College League of California recommendations for board polices and procedures.
Program Revitalization or Discontinuation Process	BP 122	BP 4020	AR 122.01	AP 4021	AP 4021 approved by Academic Senate 02-20-09. Dr. Marsee requested at the 02-24-09 College Council Meeting that AP 4021 come before cabinet for further review. 30 day constituent review began 02/18/10.

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7351 Tompkins Hill Rd, Eureka, CA 95501
Contact the Webmaster



Information: 800-641-0400
General Questions: enrollment-services@redwoods.edu

10/7/2010
 Board Policies and Administrative Procedures with sunset recommendation
 30 day Constituent review begins 09/02/10

<i>Policy or Procedure</i>	<i>Description</i>	<i>Reason for Sunset</i>
<u>BP338</u>	ADMINISTRATOR RETREAT RIGHTS	Conform to district practice
<u>BP306</u>	FACULTY LOAD	CRFO Contract Item
<u>BP307</u>	ASSOCIATE FACULTY LOAD	CRFO Contract Item
<u>BP310</u>	COMPENSATION FOR WORKSHOP FACILITATOR AND/OR SEMINAR, RADIO AND TELEVISION INSTRUCTORS	CRFO Contract Item
<u>AP310.01</u>	PAYMENT TO WORKSHOP FACILITATOR AND/OR SEMINAR INSTRUCTOR	CRFO Contract Item
<u>AP310.02</u>	PAYMENT OF TV/RADIO INSTRUCTOR	CRFO Contract Item
<u>BP311</u>	COMPENSATION FOR FACULTY COOPERATIVE EDUCATION COORDINATION	CRFO Contract Item
<u>BP315</u>	TEACHING LOADS FOR DIVISION CHAIRPERSON	Obsolete
<u>BP330</u>	CERTIFICATED FACULTY HANDBOOK	Not required, no CCLC recommendation
<u>BP108</u>	INSTRUCTION TIME	CRFO Contract Item
<u>BP109</u>	FACULTY ADVISING SYSTEM	Obsolete
<u>AR109.01</u>	FACULTY ADVISING SYSTEM	Obsolete
<u>BP111</u>	MINIMUM CLASS SIZE	Obsolete (title 5 regulation repealed)
<u>BP115</u>	PRE-SERVICE EDUCATIONAL TRAINING PROGRAM	Obsolete
<u>AR115.01</u>	PRE-SERVICE EDUCATIONAL TRAINING PROGRAMS	Obsolete
<u>AR115.02</u>	STUDENT SERVICES INTERNSHIP PROGRAM	Obsolete

College Council Membership

Representation on the College Council is as follows:

Academic Senate (2)
 CRFO (1)
 CSEA (2)
 ASCR (2)
 Del Norte (1)
 Mendocino (1)
 President (1)
 Vice President of Administrative Services (1)
 Vice President of Instruction (1)
 Vice President of Student Services (1)
 Director of Human Resources (1)
 Administrators/Managers/Directors (1)
 Klamath Trinity Instructional Site (Non-Voting)

Current Membership:

Mark Winter	Academic Senate
Dave Holper	Academic Senate
Ruth Moon	CRFO
Ahron Cervania	ASCR
Vacant	ASCR
Jose Ramirez	CSEA
Ron McQueen	CSEA
Martha Racine	Mendocino
Becky Blatnick	Del Norte
Jeff Marsee	President
Vacant	Vice President of Administrative Services
Keith Snow-Flamer	Vice President of Student Services
Utpal Goswami	Vice President of Instruction
Mike Wells	Director of Human Resources
Zach DeLoach	Mangers' Council
Melissa Ruiz	Klamath Trinity Instructional Site (Non-Voting)

Alternates:

Kelly Wilson	Del Norte
Marcia Williams	Mendocino

Managers Council Charter

Evidence 27

Name

- Managers Council

Purpose

- Acknowledge the collective voice of non-executive Administrators, Managers and Directors in the Redwoods Community College District by having a wide-reaching effect in the institutional decision-making process
- Provide members with information on district-wide issues as well as convey information to the Administration and Board of Trustees
- Meet and confer with members of the Administration on topics relating to salary, benefits, and working conditions to maintain an ongoing open dialogue and serve as an advocate for professional development, training and recognition

Principles

- Function in the spirit of Collegial Consultation
- Develop and improve working relationships between departments by creating a safe venue for expressing ideas
- Create a support network for members who have similar work experiences and serve in a variety of functions throughout the district

Meeting Procedures

- Hold monthly meetings (schedule to be determined at the beginning of each academic year)
- Plan outcomes and agenda for each meeting beforehand
- Review and agree on outcomes and agenda at start of each meeting
- Approve minutes from previous meeting
- Close each meeting by summarizing agreements, action items and evaluating group functioning

Roles of Officers (President, Vice President, Recording Secretary)

- Develop and maintain a monthly meeting schedule
- Conduct meetings and keep the council organized and on task
- Encourage participation from Council members
- Disseminate Information to the Managers Council
- Select a facilitator if both the President and V.P. are unable to attend a meeting

Roles of Council Members

- Participate in Council activities to achieve the purpose and desired outcomes
- Share leadership responsibilities
- Take responsibility for assignments between meetings; come to meetings having read the agenda and supporting documents

- Share insights with other Council members
- Actively challenge themselves to pursue fresh approaches and perspectives; explore new pathways

Decision – Making Process

- Quorum: In order for the council to make any binding decision, 50% + 1 of the eligible members must be present
- Consensus: Decisions will be made by consensus (thumbs up / thumbs sideways), meaning that each member must agree that he or she understands the decision, has had adequate opportunity to express concerns, and will actively support the decision. In the event that consensus cannot be reached, it will be reported that a consensus could not be reached, both majority and minority results will be recorded, and the number of persons dissenting from the majority will be noted.
- Communication within the Council will be primarily through Campus Email

Ground Rules

- Listen deeply / actively
- Remain open to others' perspectives ... explore
- Share your own thoughts / opinions
- Agree to not attack people for their positions / views
- Balance inquiry and advocacy
- Do not disparage Council members or Council decisions outside of Council meetings

Membership

- Membership is voluntary and will consist of active at-will, regular employees who are currently working as non-executive Administrators, Managers, and Directors.
- The list of eligible members will be provided by Payroll prior to the beginning of the Academic Year, and updates will be provided on a regular basis (e.g. quarterly).

Parker, Crislyn**Evidence 28**

From: Parker, Crislyn
Sent: Tuesday, August 03, 2010 2:47 PM
To: All - Confidential; All - Classified; All - Management; All - Administrators
Subject: Organizational Communication sessions with staff- Invitation Update
Importance: High

This is a friendly reminder that Dr. Utpal Goswami, Vice President of Instruction, will host the first of three Organizational Communication sessions on Friday, August 6th, at 9:30 a.m. in AT 103/104.

For those who can not attend in person, the session will be broadcast via web-stream at:

<http://inside.redwoods.edu/organizationalcommunications/meetings.asp>

Please note that a video archive of these broadcasts will be available at inside.redwoods via a link which will be forthcoming in the next few days.

For those who have difficulty with the streaming, you may participate via Call Confer (this information is the same for all three sessions):

RECURRING CALL CONFER - PARTICIPANT CONFIRMATION.

EVENT DETAILS:

Status: Active

Event: RECURRING Organizational Communications

College/Group/Org: Redwoods CCD

Dial your telephone conference line: (888) 886-3951

PARTICIPANT PASSCODE: 114665

Date	Start time	End time	Duration
8/6/2010	9:30 AM	11:00 AM	90
8/12/2010	10:30 AM	12:00 PM	90
8/18/2010	8:30 AM	10:00 AM	90

from Jeff Marsee, July 28, 2010:

To All Classified and Confidential Staff:

As you are aware we have made significant efforts over the last two years to position the institution to successfully serve its mission. We embarked on a journey of change and continuous quality improvement. We are now approaching a stage where we can encapsulate our progress in many areas. The Administrative team's desire is to communicate our progress to you and hear your comments and feedback about the initiatives implemented in order to reach our strategic goals. To this end, we are scheduling three organizational communication sessions for staff to participate. We have scheduled them on different days of the week and at different times in order to maximize opportunity for staff to attend.

The Administrative team encourages departments/units to coordinate participation from their groups; all are strongly encouraged to attend.

Session 1: Organizational Structure, Roles and Responsibilities (August 6, 9:30-11:00 am). Moderated by Utpal K. Goswami.

Session 2: Planning and Decision-making Processes (August 12, 10:30 am – 12 Noon). Moderated by Keith Snow-Flamer.

10/7/2010

Session 3: Budget Structure and Budgeting Processes (August 18, 8:30 am – 10:00 am). Moderated by Jeff Marsee

The sessions will be held at AT 103-104 (Eureka campus). Although we will broadcast and record the sessions, we would like to have as much live participation as possible. Please make plans to attend. Details regarding the broadcast will follow.

Regards,

Dr. Jeff Marsee
jeff-marsee@redwoods.edu
President/Superintendent
Redwoods Community College District
7351 Tompkins Hill Road
Eureka, CA 95501
Phone 707-476-4170
Fax 707-476-4402

Parker, Crislyn**Evidence 29**

From: Parker, Crislyn
Sent: Tuesday, August 10, 2010 8:09 AM
To: All - Confidential; All - Classified; All - Management; All - Administrators
Subject: Organizational Communication, 8/12/10 Invitation Update
Importance: High

This is a friendly reminder that Dr. Snow-Flamer, Vice President of Student Development, will host the second of three Organizational Communication sessions on Planning and Decision-Making Processes, Thursday, August 12th, at 10:30 a.m. in AT 103/104.

We would like to have live participation, so please try to attend; however, for those who are unable to attend in person, the session will be broadcast via web-stream at:

<http://inside.redwoods.edu/organizationalcommunications/meetings.asp>

Please note that a video archive of these broadcasts will be available at inside.redwoods via a link which will be forthcoming in the next few days.

For those who have difficulty with the streaming, you may participate via Call Confer (this information is the same for all three sessions):

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EVENT DETAILS:

Status: Active
 Event: RECURRING Organizational Communications
 College/Group/Org: Redwoods CCD

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PARTICIPANT PASSCODE: 114665

Date	Start time	End time	Duration
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10/7/2010

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Session 2: Planning and Decision-making Processes (August 12, 10:30 am – 12 Noon). Moderated by Keith Snow-Flamer.

Session 3: Budget Structure and Budgeting Processes (August 18, 8:30 am – 10:00 am). Moderated by Jeff Marsee

The sessions will be held at AT 103-104 (Eureka campus). Although we will broadcast and record the sessions, we would like to have as much live participation as possible. Please make plans to attend. Details regarding the broadcast will follow.

Regards,

Dr. Jeff Marsee
jeff-marsee@redwoods.edu
President/Superintendent
Redwoods Community College District
7351 Tompkins Hill Road
Eureka, CA 95501
Phone 707-476-4170
Fax 707-476-4402

Evidence 30**Parker, Crislyn**

From: Parker, Crislyn
Sent: Monday, August 16, 2010 4:01 PM
To: All - Confidential; All - Classified; All - Management; All - Administrators
Subject: Organizational Communication, 8/18/10 Invitation REMINDER
Importance: High

This is a reminder that Dr. Jeff Marsee, President/Superintendent, will host the third of three Organizational Communication sessions ; this one on Budget Structure and Budgeting Process, Wednesday, August 18, from 8:30am to 10:00am in AT 103/104.

As previously noted, live participation is wanted and welcome , so please try to attend; however, for those who are unable to attend in person, the session will be broadcast via web-stream at:

<http://inside.redwoods.edu/organizationalcommunications/meetings.asp>

Please note that a video archive of these broadcasts will be available at inside.redwoods at <http://inside.redwoods.edu/OrganizationalCommunications/VideoArc>

This same link currently has the first two sessions. This one will be uploaded as soon as possible following conclusion of the session.

For those who have difficulty with the streaming, you may participate via Call Confer (this information is the same for all three sessions):

RECURRING CALL CONFER - PARTICIPANT CONFIRMATION.

EVENT DETAILS:

Status: Active
Event: RECURRING Organizational Communications
College/Group/Org: Redwoods CCD

Dial your telephone conference line: (888) 886-3951

PARTICIPANT PASSCODE: 114665

Date	Start time	End time	Duration
8/6/2010	9:30 AM	11:00 AM	90
8/12/2010	10:30 AM	12:00 PM	90
8/18/2010	8:30 AM	10:00 AM	90

from Jeff Marsee, July 28, 2010:

To All Classified and Confidential Staff:

As you are aware we have made significant efforts over the last two years to position the institution to successfully serve its mission. We embarked on a journey of change and continuous quality

10/7/2010

improvement. We are now approaching a stage where we can encapsulate our progress in many areas. The Administrative team's desire is to communicate our progress to you and hear your comments and feedback about the initiatives implemented in order to reach our strategic goals. To this end, we are scheduling three organizational communication sessions for staff to participate. We have scheduled them on different days of the week and at different times in order to maximize opportunity for staff to attend. The Administrative team encourages departments/units to coordinate participation from their groups; all are strongly encouraged to attend.

Session 1: Organizational Structure, Roles and Responsibilities (August 6, 9:30-11:00 am). Moderated by Utpal K. Goswami.

Session 2: Planning and Decision-making Processes (August 12, 10:30 am – 12 Noon). Moderated by Keith Snow-Flamer.

Session 3: Budget Structure and Budgeting Processes (August 18, 8:30 am – 10:00 am). Moderated by Jeff Marsee

The sessions will be held at AT 103-104 (Eureka campus). Although we will broadcast and record the sessions, we would like to have as much live participation as possible. Please make plans to attend. Details regarding the broadcast will follow.

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Phone 707-476-4170
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10/7/2010

College of the Redwoods 2010 Convocation/Flex Activities

Thursday, August 26
Eureka

Accreditation

8:30a.m. - 9:30 a.m. Boardroom Accreditation Steering Committee Meeting

Division Meetings

9:30a.m. - 11:00a.m. PS 113 Academic Affairs (ALSS, MSE, HCOMM Divisions)

10:00a.m. - 11:30a.m. FM 106

Career and Technical Education (Information Sciences and Applied Technology)

11:00a.m. - 12:30p.m. AJ101 or 108

Health Occupations and Public Safety (Nursing, Health Occupations, AJ)

Assessment

1:00p.m. - 4:00p.m. AT 103/104

Assessment Workshop by Dr. Justine Shaw, Assessment Coordinator
The workshop will be devoted to program-level assessment. All Faculty are encouraged to attend.

College of the Redwoods 2010 Convocation/Flex Activities

Friday, August 27
Eureka

Time	Location	Topic	Presenter
8:00-8:45	Forum Breezeway	Continental Breakfast/Meet and Greet	Dr. Utpal Goswami, Vice President Instruction
8:45-10:00	Forum Theater	Welcome and Introduction Recognitions <ul style="list-style-type: none"> • New Employees • Service Awards • Classified Staff of the Year • Diversity Award Book of the Year Updates <ul style="list-style-type: none"> • What's Where • Summer Initiatives • Accreditation • Construction 	Dr. Jeff Marsee, President/Superintendent Mr. Mike Wells, Director of Human Resources Ms. Kathy Goodlive, Manager, Admissions and Records Diversity Committee Mr. Vinnie Peloso, Professor Dr. Maggie McVay Lynch Dr. Keith Snow-Flamer Dr. Utpal Goswami Mr. Tim Flanagan
10:00-10:15		BREAK	
10:15-11:45	Forum Theater	Keynote Session: "Be Quiet, Be Heard: The Paradox of Persuasion"	Drs. Peter and Susan Glaser
12:00-1:00	Dining Services	BBQ LUNCHEON	
1:00		FLEX ACTIVITIES – see attached flex activities schedule	

WELCOME one and all to the start of a grand and successful 2010 – 2011!

College of the Redwoods 2010 Convocation/Flex Activities

Friday, August 27, continued
Eureka

Time	Location	Topic	Presenter
1:00-2:20	AT 103/104	Breakout Session 1: Breakthrough Conflict Workshop	Peter and Susan Glaser
1:00-2:00	LRC105	Breakout Session 2: Classroom Technologies	Pat Girczyc, Geoff Cain
	FM100	Breakout Session 3: Accessing Information on CR's Website	Maggie Lynch, Zach DeLoach
2:20-2:30	BREAK		
2:30-3:20	FM 205	Breakout Session 1: Accreditation: Overview and Q&A	Utpal Goswami, Roxanne Metz, Kevin Yokoyama
	LRC105	Breakout Session 2: Classroom Technologies	Pat Girczyc, Geoff Cain
	FM 206	Breakout Session 3: Institutional Planning: Overview and Q&A	Keith Snow-Flamer
		(The Curriculum Committee will have an organizational meeting in the Boardroom from 2:30 – 3:30pm)	
3:20-3:30	BREAK		
3:30-4:20	FM 205	Breakout Session 1: Accreditation: Overview and Q&A	Utpal Goswami, Roxanne Metz, Kevin Yokoyama
	LRC105	Breakout Session 2: Accessing Information on CR's Website	Maggie Lynch, Zach DeLoach
	FM 206	Breakout Session 3: Institutional Planning: Overview and Q&A	Keith Snow-Flamer

Note: Convocation activities count toward Flex requirements. Full-time faculty are required to participate in 35 hours per academic year. Associate faculty are required to participate in 45 minutes per contracted TLU each semester. 6 hours total hours are available for activities. You will be asked to sign-in at each session. Flex forms will be available and will also be emailed with more detailed information on the flex process.

REDWOODS COMMUNITY COLLEGE DISTRICT

Expanded Cabinet

Tuesday, September 28, 2010

Large Lakeview

ANNOTATED AGENDA

Attendees: Michelle Anderson, Rachel Anderson, Mary Grace Barrick, Pat Girczyc, Utpal Goswami, Melissa Green, Geisce Ly (via phone), Anita Janis (via phone), Maggie Lynch, Jeff Marsee, Mike Peterson, Keith Snow-Flamer

1. Strategic Initiatives

- a. Noel Levitz:
- b. Mission & Vision
- c. Integrated Planning
- d. Policy & Procedures
- e. Interest Based Problem Solving
- f. Goals
- g. Budget
- h. Adjunct Professional Development

2. President

- a. Grants Matrix – *Expanded Cabinet reviewed the Grants Matrix.*
- b. Board to do list - *Expanded Cabinet reviewed the Board to do List.*
- c. Dorm Deposit
- d. Mendocino Educational Master Plan (EMP): *Friday, October 1st the community advisory group is meeting to review the Mendocino EMP. The Board of Trustees will do a “first read” of the EMP on Saturday, October 9. The Mendocino EMP will be approved at the November board meeting.*
- e. *Presentations to the Board – Jeff provided the new criteria for presenting to the board. Presenters should not read from a Power Point. Presentations should be a summary of information, evaluative, and analytical. Presentations should not exceed five minutes.*

3. Instruction/Academic Affairs

- a. Follow-Up Report - *The draft of the Follow-Up report has been posted to our website. The link to view this report is <http://www.redwoods.edu/Accreditation/documents.asp> . Please forward your comments to either Utpal Goswami, Karen Nelson or Faith Mason by October 4, 2010. The revised version (showing what was revised) will be posted on October 5, 2010 and will be submitted for approval in the October board meeting.*
- b. Mock Study Plans – *The Steering committee met and identified a number of standards. The mock visit team will consist of the President, the Vice President of Instruction, a faculty member and a member from Student Services. If a site or center offers a degree or a credit certificate, it leads to substantive change.*
- c. Schedule for Lay/Patton- *Scott Lay and Jane Patton will be visiting College of the Redwoods on October 11 and 12. On October 11, they will be in meetings and small groups. On the morning of October 12, they will debrief the college community. Scott Lay will do a presentation titled “Commission on the Future.”*
- d. *Final BPC Rankings- are posted on the CR website <http://inside.redwoods.edu/BudgetPlanning/BPCSupportingDocuments.asp>*

- e. Decision on Grant Funded Classified Employment –*Categorically Funded positions will be placed on the next agenda.*
 - f. *A Faculty Prioritization proposal will be going to College Council.*
4. Student Development
- a. Recap of Online Registration
 - b. Advisor Caseloads – *The Advisors are tracking their caseloads weekly.*
 - c. Parking Lot Safety: Request for a second bus stop by the CDC (see attached request)
 - d. Foster Youth Program Initiative – *ASCR voted to sponsor CASA event October 4th and 5th.*
 - e. Advising Lead
 - f. Update on Budget
 - g. Department of Ed Complaint
 - h. Concurrent enrollment- *There may be a potential finding for college courses that are taught during business hours in the high schools. Keith is following up with the Chancellor's office for clarification on the policy.*
 - i. Retention Indicators – *Keith is introducing a draft enrollment performance indicator to the EMC on October 4th for review.*
5. Administrative Services
6. Human Resources
- a. Golden Handshake – *The Board will be asked to approve Keenan's administration of a Golden Handshake for faculty.*
7. Roles of the AMD group in college-wide committees: *The Managers' Council will be reporting to the board at the November Board meeting.*

REDWOODS COMMUNITY COLLEGE DISTRICT

Expanded Cabinet

Tuesday, August 17, 2010

Downtown Room 111

ANNOTATED AGENDA

ATTENDEES: Michelle Anderson, Rachel Anderson, Zach DeLoach, Paul Demark, Ahn Fielding, Pat Girczyc, Utpal Goswami, Melissa Green, Joe Hash, Anita Janis (on the phone), Geisce Ly (on the phone), Jeff Marsee, Roxanne Metz, Mike Peterson, Keith Snow-Flamer, Mike Wells

ABSENT: Jolene Gates, Maggie Lynch,

1. Strategic Initiatives

- a. Noel Levitz:
- b. Mission & Vision
- c. Integrated Planning
- d. Policy & Procedures *-meeting this week*
- e. Interest Based Problem Solving –*The Los Rios program is condensing 3 days into 6 hours. The takeaways: What is Interest Based Problem Solving, how other institutions have used it, resolving conflict without winners or losers. Utpal, Keith and Roxanne will make a suggestion on which 36 people will participate.*
- f. Goals : *President was given the following goals by the board:*
 1. *Lead the college to successful accreditation;*
 2. *Continue to communicate and work on relationships: one on one and with constituent groups;*
 3. *Continue to support institution efforts to implement student success and access indicators; and*
 4. *Continue positive fiscal management of the district.*
- g. Convocation – *Utpal distributed the agenda via email. The Glasers will present in the morning session. Utpal, Keith, Tim and Maggie will be providing report-outs. Mike will be the Master of Ceremonies.*
- ~~h. Budget~~
- i. *Adjunct Professional Development is scheduled for the 21st at the Downtown center. 30 Adjunct Faculty have confirmed their attendance.*
- j. *Scott Lay with the California Community College League and Jane Patton with State Academic Senate will be visiting College of the Redwoods on October 11, 12 and 13.*
- k. *October Follow Up Report – The draft will be completed around September 15th and finalized in early October. Then the Follow-Up Report will go to the board, Then the Follow-Up report will go to the ACCJC.*
- l. *Mock Self Study- update in two weeks.*
- m. *There is an AMD meeting on August 18 and 20. An AMD council will resolve the issues of representation. A member of the AMD will be invited to be on College Council, and a member of AMD will participate on Expanded Cabinet. A benefit of forming an AMD council will be the opportunity to meet and confer with the president regarding salaries and benefits.*

2. President

- a. PERB Hoopa Agreement Status (Wells) *HR put in a response asking for dismissal.*
- b. HSU Recreation/Student Life (Snow-Flamer) *Keith has a proposal that includes aquatic activities. Melissa Green suggested that CR students have access to HSU's library. Joe Hash worked with HSU on trying to allow CR students to participate in intramural sports. Jeff will discuss with Rollin over lunch.*
- c. Status of BSI high school programs (Snow-Flamer) *Invite the Hoopa Superintendent or Hoopa High School principal to September 1st meeting. Michelle will set up an appointment with Eureka Superintendant, Greg Haulk.*
- d. Status online registration (Snow-Flamer)
- e. Imaging system – *pending budget approval*
- f. Grants Matrix: *Cabinet reviewed the grant matrix. Ahn will present a proposal to budget planning committee to identify funding for grant writers.*
- g. Parking Fees: *Parking fees may gradually increase in Spring.*
- h. Leadership Program – *Chronicle of Higher Ed- Maggie, Anita and Geisce formed a task force.*

3. Instruction/Academic Affairs

- a. Articulation Officer- *Keith and Utpal will work on addressing the articulation issue.*
- b. List of Approved Committees – *next agenda and inquire with academic co-presidents.*
- c. Underage Admission/Special Admission-*a revised policy and procedure has been created and will be submitted to the approval process.*
- d. Accreditation
- e. BP/AP Collegial Consultation – *a board policy revisions meeting has been scheduled for August 19.*

4. Student Development

- a. Review and Forward: *Will be discussed at Thursday's Board Policy meeting.*
- b. CDC Calendar: *Will be discussed at the next cabinet meeting.*
- c. BP 5010/AP 5011 Admissions/Concurrent Enrollment – *Expanded cabinet is to provide feedback to Keith.*
- d. ~~Schedule~~
- e. Enrollment
 - a. Overall – *1% increases in FTES. 3% increase in head count. 836 sections are being offered. Enrollment Management Committee submitted a supplemental budget request to fund an additional 99 sections for spring and summer. 50% TLUs are being used for the Fall. 7% was used in the summer.*
 - b. FTES/Section *The goal is 3.35 FTES/section. The District has achieved 3.06 as of August 8.*
 - c. Efficiency Rates: *76% for the District. If the state funding comes through, we may add high impact late start high efficiency courses.*
 - d. Cancellations: *6.2 % cancellation compared to 15% cancellation in Fall 2009. We adhered to the cancellation procedure agreed upon last spring. Last date of cancellation was August 13th.*

- f. Planning Process Update- *next agenda*
 - a. Matrix Update
 - b. IPM Revisions
 - c. Strategic Planning
 - d. Mission/Values

- 5. Administrative Services
Please review work orders.

- 6. Human Resources
 - a. Reimbursement for moving expenses

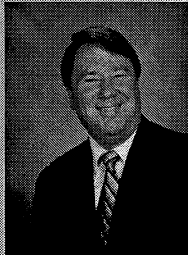


From the Office of

Jeff Marsee, President/Superintendent

COLLEGE OF THE REDWOODS

Fall 2010



CR President Jeff Marsee

Fall Semester – Meeting Enrollment Goals Despite Budget Constraints

The summer break is over and our students have returned to College of the Redwoods with expectations that available classroom seats and services will be ready and equal to last year’s offerings. Despite a failing state economy, an unresolved California budget as of this writing, and increasing operational costs, we are continuing to meet our community’s high expectations. This fall, CR is offering improved student-support programs and additional evening and on-line classes. It hasn’t been easy, but we built a class schedule for this year (fall/spring/summer 2010-11) that will allow CR to equal last year’s enrollment level – the highest in nearly a decade. Since last year’s enrollment was achieved by using “excess” fiscal reserves, we had to establish more efficient class scheduling to meet the enrollment goal with fewer budget dollars. We did it without adversely affecting any of the District’s campuses or sites. This fall, our enrollments are hitting “bulls-eye” targets at all of our District campuses and sites. This has been accomplished by allocating funds to high student-demand courses and programs and eliminating inefficient, or low enrolled, classes.



CR Welcome Day launches Fall.

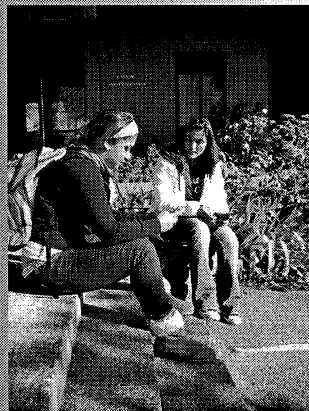
This strategy has resulted in substantial improvement of the “fill” rates – the ratio of filled-to-available classroom seats. For instance, based on preliminary data, the fill rate for this fall, 2010 is 85 percent as compared to 69 percent fall semester, 2009. The improvement in efficiency has helped CR to potentially meet and exceed the targeted goal of a 75 percent fill rate. This has been made possible because of advance strategic planning by staff and the support of our faculty. We believe that the CR community deserves no less than this high level of performance, and we are proud to be meeting the mark!

CR Athletes Scoring Scholarships

The list of last year’s (2009-10) student athletes that received athletic scholarships to participate in university-level intercollegiate athletics is impressive.

2009-2010 CR Athletes Receiving Athletic Scholarships

Name	Sport	University
Nick Bennett	Football	University of Arkansas at Monticello
Matt Burwell	Baseball	Dickinson State University
Crystal Carpenter	Women’s Basketball	Simpson University
Jonathan Collier	Baseball	Concordia University
Spencer Duggan	Baseball	Bellvue University
Jordan Hamill	Football	NM Highlands University
Matt Lipski	Men’s Basketball	Humboldt State University
Jonathan O’Connell	Cross Country/Track	Humboldt State University
Sam Osofsky	Men’s Basketball	Southern Oregon University
Frank Skeen	Football	Southern Virginia University
Justin Yslas	Baseball	Dickinson State University



Students are back on campus.

As a former student-athlete, I admit to a certain bias towards students who have dedicated themselves to a high standard of excellence, without sacrificing their academic goals and achievements. Most universities will not offer a transferring athletic scholarship unless they have graduated with a B grade point average. Accomplishing this high scholastic and athletic challenge truly makes these individuals unique.

I have witnessed the value of athletics in helping students succeed in attaining higher education benefits. Success stories are numerous and probably represent someone you know personally.

While I was in Russia on a Fulbright Administrative seminar grant this past spring, I learned about another benefit of athletics. As I was touring the renowned Moscow School of Architecture, I saw a proposed urban model for a community with a population of



Crystal Carpenter



Matt Lipski

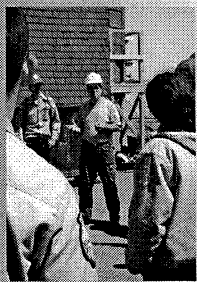
approximately 250,000. I noticed that the plan did not include green areas, parks, playing fields or bicycle paths. Later, when I shared my observation with my Russian interpreter, she agreed that recreation space is not typically committed to community-lifestyle expectations. This surprised me given the highly competitive nature and reputation of Russian athletes. She explained that the typical Russian youth are encouraged to participate in cultural activities but not typically in organized sports. The interpreter equated this lack of organized youth sports as one reason why there is not an abundance of effective and strong leaders in her country.

I do not intend to generalize Russian athletics, culture and leaders, but I found it interesting that this one Russian equated one of the strengths of democracy to be the team-building attributes learned through athletics. Obviously, our country could also benefit from a greater emphasis on cultural awareness and participation in this country to better balance our priorities and lifestyle preferences.

Contracts and Grants

This summer, CR staff and faculty have been active in generating grant revenue to help keep our programs active and at the top level. These grants included:

- **Career and Technical Education (CTE) Act IC – \$245,607.** Funded through the Carl D. Perkins Career and Technical Education Act, it focuses on program improvement for career technical education programs.
- **Tech Prep Program Allocation Revenue – \$69,708.** This is also funded through the Perkins CTE Act. It is for the development of career pathways with the secondary schools which is accomplished through articulation workshops, the CTE Conference and professional development.
- **The Career Technical Education Collaborative grant – \$148,800.** Funded through Senate Bill 70, CR is a sub-grantee with Mendocino-Lake Community College. CR is partnering with the Humboldt Regional Occupations Programs (HROP) to provide Career Exploration/Development to 7th/8th graders, support Career Technical Education Industry Sectors, provide Teacher and Faculty Externships in Business and Industry and Career Technical Education Professional Development.
- **California Clean Energy Workforce Training Program 1A – \$343,324.** The grant will train unemployed workers with construction industry experience in the new skills needed for the emerging new industry of green construction jobs.
- **California Clean Energy Workforce Training Program 2A – \$154,875.** The grant will fund training for unemployed workers with construction industry skills in the knowledge needed for the emerging new industry of green construction jobs.
- **The U.S. Department of Education TRIO grant – \$1.53 million. (\$306,590/year).** This federal grant allows CR to continue offering intensive, above and beyond, academic, career, financial aid and other supportive services to 200 low-income, first-generation and disabled students for the next five years. Congratulations to Anita Janis, Del Norte Center Dean, and Becky Blatnick, Director/Counselor Trio Student Support Services Program, and her staff who make a tremendously successful effort to make this grant possible for their students.
- **Child Development Center supplemental grant – \$19,000.** The grant is for facilities renovation and comes from the Child Development Division of the California Department of Education.
- **Humboldt Area Foundation Partners Investing in Nurses Future matching grant – \$250,000.** The grant will be used to help pay for the ongoing use of equipment for the Humboldt Bay Regional Simulation Center (HBRSC), which houses five human patient simulators. It will assist with keeping the North Coast nursing community in touch with current national issues impacting nurses and healthcare.
- **The Chancellor’s Office of the California Community Colleges Increasing Nursing Enrollment grant – \$118,187.** The grant helps pay for adding more faculty to educate the increased number of nursing students. The money also helps pay for equipment.



CR Historic Preservation Professor Bill Hole training students in clean energy at the Samoa Cookhouse.



Becky Blatnick Director/Counselor Trio Student Support Services Program, CR Del Norte Education Center.

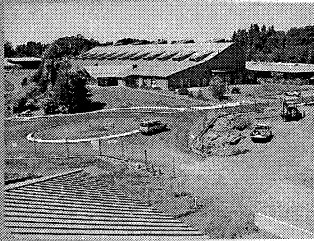


CR’s Kendra Waluk, right, taught Mad River Hospital Intensive Care Unit employees last summer using a patient simulator.

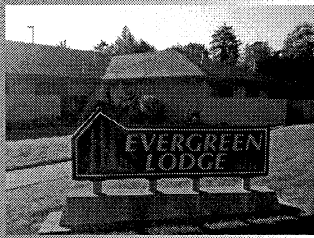
Around-the-District Construction, Eureka campus



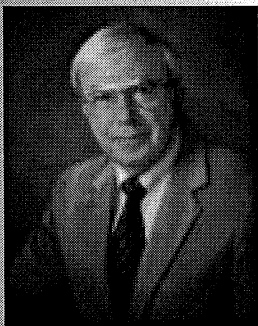
Public officials and the CR Board of Trustees broke ground on the new Administration/Student Services/Performing Arts building in July. From left to right: John Woolley, from Assemblyman Chesbro’s office; Ferndale Mayor Jeff Farley; Humboldt County Supervisor Mark Lovelace; CR Trustees Colleen Mullery, Tom Ross, Bruce Emad, George Truett, Barbara Rice, Richard Dorn, and Rick Bennett; and CR President Jeff Marsee.



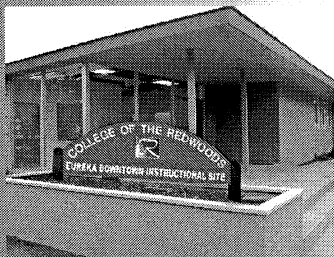
Construction crews are finishing the roundabout for the new Administration/Student Services/Performing Arts building on the Eureka Campus.



The CR Construction Technology Program helped build the Evergreen Lodge at St. Joseph Hospital 20 years ago.



CR Trustee Rick Bennett, who represents the Del Norte area, contributed to the Osher fund creating a permanent \$1,000 annual scholarship.



The CR Eureka Instructional Site is part of the College's 101 Corridor, which also includes the Arcata and McKinleyville Instructional Sites.

• Check the CR home page (www.redwoods.edu) and watch the now two-month-old Administration/Student Services/Performing Arts Building construction project grow. Photos of the site are being updated weekly. This \$19+ million seismic replacement project – 14 percent local Measure Q bond funds (\$2.65 million), 86 percent state funds (\$16.35 million) – will establish more accessible services to better serve our students and community visitors.

Remodeling Labs (woodworking Eureka; wet science labs Del Norte & Mendocino Coast Education Centers)

• Three remodeling projects to upgrade labs at Eureka (woodworking exhaust), Del Norte and Mendocino (“wet” science labs) will be funded with approximately \$750,000 in local Measure Q funds (Measure B in Del Norte County).

Education Master Plan – Mendocino & Del Norte Centers

• The CR Education Master Plan that was approved in 2009 is now being expanded to include local plans for each service area of the District. The Mendocino Center plan, authored by a committee of Mendocino County community leaders, business people, and District faculty and staff, will be introduced to the Fort Bragg/Mendocino community on Friday, October 8 from 6 to 8 p.m. at Cotton Auditorium, corner of Fir and Harold streets. A formal review and approval will take place at the board meeting at the Mendocino Center on October 9 beginning at 9 a.m. The Del Norte Education Center plan will be going through a committee review on September 30 and is expected to be introduced to the center’s community in mid-October. Additional plans are expected to be completed by the end of this academic year for Klamath-Trinity (Hoopa), Southern Humboldt, 101 Corridor (Arcata, Eureka and McKinleyville sites), Eureka campus, Virtual Campus (distance education) and the international program.

Evergreen Lodge

• CR, the Rotary Club of the Southwest Eureka, the American Cancer Society and St. Joseph Hospital were recognized at the 20th anniversary celebration of the completion of the building of the Evergreen Lodge. In 1990, CR, aided by local builders, responded to a request to help build, through its Construction Technology program, a 6,626-square-foot residential facility that now provides low-cost housing for cancer patients who are undergoing treatment at St. Joseph Hospital. CR’s participation in this program marks the best of what our college can do in this community.

Osher Scholarship Campaign

• The clock is ticking on the Osher (Endowment) Scholarship Campaign. Through a two-for-one matching endowment, \$13,500 in local contributions will be matched \$7,500 by the Osher Foundation to create a permanent annual \$1,000 scholarship for CR students. Already, the Del Norte Center Endowment, which is under the umbrella of the CR Foundation, has established two scholarships thanks to one gift given by Trustee Rick Bennett and a second gift from Sutter Coast Hospital to be awarded in the name of a 30-year nurse, the late Toni Brixey, for future nursing students. Another scholarship has been established by the CR Foundation. Our District is eligible for 14 scholarships, but we must receive all contributions by June 2011.

Southern Humboldt (Garberville) Educational Site

• \$1.1 million in local Measure Q bond funds has been set aside for construction to begin as soon as the California Division of the State Architect approves the renovation plans that were submitted. John Ash, project architect, will lead several sessions to discuss how the community can organize to renovate the auditorium to be used for town hall meetings and other area events.

Basic Skills Initiative Superintendent’s Meeting

• The Del Norte, Humboldt and Mendocino County Education superintendents are facilitating our high school basic skills initiative (BSI) to complete early (sophomore) math assessment of students who have declared themselves interested in college. For students not on schedule to complete the necessary array of math classes by the time they graduate from high school, CR will provide in collaboration with each high school’s faculty and staff, supplemental math classes. This project is an attempt to address the 85 percent of graduating high school students who arrive at CR unprepared to take college math and English.

101 Corridor (Eureka Downtown, Arcata and McKinleyville Instructional Sites)

• The 101 Corridor enrollment is strong for the fall 2010 semester. With a preliminary class seat fill rate of 91 percent, the corridor’s enrollment makes up nearly 8 percent of the district’s full-time equivalent students. The 101 Corridor’s enrollment ranks it as the third largest behind the main Eureka campus and the Del Norte Education Center.

• The CR McKinleyville Instructional Site will benefit from The Job Market (TJM) services. The Northern Humboldt Bay region community will have access to TJM’s one-on-one job counseling, computer-based job search programs, and job preparation workshops.



COLLEGE
OF THE
REDWOODS

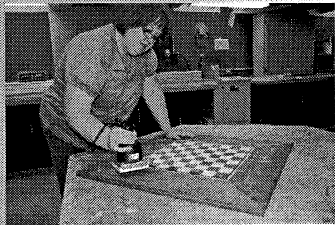
Jeff Marsee, President/Superintendent
7351 Tompkins Hill Rd.
Eureka, CA 95501-9300
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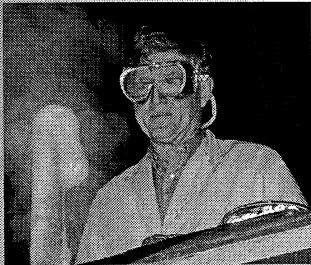
"Making a difference"

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.



Laura Wolfsen participates in a CR+ Woodworking class. The program served more than 185 students last year.



CR Chemistry Professor Paul Farnham, who retired this summer after 37 years, works his chemical magic at a recent Science Night. This year's always popular Science Night takes place Friday, October 22, 5-9p.m.

For previous editions of 'President's Notes' please log on to: <http://www.redwoods.edu/district/president/newsletter.asp>

CR+

CR+ continues to be a great success for our mature (50+) student population. More than 185 students were served last year. Those in the under-50 crowd are now asking for similar courses. Stay tuned as CR opens its community education program to a younger population. Regardless of your age, check out the increasing array of new and back-by-popular demand courses at: www.redwoods.edu/crplus or call Christine Campbell at 269-4008 for course or registration information.

Did You Know?

College of the Redwoods was listed as one of the 100 top associate degree awarders of Native Americans in the U.S. during 2008-09. With 20 graduates, CR ranked 75th nationally and fifth in California. Coastline was first with 32 graduates. Other California community colleges included Butte (29); Mt. San Jacinto (23); Fresno (21); Shasta (20); Sierra (20) Riverside (17); Palomar (17); and Cuesta (15).

Source: "Top Associate Degree Producers 2010," Community College Week, June 14, 2010, pg. 16.

According to data gathered in 2006 from CSUs, UCs and the Chancellor's Office of the California Community Colleges, 143,012 students returned to a California community college after earning a four-year degree. The number of four-year degree holders returning to California community colleges was three times larger than the number of students transferring from a California community college to public California universities. The data suggests that many graduates of the UC and CSU system are finding that California community colleges provide the education and training workers need to find a job.

Personnel changes around the CR District

These people are new CR employees, or ones appointed to new positions, as approved by the CR Board of Trustees:

- Carla Spalding, Controller.
- Nathan Kees, Head Athletic Trainer.
- Noah Corp, Manager, CR 38-acre Sustainable Farm in Shively.
- Amanda Jones, Library Assistant.
- Holly Cunningham, Accounts Payable Clerk.
- Walter Lay, Assistant Professor Solar Voltaic Technology (one-year, grant-funded position).
- Connie Carlson, formerly of Human Resources, new Associate Faculty Coordinator.
- Mike Peterson, Interim Dean of the Career Technical Education Division.
- Linda Scales, Assistant Professor of Medical Assisting (one-year, grant-funded position).

Chemistry Professor Paul Farnham retired after 37 years as a tenured faculty member. We wish him well in his well-earned retirement.

Jeff Marsee, Ph.D.
President/Superintendent
Redwoods Community College District

CR—The Community's College!

CM/PS/Jesse Wiedel

President's_Notes_Fall_2010.indd

09.09.2010

College of the Redwoods
Instructional Council
9/30/10 3:30p – 5p
AT 103

Evidence 34a

Present: Utpal Goswami, Geoff Cain, Judy Hinman, Tony Sartori, Ron Waters, Paul Kinsey, Dan Calderwood, Bruce Wagner, Rachel Anderson, Zach DeLoach, Cindy Hooper, Ed Macon, Geisce Ly, Anita Janis, Joe Hash, Mina Cohen, Ahn Fielding, Barbara Jaffari, Toby Green, Crislyn Parker, recording

Introduction:

The Instructional Council group is designed for deans, area coordinators, and (in disciplines without area coordinators), subject area experts, to discuss new or recurring issues and philosophical discussion. It provides an opportunity for various departments, who might otherwise not have time or a chance, to engage, share ideas and perspectives. Today's agenda was pre-set, but the group may suggest agenda items for future meetings.

1. Clarus Report

Keith and will make a presentation on Clarus at board meeting and Utpal will address some Instructional findings:

- Utpal emphasized deans and area coordinators might want to familiarize themselves with the Clarus report, especially where it speaks to degree completion and missing courses. In many instances, the report shows *all* possible courses that can be taken for a degree, rather than just required courses; the end result shows more courses needed for degree/certificate completion than is actually necessary. It appears that a smaller number of programs had courses missing for degree completion
- Area coordinators, deans and experts were asked to review and send Utpal an email of what courses for program completion are actually missing, by Thursday, Oct 7
- Faculty heads are asked to be pro-active; think about degree and certificate completion and how to reorganize classes, over a two year horizon

2. DE Stipends for Spring

This in regards to the stipend policy for instructors teaching a new online course; last year there was a lack of communication between budgeting and planning. Last spring only \$25,000 was budgeted for online stipends. This will likely be used up before spring. (It is believed there will be an \$8,000 to \$10,000 shortfall this year). Brainstorming on how to best handle first-time DE stipends, on a fixed budget, includes the following:

- 1) Re-use instructor for same course
- 2) Build flexibility into budget. Have flexibility to push Summer DE courses (stipends) into the next fiscal year
- 3) Contact all area coordinators, prior to finalizing the schedule, for an anticipated number of new online course instructor needs and/or, because the budget is under Maggie, when preparing the next fiscal year budget,

query area coordinators and deans to propose budget based on what they think is needed – include possible additional courses needed and move early summer into late summer.

- 4) Roll DE stipends into the TLU allocation budget (sacrifice a course(s) to put the best person in DE course?)
- 5) A reallocation of unused discretionary monies to stipends for DE
- 6) Open a dialog with union to see if spring stipends can be paid in the next fiscal year
- The question of why Distance Ed sections were not protected, since there was such a push to offer DE, arose

3. Course Rotations (*This discussion combines agenda items 3 and 5*)

In the recent past, there was a question of how many TLUs to allocate and where. Maybe a decision was made to cancel a class because of low enrollment, even though it was necessary for program or degree completion

- Next academic year, have lists of the minimal courses needed (rotation) for degree-committed programs
- The notion of protecting courses needed for graduation requires a balance of all considerations and priorities for the best arrangement of offerings.
- Solution: if it is a 2 year degree, establish a plan the student can complete in 2 years. It must be determined what is important and balance that; if not then determine where to go from there (maybe offer a program completion in 30 months; not ideal)
- Put the minimal schedule together. Don't begin by worrying about what might end up happening because of budget, but begin with options, package proposals
- Suggested that over the next three or four months, coordinators, deans determine program rotations, then determine the courses that need protection
- Some budget implications will be discussed/resolved within the instructional council
- Because of the capricious nature of budgeting, it is not possible to know the number of TLUs divisions can reasonably expect, one or more years in advance. Put everything on the table and see how to proceed in making rational budget projections. Past TLU allocation will be analyzed, but as a group, don't spend time in the past
- The current academic catalog includes two-year programs mapping. Utpal would like a list of what courses need protection for a two year cycle (or a one year certificate program); what required courses that don't typically fill. (if a course meets the required fill rate, don't worry about it)
- The dean's will get these minutes and spread word to appropriate people
- Utpal created an Excel spreadsheet that shows TLUs by locations from 2007/08 through 2010/2011. It will be emailed to everyone on Monday, 10/4. The spreadsheet shows the percent of increase and decrease of TLUs in locations, the maximum FTEs that can be generated if all classes are at full capacity and the average number of sections that can be offered by a location.

- For next year, think in terms of what a unit is expected to do and assume enough resources are provided; then, if cuts are made the result will be known and will have to be accepted.

4. Courses Required for Degree Completion/TLU Allocation (covered in Agenda Item 3)

5. Degree Pathways (for Transfer)

Utpal has been meeting with the provost at HSU. They came to conclusion that notion of articulation in California doesn't provide good guidance to students who want to transfer. It is a collection of courses that transfer to various CSU's, but if a student wants to transfer specifically to HSU, there is not detailed enough information. A solution they discussed:

- Create Degree Pathways (in other states it is called a "TAG" – transfer admission guarantee). One column lists courses for degree at the community college another column lists courses for state universities. Students are advised based on that sheet that tells you what course you need and how it will transfer. Students with a signed transfer agreements are admitted into that programs. (Utpal created a TAG, where if the student had a signed document, they were guaranteed the current tuition rate for say, three years. Utpal increased student transfer rate by 40%)
- Goal for CR and HSU is, right now, list the 10 most popular degrees from CR to HSU and create a transfer pathway (initially this will be done by Utpal and Bob Snyder)
- Eventually others will participate. Utpal will need some help from faculty

6. DE Structure

Current schedule allocation of TLUs was according to campus or center locations. The Deans understanding was where the TLU and instructor were based, the FTES would be allocated; not happened)

There was no allocation directly to DE. This created a problem in distribution of FTEs and budgets: What might be solutions:

1. Have the virtual campus stand (alone down the road)
2. Allocate FTEs to the campus who pays instructor
3. Allocate FTEs on the basis of where the student is located, but what happens to cost accounting? [out of state students are not a current problem, but could be]
4. For cost counting assign TLUs based on a percentage of where students are from

scenarios-allocate to instructor of course; how sort if two people from different sites; assuming FTES go to home of instructor, then decided within department; how it has been done; and EKA works with centers

- currently for master plan purposes, the temporary fix is allocating FTES on basis of where student located and taking out cost; out of district students will be given to location where instructor is based
- Utpal took out equivalent TLU cost out of the Mendo budget for online student, so salary and expenses are balanced

- These calculations are not for means of allocating thus, simply to determine if locations are profitable
- This will be an ongoing discussion; no right or wrong way but solutions can create or take away incentives
- Zach will put together data scenarios for the next meeting
- Discussions will result in the best way to internally account for TLus and FTES; and have it be known to all;

7. Discuss Process and Challenges for Student Lockers

- In past, students had lockers for music instruments; then theft occurred and CR claimed no liability
- Now students want to use lockers and it was questioned what might be the best way to deal with the liability issue. After discussion on what is done in other areas, it was determined Dean Anderson can draft a reasonable document
-

Suggested topics for next/future meetings:

- 1) Assess what are the needs for DE stipends next year
- 2) What are the instructional targets and how to achieve them

**INSTRUCTIONAL COUNCIL
MEMBERSHIP**

Anderson	Rachel
Baker	Tim
Brown	Steven
Cain	Geoff
Calderwood	Dan
Cohen	Mina
DeLoach	Zach
Emenaker	Ryan
Fielding	Ahn
Gardner	Jennifer
Girczyc	Pat
Green	Toby
Haggerty	Michelle
Hash	Joe
Hinman	Judie
Hooper	Cindy
Jaffari	Barbara
Janis	Anita
Kinsey	Paul
Ly	Geisce
Lynch	Maggie
Macan	Ed
Maher	Dana
Mayer	Kerry
Parker	Crislyn
Peterson	Mike
Potamianos	George
Reiss	Karen
Sartori	Tony
Shaw	Justine
Stodder	Ted
Thomas	Michael E
Wagner	Bruce
Waters	Ron
Waters	Brie

Associate Faculty Coordinator

Job Description

1. Prepares and facilitates the process, in coordination with Area Coordinators and Deans, securing associate faculty applications. Completes minimum qualifications paperwork and submit to appropriate Dean for signature. Recommends pay placement.
2. Responsible for processing new associate faculty hire paperwork and contracts. Coordinate these activities with other district locations.
3. Prepares and maintains associate faculty seniority lists for staffing assignments per collective bargaining agreements.
4. Provides support to associate faculty performance evaluation processes by coordinating and scheduling meetings, maintaining records and transcribing confidential evaluations.
5. Monitors, records, and reviews faculty loading records with administrator for approval and compliance with work limits. Enters, as necessary, faculty workload information onto spreadsheet or database models used for accumulating information and decision support.
6. Develop and coordinate orientation programs for associate faculty. Coordinate Flex activities. Plans and executes, in coordination with Senate and Deans, professional development programs for associate faculty.
7. Coordinates the administrative aspects of projects and events, integrating them with ongoing work routines.
8. Provide administrative support to special processes such as, but not limited to, advisory boards, and special interest group meetings. Prepares forms, revisions, and final documents to support proceedings.
9. Provides assistance in the development of Faculty Handbook.
10. Provides updates to the Vice President on matters relating to associate faculty.

--- QUALIFICATIONS----

Requires a working knowledge of faculty workload calculation and recording methods. Requires knowledge of labor contracts and district policies. Requires a working knowledge of the policies and procedures associated with the human resource department. Requires a working knowledge of education codes and District policies and procedures for the assigned organization unit. Requires well-developed knowledge of personal computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, desktop publishing, special applications used by the organization unit, and data entry onto custom data bases. Requires skill at facilitating small group problem-solving processes. Requires sufficient math skills to perform financial and statistical record keeping. Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence. Requires sufficient human relations skill to work productively and cooperatively with diverse teams, exercise patience when dealing with internal and external customers, and convey technical concepts.

Please Print.....

Evidence 36

F
(Full-time)
AF
(Associate)

Last Name	First Name	Signature	
1 Brown	Cynthia	Cynthia G Brown	AF
2 RODE	ALLEN	Allen Rode	AF
3 SCALES	LINDA	Linda Scales	AF
4 Netzow	Pamela	Pamela Netzow	AF
5 Rowan	Sandra	Sandra Rowan	AF
6 Simpson	Coni	Constance Simpson	Staff
7 Tucker	Cheryl	Cheryl Tucker	
8 Anderson	Rachel	R Anderson	F
9 Silva	Deborah	Deborah Silva	AF
10 Gaberel	Lanaya	Lanaya Gaberel	AF
11 Foster	Marcy	Marcy Foster	AF
12 Scaglione	Holly	Holly Scaglione	AF
13 Richards	Mike	Mr. Richards	F
14 Waychak	Mike	Mike Waychak	F
15 Winkle	Angele	Angele Winkle	AF
16 Ly	Geisce	Geisce Ly	Adm.
17 Duffy	Anna	Anna Duffy	Admin
18 Dobie	Susan	Susan Dobie	AF
19 Sturte	Bosha	Bosha Sturte	F
20 Ratliff	Preu	Preu Ratliff	F
21 MARSEE	JEFF	Jeff Marsee	F
22 Trustt	Gang	Gang Trustt	Trustee
23 Bailey	Michael	Michael Bailey	AF
24 Kegan	Michael	Michael Kegan	AF
25 DAN	TILOS	Dan Tilos	AF
26 Leach	Leslie	Leslie B. Leach	AF
27 Miller	Grant	Grant Miller	Guest
28 Rice	Barbara	Barbara Rice	Board
29 Tucker	Barry	Barry Tucker	FT
30 Janis	WETA	WETA Janis	FT

Please Print.....

			F (Full-time) A/F (Associate)
Last Name	First Name	Signature	
31 Biggin	Sally	Sally Biggin	N/A
32 Gates	Jolene	Jolene Gates	N/A
33 Faddar	Robert	R. Faddar	F
34 Sandea	Steve	Steve Sandea	F
35 Kelley	JEFF	Jeff Kelley	
36 Coyne	Nicole	N. Coyne	A/F
37 Peterson	Julia	Julia Peterson	N/A
38 Pope	Melody	Melody Pope	F
39 Rhodes	Ruth	Ruth Rhodes	
40 Marcus	PHILIP	Philip Marcus	F
41 Dampney	Kady	Kady Dampney	F
42 Reed	Kelley	Kelley Reed	F
43 Altor	Sue	Sue Altor	M
44 Maher	Jana	Jana Maher	F
45 Emeringer	Ryan	Ryan Emeringer	F
46 McWilliams	Nikunj	Nikunj McWilliams	F
47 Moxon	DONNA	Donna Moxon	
48 Anderson	Cindy	Cindy Anderson	F
49 Goswami	UTPAL	Utpal Goswami	ADMIN
50 WELLS	MICEL	Micel Wells	F ADMIN
51 PARKER	Cristy	Cristy Parker	STAFF
52 Cobb	NOAH	Noah Cobb	F
53 Edgmon	Dave	Dave Edgmon	Staff
54 KERRER	Athen	Athen Kerrer	
55 Kramer	Erik	Erik Kramer	
56 DeMark	Paul	Paul W. DeMark	Mgr
57 Liken	LISA	Lisa Liken	F
58 McAdams	Diana Claire	D. C. McAdams	A/F
59 Worley	Ann Marie	Ann Marie Worley	F
60 Stratton	Steve	Steve Stratton	FT
	MOON	Ruth Moon	FT

8/27/10

Sign-In

1pm - 2pm
session

Solo Anderson
Carla Spalding

John Blum
Anhefeldt

F 10/20/04
Admin

George Truett
Rebecca Ashbach
Melissa Green

George Truett
Rebecca Ashbach
Melissa Green

Trustee
student trustee
Admin

Janne Gibbs

Janne Gibbs

#0

Philip Mancus
Michelle Lopez

Philip Mancus
Michelle Lopez

F
Staff

(69x)

INTEREST BASED APPROACH TO DECISION MAKING

Evidence 37

ALPHA

SIGN-IN

	Last Name	First Name	Signature
1	Anderson	Rachel	Rachel Anderson
2	Barrick,	MaryGrace	MaryGrace Barrick
3	Beaupre	Colette	Colette M.A. Beaupre
4	Blakemore	Peter	Peter Blakemore
5	Brown	Cindy	Cynthia Brown
6	Butler	Mike	Michael Butler
7	Cossey	Tom	Tom Cossey
8	Daigneault	Teresa	Teresa Daigneault
9	DeLoach,	Zachary	Zachary DeLoach
10	Edgmon	Doug	Doug Edgmon
11	Fielding	Ahn	Ahn Fielding
12	Girczyc	Pat	Pat Girczyc
13	Goswami	Utpal	Utpal Goswami
14	Green	Melissa	Melissa Green
15	Hooper	Cindy	ABSENT
16	Johnston	John	John Johnston
17	Kelley	Jeff	Jeff Kelley
18	Lopez	Michelle	Michelle Lopez
19	Lynch	Maggie	Maggie Lynch
20	Marsee	Jeff	Jeff Marsee
21	McQueen	Ron	Ron McQueen
22	McWilliams,	Nikiya	Nikiya McWilliams
23	Metz,	Roxanne	Roxanne Metz
24	Moon	Ruth	Ruth Moon
25	Olivares	Thomas	Thomas Olivares
26	Peterson	Michael	Michael Peterson
27	Ramirez	Jose	Jose Ramirez
28	Rice	Barbara	Barbara Rice
29	Rowan	Sandra	Sandra Rowan
30	Sartori	Tony	Tony Sartori
31	Snow-Flamer	Keith	Keith Snow-Flamer
32	Spalding,	Carla	Carla Spalding
33	Tucker,	Cheryl	Cheryl Tucker (left ill)
34	Walkey	Shannon	Shannon Walkey
35	Waluk	Kindra	Kindra Waluk
36	Wells	Mike	Mike Wells

Mason

Faith

Terri Mae

9/17/10

To: Paul Gallegos
District Attorney, Humboldt County
825 5th Street
Eureka, CA 95501

From: George Truett
600 Miller Creek Road
Garberville, CA 95542
707-923-9312

Date: June 21, 2010

Dear District Attorney Gallegos:

Under Education Code Section 87161, I am reporting a minimum of two violations of Government Code 54950 et seq., known as the Brown Act. The violators are the Academic Senate, College of the Redwoods, whose executive officers are co-presidents Allen Keppner and David Holper.

Violations of Brown Act Enumerated

1. At the May 7, 2010 Regular Meeting of the Board of Trustees of the College of the Redwoods, in response to a question about when "The Senate Brief" (Exhibit A) was 'Endorsed by the Academic Senate,' as indicated on the "Brief" itself, Allen Keppner, co-president of the Academic Senate of College of the Redwoods (CR), stated that the Senate endorsement was accomplished by a vote of the senators, though not at a noticed meeting. Co-President Keppner said this kind of endorsement and vote was permissible under the Brown Act because "up or down" votes are permissible without a meeting being noticed. (The April 6, 2010 "Senate Brief," attached as Exhibit B, was also "Endorsed by the Academic Senate," possibly in similar circumstances.)

It appears that the CR Academic Senate violated several provisions of the Brown Act, contained in Government Code Section 54950 et seq., in particular:

- Section 54953 (a) "All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any

meeting of the legislative body of a local agency, except as otherwise provided in this chapter.”

The non-noticed meeting during which “The Senate Brief” was endorsed by a vote, whether in person, by teleconferencing, or by email, was not a public meeting or any type of meeting allowed by the Brown Act.

■ 54954.2. “Agenda requirements; Regular meetings”

Numerous noncompliances with agenda and meeting requirements occurred when “The Senate Brief” submitted for the May 7, 2010 CR Board of Trustees’ meeting, and possibly for its April 6, 2010 meeting, was endorsed.

This letter, as prescribed in Section 54960.1, asks that the CR Academic Senate cure or correct the action(s) taken and now challenged and described above in violation of Sections 54953 and 54954.2.

As prescribed in Section 54960.1, I mailed a letter (Exhibit C) on May 14 to the CR Academic Senate challenging the action(s) reported of the Academic Senate’s endorsing “The Senate Brief” (Exhibits A and B) and challenging the legality of the unnoticed meeting. I called for cure and a correction of the action(s) taken and described above in violation of Sections 54953 and 54954.2. The letter (Exhibit C) was sent to the following:

- Allen Keppner, Co-President, Academic Senate, College of the Redwoods
- David Holper, Co-President, Academic Senate, College of the Redwoods
- Jane Patton, President, Academic Senate for California Community Colleges
- Bruce Emad, President, Board of Trustees, College of the Redwoods
- Dr. Jeff Marsee, President/Superintendent, College of the Redwoods

2. I received no written response (or otherwise) to the aforementioned “challenge” letter within the 30 days required by Section 54960.1 (c) (2). There are now 15 days (through June 28, 2010), given the requirements of Section 54960.1 (c) (4), during which **the district attorney** or any interested person may commence an action by mandamus or injunction for the purpose of obtaining a judicial determination that an action taken by a legislative body of a local agency in violation of Section 54953, 54954.2, 54954.5, 54954.6, 54956, or 54956.5 is null and void under this section. (Section 5490.1 (a)).” I highlight the words *district attorney* because I do not have the personal funds to pursue this matter through the

courts, so I am presenting my knowledge of this violation and my attempt to have it corrected to your office and request respectfully for further consideration and disposition under the laws of the State of California.

I am aware that Section 5490.1 (a) continues: “Nothing in this chapter shall be construed to prevent a legislative body from curing or correcting an action challenged pursuant to this section.” It is my reasonable hope that once your office contacts the Academic Senate at College of the Redwoods that the Academic Senate will proceed to cure or correct these challenged actions, with full prospect that similar violations will not occur in the future.

Because I am not privy to specific or additional facts about where or how the unnoticed Academic Senate meeting(s) took place to endorse “The Senate Brief,” either in a single physical meeting location in the College of the Redwoods District or in multiple places using electronic devices, I am sending this letter to each of the district attorneys of Humboldt, Del Norte, and Mendocino counties.

It is with deep regret but a knowing obligation that I attest to these facts and send you this letter and its alleged violations. I send it in the hope that our State of California laws will be honored regarding the public’s right to know and their access to public records.

Sincerely,

cc: Allen Keppner, Co-President, Academic Senate, College of the Redwoods
David Holper, Co-President, Academic Senate, College of the Redwoods
Jane Patton, President, Academic Senate for California Community Colleges
Bruce Emad, President, Board of Trustees, College of the Redwoods
Dr. Jeff Marsee, President/Superintendent, College of the Redwoods

Enclosures:

Exhibit A, “The Senate Brief,” April 2010
Exhibit B, “The Senate Brief,” May 2010
Exhibit C, Letter to CR Academic Senate Concerning Brown Act
Violations, May 14, 2010

Paul Gallegos, District Attorney,
Humboldt County
Office of the Attorney General
825 5th Street
4th Floor
Eureka, CA 95501

Michael Riese, District Attorney, Del Norte County
450 H Street
Crescent City, CA 95531-4021

Meredith J. Lintott, District Attorney, Mendocino County
125 East Commercial Street
Willits, CA 95490-3142

6/29/10

Dear District Attorneys Paul Gallegos, Michael Riese, and Meredith J. Lintott:

We write in response to George Truett's June 21, 2010, letter to your offices, in which he alleges that the College of the Redwoods Academic Senate violated the Brown Act (Gov. Code section 54950).

In his letter, Mr. Truett asserts that the College of the Redwoods Academic Senate violated the Brown Act by approving or endorsing two documents from it to the Board, which he alleged were "required" to be adopted at a public meeting.

We do not believe that the Academic Senate's actions in creating or approving these documents, and then later presenting these documents to the District's Board of Trustees at the Board's public meetings in any way violated the Brown Act. The Senate has the same right as any entity or person to publicly address the Board.

Furthermore, Mr. Truett's attempt to destroy and silence documents critical of him, the Board and the District, properly created and approved by the Academic Senate, and presented by the Senate in a public meeting to the District's Board of Trustees, raises the California Anti-SLAPP (Strategic Lawsuit Against Public Participation) statute. In passing this statute, the California Legislature "found and declared" that:

"there has been a disturbing increase in lawsuits brought primarily to chill the valid exercise of the constitutional rights of freedom of speech and petition for the redress of grievances. The Legislature finds and declares that it is in the public interest to encourage continued participation in matters of public significance, and that this participation

should not be chilled **through abuse of the judicial process**. To this end, this section shall be construed broadly.” (Code of Civil Procedure section 425.16(a).)

Mr. Truett is attempting to improperly use your offices to prevent the Academic Senate and its individual members from exercising their First Amendment rights: the right for it (as anyone or entity is allowed to do) to present to the Board of Trustees at one of its public meeting.

These “Senate Briefs” (Exhibit A and Exhibit B to Mr. Truett’s letter) address a District practice that we find to be a entirely unacceptable – the District’s practice of over-enrolling the District beyond its Full Time Equivalent Students (FTES) cap, and therefore enrolling students for which it will not receive funding this year (and possibly next). We object to this District practice as a dangerous and far-from-certain ploy to increase its FTES funding for *future* years. Of course, it is not clear that this ploy will work, and regardless of what might happen in the future, this over-enrollment has resulted in an immediate budget shortfall and the danger of cuts to *existing* services, for all students.

It is this criticism of him, the Board and the District, and not his purported concerns about the *process* by which the Senate presented this document to the Board, to which Mr. Truett truly objects and is attempting to stifle. This is a criticism and communication to the Board, furthermore, which is well within the Academic Senate’s express mandate. District Policy No. 203, “Responsibilities of the Academic Senate,” states that:

“The Board will consult collegially with the Academic Senate when adopting policies and procedures on academic and professional matters”

and that:

“in the following areas the Board or its representatives will reach mutual agreement with the Academic Senate, and such agreement will be expressed either by written resolution, administrative regulation, board policy, or other board action . . . Processes for institutional planning and budget development.”

Finally, the policy states:

“Nothing in this policy is intended to preclude the Academic Senate from exercising its right to present its views directly to the Board on any issue it deems appropriate.”

For the reasons mentioned above, we do not believe that our action in presenting the Academic Senate’s “Senate Briefs” to the Board of Trustees violates the Brown Act. Furthermore, we believe that Mr. Truett brings this

matter as a Strategic Lawsuit Against Public Participation, to silence the Senate's criticism of the District's dangerous decision to over-enroll its student body.

Nevertheless, we have no desire to distract from the real and legitimate issues facing the District, and therefore agree to Mr. Truett's demand in his June 21 letter that we "cure or correct" the Academic Senate action challenged by Mr. Truett.

Pursuant this request from Mr. Truett, the College of the Redwoods Academic Senate has scheduled an emergency, public meeting for **July 6, 2010**, at **1 pm**, with its sole agenda item being the April and May "Senate Briefs."¹ As requested by Mr. Truett, this will be a meeting open to the public, that he and any other person is invited and welcomed to attend.

Perhaps Mr. Truett would rather we simply shred these documents critical of the Board and pretend they never exist, but this proposed remedy will have to suffice to alleviate the "deep regret" expressed in his letter.

Please let us know if this proposed solution alleviates any concerns from your offices and let us know what else we may to help resolve this matter.

Respectfully,

David Holper Co-President,
Academic Senate, College of the Redwoods

Allen Keppner, Co-President,
Academic Senate, College of the Redwoods

cc: George Truett, Member, Board of Trustees, College of the Redwoods
Bruce Emad, President, Board of Trustees, College of the Redwoods
Dr. Jeff Marsee, Superintendent, College of the Redwoods

REDWOODS COMMUNITY COLLEGE DISTRICT

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

REGULAR MEETING OF THE BOARD OF TRUSTEES
College of the Redwoods, Eureka
7351 Tompkins Hill Road, Eureka CA

**AMENDED AGENDA TO ADD NUMBERS
4.4 and 4.5 and a Change to Item 6.4**

Tuesday, July 6, 2010

- 2:00 p.m. — OPEN SESSION (Give Your Comments on Closed-Session Items)
*2:02 p.m. — CLOSED SESSION
3:00 p.m. — RECONVENE OPEN SESSION (Give General and Specific Public Comments)

Board of Trustees

Bruce Emad, President

Dr. Colleen Mullery, Vice President

Tom Ross, Clerk

Rick Bennett, Sally Biggin, Tracy Coppini

Richard Dorn, Barbara Rice, George Truett, Rebecca Ashbach, 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: michelle-anderson@redwoods.edu.

MORE GUIDELINES ABOUT MAKING YOUR COMMENTS

Closed Session Before the start of a closed session, your public comments are invited about any closed-session subject.

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

- ***Your general public comments*** (see agenda item number 4.1) 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

Flag Salute in honor of those serving our country.

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 2, "Closed Session."

1. PUBLIC COMMENT REGARDING ANY CLOSED-SESSION ITEM

2. CLOSED SESSION

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

- 2.1** Public Employee Performance Evaluation/Goals
 - 2.1.1** President/Superintendent

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

- 2.2** Conference with Labor Negotiators – Contract Negotiations
 - 2.2.1** Agency Designated Representative: Mr. Mike Wells
Employee Organization: Classified Employees

- 2.3** Conference with Labor Negotiators – Contract Negotiations
 - 2.3.1** Agency Designated Representative: Mr. Mike Wells
Employee Organization: CRFO

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

- 2.4** Conference with Real Property Negotiators
 - 2.4.1** Agency Negotiator: Dr. Jeff Marsee
Property: unknown

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

3. REPORT FROM CLOSED SESSION

3:05 p.m. **4. COMMENTS**

4.1 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.

4.2 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.

4.3 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.

4.4 Discussion of Trustee Concerns Regarding the Brown Act

4.5 Clarification of Email Correspondence between Trustees – Brown Act Clarification via Telephone Conversation with Patrick Wilson, Attorney

3:30 p.m. **5. SPECIAL PRESENTATIONS AND BOARD DEVELOPMENT**

5.1 Recognition of Special Service to the College

3:35 p.m. **6. 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 **6.1 Approve Minutes of the Redwoods Community College District Board of Trustees Special Meeting of April 29, 2010 *Page 11***

ACTION **6.2 Approve Minutes of the Redwoods Community College District Board of Trustees Regular Meeting of June 1, 2010 *Page 15***

ACTION **6.3 Acceptance of Gifts *Page 21***

Accept the donation of two automobiles.

ACTION **6.4 Approve and/or Ratify Personnel Actions *Page 23***

Personnel actions are submitted for review and approval

ACTION **6.5 Ratify Purchase Orders – May 16, 2010 to June 15, 2010**
Page 27

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

ACTION **6.6 Approve Report of Surplus Property Sales and Disposal**
Page 35

Approve the following report on surplus property to be sold or disposed of between January 1, 2010 and June 30, 2010.

ACTION **6.7 Adopt Resolution #640: School Board Election, County of Del Norte**
Page 41

ACTION **6.8 Change Orders** *Page 43*

This recommendation authorizes the President/Superintendent to approve all change orders related to the Administration/Student Services/Forum construction project for amounts up to \$50,000 per item.

3:40 p.m. **7. PRESIDENT/SUPERINTENDENT**
Dr. Jeff Marsee, President/Superintendent

ACTION **7.1 Approve Board Meeting Calendar** *Page 45*

ACTION **7.2 Agreement to Add Additional Participant to Connection of Sewer Line at Mendocino Education Center.** *Page 47*

Authorize the President/Superintendent to negotiate an agreement with the city of Fort Bragg to connect to its waste water pipeline.

ACTION **7.3 Facilities Master Plan Budget** *Page 49*

7.4 Administrative/Student Services Building Update

7.5 Brief Comments

7.6 Organizational Reports

7.6.1 Academic Senate

7.6.2 Classified Report

7.7 Student Representative Report – Rebecca Ashbach

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

4:10 p.m. **8. STUDENT SERVICES**
Dr. Keith Snow-Flamer, Vice President, Student Services

8.1 Brief Comments

4:20 p.m. **9. INSTRUCTIONAL SERVICES**
Dr. Utpal Goswami, Vice President, Instruction

9.1 Del Norte and Mendocino Coast Education Centers

9.2 Community and Economic Development Overview

9.2 Accreditation Update

4:50 p.m. **10. HUMAN RESOURCES**
Mr. Mike Wells, Director, Human Resources

ACTION **10.1 Adopt – Initial Collective Bargaining Proposal From
Redwoods Community College District to Redwoods Faculty
Organization Page 63**

After the public has an opportunity to respond to the initial proposal, the board shall vote.

ACTION **10.2 Adopt - Initial Collective Bargaining Proposal
from College of the Redwoods Faculty Organization to
Redwoods Community College District. Page 65**

After the public has an opportunity to respond to the initial proposal, the board shall vote.

**10.3 Comments: Director, Human Resources/Equal Employment
Officer**

4:40 p.m. **11. ADMINISTRATIVE SERVICES: FACILITIES AND EQUIPMENT**
Dr. Jeff Marsee, President/Superintendent

11.1 Bond Project Status Page 67

This monthly report informs the trustees about the progress of the various building projects funded by both local and state bonds.

**ACTION 11.2 Award Bid: Replace Roof of Mendocino Residence Hall,
Eureka Campus *Page 71***

Bids will be opened on July 1, 2010, information will be provided at the Board of Trustees meeting on July 6, 2010.

**ACTION 11.3 Award Bid: Remove Asbestos from the Mendocino Residence
Hall Roof, Eureka Campus *Page 73***

Bids will be opened on July 1, 2010, information will be provided at the Board of Trustees meeting on July 6, 2010.

ACTION 11.4 Award Bid: Higher One Refund Management System *Page 75*

This recommendation comes from the Financial Aid and Fiscal Offices to award a bid to Higher One Refund Management System for student financial aid disbursements.

**ACTION 11.5 Award Bid: Replace Air Handlers on the Applied Technology
Building Roof *Page 77***

Award bid to Design Air to remove and replace air handlers on Applied Technology building roof, Eureka Campus, for the amount of \$82,227.

ACTION 11.6 Authorize Sale of Construction Technology House #36 *Page 79*

Approve sales plan for Construction Technology House #36, 2306 Alfred Circle, Eureka, CA 95503.

**ACTION 11.7 Authorize the use of \$100,000 from Measure Q Bond Funds to
Match Block Grant Funds *Page 81***

Authorize the use of \$100,000 from Measure Q Bonds to match Block Grant funds from the State of California to perform the lighting retrofit for the gymnasium, pool, and field house on the Eureka campus.

4:50 p.m. **12. ADMINISTRATIVE SERVICES: FINANCES**
Dr. Jeff Marsee, President/Superintendent

12.1 Budget and Financial Reports

ACTION **12.1.1 Approve Monthly Financial Status Report** *Page 83*

This report provides the Board with an update on the financial status of the college.

ACTION **12.2 Approve Adoption of Pre-Existing Western States Contracting Alliance (WSCA) Contract for Copier Service** *Page 87*

Approve adoption of pre-existing WSCA contract for copier service. WSCA, Multifunction Copier and Related Software Contract, State of Nevada #1715.

ACTION **12.3 Approve Child Development Services Contracts with the California Department of Education (CCTR – 0053) and (CSPP -0105)** *Page 89*

Approve the 2010-11 Child Development contracts for child development services to reimburse College of the Redwoods for services.

ACTION **12.4 Agreement for Implementation of the California Clean Energy Workforce Training Program** *Page 91*

Approve an agreement between the County of Humboldt and the College of the Redwoods for implementation of the California Clean Energy Workforce Training Program.

5:00 p.m. **13. 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 **13.1 Approve a Trustee Request to Place an Item on a Future Agenda or Direct Staff to Give a Regular Report**

RECONVENE TO CLOSED SESSION (If necessary)

RECONVENE TO OPEN SESSION

14. REPORT FROM CLOSED SESSION

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

NEXT REGULAR MEETING
August 3, 2010, 2:00 p.m.
Eureka Campus Board Room
7351 Tompkins Hill Road, Eureka

Public Notice—Nondiscrimination:

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

* All times are approximate.

REDWOODS COMMUNITY COLLEGE DISTRICT

Special Meeting of the Academic Senate

- Eureka: 7351 Tompkins Hill Road, Lakeview Room
- Mendocino Coast: 1211 Del Mar Drive, Ft. Bragg, Room 106 B
- 1335 Northwest Federal, Bend, Oregon 97701

**Tuesday, July 6, 2010
1:00 p.m.**

AGENDA

1. Call To Order
2. Introductions and Public Comment: Members of the audience are invited to make comments regarding any subject appropriate to the Academic Senate.
3. Action Item
 - 3.1 Reaffirm Academic Senate endorsements of the April and May 2010 Senate Briefs.
4. Adjournment

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Next Meeting:

August 28, 2010, 9 a.m. (Senate Retreat)

REDWOODS COMMUNITY COLLEGE DISTRICT
Special Meeting of the Academic Senate

July 6, 2010

- Eureka: 7351 Tompkins Hill Road, Lakeview Room
- Mendocino Coast: 1211 Del Mar Drive, Ft. Bragg, Room 106 B
 - 1335 Northwest Federal, Bend, Oregon

Members Present: Mark Winter, Kerry Mayer, Gary Sokolow, Dave Holper, Allen Keppner, Trish Blair, Utpal Goswami, Susan Nordlof, Mike Richards, Mark Renner, Michael Bailey, and Dave Gonsalves and Todd Olsen by telephone.

Members Absent: Kady Dunleavy, Chris Romero, Bob Brown, Jeff Hogue.

Also Present: Peter Blakemore, Roxanne Metz, Trustee George Truett

1. Call to Order: Copresident Holper called the meeting to order at 1:03 PM.
2. Public Comment: Mr. Truett read a letter that he had sent to local media and also summarized the same.
3. Action Item
 - 3.1 Reaffirm Academic Senate Endorsements of the April and May 2010 Senate Briefs: *Nordlof moved, Renner seconded a motion for the Senate to formally endorse the April 2010 and May 2010 editions of the Senate Brief.*

After discussion of the motion, Blair moved, Richards seconded, a motion to divide the main question, i.e. to vote separately on the endorsement of the April 2010 and May 2010 editions of the Senate Brief. The motion to divide the question carried by the following roll call vote: Renner, Bailey, Sokolow, Mayer, Richards, Nordlof, Blair, Gonsalves, Olsen all voting "Yes" – Motion to Divide the Question carried 9-0.

After discussion of the motion to endorse the April 2010 Senate Brief, the motion carried by the following roll call vote: Renner, Bailey, Sokolow, Mayer, Nordlof, Gonsalves, and Olsen voted "Yes." Richards and Blair voted "No." The motion to endorse the April 2010 Senate Brief carried 7-2.

After discussion of the motion to endorse the May 2010 Senate Brief, the motion carried by the following roll call vote: Renner, Bailey, Sokolow, Mayer, Nordlof, Gonsalves, Olsen, Richards and Blair voted "Yes." The motion to endorse the April 2010 Senate Brief carried 9-0.

4. Adjournment: Sokolow moved, Nordlof seconded, a motion to adjourn. With no objection, the meeting adjourned at 1:40 PM.

Meeting Recorder: Gary Sokolow

Next Meeting:
Saturday, August 28, 2010, Academic Senate Retreat