SISKIYOU JOINT COMMUNITY COLLEGE DISTRICT

BOARD MINUTES

924th Meeting -- Regular Meeting, October 7, 2014

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 7th at 5:00 p.m., in the Board Room on the Weed Campus, Weed, CA.

Item 1. Call to Order and Attendance
At 5:00 p.m. Barry Ohlund, President, called to order the 924th 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 5:01 p.m.

Item 3. Closed Session
- Public Employee Appointment (pursuant to Government Code Section 54957)
  - Adjunct Instructors, fall semester – 10 short-term positions
  - Account Clerk 1, Bookstore – 1 permanent position
  - Expert Instructional Aide, ADJ – 2 short-term positions
  - Expert Instructional Aide, Baseball – 1 short-term position
  - Expert Instructional Aide, EDUC 670 – 2 short-term positions
  - Expert Instructional Aide, Football – 1 short-term position
  - Expert Instructional Aide, Lead IA Fire – 3 short-term positions
  - Instructional Support Specialist 2, Fire – 20 short-term positions
  - Instructional Support Specialist 2, Nursing – 1 short-term position
  - Instructional Support Specialist 2, Science – 1 short-term position
  - Instructional Support Specialist 2, Technology – 3 short-term positions
  - Instructional Support Specialist 2, Theater – 1 short-term position
  - Instructional Support Specialist 2, Welding – 2 short-term positions
Instructional Support Specialist 3, Theater – 1 short-term position
Program Assistant, Upward Bound – 9 short-term positions
Student Services Specialist 2, Enrollment Services – 1 substitute position
Van Driver – 4 short-term positions
Volunteers – 16 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 5:52 p.m.
The Board reconvened into open session at 6:02 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
Kent Gross, Controller
Doug Haugen, Director, Student Life
Jenny Heath, Faculty
Bill Hirt, Faculty
Bryan LaFleur, Student
Nancy Funk
Greg Messer, President, Foundation
Community Members

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 Jim Hardy was impressed by the college’s response to the Boles fire, especially through the use of social media.

Trustee Carol Cupp has enjoyed the football games. The Foundation dinner was well attended and was lots of fun. She also agreed with Jim regarding the Boles fire, noting that the value of the college in the community was evident.

Trustee Alan Dyar commended the college for having different agencies on campus in the Life Science building after the fire. It was well done in the way everything was set up.

Trustee Greg Hanna noted that the use of the facilities was important on a lot of levels. He gave kudos for all that took care of those needing assistance. He also noted that he will soon be a grandfather.

Trustee Barry Ohlund was in Weed the day the Boles fire started, and had never seen one move that fast. He and Scotty attended a breakfast with Senator Ted Gaines and made good connections. He also is proud of the college and infrastructure that was in place to assist the fire victims.

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 toured the area of the Boles fire on the 30th and noted that he was blessed to be part of this college and community. The Small Business Association is now on campus in the Life Science building to assist fire victims. A campus taskforce is now in place to help coordinate the use of the college by outside agencies. The Catholic Church is also holding services here. Through KARE (Klamath Alliance for Resources & Environment), Scotty participated in a tour of the 2012 Bagley fire and the Boles fire with 3 county supervisors and 40 to 50 other people. During the tour, the forest plan being implemented here at COS was commended.
  - Scotty is now serving on the Siskiyou County Economic Development Board.
  - Signage on campus has recently been discussed, and Scotty has asked Doug to take a lead on this task.
  - Recent hires include the Director of Financial Aid who will start on October 23rd and the Vice President of Administrative Services who will start on November 24th. Nancy Funk, the new VPAS, was introduced.
  - Scotty discussed the current FTES, noting that we will be looking to the high school and instructional service agreements for additional FTES.

- **Academic Affairs:**
  - Dr. South noted that enrollment is close to the same as last year at this time. They are strategically scheduling some late start classes.
  - Greg recently met with the Superintendent of Schools, Kermith Walters, as well as staff at Yreka High School. The goal is to have every Yreka High School student be enrolled at COS as a senior.

- **Human Resources:**
  - Nancy Miller reported that the classification and salary studies are being kicked off this week. An advisory committee has been formed that will oversee the process.
  - Nancy noted that four COS employees lost their homes in the fire, and seven were impacted. Through the CVT employee assistance program, a counselor was on campus that met with this group. A donation of food was also received from CVS Caremark.
ASM:
• Eric Houck noted that ASM is excited to be part of the classification and salary study.

Classified Staff:
• Sharon Swingle reported that an art walk will be held in Dunsmuir on Saturday from 1:00 to 5:00 p.m. Sales will benefit the Weed Library.
• Two classified employees and one retired classified employee lost their homes in the fire. The CSEA regional rep did the leg work so that these employees were able to receive disaster relief from the union. The employees are grateful for this support.

Academic Senate:
• Mike Graves recently participated on an accreditation team at College of the Canyons, and Steve Reynolds served on a team at American Samoa.
• Mike gave a brief overview of the Star Act which seeks to align our associate degree offerings with the degrees offered at the 23 CSUs.
• Mike noted that during the Academic Senate meeting, he expressed to the faculty how important it is to have “all hands on deck” to assist with the accreditation self-study.

Foundation / Public Relations
• Dawnie Slabaugh noted that the effectiveness of the Alert U system was evident during the Boles fire. We will soon be switching over to a new system.
• The Foundation supported the textbook replacement program, and 10 students to date have been assisted.
• The Foundation mini grants will be awarded this Friday during Planning Day. Dawnie thanked everyone for coming to the Scholarship Dinner and Scotty’s reception.
• The candidates for Area 2 trustee were introduced: Jim Hardy, Greg Messer and Irma Vorbeck.

Student Trustee:
• Sophie Beck noted that ASB elections were recently held and the officers for this year are:
  President – Claryssa Russ
  Vice President – Sophie Beck
  Secretary – Christine Tolman
  Treasurer – Jon Michael Patterson
• ASB Halloween events will include a costume contest from noon to 1:30, and bowling which is open to all from 9:30 to midnight.
• Sharon Swingle was selected as the September Employee of the Month. Sophie noted that the list of other employees to select from is growing. It’s important when choosing that someone is picked who does a lot for their students and helps one-on-one.
• The theater department is preparing for their upcoming play “The Importance of Being Earnest”. This will be the 45th anniversary of the first show put on in the Kenneth Ford Theater. The play opens November 7th.
• ASB will begin open recruitment again from local high schools.

REPORTS/ NO ACTION

Item 7. Revised and New Administrative Procedures
Board Report No. 4780 – Enclosed
The Board was asked to review six Administrative Procedures from Chapters 4, 5 and 6. The revisions and/or review of these procedures were approved by College Council at their September 23rd
meeting. The procedures are: 4022, 5040, 5055, 5520, 6100 and 6250. Administrative Procedures 6100 and 6250 are only for review.

Item 8. **2014-15 Legal Expenses**
Board Report No. 4783 – Enclosed
The Board received information regarding the District’s legal expenses for the 2014-15 fiscal year. The majority of costs associated with August expenses were related to review and analysis of the hearing transcripts and preparation of the closing briefs for the Unfair Practice Charge. Expenses also included travel costs related to attending the PERB hearing in Sacramento. With 16.67% (or 2/12ths) of the fiscal year completed, the percentage of legal fees expended to date is 25.97%.

Item 9. **Presentation of Faculty Association/CTA Opener for Contract Negotiations**
Board Report No. 4784 – Enclosed
This report presents the Faculty Association’s request to open negotiations for a successor contract. Mike Tischler, representing the Faculty Association, has submitted a request to open contract negotiations. This agenda item presents the Association’s initial proposal to the District; and in accordance with Government Code Section 3547, provides an opportunity for public comment. The unit requests to sunshine and negotiate the following articles: compensation, workload and hours, grievance procedure and reassignment policy.

**ACTION ITEMS**

Consent Agenda

Item 10. **Reading of the Minutes** – Enclosed
Minutes of the 923rd meeting, a regular meeting, held on Tuesday, September 2, 2014 and minutes of a retreat held on Thursday, September 25, 2014 of the Governing Board of the Siskiyou Joint Community College District were approved.

Item 11. **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 13. **Status of Reserves – Enclosed**
A statement showing the status of reserves projected for the end of the current fiscal year was approved.

Item 14. **Budget Adjustments – Fiscal Year 2014/15 – Enclosed**
Adjustments to the 2014/15 budget were approved.
Item 15. **New Course Proposal** – Enclosed

The following course proposal in Administration of Justice was approved:
- ADJ 1200 – Introduction to Emergency Management

Item 16. **Dates of Upcoming Meetings**
- Tuesday, November 4, 2014
- Tuesday, December 9, 2014
- Tuesday, January 6, 2015

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

Item 17. **Open Forum**

Janet McLaughlin

Janet McLaughlin is a community member who has taught at Sierra College. She thanked the College for hosting different agencies and providing library services after the fire. She has concerns that she would like to address in the future.

**Discussion and Action Items**

Item 18. **Acceptance of Grant-Funded Fiscal Sponsorship from the California Department of Social Services**

Board Report No. 4777 – Enclosed

The Board received information about a recently acquired renewal award for a grant-funded fiscal sponsorship and considered approval of expenditures. In December 2010, Jerry Endres approached the COS Foundation about fiscal sponsorship for a grant funded by the Department of Social Services, Office of Child Abuse Prevention (OCAP). The Foundation agreed to administer the grant and engage the services of MOM (Matrix Outcome Model) to “support, broaden and extend partnerships in California Counties and Tribal Communities.” A renewal application to continue the project was submitted in the spring of 2014 and notification of funding for an addition year was received in September 2014. The COS Foundation will receive $348,548 for 2014-15. No match is required and the Foundation will receive 10% of the total grant award in indirect costs.

A motion was made and seconded (Cupp/Hardy) to approve Board Report No. 4777. The motion carried with the following vote: 7 ayes, 0 noes, 0 absent.

Item 19. **Acceptance of Funding from the California Early Childhood Mentor Program**

Board Report No. 4778 – Enclosed

The Board received information about supplemental funding acquired from the California Early Childhood Mentor Program and considered approval of expenditures. COS has received funding for ECE Mentor Grants since 2005. An application was submitted for supplemental funding for the Director Mentor Component in September 2014, as well as for additional funds for the Large Area Mentor funding. Both applications were approved. Funding in the amount of $1,000 has been awarded for the Director Mentor Component. An additional $973.56 has been given to Large Area funding. Patrice Thatcher will serve as grant project manager.

A motion was made and seconded (Dyar/Hardy) to approve Board Report No. 4778. The motion carried with the following vote: 7 ayes, 0 noes, 0 absent.
Item 20. **Revised Board Policies – Second Reading** 

Board Report No. **4779** – Enclosed

The Board was asked to consider approval of revisions to Board Policies 2105, 6200 and 6250 as a second reading. The District subscribes to the Policy and Procedure Service through the Community College League of CA. These board policies were advised for change per Update #24 and have been recommended by College Council. These policies were presented at the September 2, 2014 Board meeting as a first reading.

A motion was made and seconded (Cupp/Hardy) to approve Board Report No. 4779. The motion carried with the following vote: 7 ayes, 0 noes, 0 absent.

Item 21. **Fiscal Health** 

Board Report No. **4781** – Enclosed

The Board was asked to accept a report that addresses the “Fiscal Health” of the District. Pursuant to Education Code, the Board of Governors is required to adopt criteria and standards for the periodic assessment of the fiscal condition of California Community College districts. These standards are based on the principles of sound fiscal management that are contained in the California Code of Regulations (CCR) Section 58311. The College of the Siskiyous’ Administration provides general input for the Self-Assessment Checklist for submission to the Board. The Self-Assessment Checklist reflects “sound fiscal management” and highlights indicators for future budgetary consideration. The checklist reflects the uncertain environment in which the District currently operates. Base enrollment decline, increasing costs and cash flow needs are a few of the challenges the District is facing for 2014/15. It was noted that the reserve shown on the checklist should be listed as 7.01%, not 7.1%.

A motion was made and seconded (Cupp/Hanna) to approve Board Report No. 4781. The motion carried with the following vote: 7 ayes, 0 noes, 0 absent.


Board Report No. **4782** – Enclosed

The Board was asked to accept its self-evaluation for 2013-14 and goals for 2014-15. 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 trustees and representatives who sit at the board table. The results were reviewed and discussed by the Board at their September 25th board retreat. From the results of the survey, the Board discussed a variety of approaches to establishing goals for the 2014-15. Special consideration was given to the policy-level orientation of the Board. 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.
3. Assure accreditation self-study is accomplished.
4. Promote positive public relations on campus and in the community.
5. Engage in more small California community colleges advocacy work.
6. Actively pursue appropriate professional development activities for board members.
7. Support exploration and implementation of strategies to improve recruitment, retention and enrollment to increase FTES.
A motion was made and seconded (Hardy/Dyar) to approve Board Report No. 4782. The motion carried with the following vote: 7 ayes, 0 noes, 0 absent.

**Item 23. Presentation and Approval of the District’s Initial Collective Bargaining Proposal to the Faculty Association/CTA**

Board Report No. **4785** – Enclosed

The Board will consider approval of the District’s proposal to the College of the Siskiyous Faculty Association for opening negotiations for 2015-16. This agenda item presents the District’s initial proposal to the Faculty Association; and in accordance with Government Code Section 3547, provides an opportunity for public comment. After a thorough review of the CBA, the table of contents will be updated, incorrect article numbers and/or appendix references and incorrect spelling and/or punctuation will be corrected, duplicate language will be deleted, and position titles will be updated. Specifically, the District intends to negotiate the following articles: 2, 4, 5, 6, 7, 8, 9, 10, 11, 13, 14, 16, 17, 18, 19 and 22.

A motion was made and seconded (Rice/Dyar) to approve Board Report No. 4785. The motion carried with the following vote: 7 ayes, 0 noes, 0 absent.

**Items from the Board**

Trustee Heilman asked about signage on campus. She has concerns about the public being able to get around campus and finding various offices. Doug addressed her concerns, noting that this issue is being addressed by the Safety Committee.

**Item 24. Continuation of Closed Session**

A second closed session was not needed.

**Item 25. Report of Action From First Closed Session**

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

- Carol Cupp: Aye
- Alan Dyar: Aye
- Greg Hanna: Aye
- Jim Hardy: Aye
- Penny Heilman: Aye
- Barry Ohlund: Aye
- Robert Rice: Aye

**Item 26. Adjournment**

There being no further business to discuss, President Barry Ohlund declared the meeting adjourned at 7:14 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