

SISKIYOU JOINT COMMUNITY COLLEGE DISTRICT

BOARD MINUTES

846th Meeting -- Regular Meeting, August 18, 2009

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, August 18, 2009, at 4:30 p.m., in the Board Room at College of the Siskiyous, Weed, California

Item 1. Call to Order and Attendance

At 4:34 p.m. Jim Hardy, President, called to order the 846th meeting, a regular meeting, of the Governing Board of the Siskiyou Joint Community College District in the Board Room at the Weed Campus.

The following members were present:

Alan Dyar, Vice President/Clerk

Marilyn Hall

Greg Hanna

James Hardy, President

Penny Heilman

Bob Rice

Randall C. Lawrence, Superintendent/President / Secretary to the Board

Absent: Barry Ohlund

Also present:

Steve Crow, Vice President – Administrative and Information Services

Robin Richards, Vice President – Student Services

Barry Russell, Vice President - Instruction

Dawna Cozzalio, PIO/Foundation

Dennis Freeman, Director, Library & Media Services

Beatriz Vasquez, Dean, Liberal Arts & Sciences

Steve Reynolds, Accreditation Liaison Officer

Rose Applewhite, Recording Secretary

Item 2. Study Session: Accreditation Self-Study Progress Report

Steve Reynolds, Accreditation Liaison Officer, reported that work on the progress report is slowly coming together, piece by piece. There have been several problems such as sections missing information and/or information appearing in the wrong sections. We are now in the editing stages and plan to have a complete draft for campus review by September. The Accreditation Site Visit has been scheduled for March 1-4, 2010.

Randy discussed the overall accreditation process and where we are in the process this year. Randy stated he would like to see us approach the next cycle. Accreditation is a phenomenon that we have a tendency to think of as a moment in time. The space between the start and the acceptance of the report is the time we should be addressing what findings and recommendations the visiting team has left us with. Randy also suggested that at the end of this particular cycle we begin to change our attitude on how we look at accreditation. Randy stated this is the first update that we have had on the accreditation progress report. One good way of keeping it in front of us is to have a study session on each of the accreditation standards to update our progress.

Item 3. Announcement of Closed Session Items
Jim Hardy, President, reviewed the items to be addressed in closed session.

Item 4. Closed Session

- Public Employee Appointment
 - Associate Degree Nursing Instructor – 1 permanent position
 - Vocational Nursing Instructor – 1 permanent position
 - Adjunct Instructors, spring semester – 2 short-term positions
 - Adjunct Instructors, summer session – 5 short-term positions
 - Adjunct Instructors, fall semester – 157 short-term positions
 - Accompanist – 1 short-term position
 - Account Clerk 1, Bookstore – 1 substitute position
 - Account Clerk 1, Cashier – 1 permanent position
 - Account Clerk 3, Payroll – 1 permanent position
 - Bookstore Supervisor – 1 permanent position
 - Director, Information Technology – 1 permanent position
 - District Network Administrator – 1 substitute position
 - Instructional Support Specialist 1, CTE – 1 short-term position
 - Instructional Support Specialist 2, EMT – 1 short-term position
 - Instructional Support Specialist 2, Fire – 7 short-term positions
 - Instructional Support Specialist 2, Nursing – 1 short-term position
 - Instructional Support Specialist 2, Technology – 17 short-term positions
 - Instructional Support Specialist 2, Theater – 1 short-term position
 - Instructional Support Specialist 2, Wood – 1 short-term positions
 - Instructional Support Specialist 3, Theater – 1 substitute position
 - Interpreter – 3 short-term positions
 - Senior, System Analyst/Programmer – 1 permanent position
 - Sports Official – 1 short-term position
 - Student Services Advisor – 1 short-term position
 - Student Services Specialist 1, Counseling Services – 1 short-term position
 - Student Services Specialist 1, Financial Aid – 1 short-term position
 - Student Services Specialist 2, Financial Aid – 1 short-term position
 - Student Services Specialist 2, Financial Aid – 1 permanent position
 - System Support Specialist – 1 substitute position
 - Van Driver – 5 short-term positions
 - Volunteers – 3 positions
- *Public Employee Discipline/Dismissal/Release*
- *Consideration of Suspension or Other Disciplinary Action of a Student*
- *Labor Negotiations*
 - Name of Organization Representing Employee: CCCA/CTA/NEA
 - Name of Organization Representing Employee: CSEA
 - Name of Organization Representing Employee: Administrative Support/Management Group
- *Public Employee Performance Evaluation*
Title: Interim Evaluation for Superintendent/President

At 5:02 p.m. the Board convened in closed session

At 6:05 p.m. the Board took a brief recess.

At 6:15 p.m. the Board reconvened in open session

Also Present:

Li Collier, Director, Instructional Services
Vickie Donaldson, ASM Representative
Michael Graves, Academic Senate Representative
Mark Healy, Director MOT
Rachael Shea, CSEA Representative
Renata Funke, Director of Yreka Campus
Denise Dohrn, Staff
Chris Vancil, Staff
Connie Warren, Staff

Item 5. Announcement of Open Forum Procedures

Board President Hardy announced 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.

STAFF REPORTS

Item 6. Board Member Reports

- Penny Heilman reported she is currently enrolled in two courses on the Weed campus.
- Alan Dyar reported on his visit to the Distance Learning Center in Happy Camp whereby several students have signed up for COS distance learning courses. One student is planning to move to Yreka and attend LVN courses.

Item 7. Report of Administration, Student Trustee and Representatives at the Board Table - Enclosed

Randy Lawrence reported on the following:

- Art Kameda, Instructional Support Specialist 2, Technology, was honored with a plaque on Staff Orientation Day to acknowledge his efforts to raise awareness and to help designate the site of the former Tule Lake Segregation Center as a National Historic Monument. Randy represented the College as Art was unable to attend the dedication. As a result, the Superintendent of the facility has requested that COS be a part of the Educational Exhibits. Randy stated that he and Bob Rice were given an opportunity to get to know some of the stake holders in the project.
- The Independent Living Program (ILP) will hold its annual Luncheon on September 19th at 4:00 p.m. in the Student Center.
- An Alumni event will be held on Saturday, October 3, 2009. The event schedule is as follows:
 - Tailgate Barbecue with music beginning at 11 a.m. next to the Tennis Courts.
 - COS Football vs. Laney College, 1 p.m. at the Hershel Meredith Memorial Stadium
 - Wine & Cheese Alumni Reception – 4:30 to 6:30 p.m. in the Learning Resources Center Foyer
 - Concert by After Glow beginning 7 p.m. in the COS Theater

Barry Russell reported on the following:

- Beth Beurkens (Women's Studies instructor) has written a collection of poetry called Shaman's Eye. Information regarding the book signing will be available at a later date.
- Barry informed the Board that several faculty members have had items published.

Kitty Lyons, Student Trustee reported on the following:

- Kitty attended the Student Trustee Workshop held August 14-15 in San Francisco. The workshop provided much information on financial aid and BOGG.
- Kitty informed the Board that she is willing to work on any items needed, just let her know.

REPORTS/NO ACTION

- Item 8. Yreka Campus Report
Board Report No. **4344** - Enclosed

The Yreka Campus Report provided an update of the activities happening in Yreka, on and off campus. Student data, as well as a description of various efforts the Yreka Campus has undertaken in the past year to enhance student services, strengthen community relations, and prepare for campus expansion, was also analyzed.

Alan Dyar suggested that a future Board meeting be held at the Yreka Campus. Randy will bring suggested dates back to the next Board meeting for approval.

- Item 9. COS Strategic Master Plan – Progress – 2008-09
Board Report No. **4345** - Enclosed

Robin reported this is the last year of the 5-year Strategic Master Plan due to the Visioning Process that has been initiated by the President. Campus forums were not held this year to solicit recommendations for the existing document as any new items will be incorporated into the new plan.

ACTION ITEMS

- Item 10. Action From Closed Session

- Public Employee Appointment
 - Associate Degree Nursing Instructor – 1 permanent position
 - Vocational Nursing Instructor – 1 permanent position
 - Adjunct Instructors, spring semester – 2 short-term positions
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- Student Services Specialist 2, Financial Aid – 1 short-term position
- Student Services Specialist 2, Financial Aid – 1 permanent position
- System Support Specialist – 1 substitute position
- Van Driver – 5 short-term positions
- Volunteers – 3 positions

It was moved and seconded (Hall/Dyar) to approve the personnel list. The motion carried with the following vote: 6 ayes, 0 noes, 1 absent.

- *Public Employee Discipline/Dismissal/Release*
- *Consideration of Suspension or Other Disciplinary Action of a Student*
- *Labor Negotiations*
 - Name of Organization Representing Employee: CCCA/CTA/NEA
 - Name of Organization Representing Employee: CSEA
 - Name of Organization Representing Employee: Administrative Support/Management Group
- *Public Employee Performance Evaluation*
Title: Interim Evaluation for Superintendent/President

There was no action taken.

Consent Agenda

- Item 11. Reading of the Minutes – Enclosed
Minutes of the 845th meeting, a regular meeting held on Tuesday, July 7, 2009, and minutes of a Board Retreat, held on Saturday, July 25, 2009, of the Governing Board of the Siskiyou Joint Community College District were approved.
- Item 12. Monthly Summary of Revenue and Expenditures -- Enclosed
Disbursement Summary -- Enclosed
A statement of revenue and expenditures and summary of warrants for prior month showing approved budget, budget adjustments, actual revenue and expenditures including encumbrances and variances expressed as a percentage of the adjusted budget was approved.
- Item 13. Investment Report and Statement of Cash Flow -- Enclosed
A statement showing anticipated flow of cash in and out of cash treasury and projected balances at end of month for cash in treasury, cash in savings, cash in checking, and cash in Local Area Investment Fund (LAIF) was approved.
- Item 14. Status of Reserves – Enclosed
A statement showing status of reserves projected for end of current fiscal year was approved.
- Item 15. Health Care Services Agreement between COS and Alpine Medical Clinic
Contract with Alpine Medical Clinic to provide health care services on the Weed Campus was approved.
- Item 16. Quarterly Financial Status Report, CCFS – 311Q –Enclosed

The District's 2008-2009 Quarterly Financial Status Report (CCFS 311Q) as submitted to the Chancellor was approved.

- Item 17. Date of Upcoming Board Meetings
September 8, 2009
October 6, 2009
November 3, 2009
December 1, 2009

It was moved and seconded (Dyar/Hanna) to accept the consent agenda. The motion carried with the following vote: 6 ayes, 0 noes, 1 absent

- Item 18 Open Forum
Dennis Freeman, Library Director, addressed the Board on the topic of Staff Layoffs. Dennis stated that he would like to express his heartfelt concern for individuals on the layoff list. There are many staff that have made a difference in the lives of students being affected by these layoffs. I am worried about the future of the library and the students that need assistance.

Regular Agenda

- Item 19. Acceptance of North/Far North Regional Consortium Professional Development Funds
Board Report No. **4346** – Enclosed

Funding in the amount of \$11,000 was awarded to College of the Siskiyous to enhance the development of career and technical education leadership and economic development. A portion of the funding (\$8,000) will be used for reimbursement of actual expenses for professional development, curriculum development, and marketing activities related to career and technical education or economic development. The remaining amount of (\$3,000) is for reimbursement of actual expenses for CCCAOE activities involving Jeff Cummings, Vice President for CCCAOE, to represent the North/Far North region in statewide matters.

It was moved and seconded (Hanna/Heilman) to accept the North/Far North Regional Consortium Professional Development Funds in the amount of \$11,000 and authorize expenditures. The motion carried with the following vote: 6 ayes, 0 noes, 1 absent.

- Item 20. Classified Employee Layoffs
Board Report No. **4347** – Enclosed

It was moved and seconded (Heilman/Hall) to approve Board Report No. **4347**, the Resolution authorizing the College to layoff classified employees due to lack of funds. The motion carried with the following vote: 6 ayes, 0 noes, 1 absent.

Randy stated the layoffs have been one of the hardest things he has had to be a part of. It is sad that we have come to a point where we have to make cuts on this type of scope. There will be grieving because we know the people involved. It is with great reluctance that we bring this item to the Board.

- Item 21 COS Board Policies: Chapter 7 – Human Resources (Part 1) – Second Reading
Board Report No. **4348** – Enclosed

It was moved and seconded (Dyar/Hanna) to approve the revised Human Resources Board Policies as a second reading. The motion carried with the following vote: 6 ayes, 0 noes, 1 absent.

Item 22. Adjournment

There being no further business to come before the Board, President Hardy declared the meeting adjourned at 6:51 p.m.

Respectfully Submitted,

Randall C. Lawrence, Superintendent/President
and Secretary to the Governing Board of the
Siskiyou Joint Community College District

Approved:

_____ President

_____ Clerk