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, October 6, 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 4:32 p.m. Jim Hardy, Board President, called to order the 848th 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
Jim Hardy, President
Greg Hanna
Penny Heilman
Robert Rice
Randall C. Lawrence, Superintendent/President / Secretary to the Board

Absent: Marilyn Hall
Barry Ohlund

Also present:
Steve Crow, Vice President – Administrative and Information Services
Robin Richards, Vice President – Student Services
Barry Russell, Vice President - Instruction
Li Collier, Director, Instructional Services
Vicki Donaldson, Administrative Support Management Representative
Mark Healy, Director, Maintenance, Operations & Transportation
Renata Funke, Director, Yreka Campus
Mike Graves, Academic Senate Representative
Kent Gross, Controller
Kitty Lions, Student Trustee
Mike Midkiff, Director, Information Technology
Rachael Shea, CSEA Representative
Dawnie Slabaugh, Staff
Nancy Miller, Director, Human Resources / Recording Secretary

Item 2. Study Session: Partnership/Foundation Video

President Lawrence introduced the recently released video that was produced this summer. This video was made possible by a donation from Mr. Greg Messer, who serves both as Board Member for the COS Foundation and also MCTV 15. Mr. Messer’s initial vision was to produce a high quality video about the COS Foundation. During the initial concept meetings the purpose of the video was broadened to the importance of partnerships to the College. The video shows how
COS is an organization that crafts partnerships for both our academic programs as well as the Foundation. Partnerships with the Foundation include monetary donations and also opportunities for volunteers to give of their passion and/or time.

The Board then had an opportunity to view the new video.

Mr. Messer indicated that when he began thinking of the project it was important to him to use members of the community who have expertise in the area. When the call was initially put out for interest in working on the project, there was quite a bit of interest received. The Executive Director of MCTV and Editor did the bulk of the work along with the camera crews and others providing support.

President Lawrence commented that we will be able to use segments of this video to go more in depth with other topics. For example, highlighting our partnerships in the Career and Technical Education area. Several commented we may want to produce another video that is more focused on recruitment of students.

Trustees were very impressed with the video and thanked Mr. Messer for his generous donation to the College.

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
  - Adjunct Instructors, fall semester - 40 short-term positions
  - Account Clerk 3, Payroll - 1 short-term position
  - Campus Safety Specialist - 1 substitute position
  - Expert Instructional Aide, Music - 7 short-term positions
  - Instructional Support Specialist 1, Athletics – 1 short-term position
  - Instructional Support Specialist 1, Communications – 1 short-term position
  - Instructional Support Specialist 1, Upward Bound - 6 short-term positions
  - Instructional Support Specialist 2, EMT – 1 short-term position
  - Instructional Support Specialist 2, Technology - 1 short-term position
  - Instructional Support Specialist 3, Theater – 1 short-term position
  - Student Services Advisor – 1 short-term position
  - Van Driver – 2 short-term positions
  - Volunteers – 15 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

At 5:09 p.m. the Board convened in closed session.
At 5:56 p.m. the Board took a brief recess.
At 6:06 p.m. the Board reconvened in open session.
Item 5. Announcement of Open Forum Procedures
Jim Hardy, President, 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
Trustee Heilman reported she was able to review the visioning document on-line.

Trustee Dyar reported that a $3.4 million construction project was recently completed at Happy Camp High School thanks to Measure Q funds. In addition, due to water damage at their facility, they will be getting a new gym floor. Mr. Dyar also reported that a $500,000 Career and Technical Education grant was recently awarded and will be used to move the room currently used for COS video conferenced classes into a new building.

Trustee Hanna reported he attended the entire day of homecoming activities, and it was a fantastic day. He stated it was exciting that the College is trying to do more with alumni and regenerate that connection. He encouraged everyone to attend the upcoming Performing Arts Series and is particularly proud that his daughter will be performing in The Nutcracker.

Trustee Rice reported the new CCCT President shared a report from a large public policy institute in California that 41% of workforce will need higher than an Associate’s degree in the coming years and currently it is projected that only 35% will have met this requirement. The CCCT President asked Trustees to provide ideas on how California Community Colleges might help students meet this goal. Trustee Rice encouraged the Board to provide their ideas. Mr. Rice agreed to develop a draft that board members could review and provide input on before being sent to a CCCT.

Trustee President Hardy also attended and enjoyed the homecoming activities and felt the day’s events were very successful. He thanked staff for the work that went into it and commented that it was fun to see the faculty and community participation.

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

President Lawrence thanked Greg Hanna for helping to pick up afterward the Homecoming Concert. He also commented that he noticed a marked improvement in the appearance of the Theater and the quality of sound for the Homecoming Concert. He attributed these improvements to the newly hired technical theater faculty member.
President Lawrence also distributed the first draft of vision statement and thanked the Visioning Committee for their hard work. He noted this is a 20-year vision; and, therefore, quite general and broad. Employees will have an opportunity to provide their feedback the morning of Planning Day. Student forums will also be held to get input from students. Mr. Lawrence plans to have a final version of the vision available at the December Board meeting.

Staff is currently working on finishing our Accreditation Self Study. Mr. Lawrence distributed Standard 4 that deals directly with the Board’s role. He asked Trustees to review it and make sure you are comfortable with what the committee has written before signing off on entire report.

An invitation for Rural Health Sciences Institute (RHSI) Grand Opening was distributed. That event will take place on November 3rd from 4-6 p.m. in Yreka immediately preceding the Board Meeting.

Ms. Cozzalio, Foundation Director, reported she will be attending the Northwest Arts Booking Conference to preview potential performers for next year’s Performing Arts Series, the Network of CCC Foundation Legislative Conference to learn all the new laws for non-profits, a will be preparing for the upcoming Craft Fair to be held on December 4th and 5th. She thanked everyone who helped with the Homecoming Activities.

Dr. Richards, Vice President – Student Services, reported COS recently hosted the annual College and Career Day that was attended by 350 high school seniors.

Dr. Russell, Vice President – Instruction, reported the MESA program has grown to 78 students. RHSI is open and beginning to host some community events and feedback is that participants have enjoyed the space.

The SENSE Survey, a national survey of students during their 1st and 3rd weeks of school, was recently administered. The survey identifies the student’s habits and lack of habits and what they are getting out of school. It will help us identify areas that need improving to ensure student success.

Vice President Russell reported that one of the cost saving measures being implemented by the Instruction Office is to reduce the number of printed schedules that are distributed. Li Collier is currently working on a marketing campaign that will inform the community of this new procedure and providing information on where the class schedule can be accessed or requested if a printed copy is needed.

Mr. Crow, Vice President – Administrative and Information Services, highlighted several items in his area’s written report and commented that staff is meeting the challenges of working harder with less in his area.

Mr. Graves, President – Academic Senate, reported the Senate would be meeting on Monday. The process for sabbatical leave requests is beginning and a Committee
will be processing those applications received. Faculty has been appointment and is working on a number of committees. The Senate will be discussing a computer literacy requirement for students with the goal of helping students be more successful with their class assignments.

Kitty Lyons, Student Trustee, brought several concerns to the Board’s attention including the reduction of hours in the Library and the Academic Success Center and the poor reports she has been receiving from dorm students and others, regarding the food services being provided by Chartwells. She invited the Board to visit these areas of the campus.

Ms. Shea, CSEA President, reported that this is the second day of the first week following the layoffs and thanked two of the staff who were laid off but still contributed to the CSEA Report.

Ms. Donaldson, ASM Representative, had nothing additional to report.

REPORTS/NO ACTION

Item 8.  **Review of Information Technology (IT) Department Program Review**
Board Report No. **4353** – Enclosed

Mr. Crow reported this is the first year a program review has been completed for Information Technology. The report includes an analysis of strengths, weaknesses, opportunities, and challenges facing the department. The findings of the program review fall mainly within the areas of resources, planning, and communication.

Vice President Crow stated that he is proud of staff for completion of the new telephone and wireless systems; bringing on-line technology in the new buildings, and the training and promotion of staff due to department retirements.

Trustee Hardy thanked the department for the extensive report that was very well done. Trustee Heilman stated she was impressed by the report as well and commented that it will be important to adequately fund this area in order to stay in front of the ever changing technology.

This report was provided for information.

Item 9.  **Community Health Education and Health Workforce Training in Siskiyou County: A Research Report**
Board Report No. **4354** – Enclosed

Dr. Russell distributed a copy of the above entitled report. He indicated this report is also available on the COS Website. Last year the College received a grant from Wal-Mart Foundation as part of the Wal-Mart Workforce Economic Opportunity Initiative, and co-sponsored by the American Association of Community Colleges.
COS is one of 20 community colleges in the country participating in this grant program.

With the development of the Rural Health Sciences Institute, the College wanted to ask the question of what programs should be offered and how the College could be a leader in providing community education and a place for studying rural health issues.

The grant funds enabled COS to complete a research study determining what types of external classes and programs should be offered to the Siskiyou County community in general, and to rural healthcare employees specifically. The research consisted of an environmental scan that summarizes existing data about Siskiyou County, its healthcare workforce, and the field of continuing education. The study also sponsored two surveys: a community survey and a rural healthcare worker survey. The report also includes conclusions and recommendation for the next steps in developing external programs for the RHSI. The findings of this report will be used to complete a business plan that will guide the development of specific community and professional education programs for the RHSI.

Dr. Russell reported COS will be partnering with STEP to hire an Allied Health Coordinator who will look at the business plan recommendations and help put them into action over the next year.

Vice President Russell thanked Speranza Avram for completing the research project, Community Health Plan of the Siskiyous for assisting with the surveys, and Vickie Donaldson for editing the final report.

This report was provided for information.

Item 10. Summer Programs 2009
Board Report No. 4357 – Enclosed

There were four continuing programs offered by COS during summer 2009: Vocal Jazz Show Choir, Upward Bound, Computer Camp, and Summer Bridge. These programs served 214 students and generated 11.91 FTES. Two new programs were offered this summer. The Environmental Summit which was offered as a credit class and 10 students enrolled. The total revenue generated from FTES earned for these programs was $56,242.

The other new class was the Science Camp, geared towards middle and high school students to inspire career interest in science, mathematics, engineering and technology. This was a fee-based community services program and was supported by CTE grants.

In addition, COS approved facility use for three outside programs: Care Giver Northwest, Santa Clara Vanguard (Marching Band); and Siskiyou Summer 2009 Writing Institute.
Item 11. Preview of the 2009-2010 Performing Arts Series
Board Report No. 4358 – Enclosed

The marketing brochure for the 2009-2010 Performing Arts Series was distributed. Ms. Cozzalio reported this is the 24th year of the series and this season includes the following performances: Glenn Miller Orchestra, The Nutcracker performed by The Eugene Ballet Company, and Tap Kids. Ms. Cozzalio thanked STEP for their contribution of $5,000 to co-sponsor this year’s series. The series was underwritten by the COS Foundation; therefore, there are no budget implications to the District.

This report was provided for information.

**ACTION ITEMS**

Item 12. Action From Closed Session

- **Public Employee Appointment**
  - Adjunct Instructors, fall semester - 40 short-term positions
  - Account Clerk 3, Payroll - 1 short-term position
  - Campus Safety Specialist - 1 substitute position
  - Expert Instructional Aide, Music - 7 short-term positions
  - Instructional Support Specialist 1, Athletics – 1 short-term position
  - Instructional Support Specialist 1, Communications – 1 short-term position
  - Instructional Support Specialist 1, Upward Bound - 6 short-term positions
  - Instructional Support Specialist 2, EMT – 1 short-term position
  - Instructional Support Specialist 2, Technology - 1 short-term position
  - Instructional Support Specialist 3, Theater – 1 short-term position
  - Student Services Advisor – 1 short-term position
  - Van Driver – 2 short-term positions
  - Volunteers – 15 positions

It was moved and seconded (Heilman/Dyar) to approve the personnel list. The motion carried with the following vote: 4 ayes, 1 abstention, 0 noes, 2 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

There was no action taken.

**Consent Agenda**

Item 13. Reading of the Minutes -- Enclosed
Minutes of the 847th meeting, a regular held on September 8, 2009, of the Governing Board of the Siskiyou Joint Community College District were approved.
Item 14. **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 15. **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 16. **Status of Reserves** -- Enclosed
A statement showing status of reserves projected for end of current fiscal year was approved.

Item 17. **Annual Financial and Budget Report, CCFS – 311** –Enclosed
The District’s 2008-2009 Annual Financial and Budget Report (CCFS 311) to be submitted to the Chancellor’s Office was approved.

Item 18. **New Course Proposals** – Enclosed
Course proposals in Alcohol/Drug Studies/Human Services and Fire Technology State Fire Marshall were approved.

Item 19. **Date of Upcoming Regular Board Meetings**
- **Tuesday, November 3, 2009** – Yreka Campus (Room RHSI 1-123)
- **Tuesday, December 1, 2009**

It was moved and seconded (Heilman/Dyar) to approve the consent agenda. The motion carried with the following vote: 5 ayes, 0 noes, 2 absent.

Item 20. **Open Forum**
There were no open forum items.

**Regular Agenda**

Item 21. **Fire/Emergency Response Technology (Program Revision)**
Board Report No. **4355** – Enclosed

Dr. Russell reported the Fire/Emergency Response Technology Program needed to be revised because of changes to Title 5 and new rules on how courses and programs are put together for certificates of over 18 units.

It was moved and seconded (Dyar/Hanna) to approve the substantial change to the existing Fire/Emergency Response Technology Program with the addition of
Certificate of Achievement for Firefighter I Academy. The motion carried with the following vote: 5 ayes, 0 noes, 2 absent.

Item 22. **Associate of Arts in Philosophy (New Program)**  
Board Report No. 4356 -- Enclosed  
Vice President Russell reported this is the first new transfer program brought for the Board’s approval in a few years. He stated the Philosophy Program has grown over last few years and is totally staffed by adjunct faculty. Jim Pentrack, Sherry Ackerman, and Daniel Kealey pulled together the information for development of the proposal. The menu program approach and offers lots of choices for students as well as scheduling options.

It was moved and seconded (Heilman/Dyar) to approve the new Associate of Arts Degree in Philosophy. The motion carried with the following vote: 5 ayes, 0 noes, 2 absent.

Item 23. **Alcohol and Drug / Human Services (Program Review)**  
Board Report No. 4359 – Enclosed  
Dr. Russell thanked Director of Instructional Services, Li Collier; Dean, Jeff Cummings; and two adjunct instructors, Lauri Hunner and Frank Cardoza for their work on this curriculum revision.

It was moved and seconded (Dyar/Heilman) to approve substantial changes to the existing Alcohol and Drug Studies and Human Services programs which will combine them into one program -- Alcohol and Drug / Human Services Program. The motion carried with the following vote: 5 ayes, 0 noes, 2 absent.

Item 24. **Board Goals**  
Board Report No. 4360 – Enclosed  
It was moved and seconded (Rice/Hanna) to table this item to the November Meeting because the goals were inadvertently not attached to the Board Report. The motion carried with the following vote: 5 ayes, 0 noes, 2 absent.

Item 25. **Use of Matriculation Funds – Flexibility**  
Board Report No. 4361 – Enclosed  
Dr. Richards reported that Assembly Bill X4 1 revised the 2009-10 State Budget Act and made substantial cuts to most community college categorical programs. In order to help Districts manage the cuts to categorical programs, AB X4 2 provides flexibility for some categorical programs. Before exercising this flexibility, the Board is required to discuss the redirection of funds at a regularly scheduled public meeting and to take testimony from the public.
As part of the District’s plan to address substantial reductions in student services funding (about $500,000) and staff layoffs, all Counseling Services will be housed together in Eddy Hall. A new entrance and doorway will be needed as well as painting and carpeting in half of the building.

There were no comments from the public.

It was moved and seconded (Dyar/Rice) to approve the reallocation of $25,000 from 2009-10 matriculation funds and $30,000 of 2008-09 carryover matriculation funds to physical plant/scheduled maintenance to accommodate the move of all counseling services staff to Eddy Hall. The motion carried with the following vote: 5 ayes, 0 noes, 2 absent.

Dr. Richards thanked Maintenance Staff for their cooperation and work on the plan.

Item 26. Adjournment
There being no further business to come before the Board, President Hardy declared the meeting adjourned at 7:47 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