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, September 2nd at 5:00 p.m., in the Board Room on the Weed Campus, Weed, CA.

At 4:30 p.m. Board members participated in a campus tour.

**Item 1. Call to Order and Attendance**

At 5:21 p.m. Barry Ohlund, President, called to order the 923rd meeting, a regular meeting, of the Governing Board of the Siskiyou Joint Community College District in the Board Room on the Weed Campus.

The following Members were Present:

Barry Ohlund, President
Greg Hanna, Vice President/Clerk
Alan Dyar
Carol Cupp
Penny Heilman
Robert Rice
Jim Hardy

Also Present:

Scotty Thomason, Superintendent/President
Dr. Gregory South, Interim Vice President, Instruction
Nancy Miller, Executive Director, Human Resources
Kathy Gassaway, Recording Secretary

**Item 2. Announcement of Closed Session Items and Opportunity for Public Comment on Announced Closed Session Items**

Trustee Barry Ohlund reviewed the items to be addressed in closed session.

The Board convened into closed session at 5:09 p.m.

**Item 3. Closed Session**

- **Public Employee Appointment (pursuant to Government Code Section 54957)**
  - Adjunct Instructors, fall semester – 147 short-term positions
  - Adjunct Instructors, summer session – 5 short-term positions
  - Accompanist – 2 short-term positions
  - Account Clerk 1, Bookstore – 1 substitute position
  - ASC Coordinator – 1 short-term position
  - Assistant Trainer – 1 short-term position
  - Expert Instructional Aide, Baseball – 1 short-term position
  - Expert Instructional Aide, Football – 7 short-term positions
  - Instructional Support Specialist 2, CCT – 2 short-term positions
  - Instructional Support Specialist 2, Technology – 7 short-term positions
  - Skilled Maintenance Technician – 1 short-term position
  - Van Driver – 1 short-term position
Volunteers – 27 positions

- Public Employee Discipline/Dismissal/Release/Non-Renewal (pursuant to Government Code Section 54957)
- Consideration of Suspension or Other Disciplinary Action of a Student (pursuant to Government Code Section 72122)
- Labor Negotiations (pursuant to Government Code Section 54957.6)
  - Conference with Labor Negotiators
    Agency Designated Representative: Nancy Miller
    Employee Organization: College of the Siskiyous Faculty Association
- Public Employee Performance Evaluation (pursuant to Government Code Section 54957)
  - Title: Superintendent/President

The Board took a brief recess at 6:02 p.m.
The Board reconvened into open session at 6:11 p.m.

Also Present After Closed Session:
- Dr. Robert Taylor, Dean, Career & Technical Education
- Michael Tischler, President, Faculty Association
- Michael Graves, President, Academic Senate
- Eric Houck, President, ASM
- Sharon Swingle, President, CSEA
- Bart Scott, Director, Research & Evaluation
- Dawnie Slabaugh, PIO/Foundation Office
- Sophie Beck, Student Trustee
- Valerie Roberts, Interim Associate Dean of Student Success
- Dennis Weathers, Dean, Liberal Arts & Science
- Nancy Shepard, Associate Dean, Learning Resources & Technology
- Jude Baldwin, Reference Librarian
- Ron Slabbinck, Music Instructor
- Doug Haugen, Director, Student Life
- Jenny Heath, Faculty
- Nancy Funk

Item 4. Announcement of Open Forum Procedures
President Barry Ohlund 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. Five minutes will be allotted to each speaker.

Item 5. Board Member Reports
The following information from the Trustees was received:
- Trustee Alan Dyar noted that his time has been taken up with the fires burning around Happy Camp for the last 3-1/2 weeks.
- Trustee Robert Rice attended Staff Orientation Day, and thanked administration doing for a wonderful job. There were over 300 suggestions brought forth from the breakout sessions. He appreciated the number of people that suggested new programs, and these ideas should find their way to the Board’s goals and objectives as well.
Trustee Carol Cupp recently attended two Foundation meetings, and she is optimistic about its growth and change. The goal is to get more community members involved. Carol’s son was just inducted on Saturday to the U.S. Marine Corp. She gave a brief overview of his college education.

Trustee Jim Hardy saw a piece on CBS Sunday Morning regarding what makes a great workplace. He distributed a document titled “What is a Great Workplace?” and quoted the following: “A great place to work is one in which you trust the people you work for, have pride in what you do, and enjoy the people you work with”.

Trustee Penny Heilman spent one evening in the fair booth with Bob Taylor. She has started her aquatic conditioning class, and noted that she is impressed with the adjunct instructors. They have good techniques of delivery.

Trustee Barry Ohlund also worked in the fair booth on Friday evening with Scotty. Additionally, he has invited Scotty to attend a Yreka rotary meeting. Barry then asked for a few seconds of silence for a former board member, Pat Martin.

Item 6. 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 reported that the Board took a tour of the campus prior to this meeting. They were able to recognize Kris Lininger, who recently used an AED device to save a person’s life on the tennis courts.
  - Five topics were discussed during a breakout session at Staff Orientation Day. Over 300 suggestions were received, and these will be reviewed and discussed.
  - Scotty recently visited the Yreka High School campus at a time when it was the command center for CDF. The cost for feeding all the firefighters at that time was $50,000 a day. He further noted that we would like to expand our fire program in the future.
  - The re-financing of the general obligations funds is in the process of being completed. This will result in a savings to taxpayers of over $700,000.

- **Student Learning:**
  - Dr. South attended the monthly County Superintendents meeting earlier today, and is looking forward to partnering with them in the future.
  - The two new faculty members and dean were introduced and welcomed. The dean position was filled through an internal search with six outstanding candidates.
  - Dr. South explained the enrollment numbers listed in the Campus Connection, noting that they are inaccurate and will be corrected. He further explained that our fill rate is improving. There are 54 late start classes that have been strategically scheduled.
  - We recently had a visit from POST regarding the possibility of offering a Level I Academy. Dr. South thanked Jeremiah LaRue for his diligence in making this happen.
  - Brady Svilich is the new cross-country coach. There are currently 10 students in the program.
  - Dr. South commended Valerie Roberts and her staff for the work they are doing to be sure students are getting the classes they need.

- **Human Resources:**
  - Nancy Miller gave an update on the current recruitments. Interviews have been held for the Vice President, Administrative Services position, and interviews will be held shortly for the
Bookstore Account Clerk and Director, Financial Aid positions. A classified position has been opened in Admissions and Records.

- Open enrollment for the health plan will take place next week.

ASM:
- Eric Houck noted that a subcommittee was formed and is working on an ASM handbook.

Classified Staff:
- Sharon Swingle noted that CSEA had a positive meeting during Staff Orientation Day. She further noted that her son was able to enroll full-time at COS in all late-start classes.

Academic Senate:
- Mike Graves reported that the weekly meetings with Scotty and Greg are honest, candid and fruitful. It has been a positive experience.
- The Academic Senate this year is working on several goals. Mike reviewed a few of them that include: the possibility of holding graduation on the football field; bringing back faculty advisors; and taking a hard look at a compressed calendar.
- Mike noted that 1 full time equivalent (FTE) is equal to $4,600 as well as 525 hours in the classroom.

Student Trustee:
- Sophie Beck noted that ASB officer elections will take place next week. The officers will be announced at the home game on September 13th.
- September 13th is COS employee appreciation day, and every COS employee will have free admission to the football game. ASB has also decided to make a student body-picked monthly selection of “Employee of the Month”. A blurb about the employee will be put in the ASB window, and the employee will receive a gift certificate from Chartwells. David Carico is this month’s pick.
- ASB is coming up with ideas to support a homecoming event on October 4th. We are reaching out to parents of athletes to let them know that tailgating will take place before the game. They are also putting together a halftime event.
- Suggestions are being made for a Navigator app or at least a mobile layout, making registration easier.
- Comments have been made about the amount of trash around campus. The transitional program coordinator agreed to do a campus cleanup once a week, and at the end of each semester, ASB will throw the students a pizza party.
- Complaints have been received regarding the smoking table by the stop sign behind the Student Center. It’s an eyesore, worrying and a bad presence on campus.

REPORTS/ NO ACTION

Item 7. Revised and New Administrative Procedures
Board Report No. 4775 – Enclosed
The Board was asked to review six Administrative Procedures from Chapters 2, 5, 6 and 7. The revisions and/or adoption of these procedures were approved by College Council at their August 12th and August 26th meetings. The procedures are: 2105, 5020, 6340, 7212, 7310 and 7371. Administrative Procedures 7212 and 7371 are new.
Item 8. **2014-15 Legal Expenses**  
Board Report No. 4777 – Enclosed  
The Board received information regarding the District’s legal expenses. Due to the dramatic increase in legal expenses over the past two years and in lieu of annual updates, the Board requested more regular updates on the status of the District’s legal expenses. The breakdown of costs was shown in the categories of administrative and staff time, legal fees, travel and miscellaneous costs. Administration will be working with employee groups to try and resolve issues before reaching the level of incurring legal fees.

**ACTION ITEMS**

Consent Agenda

Item 9. **Reading of the Minutes** – Enclosed  
Minutes of the 922nd meeting, a regular meeting, held on Tuesday, August 5, 2014 of the Governing Board of the Siskiyou Joint Community College District were approved.

Item 10. **Monthly Summary of Revenue and Expenditures** - Enclosed  
**Disbursement Summary** – Enclosed  
The 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.

The 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 12. **Status of Reserves** – Enclosed  
A statement showing the status of reserves projected for the end of the current fiscal year was approved.

Item 13. **Quarterly Financial Status Report, CCFS – 311Q** – Enclosed  
The District’s 2013-2014 Quarterly Financial Status Report (CCFS 311Q) as submitted to the Chancellor was approved.

Item 14. **Dates of Upcoming Meetings**  
- **Tuesday, October 7, 2014**  
- **Tuesday, November 4, 2014**  
- **Tuesday, December 2, 2014** – *this meeting date was changed to December 9th as per the requirements in Education Code Section 72000(c)(2)(A) and 72027(b).*

It was moved and seconded (Dyar/Hardy) to approve the consent agenda including the date change for the December meeting. The motion carried with the following vote: 7 ayes, 0 noes, 0 absent.

Item 15. **Open Forum**  
No open forum items were presented.
Discussion and Action Items

Item 16. Revisions to Board Policies – First Reading
Board Report No. 4773 – Enclosed

The Board was asked to consider approval of revisions to Board Policies 2105, 6200 and 6250 as a first reading. The revisions to these board policies were made to comply with changes as recommended by the CCLC Policy and Procedure Service. Trustee Heilman requested that the requirement in BP 2105 stating that “the Student Trustee must be enrolled in and maintain enrollment in a minimum of 5 units at the time of nomination and through the term of service” be checked into. Could this minimum number of units be raised? It was also requested that the following sentence in BP 6250 be changed to: “The District’s unrestricted general reserves shall be no less than 5% 7%”.

A motion was made and seconded (Heilman/Hardy) to approve Board Report No. 4773 with the change noted above. The motion carried with the following vote: 7 ayes, 0 noes, 0 absent.

Item 17. Chapter 6 – Business & Fiscal Affairs Board Policies
Board Report No. 4774 – Enclosed

The Board was asked to review existing Board Policies from Chapter 6 – Business and Fiscal Affairs. The District has established a regular cycle to review board policies and administrative procedures. As part of the regular review process, the Business and Fiscal Affairs Chapter is currently undergoing review and revisions. The following policies are established policies with no recommended changes: 6150, 6300, 6320, 6330, 6400, 6500, 6520, 6540, 6600, 6740, 6750, 6800 and 6910. These policies will not require a second reading.

A motion was made and seconded (Hanna/Dyar) to approve Board Report No. 4774. The motion carried with the following vote: 7 ayes, 0 noes, 0 absent.

Item 18. 2014-2015 Final Proposed Budget
Board Report No. 4776 – Enclosed

Scotty Thomason presented a PowerPoint presentation regarding the 2014-2015 proposed budget which included a review of the 2013/14 state budget, major budget assumptions, a final schedule of major budget items, and a review of FTEs. Also included was a list of ongoing concerns and positive developments.

The Board held a public hearing concerning the 2014-2015 final proposed budget and considered adopting it for the 2014-2015 fiscal year. The beginning unrestricted general fund balance for 2014-2015 (representing a 6.96% fund balance reserve from previous year cuts and savings) is projected to be $1,145,372. The 2014-2015 annual revenues of $16,554,876 are expected to exceed expenditures of $16,482,963 by $71,913. The 2014-2015 budget maintains the unrestricted general fund balance at a 7% reserve as required by the Board while addressing some critical one-time issues for the District.

Trustee Rice requested that the following changes be made to the board report:

- **Under Background:** “Similarly, College Council reviewed and approved recommended approval of the 2014-2015 Final Proposed Budget at its August 26, 2014 meeting.”
• **Under Background**: “These numbers reflect the appropriate step and column adjustments as well as the negotiated restoration of the 2012-13 salary cut reduction of 3 percent to all employee groups plus a 1 percent increase for all the employee groups except the classified employees.”

• **Under Analysis**: “The beginning unrestricted general fund balance for 2014-2015 (representing a 6.96% fund balance reserve from previous year cuts reductions and savings)....”

A motion was made and seconded (Hardy/Dyar) to approve Board Report No. 4776. The motion carried with the following vote: 7 ayes, 0 noes, 0 absent.

**Items from the Board**

Trustee Heilman requested to see where we are on campus signage.

**Item 19. Continuation of Closed Session**

A second closed session was not needed.

**Item 20. Report of Action From First Closed Session**

A motion was made and seconded (Hardy/Heilman) to approve the personnel list. The motion carried with the following vote:

<table>
<thead>
<tr>
<th>Name</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carol Cupp</td>
<td>Aye</td>
</tr>
<tr>
<td>Penny Heilman</td>
<td>Aye</td>
</tr>
<tr>
<td>Alan Dyar</td>
<td>Aye</td>
</tr>
<tr>
<td>Barry Ohlund</td>
<td>Aye</td>
</tr>
<tr>
<td>Greg Hanna</td>
<td>Abstain</td>
</tr>
<tr>
<td>Robert Rice</td>
<td>Aye</td>
</tr>
<tr>
<td>Jim Hardy</td>
<td>Aye</td>
</tr>
</tbody>
</table>

**Item 21. Adjournment**

There being no further business to discuss, President Barry Ohlund declared the meeting adjourned at 7:49 p.m.

Respectfully Submitted,

Scotty Thomason
Superintendent/President and the Secretary to the Governing Board of the Siskiyou Joint Community College District

Approved:

_________________________________President

_________________________________Clerk