

**SISKIYOU JOINT COMMUNITY COLLEGE DISTRICT**

***BOARD MINUTES***

**960th Meeting -- Regular Meeting, June 6, 2017**

Pursuant to notice duly and regularly given, a regular meeting of the Governing Board of the Siskiyou Joint Community College District was held on **Tuesday, June 6, 2017, at 5:00 p.m.**, at the Rural Health Sciences Institute – Yreka Campus in Room 121 at College of the Siskiyous, Yreka, California.

At 4:00 p.m. Nancy Funk presented an overview of the 2017-2018 Tentative Budget for the June Study Session.

**1. CALL TO ORDER**

**1.1 Call to Order and Attendance**

At 5:09 p.m. Greg Hanna, President, called to order the 960th meeting, a regular meeting, of the Governing Board of the Siskiyou Joint Community College District at the Rural Health Sciences Institute in Room 121 on the Yreka Campus.

**The Following Members were Present:**

Greg Hanna, President  
Carol Cupp, Vice President  
Alan Dyar  
Jim Hardy  
Penny Heilman  
Kathy Koon  
Barry Ohlund

**Also Present:**

Scotty Thomason, Superintendent/President  
Nancy Funk, Vice President – Administrative Services  
Melissa Green, Vice President – Student Services  
Dr. Todd Scott, Vice President - Instruction  
Theresa Richmond, Associate Vice President – Human Resources  
Sheila Grimes, Recording Secretary

**1.2 Announcement of Closed Session Items and Opportunity for Public Comment on Announced Closed Session Items**

Trustee Greg Hanna reviewed the items to be addressed in closed session.

The Board convened into closed session at 5:10 p.m.

**2. CLOSED SESSION**

**2.1 Public Employee Appointment (pursuant to Government Code Section 54957)**

**2.2 Public Employee Discipline/Dismissal/Release/Non-Renewal (pursuant to Government Code Section 54957)**

**2.3 Labor Negotiations (pursuant to Government Code Section 54957.6)**

- *Conference with Labor Negotiators*  
Agency Designated Representative: *Theresa Richmond,*  
*Associate Vice President – Human Resources*  
Employee Organization: *College of the Siskiyous Faculty Association*

## **2. CLOSED SESSION (Cont'd)**

### **2.4 Consideration of Suspension or Other Disciplinary Action of a Student (pursuant to Government Code Section 72122)**

### **2.5 Public Employee Performance Evaluation (pursuant to Government Code Section 54957)**

- Title: Superintendent/President

The Board took a brief recess at 5:58 p.m.

The Board reconvened into open session at 6:07 p.m.

#### **Also Present After Closed Session:**

Josh Collins, Vice President - CSEA  
Bill Hirt, Vice President – Academic Senate  
Eric Houck, President – ASM  
Dawnie Slabaugh, Director – PIO/Foundation Office  
Calvin Wagner, Student Trustee  
Kent Gross, Controller  
Dr. Mike Tischler, President – Faculty Association  
Bart Scott, Director – Research & Evaluation

## **3. ANNOUNCEMENT OF OPEN FORUM PROCEDURES**

### **3.1 Anyone wishing to address the Board on an agenda or non-agenda item that is within the jurisdiction of the Board may do so by completing the Open Forum form and submitting a copy to the secretary.**

President Greg Hanna announced that anyone wishing to address the Board on a non-agenda item may do so by completing the Open Forum Form and submitting a copy to the secretary. Three minutes will be allotted to each speaker. Non-English speakers are entitled to at least twice the time which is normally allotted to a member of the public who wishes to publicly comment when a translator is used.

## **4. STAFF REPORTS**

### **4.1 Board Member Reports**

#### **➤ Trustee Carol Cupp**

- Trustee Carol Cupp attended the Community College League of California's (CCLC) Annual Trustee Conference May 5 through May 7 in Lake Tahoe. Carol distributed two handouts; one which listed the workshops she attended and another which was from a presentation entitled, "The Power of K12/Community College Partnership: Building Programs that Facilitate Seamless Transitions" given by Sierra College. She found this workshop to be the most informative.

#### **➤ Trustee Alan Dyar**

- Trustee Alan Dyar shared that he attended the Happy Camp High School Scholarship awards presentation last evening. He thanked the Scholarship Foundation for awarding \$500 to Angelica Garrison.
- Alan noted that 50 percent of the Happy Camp High School's entire graduating class (six seniors) will be attending COS in the fall. He also shared that if it wasn't for the Siskiyou Promise, some of these kids would not be attending COS but would be joining the military.
- Alan apologized for being unable to attend COS's graduation but his granddaughter took precedence over this event.

#### **4. STAFF REPORTS**

##### **4.1 Board Member Reports (Con't)**

➤ **Trustee Jim Hardy**

- Trustee Jim Hardy commented that he enjoyed COS's Graduation Ceremony and that it was really well done.
- Jim noted that today is the 73<sup>rd</sup> anniversary of D-Day.

➤ **Trustee Greg Hanna**

- Trustee Greg Hanna thanked both Carol Cupp and Kathy Koon for attending the CCLC's conference on behalf of the Board as well as sharing highlights from the workshops they attended.

➤ **Trustee Penny Heilman**

- Trustee Penny Heilman believed that COS's Graduation Ceremony was one of the best that she has ever attended.
- Penny is very excited about the lifelong learning direction that the College is going. As she grows older, she continues to enjoy learning.

➤ **Trustee Kathy Koon**

- Trustee Kathy Koon attended the CCLC's Annual Trustee Conference May 5 through May 7 in Lake Tahoe. Kathy distributed a handout which listed the workshops she attended as well as the highlights from each presentation. She believed one of the most important and informative workshop she attended was on the Brown Act. She thanked the College for allowing her to attend this conference.
- Kathy enjoyed attending the Fire, Nursing, and regular graduation ceremonies. She commented that all three graduations were different and very well done. Kathy noted that the high point for her was being able to shake the students' hands and handing out diplomas.

➤ **Trustee Barry Ohlund**

- Trustee Barry Ohlund reported that he attended Scotty's End-of-Year Party and noted that it was very relaxing and enjoyable.
- This afternoon, Barry along with Carol Cupp, Scotty, and Nancy Funk met for the Retiree Health Benefits Oversight meeting.
- Barry commented that for much of the year he has been busy taking care of his son who has undergone two hip surgeries.

##### **4.2. Report of Administration, Student Trustee and Representatives at the Board Table**

In addition to the written report provided, the following reports were received:

➤ **Superintendent/President:**

- Scotty Thomason, Superintendent/President, stated that our Accrediting Commission for Community and Junior College (ACCJC) has been under fire for the last few years. The California Community Colleges are looking toward the future and would like an accrediting commission to be able to accredit bachelor degrees which the ACCJC does not.
- Shortly after San Francisco City College's (SFCC) accreditation was terminated in 2013, there was a lawsuit filed by several unions against the ACCJC. That lawsuit focused on SFCC's accreditation status. While this lawsuit was pending, SFCC's accreditation was fully restored in January, 2017. Despite the successful accreditation recovery, the union plaintiffs have nevertheless refused to withdraw their lawsuit. The union plaintiffs recently amended their lawsuit to challenge the Commission's enforcement of its standard and policies in general. The union plaintiffs allege that the

#### **4.2. Report of Administration, Student Trustee and Representatives at the Board Table (Cont'd)**

Accreditation Commission's activities violated various laws including the United States Constitution and California's collective bargaining law. The plaintiffs have recently filed discovery asking for all types of information from the ACCJC so that they can look at all aspects on how it operates. The information being requested also includes confidential information which pertains to each of the California Community Colleges that have been involved with the ACCJC over the years. The Judge in the matter has ordered that the community colleges be notified that they have the opportunity to object to the production of or seek protective order regarding the institution's confidential information. It is noted that objections or motion for a protective order must be made within 21 days of receiving this order. Scotty noted that the College of the Siskiyous will be reflecting on how they would like to proceed.

- Scotty shared with everyone that this was his last Board meeting. He thanked the Board for the opportunity to serve as their President for the last three years as well as the faculty, staff, and students. Scotty commented that it has been an amazing three years. He believes that a great many things have been accomplished over the last three years to restore the integrity and the stability of the College and he is very proud of where we are today.

##### ➤ **Administrative Services:**

- Nancy Funk, Vice President – Administrative Services, reported that there has been an Ellucian Team on campus this week looking at the finance module and that it has been very enlightening for both sides.
- Nancy will be leaving tomorrow morning for Mendocino for the annual retreat for the Northern California Community College's Self Insurance Authority (NCCCSIA) which is our risk management JPA that handles our workman's comp and property liability insurance.
- The State budget is currently in the Joint Committee. She thinks that by the end of next week, this committee will be proposing the budget to the Governor. This will allow the Governor two weeks to review the budget and make any changes he deems necessary. She believes that we will have an actual State budget by the end of the month.
- In tonight's Board packet is a contract for the parking lot revitalization. Pending the Board's approval, Nancy is hoping that this project will begin within the next couple of weeks. As this project proceeds, information on available parking on campus will be distributed.
- The funds from the Lease/Purchase agreement which the Board approved in May were finalized and deposited in the College's account today.

##### ➤ **Instruction:**

- Dr. Todd Scott, Vice President – Instruction, wanted to acknowledge that there was a Siskiyou Promise Weed High School senior who died in a car accident last month. Dr. Todd conveyed that our thoughts go out to the family of the deceased.
- On Tuesday, May 23, the Yreka Campus hosted a Life Long Learning open house. Dr. Scott credited Kim Freeze for all of her hard work on the new non-credit program.
- Christina Van Alfen is working on the dual enrollment program with the local school districts. We are finalizing the MOU with each of their Boards. Once the MOU's have been received, we will be working on finalizing the courses.

**4.2. Report of Administration, Student Trustee and Representatives at the Board Table (Cont'd)**

- As part of the Basic Skills Transformation Grant, our English and Math faculty along with the English and Math faculty from our feeder high schools are being invited to meet at the Belcampo Farms on September 7 to align the curriculums.
- Representatives from the Police Officers Standard Training (POST) will be visiting the campus in July for the final step of the approval for our Police Academy. If all things go well, we are expecting to receive the approval letter in August and offer our Police Academy sometime in the spring.

➤ **Student Services:**

- Melissa Green, Vice President – Student Services, reported that last fall the College began a program entitled “Reg365” where we were registering students for the summer, fall, and spring semesters. We are transitioning again with the compressed calendar and are registering students for the summer, fall, winter, and spring.
- The COS graduating class of 2017 was one of the largest in recent history.
- Thus far, we have received 749 first-time fall enrollment applications which is about half of what we received last year.
- Melissa reported that 63 full-time students made the Dean’s list by achieving a grade point average of 3.50 or better and 143 full-time students made it on the President’s list by achieving a grade point average of 3.75 or greater.
- We have received 129 Siskiyou Promise applications as of today which is higher than we were at this time last year. Students who received the Siskiyou Promise in 2016-2017 will also be eligible to receive the Siskiyou Promise for 2017-2018.
- So far, 85 applications for the Lodges have been received. This is 20 more than we received at this time last year.
- Since the risers seemed to be a bit narrow for Graduation, Melissa will look into purchasing wider risers for next year.

➤ **Human Resources:**

- Theresa Richmond, Associate Vice President – Human Resources, mentioned that this week the College is starting the summer schedule of four ten-hour days, Monday through Thursday, and closed on Fridays.
- Dr. Schoonmaker was on campus last week and met with all of his direct reports. He was also able to stop by during the Classified Staff Day luncheon and say hello.
- Theresa commented that everyone had a great time at the Classified Staff Day. She noted that the Staff Development Committee purchased enough items (plants, gift certificates, etc.) to be given away to each classified staff member.
- This Friday, two Human Resources employees along with two Student Services employees will be attending a presentation in Redding given by the Department of Justice regarding sexual assault on college campuses.

➤ **Public Relations/Foundation:**

- Dawnie Slabaugh, Director of Public Relations & College Foundation previewed the new look for the College’s website on the wall monitor. She noted that navigation of the website has changed. Also, the website update will be done in two phases. Phase One will showcase a new home page that is mobile responsive. This means that when the College’s web page is accessed, the webpage will detect the device type of the user and automatically adjusts the layout based on the screen size so that it’s more easily readable. Phase Two will consist of redeveloping the remaining pages to also be mobile responsive. This second phase will take a few months to complete and

#### **4.2. Report of Administration, Student Trustee and Representatives at the Board Table (Cont'd)**

should be completed by the start of the fall semester. Anne-Marie Kuhlemann and Michael Reetz have done a tremendous job updating our webpages.

- Dawnie also presented on the wall monitor the summer COS commercial which has been running on KDRV (ABC – Channel 12), KTVL (CBS – Channel 10), and CW (Channel 11). She informed everyone that as of yesterday, we are now airing a different commercial advertising fall and winter intersession registration opportunities.
- We are currently advertising on six screens at the Mt. Shasta Cinema with a 15-second commercial which will run June 1 through August 31.
- COS is also advertising digitally. When a word such as “education,” “school,” “classes,” etc. is entered by an individual who is located in the Bay Area up through Oregon, College of the Siskiyous’ pop-up ad will appear.
- Next month, there will be two new Foundation Board Members, Linda Romaine – City Clerk for Fort Jones, and David Clarno – Owner of Dunsmuir Brewery.

##### ➤ **Administrative Support/Management (ASM):**

- Eric Houck, President – ASM, reported that this will be his last Board meeting as ASM has held its elections for new officers. The new ASM President, Chris Wehman or Lorinda Meyer, will be announced later this week. Elaine Eldridge ran unopposed as Vice President as did Tina Schoffstoll for Secretary, and Kelly Groppi for Treasurer.

##### ➤ **Student Trustee:**

- Calvin Wagner, Student Trustee, was happy to announce that he is running for the position of student trustee for the California Community College Trustee (CCCT) board. He will be attending the Community College League of California’s Student Trustees Orientation workshop from August 11 through August 13 in Long Beach, where the election will take place.

#### **5. REPORTS/NO ACTION**

##### **5.1 Administration of the Oath of Office – Student Trustee, Calvin Wagner**

Board President Greg Hanna administered the Oath of Office to Calvin Wagner who was re-elected for his second term as Student Trustee.

##### **5.2 District Financial Reports**

The Board reviewed the Monthly Summary of General Fund Revenues and Expenditures, Investment Report and Statement of Cash Flows, and Status of Unrestricted Fund Balance.

Nancy Funk commented that the College’s spending cutoff was April 15. We are tracking well and she believes that the College will come in under budget for the year.

##### **5.3 Injury and Illness Prevention Plan**

Board Report No. **5029** - Attached

The Board reviewed the Illness and Injury Prevention Plan (IIPP). The IIPP is a function of the Safety Committee which is chaired by Eric Rulofson. With the help of Phil Clark, Keenan’s Loss Control Consultant, the Safety Committee completed its review of the Plan in the spring of 2017.

## **5. REPORTS/NO ACTION (Cont'd)**

### **5.4 Revisions to Administrative Procedures**

Board Report No. **5038** - Attached

The Board reviewed Administrative Procedures 3250, 3440, 3500, 3516, and 5111. The College is required to take any new, reviewed, or revised Administrative Procedure to College Council to recommend approval to the Superintendent/President. The revisions of these procedures were made to reflect current COS practices, as well as to comply with changes as recommended by the Community College League of California (CCLC) Policy and Procedure Service. These revisions were recommended for approval by College Council at their May 23, 2017 meeting.

### **5.5 Reading of Employment Contract for Superintendent/President**

In compliance with new Brown Act regulations, colleges are now required to give an oral report during open session of a Board meeting when an Educational Administrator is initially hired or their contract is renewed. Dr. Stephen Schoonmaker has been hired as the next Superintendent/President beginning July 1, 2017, through June 30, 2019. His salary and benefits are as follows:

- Annual Salary of \$200,000
- Annual Doctoral Stipend of \$2,000
- Monthly Stipend of \$500 for the College use of his personal vehicle
- An annual amount of \$3,600 in the Superintendent/President budget to be used for organizational dues and fees
- Up to \$15,000 in moving expenses (receipts required)
- Monthly Phone Stipend of \$50
- Afforded all the same benefits as the other Administrators (medical, vision, dental, vacation accrual, etc.).

### **5.6 Reading of Employment Contract for the Vice President of Instruction and the Vice President of Student Services**

In compliance with new Brown Act regulations, colleges are now required to give an oral report during open session of a Board meeting when an Educational Administrator is initially hired or their contract is renewed. Dr. Todd Scott's contract as the Vice President of Instruction has been renewed. The contract begins on July 1, 2017, and runs through June 30, 2018. His salary and benefits are as follows:

- Annual Salary of \$144,200
- Annual Doctoral Stipend of \$1,800
- Monthly Phone Stipend of \$50
- Afforded all the same benefits as the other Administrators (medical, vision, dental, vacation accrual, etc.).

Melissa Green's contract as the Vice President of Student Services has been renewed. The contract begins on July 1, 2017, and runs through June 30, 2018. Her salary and benefits are as follows:

- Annual Salary of \$144,200
- Monthly Phone Stipend of \$50
- Afforded all the same benefits as the other Administrators (medical, vision, dental, vacation accrual, etc.).

## ACTION ITEMS

### 6. CONSENT AGENDA

#### 6.1 Reading of the Minutes – Attached

Minutes of the Board Retreat held on Tuesday, May 2, 2017 and the minutes of the 959<sup>th</sup> meeting, a regular meeting, held on Tuesday, May 2, 2017, of the Governing Board of the Siskiyou Joint Community College District were approved.

#### 6.2 Disbursement Summary Report – Attached

The Board approved the Summary of Warrants for the prior month.

#### 6.3 New Course Proposals – Attached

The following new course proposals were approved:

- CHEM 1050 – *Chemistry in Society*
- DSPS 0502 - *Accessible Arts and Crafts*
- FIRE 9127 – *Rescue Systems I*
- FIRE 9667 – *Rapid Intervention Crew*
- FIRE 9670 – *Company Officer 2A Human Resource Management*
- FIRE 9671 – *Company Officer 2B General Administrative Functions*
- FIRE 9672 – *Company Officer 2C Fire Inspections and Investigation*
- FIRE 9673 - *Company Officers 2D All-Risk Command Operations*
- FIRE 9675 – *Instructional Methodology*
- KINE 1000 - *Introduction to Kinesiology*
- MATH 0500 – *Mathematical Foundation for College*
- OLAD 0505 - *Body Dynamics and Aging Process II*
- OLAD 0511 - *Introduction to Computers*
- PEMA 1112 - *Off-Season Women’s Varsity Cross Country*
- PEMA 1113 - *Off-Season Men’s Varsity Cross Country*
- PSY 1070 - *Understanding the Aging Brain of Older Adults*
- WORK 0509 - *Apprenticeship Preparation Program*
- XTR 0375 – *TRiO-Success at Siskiyous*

#### 6.4 Excused Absence of Governing Board Member – Greg Hanna

The Board approved Resolution # 2016-2017-08 excusing Trustee Greg Hanna from the March 7, 2017, Board meeting due to illness.

#### 6.5 Excused Absence of Governing Board Member – Jim Hardy

The Board approved Resolution # 2016-2017-11 excusing Trustee Jim Hardy from the May 2, 2017, Board meeting due to illness.

#### 6.6 Fall 2017 Schedules for: Football, Women’s Volleyball, Men’s and Women’s Cross Country, Men’s Soccer, and Women’s Soccer

The fall 2017 schedules for Football, Women’s Volleyball, Men’s and Women’s Soccer, Men’s and Women’s Cross Country, and Men’s and Women’s Basketball were approved.

#### 6.7 GANN Appropriation Limit

The GANN Limit worksheet showing the annual appropriation limit, appropriations subject to limit, the amount of State aid apportionments and subventions included within the proceeds of taxes of the District, and amounts excluded from the appropriations subject to limit was approved.



## **6. CONSENT AGENDA (Cont'd)**

### **6.8 Quarterly Financial Status Report, CCFS – 311Q**

The Board reviewed the District's 2016-2017 Quarterly Financial Status Report (CCFS 311Q) as submitted to the Chancellor's Office and it was approved.

### **6.9 2017-2018 Board Meeting Schedule**

The Board approved the Board Meeting schedule for 2017-2018.

### **6.10 Dates of Upcoming Board Meetings**

- *Tuesday, July 11, 2017*
- *Tuesday, August 1, 2017*
- *Tuesday, September 12, 2017*

### **6.11 Revised Salary Schedules for Administrators and Revised Salary Schedule for Management, Supervisory, and Exempt Personnel**

The Board approved both the revised salary schedules for Administrators and for Management, Supervisory, and Exempt Personnel

### **6.12 Personnel List**

The Board approved the Personnel List for June 2017.

It was moved and seconded (Ohlund/Heilman) to approve the consent agenda. The motion carried with the following vote: 7 ayes, 0 noes, 0 absent.

## **7. OPEN FORUM**

**7.1** No open forum items were presented.

## **8. DISCUSSION AND ACTION ITEMS**

### **8.1 Acceptance of the Rural Community College Agricultural Cooperative Initiative**

Board Report No. 5017 – Attached

The Board received information about a grant acquired from the Rural Community College Alliance (RCCA) and the American Association of Community Colleges (AACC) and considered approval of expenditures. In April 2017, COS submitted an application for the Rural Community College Agricultural Cooperative Initiative. Its purpose is to support a small group of rural community colleges to better coordinate and collaborate with local and State level agricultural cooperatives. The Board received notification of funding in May 2017. Its application was one of only ten nationwide to be approved. COS will receive \$7,000 for the initiative which will be used for travel, research, promotional materials, and marketing. In addition, the College will receive free technical assistance from RCCA and AACC on identifying, implementing, and leveraging collaborative opportunities with local and State level agricultural cooperatives. Mark Klever will be the Project Manager.

A motion was made and seconded (Dyar/Ohlund) to approve Board Report No. 5017. The motion carried with the following vote: 7 ayes, 0 noes, 0 absent.

## **8. DISCUSSION AND ACTION ITEMS (Cont'd)**

### **8.2 Budget Transfers Exceeding the Adopted Budget**

Board Report No. **5023** – Attached

The Board was asked to approve an increase to one budget category where that category will exceed the adopted budget. The Chancellor's Office requires that the Board should be notified anytime a category of the expenditures exceeds the final adopted budget to keep them informed on the decision. The District chose to set aside \$500,000 for future unplanned expenditures in 2015-2016. The District would like to transfer the remaining \$300,000 into Fund 41 - capital outlay. This will allow for additional capital projects to be completed as needed with the expected reduction in scheduled maintenance in the coming budget year. The District is expecting to end the year in a net income position due to budget savings. The savings are primarily in the area of service fees with the reduction of instructional service agreements. As a result, the budget implications are net zero. It was recommended that the Board approve an increase in the 7000 expenditure category in order to complete the transfer of \$300,000 to Fund 41 from the net income.

A motion was made and seconded (Ohlund/Koon) to approve Board Report No. 5023. The motion carried with the following vote: 7 ayes, 0 noes, 0 absent.

### **8.3 Institutional Effectiveness**

Board Report No. **5024** – Attached

The Board was asked to approve goals required by the Institutional Effectiveness Partnership Initiative (IEPI). In an attempt to increase successful outcomes, the State of California mandated a goal framework for future academic years in the 2014-2015 Higher Education Trailer Bill. Goals are grouped into four categories: student outcomes, fiscal viability, accreditation status, and state and federal programmatic compliance. Six goals are required to be adopted this year. In addition to these six mandatory goals, in 2017-2018 the College will select two more goals from more than 20 other options. One of these two optional goals must be in the area of basic skills/remedial education. Four of the goals will be the same for every college: accreditation status of reaffirmed and an unqualified or unmodified audit opinion on the College's financial statement, State compliance (320 report), and federal compliance (financial aid) audit findings. COS has selected two categories from the Student Success Scorecard: Transfer-level English Year 2 and Transfer-level Math Year 2. There is currently no immediate budget impact. Bart Scott distributed a handout containing the required goals along with potential indicators.

A motion was made and seconded (Cupp/Koon) to approve Board Report No. 5024. The motion carried with the following vote: 7 ayes, 0 noes, 0 absent.

### **8.4 2017-18 Tentative Budget**

Board Report No. **5026** – Attached

The Board was asked to review and approve the 2017-2018 Tentative Budget. The State requires that the District provide the Tentative Budget by June 30 for the following fiscal year. Nancy Funk gave an overview of the proposed State budget for 2017-2018 with anticipated increases in revenue and expenditures. We are projecting that the College will be at a 17 percent ending fund balance. Nancy stated that with this being the Tentative Budget, the Final Budget will be brought to the Board of Trustees for adoption at the September 12, 2017, Board meeting.

A motion was made and seconded (Dyar/Heilman) to approve Board Report No. 5026. The motion carried with the following vote: 7 ayes, 0 noes, 0 absent.

## **8. DISCUSSION AND ACTION ITEMS (Cont'd)**

### **8.5 Acceptance of Board 2016-2017 Self Evaluation and 2017-2018 Goals**

Board Report No. **5027** – Attached

The Board was asked to accept its self-evaluation for 2016-2017 and goals for 2017-2018. The evaluation committee recommended an evaluation instrument to support this annual practice and delivered an online survey using Survey Monkey which was then sent to all Board Trustees and representatives who sit at the Board table. The results were reviewed and discussed by the Board at their May 2 Board Retreat. From the results of the survey, the Board discussed a variety of approaches to establishing goals for 2017-2018.

The goals are as follows:

The Board will:

1. Govern by policy, following the established governance agreement.
2. Assure the continued fiscal health of the College to include a balanced budget and a reserve of at least 12 percent and strive to obtain 15 percent.
3. Assure timely completion of follow-up Accreditation Report by October 1, 2017; prepare for follow-up Accreditation Visit; and continue to take corrective actions that will demonstrate the College meets standards in the areas where recommendations were received.
4. Promote positive public relations on campus and in the community.
5. Cultivate an environment of equity and inclusion for all student populations, staff, and faculty.
6. Actively pursue appropriate professional development activities.
7. Support exploration and implementation of strategies to improve recruitment, retention, and enrollment to increase FTES.
8. Support efficiencies that lead to degree completion and enhance transfer rates including degree and curriculum alignment with the Associate Degree Transfer (ADT).
9. Support continued growth, pursuit of Career and Technical Education grant funding to foster enhanced and new course and program offerings to meet the workforce training needs of District residents.
10. Improve institutional efforts for basic skills preparation and college readiness of the District's students.
11. Review of the Institutional Master Plan and the Facilities Master Plan.

A motion was made and seconded (Ohlund/Cupp) to approve Board Report No. 5027. The motion carried with the following vote: 7 ayes, 0 noes, 0 absent.

### **8.6 Chapter 3 – General Institution Board Policies – Second Reading**

Board Report No. **5028** – Attached

The Board was asked to consider approval of Board Policies 3420, 3430, 3435, 3440, 3500, 3501, 3503, 3505, 3515, and 3516 from Chapter 3 – General Institution as a second reading. The District has established a regular cycle to review Board Policies and Administrative Procedures. The Board Policies were reviewed and/or revised to reflect current COS practices, as well as to comply with changes as recommended by the Community College League of California (CCLC) Policy and Procedure Service. The first reading of these Board Policies was presented at the May 2, 2017.

A motion was made and seconded (Dyar/Koon) to approve Board Report No. 5028. The motion carried with the following vote: 7 ayes, 0 noes, 0 absent.

## **8. DISCUSSION AND ACTION ITEMS (Cont'd)**

### **8.7 Approval of the Facility Master Plan**

Board Report No. **5030** – Attached

The Board was asked to consider approval of the Facility Master Plan. The Facility Master Plan assesses current conditions of the campuses, identifies present needs, and anticipates future interests, and physical planning issues for the District. It is intended to guide development in achieving the academic and program goals of the campuses based on our Institutional Master Plan. The Facility Master Plan is the culmination of effort by numerous individuals and campus groups over multiple years. The Facility Master Plan will drive planning for future projects, budget development, and short and long-term projects supporting the mission of the College. The Plan will also drive requests to the State for Scheduled Maintenance submittals, future building requests, and management of space inventory.

A motion was made and seconded (Cupp/Ohlund) to approve Board Report No. 5030. The motion carried with the following vote: 7 ayes, 0 noes, 0 absent.

### **8.8 Weed Paving Rehabilitation Contract**

Board Report No. **5032** – Attached

The Board will consider a proposal for a parking lot pavement rehabilitation project for the District. Following the California Uniform Public Construction Cost Accounting Act Protocols, the District is required to formally bid construction projects over \$175,000. The District advertised for two weeks in the local paper, sent Invitations to Bid to all preapproved DIR contractors and sent advertisements to the Shasta, Klamath Falls, and Medford Builder's Exchanges. Four proposals were received and reviewed. The project is within the projected budget financed through the lease revenue bond that has been approved by the Board. It is recommended that the Board approve the District to enter into a contract with S&N Groups to perform paving rehabilitation during summer, 2017.

A motion was made and seconded (Ohlund/Cupp) to approve Board Report No. 5032. The motion carried with the following vote: 7 ayes, 0 noes, 0 absent.

### **8.9 2017-2018 Associated Student Board 2017-2018 Proposed Budget**

Board Report No. **5031** – Attached

The proposed 2017-2018 Associated Student Board (ASB) budget was presented to the Board for review and approval. The ASB budget was prepared, using past expenditures and revenues, to create a realistic projection for the 2017-2018 year. ASB will be using the revenue they earn from their various activities to fund their expenditures, thus there should be no impact on the College budget.

A motion was made and seconded (Cupp/Hardy) to approve Board Report No. 5031. The motion carried with the following vote: 7 ayes, 0 noes, 0 absent.

## **8. DISCUSSION AND ACTION ITEMS (Cont'd)**

### **8.10 Building 2, 16, & 17 Boiler Replacement Contract**

Board Report No. **5033** – Attached

The Board was asked to consider a proposal for the removal and replacement of the boilers in buildings 2 (LRC), 16 (Ponderosa Lodge) and 17 (Juniper Lodge). Funds were approved from Proposition 39 Year 3 and Year 4 to replace these boilers as an energy improvement measure. The existing boilers are vintage and inefficient. The new boilers provide improvements in controls, safety, and efficiencies. Following the California Uniform Public Construction Cost Accounting Protocols, for projects between \$45,000.01 and \$175,000, the District sent Invitations to Bid to all eight preapproved DIR contracts. One proposal was received and reviewed. The majority of the project is funded through Proposition 39 funds. Approximately \$44,000 in funds will be used from the reserves. It is recommended that the Board approve the District to enter into a contract with CR Combustion for installation of the new boilers.

A motion was made and seconded (Dyar/Koon) to approve Board Report No. 5033. The motion carried with the following vote: 7 ayes, 0 noes, 0 absent.

### **8.11 Approval of the District's Equal Employment Opportunity (EEO) Plan**

Board Report No. **5034** – Attached

The Board of Trustees was asked to approve the Equal Employment Opportunity (EEO) Plan. The EEO Plan describes the District's efforts to promote diversity in hiring and promotion. The California Board of Governors has established regulations within Title 5 of the California Code of Regulations to address discrimination, complaints, and equal employment opportunity in the community college system. The requirement is for each Community College to have an EEO Plan. An EEO fund was established and allocated to Community Colleges. Historically based on FTES, the new allocation amount is based on the "Multiple Methods" for measuring success in FY 2016-2017. With the presentation of the District's EEO Plan and the Multiple Methods document, the District should be in good standing with the State Chancellor's Office to receive funding for our diversity efforts. There are no budget implications.

A motion was made and seconded (Ohlund/Heilman) to approve Board Report No. 5034. The motion carried with the following vote: 7 ayes, 0 noes, 0 absent.

### **8.12 Debt Issuance and Management Policy**

Board Report No. **5035** – Attached

The Board was asked to commit to adopting a debt issuance and management policy in the near future. The District is now required to have a debt issuance and management policy in connection with the issuance of the Lease Revenue Bonds. A draft policy will be taken to College Council for the beginning of the process at their next meeting which will not occur until September, 2017. It is expected that the first reading of the policy will come to the Board for the October Board meeting. This is a new legal requirement to be in compliance with Government Code Section 8855 which was recently amended by Senate Bill 1029. It is recommended that the Board approve Resolution 2016-2017-12 of the Board of Trustees committing to the development and approval of a Debt Issuance and Management Policy.

A motion was made and seconded (Hardy/Dyar) to approve Board Report No. 5035. The motion carried with the following vote: 7 ayes, 0 noes, 0 absent.

**8. DISCUSSION AND ACTION ITEMS (Cont'd)**

**8.13 Approval of an Individual Interested in Serving on the Citizens’ Bond Oversight Committee**  
Board Report No. **5036** – Attached

The Board was asked to consider approval of an individual to serve on the Citizen’s Bond Oversight Committee due to vacancies. In keeping in compliance with the bylaws and the relocation of a few Committee members and consequently resignations, we are now in the process of replacing three vacancies on the Citizen’s Bond Oversight Committee. After almost two months of advertising, only one application was received. The Board approved Wesley Turnquist to serve as the student representative on the Citizens’ Bond Oversight Committee. There are no budget implications directly tied to this action.

A motion was made and seconded (Ohlund/Dyar) to approve Board Report No. 5036. The motion carried with the following vote: 7 ayes, 0 noes, 0 absent.

**9. ITEMS FROM THE BOARD**

**9.1** There were no items from the Board.

**10. CONTINUATION OF CLOSED SESSION**

**10.1** A second closed session was not needed.

**11. RETURN TO OPEN SESSION AND REPORT OF ACTION FROM CLOSED SESSION**

**11.1** No action was taken.

**12. ADJOURNMENT**

**12.1** There being no further business to discuss, President Greg Hanna declared the meeting adjourned at 8:09 p.m.

Respectfully submitted,

Stephen Schoonmaker, Ed.D.  
Superintendent/President and the Secretary to the  
Governing Board of the Siskiyou Joint Community  
College District

Approved:

\_\_\_\_\_ President

\_\_\_\_\_ Clerk