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, December 9th at 5:00 p.m., in the Board Room on the Weed Campus, Weed, CA.

At 4:30 p.m. Steve Reynolds spoke with the Board regarding their role in Accreditation.

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

At 5:09 p.m. Barry Ohlund, President, called to order the 926th 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 Funk, Vice President, Administrative Services
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 5:10 p.m.

**Item 3. Closed Session**

- **Public Employee Appointment (pursuant to Government Code Section 54957)**
  - Adjunct Instructors, fall semester – 17 short-term positions
  - Administrative Secretary, Upward Bound – 1 short-term position
  - Expert Instructional Aide, Paramedic – 29 short-term positions
  - Expert Instructional Aide, PEMA 1008 – 1 short-term position
  - Gym/Weight Room Attendant – 1 short-term position
  - Gym/Weight Room Attendant – 1 substitute position
  - Instructional Support Specialist 2, EMS -1 short-term position
  - Instructional Support Specialist 2, Fire – 2 short-term positions
  - Instructional Support Specialist 2, Paramedic – 1 short-term position
  - Instructional Support Specialist 2, Technology – 1 short-term position
- Interim Custodial Supervisor – 1 interim position
- Program Assistant, Upward Bound – 1 short-term position
- Student Services Specialist 2, Enrollment Services – 1 substitute position
- Van Driver – 3 short-term 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
  
  - Agency Designated Representative: Nancy Miller
    - Employee Organization: California School Employees Association

- Public Employee Performance Evaluation (pursuant to Government Code Section 54957)
  - Title: Superintendent/President

The Board took a brief recess at 6:10 p.m.
The Board reconvened into open session at 6:21 p.m.

Also Present After Closed Session:
- Michael Tischler, President, Faculty Association
- Michael Graves, President, Academic Senate
- Eric Houck, President, ASM
- Sharon Swingle, President, CSEA
- Sophie Beck, Student Trustee
- Dennis Weathers, Dean, Liberal Arts & Science
- Kent Gross, Controller
- Jenny Heath, Faculty
- Margie White, Distance Education Coordinator
- Nancy Shepard, Associate Dean, Learning Resources
- Valerie Roberts, Interim Associate Dean of Student Success
- Dr. Robert Taylor, Dean, Career & Technical Education
- Mike Read, Faculty
- Bart Scott, Director, Research & Evaluation
- Chris Vancil, Faculty
- Steve Reynolds, Faculty
- Community Members
- Students

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. **Administration of the Oath of Office – Trustees**
The oath of office was administered to Jim Hardy who was reelected in the November 2014 election.

Item 6. **Board Member Reports**
The following information from the Trustees was received:
- Trustee Greg Hanna was at the football bowl game which was well attended.
- Trustee Alan Dyar noted that they are in the process of signing up Happy Camp High School Juniors and Seniors at COS.
- Trustee Robert Rice noted that in the past two weeks he has attended four city council meetings. Of the three hats he is currently wearing, he gets the least amount of questions as a Trustee. He is receiving positive input from local communities such as Dorris, Montague and Mount Shasta.
- Trustee Carol Cupp noted that this has been a busy month. She attended the football bowl game, the women’s basketball game against Chabot, the fire academy graduation, the art sale and also participated in the Thanksgiving run. She finished 3rd in her age category. She is also attending Foundation meetings, and will attend the holiday reception on Friday.
- Trustee Jim Hardy is excited to be reelected for another term as Trustee. He started in public education in 1965 and is looking forward to the next four years.
- Trustee Penny Heilman is serving on an Accreditation team. Although it’s not easy, it’s exciting in a lot of ways, and noted that it’s always easier working as a team. She also noted that she has recruited someone who might be interested in serving on the Foundation Board.

Item 7. **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:**
  - The Governor’s initial budget proposal will be released on January 9th, and a workshop will be held on January 14th. The fiscal outlook for the State is looking better.
  - During the afternoon of Planning Day, the faculty will work on creating a student-friendly summer and fall schedule.
  - Scotty congratulated the football team on a successful season.
  - The Trustees are invited to attend the LVN Pinning Ceremony on Thursday, December 18th.
  - Scotty noted that the craft fair was well attended. The Foundation Board is working to add new members, as well as updating the Foundation handbook.
- **Administrative Services:**
  - Nancy Funk thanked everyone for the warm welcome. She has already been to a lot of meetings, and is looking forward to working with everyone. She will be attending a FEMA training being offered at Shasta College in January.
- **Academic Affairs:**
  - Dr. South gave a report on enrollment, noting that the fall semester currently stands at 1090 FTES. He also praised the following employees: Bob Taylor for the funding he is bringing into the College; Dennis Weathers for the difference he is making the Liberal Arts & Sciences area; Dennis Roberts for being an extraordinary manager and moving things forward with cross country and soccer; Valerie Roberts for her work on the SSSP application and equity plan as well as her work on the Associate Degree Transfer degrees; Steve Reynolds for his leadership on the Yreka campus; and the leadership of Mike Tischler and Jenny Heath.
  - Greg recently attended the tree lighting ceremony in Yreka and work in the rotary booth where he was asked a lot of question about the College.
Human Resources:
- Nancy Miller noted that the classification/salary study is well underway with CSEA and ASM employees. The questionnaires have been completed and many employees spoke with the consultant through interviews that were held last week.

ASM:
- Eric Houck noted that ASM is currently working on the holiday baskets. All are invited to contribute to the cause. A good list of nominations was received. The baskets will be distributed during finals week.

Classified Staff:
- Sharon Swingle thanked Jim Hardy and Carol Cupp for attending the print sale.
- She expressed the classified staff’s concern about the future of the college. She stated in part, “There seems to be lots of excuses made along with using the faculty as blame for why we are in our current enrollment crisis. Classified feel one of the most important jobs all of us have is to support faculty in doing their job.”

Academic Senate:
- Mike Graves noted that he, Scotty and Greg have met 17 times since Scotty became President. The meetings have been candid, immensely productive and very positive. He further stated that the cause of our current budget woes and reduced revenue revolves around the recruitment, retention and persistence of our students. Faculty have been informally surveying their students and have learned that nearly 1/3 of them said that they would not be back next semester or next fall. The most common reason was “because COS will not be offering the classes I need to get my Associates Degree or transfer to a four year college”. He noted that all of us should be proactive in recruiting new students and developing methodologies to retain the students who are currently enrolled.

Student Trustee:
- Sophie Beck gave a recap of recent ASB events including a bowling night on December 3rd and a Lodge Casino Night on December 4th. The Children’s Christmas Dinner will be held on December 11th.
- The football team finished 4th in the Northern California football ratings. As of December 1st, the women’s basketball team is ranked first in the north state and 3rd in the state.
- ASB is working on putting out informative flyers about winter driving conditions.
- Students will be recruiting at Yreka High School next Thursday.
- The Library and Academic Success Center will be open with extended hours all this week to help students finish their end-of-year work and study for finals. They have chosen Cindy Shipley as the November Employee of the Month for her work to get the funding to extend the ASC hours, as well as her commitment to student success.

REPORTS/ NO ACTION

Item 8. EOPS 2013-2014 Year End Report
Board Report No. 4790 – Enclosed
The Board received a report on the 2013-2014 EOPS Program. The program served 316 students throughout the academic year. Valerie Roberts noted that although retention went down, all other categories saw an increase in percentages. She gave kudos to Shannon Eller for the work she is doing with EOPS students.
Item 9. **Audit Update**

Board Report No. **4791** – Enclosed

The Board received an update on the 2013/2014 audit report. As required by state and federal guidelines, the District contracts with an independent auditor who completes an organization-wide audit each year. The Audit Committee will reviewing the draft audit report completed by Matson & Isom at the audit exit meeting scheduled for December 22, 2014. Matson & Isom has identified a couple of findings for 2013/14, to which the District will review and respond prior to the review by the Audit Committee.

Item 10. **Presentation on Class Size**

Board Report No. **4793** – Enclosed

Bart Scott made a presentation to inform the Board about state revenue sources and how they match up with expenses incurred per class. He reviewed variable costs vs fixed costs, which included costs for full time and part time faculty. Break even points are as follows:

- Full Time: 39.9 students
- Part Time: 27.0 students

Combined and pro-rated break even points are:

- 1/3 full time, 2/3 part time = 31.3
- 1/2 full time, 1/2 part time = 33.5

It was noted that the revenue sources included in this report do not include any grants or Instructional Service Agreement revenues.

Item 11. **Annual Distance Learning Report**

Board Report No. **4794** – Enclosed

The Board reviewed the College’s Distance Learning program. In 2013-2014, COS offered 260 courses in distance modes with a total of 4,911 enrollments (28.6% of total COS enrollments). Distance modes include Internet, hybrid (a combination of on campus and Internet) and videoconferenced classes. The 4,911 DL enrollments represent a 14.6% decrease in the number of enrollments in the past year and a 5.8% decrease over the past three years. Overall COS enrollments dropped nearly 11% from 2012-13 to 2013-14, with a three-year 24% decrease in enrollments since 2010-11. The majority of the decrease in DL enrollments over the past year was due to a 50% drop in enrollments for both videoconferenced and hybrid classes. On November 24, 2014 COS was awarded a $78,148 Distance Learning and Telemedicine Grant which will be used to upgrade the videoconferencing classrooms in the Distance Learning Center.

Item 12. **Revised and Adopted Administrative Procedures**

Board Report No. **4796** – Enclosed

The Board was asked to review eight Administrative Procedures from Chapters 4, 6 and 7. The revisions to and/or adoption of these procedures were made to reflect current COS practices, as well as comply with changes as recommended by the CCLC Policy and Procedure Service. Administrative Procedures 6350, 6365, 6370 and 7366 are new. The procedures include: 4020, 4022, 6350, 6365, 6370, 7217, 7341 and 7366.

Item 13. **2014-15 Legal Expenses**

Board Report No. **4798** - Enclosed

The Board received information regarding the District’s legal expenses for the 2014-15 fiscal year.
The majority of the costs associated with October expenses were related to preparation of the response briefs for an Unfair Practice Charge and employee discipline.

**Item 14. Presentation of Classified School Employees’ Association (CSEA) Opener for Contract Negotiations**

Board Report No. 4799 – Enclosed

This report presented the classified bargaining unit’s request to open negotiations for a successor contract. The unit requests to sunshine and negotiate the following articles:

- Article 2 – Contracting Out
- Article 6 – Grievance Procedure
- Article 7 – Leave
- Article 8 – Compensation
- Article 10 – Salary Study
- Article 11 – Employee Evaluations
- Article 15 - Layoff
- Appendix C – Professional Growth Award

**ACTION ITEMS**

**Consent Agenda**

**Item 15. Reading of the Minutes** – Enclosed

Minutes of the 925th meeting, a regular meeting, held on Tuesday, November 4, 2014 of the Governing Board of the Siskiyou Joint Community College District were approved.

**Item 16. 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.

**Item 17. Investment Report and Statement of Cash Flow** – Enclosed

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 18. Status of Reserves** – Enclosed

A statement showing the status of reserves projected for the end of the current fiscal year was approved.


Adjustments to the 2014/15 budget were approved.

**Item 20. Quarterly Financial and Budget Report, CCFS - 311 – Enclosed**

The District’s 2014/15 Quarterly Financial and Budget Report (CCFS 311) as submitted to the Chancellor’s Office was approved.

**Item 21. Archive File Destruction** – Enclosed

The destruction of archived files from the Business Office and Human Resources was approved.

**Item 22. Dates of Upcoming Meetings**

- Tuesday, January 13, 2015 – this meeting will be held on the Yreka Campus
- Tuesday, February 3, 2015
- Tuesday, March 3, 2015 – this meeting will be moved to Tuesday, March 10th
It was moved and seconded (Hardy/Dyar) to approve the consent agenda with the meeting date changes noted above. The motion carried with the following vote: 7 ayes, 0 noes, 0 absent.

Item 23. Open Forum

Emily Dooley

Emily is a current student and President of the COS Science Outreach Club. It was brought to her attention that some of the higher level math, engineering and 2nd semester chemistry classes are on the chopping block. She expressed her concern for the students that need these classes for their major. They now won’t be competitive when applying at 4-year schools without these classes. They were told when enrolling at COS that these classes would be available. The letter received each semester for those on the President’s List states that COS would help them reach their goals. She asked COS to provide the classes needed in order for her to meet her educational goals. She further noted that cancelling classes will not increase enrollment.

Steve Reynolds

Steve Reynolds, a faculty member, read the COS mission statement. He noted that because of issues regarding class cancellations, students are not able to complete their programs. He himself has taught classes at reduced pay. We must ensure students’ success, which is the mission of the college. This is an issue that will be looked at by the accrediting commission closely.

Simon Leon

Simon is a chemical engineering student who also works in the chemistry lab while maintaining a 4.0 GPA. In Fall 2012 he enrolled at COS and was told classes would be offered in order for him to complete his degree in two years. He has now learned that some of these classes are not going to be offered and it will take at least three years to complete his degree. It is hard to create a full-time schedule when needed classes are not being offered. In referring to the President’s letter, he asked where is the help he needs to finish his education?

Discussion and Action Items

Item 24. Designation of Alternate to the Community College Insurance Group (CCIG) Joint Powers Authority Board of Directors

Board Report No. 4788 – Enclosed

The Board was asked to consider action to revise the alternate representative and confirm the official representative for College of the Siskiyous to the CCIG JPA Board of Directors. Prior to Scotty Thomason leaving his position of Vice President, Administrative Services with the District and obtaining the position of Superintendent/President, he was the District’s designated alternate and Nancy Miller was the primary representative. Resolution No. 2014-15-03 asked the Board to designate Nancy Funk, Executive Vice President, Administrative Services as the District’s alternate representative and confirm Nancy Miller as the designated representative.

A motion was made and seconded (Dyar/Hanna) to approve Board Report No. 4788. The motion carried with the following vote: 7 ayes, 0 noes, 0 absent.

Item 25. Acceptance of Grant from the Shasta Regional Community Foundation

Board Report No. 4789 - Enclosed

The Board received information about a recently acquired award from the Shasta Regional
Community Foundation. In October 2014, the COS Foundation received notification from the Board of Directors of the Shasta Regional Community Foundation (SRCF) of a grant award from the Sellers Freeman Fund. The Sellers Freeman Fund is a donor-advised fund that was established by Beth and Dennis Freeman as a vehicle to support humanities programs and resources primarily in Siskiyou County. The SRCF had extra contributions from the Sellers Freeman Fund that they agreed should be given in the form of a small grant to support the COS Library’s Mount Shasta Collection. The COS Foundation received a $500 grant. Funds will cover supplies to continue work on archiving materials for the Mount Shasta Collection.

A motion was made and seconded (Hanna/Cupp) to approve Board Report No. 4789. The motion carried with the following vote: 7 ayes, 0 noes, 0 absent.

**Item 26. Acceptance of USDA Distance Learning Grant**

Board Report No. 4792 – Enclosed

The Board received information about a newly acquired USDA Rural Development Distance Learning Grant. In July 2014, COS submitted an application to the Rural Development Office of the U.S. Department of Agriculture for a Distance Learning Grant to upgrade critically needed equipment in classrooms DLC 3 and DLC 8. Without funding to upgrade this equipment, the use of these classrooms for videoconferencing would have to be discontinued in spring 2015. In November 2014, the College received notification from the USDA for $78,148. In order to receive the maximum points for the application, COS needed to commit to a 100% cash match.

A motion was made and seconded (Cupp/Rice) to approve Board Report No. 4792. The motion carried with the following vote: 7 ayes, 0 noes, 0 absent.

**Item 27. Designation of Official Representatives to the Northern California Community Colleges Self-Insurance Authority (NCCSIA)**

Board Report No. 4795 – Enclosed

The Board was asked to consider taking action to revise the official representative and confirm the alternate representative for College of the Siskiyous to the NCCSIA Board of Directors. Prior to Scotty Thomason leaving his position of Vice President, Administrative Services with the District and obtaining the position of Superintendent/President, he was the District’s designated representative and Nancy Miller was the alternate representative. Resolution No. 2014-15-04 asks the Board to designate Nancy Funk, Vice President, Administrative Services as the District’s designated representative and confirm Nancy Miller as the alternate representative.

A motion was made and seconded (Heilman/Hardy) to approve Board Report No. 4795. The motion carried with the following vote: 7 ayes, 0 noes, 0 absent.

**Item 28. Board Organization Meeting**

Board Report No. 4797 - Enclosed

The Board was asked to take action on a proposed slate of officers, and appoint Board representatives as primary contacts for various state and local organizations.

A. **Election of Officers**

The Board Nominating Committee submitted the following nominations:

- **Board President:** Barry Ohlund
- **Vice President/Clerk:** Greg Hanna
There were no nominations from the floor.

B. Designation of Board Representatives

The Board selected the following individuals to represent the District at various state and local organizations for the 2015 school year:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Designated Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community College League of California</td>
<td>Scotty Thomason</td>
</tr>
<tr>
<td>American Association of Community Colleges</td>
<td>Scotty Thomason</td>
</tr>
<tr>
<td>COS Foundation</td>
<td>Carol Cupp, Greg Hanna, Alternate</td>
</tr>
<tr>
<td>Resource Management Development</td>
<td>Alan Dyar</td>
</tr>
<tr>
<td>Career &amp; Technical Education</td>
<td>Jim Hardy</td>
</tr>
<tr>
<td>Student Life</td>
<td>Robert Rice</td>
</tr>
<tr>
<td>Accreditation Liaison</td>
<td>Penny Heilman</td>
</tr>
<tr>
<td>Facilities Oversight</td>
<td>Greg Hanna</td>
</tr>
</tbody>
</table>

It was moved and seconded (Dyar/Hardy) to accept the slate of officers for 2015, and accept the Board representatives listed above as primary contacts for the 2015 school year. The motion carried with the following vote: 7 ayes, 0 noes, 0 absent.

Items from the Board

There were no Items from the Board.

Item 29. Continuation of Closed Session

A second closed session was not needed.

Item 30. Report of Action From First Closed Session

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

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

Item 31. Adjournment

There being no further business to discuss, President Barry Ohlund declared the meeting adjourned at 8:10 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