

# SISKIYOU JOINT COMMUNITY COLLEGE DISTRICT

## BOARD MINUTES

### 936th Meeting -- Regular Meeting, September 1, 2015

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 1, at 5:00 p.m.**, in the Board Room on the Weed Campus.

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

At 5:00 p.m. Barry Ohlund, President, called to order the 936th 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  
Carol Cupp  
Alan Dyar  
Jim Hardy  
Penny Heilman  
Robert Rice

#### **Also Present:**

Scotty Thomason, Superintendent/President  
Nancy Funk, Vice President, Administrative Services  
Melissa Green, Vice President, Student Services  
Dr. Todd Scott, Vice President, Instruction  
Nancy Miller, Executive Director, Human Resources  
Wayne H. Maire, Attorney for Siskiyou Joint Community College District  
Sheila Grimes, 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 – 24 short-term positions
  - Adjunct Instructors, summer session – 12 short-term positions
  - Recommendations for Equivalency – 2 applicants for equivalency
  - Accompanist – 2 short-term positions
  - Account Clerk 1, Business Office – 1 permanent position
  - Administrative Secretary, Human Resources – 1 substitute position
  - Administrative Specialist, Learning Resources/Technology – 1 substitute position
  - Administrative Specialist 2, Liberal Arts & Sciences – 1 permanent position
  - ASC Coordinator – 1 short-term position
  - Assistant Program Grant Manager – 1 permanent position

- Director of Nursing – 1 interim position
- Distance Education Coordinator – 1 short-term position
- Expert Instructional Aide, ADJ – 1 short-term position
- Expert Instructional Aide, ASC – 4 short-term positions
- Expert Instructional Aide, Cross Country – 1 short-term position
- Expert Instructional Aide, DSPS – 2 short-term positions
- Expert Instructional Aide, DSPS/Adaptive Class – 1 short-term position
- Expert Instructional Aide, Football – 8 short-term positions
- Expert Instructional Aide, Music – 6 short-term positions
- Expert Instructional Aide, Theater – 1 short-term position
- Expert Instructional Aide, Volleyball – 2 short-time positions
- Expert Instructional Aide, Women’s Basketball – 1 short-term position
- Instructional Support Specialist 2, CCT – 1 short-term position
- Instructional Support Specialist 2, Technology (Computer Lab) – 1 permanent position
- Instructional Support Specialist 2, Computer Lab – 1 short-term position
- Instructional Support Specialist 2, Science – 1 substitute position
- Instructional Support Specialist 2, Technology – 14 short-term positions
- Instructional Support Specialist 2, Technology – 1 substitute position
- Office Secretary, Human Resources – 2 substitute positions
- Office Secretary, Human Resources – 1 permanent position
- Student Services Specialist 2, Enrollment Services – 1 substitute position
- Program Assistant, Nursing – 1 short-term position
- Program Assistant, Upward Bound – 5 short-term positions
- Program Specialist 2, DSPS – 1 short-term position
- Van Driver – 2 short-term positions
- Volunteers – 78 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)*
- *Conference with Legal Counsel regarding settlement of pending litigation, OCR Complaint No. 09-15-2375 - Gov. Code Sec. 54956.9(d)(1), and one potentially related case of anticipated litigation - Gov. Code Sec. 54956.9(d)(2)*
- *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
    - Agency Designated Representative: Nancy Miller
    - Unrepresented Employees: Administrative Support/Management
- *Public Employee Performance Evaluation (pursuant to Government Code Section 54957)*
  - Title: Superintendent/President

The Board took a brief recess at 6:04 p.m.

The Board reconvened into open session at 6:16 p.m.

**Also Present After Closed Session:**

Dylan Paoli, Student Trustee  
Dawnie Slabaugh, Interim Director, PIO/Foundation Office  
Sharon Swingle, President, CSEA  
Jayne Turk, President, Academic Senate  
Chris Wehman, Vice President, ASM  
Kent Gross, Controller  
Dr. Bill Hirt, Faculty  
Nancy Shepard, Associate Dean, Learning Resources & Technology  
Dr. Gregory South, Dean, Student Learning  
Dr. Robert Taylor, Dean, Career and Technical Education  
Dr. Michael Tischler, President, Faculty Association

**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. Three minutes will be allotted to each speaker.

**Item 5. Board Member Reports**

The following information from the Trustees was received:

- Trustee Carol Cupp stated that she worked the fair booth one morning along with Dawna Cozzalio and Dennis Freeman and was later joined by Barry Ohlund. All wore their COS shirts thanks to Bob Taylor. Carol attended the CNA graduation and enjoyed watching Bob Taylor dance with all of the graduates. Carol and Scotty attended the Weed General Plan workshop last week. Weed's General Plan has not been updated for thirty-five years and with the help of the Ford Family Foundation, they were able to hire a consultant. The City of Weed was very happy to have so much community involvement at this stage.
- Trustee Alan Dyar reported that he recently received the Westside Fire Recovery Project report. Alan noted that he and Bob Rice will be getting together to review the report and determine what the College of the Siskiyous' role could be when implementation of the strategies occur. He went on to say that if any of the faculty or staff would like to assist, he welcomes their input.
- Trustee Jim Hardy noted that in talking with some of the COS students he has been impressed with their excitement of being at COS. Between the current students and the future students, there seems to be a great deal of interest in soccer. Jim stated that he is sensing a positive start to the school year.
- Penny Heilman announced that she is really enjoying the Printmaking course taught by Belinda Hanson in which she is currently enrolled. She would like to see the College offer more community courses. Penny enjoyed being at the fair and stated that it was fun to see people and talk to them about College of the Siskiyous.
- Trustee Barry Ohlund stated that he enjoyed working at the fair booth, handing out COS lapel pins, and speaking with everyone about how well the College was doing; noting that we have great instructors, that the administrative team is working together as a unit, and how much he likes being a Board Member and working alongside the other Board Members. He also attended the Foundation Investment Committee meeting in August. Barry shared that he and his wife had moved their son to his new home just outside of Chico.

- Trustee Bob Rice stated that he was recently interviewed by the auditors. He determined that the interview was designed to examine what we knew as Board Members with respect to the audit. The interview lasted for approximately one and a half hours.

**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 is very excited about our two new Vice Presidents, Melissa Green, Vice President – Student Services, and Todd Scott, Vice President – Instruction. Both individuals bring a wealth of experience as well as great attitudes. Scotty believes that Nancy Funk, Vice President – Administrative Services, along with Melissa and Todd will make an excellent team.
- The Accreditation Commission recently sent us a letter regarding the low levels of on-going assessment of our courses. The Program Review Committee immediately made themselves available to assist faculty in moving forward with this process and the Academic Administrators are working diligently on this issue as well.
- We are looking forward to the Accreditation Team visit which will be February 29 through March 3, 2016. Our goal is to have our Self-Study completed by mid-October.
- The College just received a 270-page report from the Accreditation Task Force. This Task Force was put together by Chancellor Brice Harris to review Accreditation and see where we are as a system. This Task Force made several recommendations along with mentioning a few shortcomings and challenges with the current Accreditation Commission. Additional work will be done throughout the spring at which time we will look again at Accreditation to discern how we should proceed as a system. As a system, we will be looking at other Accrediting Commissions and opportunities so that we can improve the peer review process that we currently have in place.
- Scotty along with Kim Green and Todd Scott will be attending the North/Far North Regional Consortium at Mendocino College on September 11.
- The Athletic Directors from the Golden Valley Conference will be meeting at Shasta College on September 21. All of the presidents from the northern community colleges will be attending this meeting as well and staying on in the afternoon for the Regional President's meeting.
- On September 24 and 25, Scotty along with Greg Hanna and Carol Cupp will be attending the Governance Institute for College Success at Grossmont College as a team. Originally, Bob Rice had planned to attend but due to a personal matter will be unable to travel. Scotty announced that there is room for additional Board Members if anyone else would like to join them.
- The College participated with a float in the Weed Parade on July 11. After which, the Weed Chamber of Commerce presented them with an award honoring College of the Siskiyous as Educator of the Year for 2015 (Blaze – Believe – Beauty). This plaque will be displayed on the wall in the Board Room.

➤ **Administrative Services:**

- Nancy Funk announced that the Siskiyou County Newspapers ran a contest for the “Best of Siskiyou” and the Eagles Nest won the award for BEST Children’s Clothing Store in Siskiyou County. On September 9, there will be a special newspaper edition highlighting the “Best of Siskiyou” in which the Eagles Nest will be featured. Earlier today, Angel shared with Nancy that she had even bigger news; the Eagles Nest came within thirteen dollars of hitting ten thousand dollars in sales for the month of August.
- A few weeks ago, Nancy and Lori, her assistant, attended a Beginning Fusion Training. Fusion is the facilities software that the state uses for our entire facilities inventory. In two weeks, Nancy and Lori will attend the Intermediate Fusion Training. Once the Director of Maintenance and Operations is hired, that individual will be also attending the training.
- Nancy is looking forward to the Scholarship Dinner on September 19.

➤ **Instruction:**

- Dr. Todd Scott is excited and happy for the opportunity to be part of COS. Earlier today, Dr. Scott was looking out over the campus and he was envisioning a vibrant campus that is full of students and a place of energy. He is happy that he is going to be a part of making that vision a reality. Todd has already met with Melissa Green and they are making plans to help COS become even greater than it is now.

➤ **Student Services:**

- Melissa Green announced that we will be having a “Preview Day” on September 21 from 9 a.m. to noon at the Weed Campus in which we will be showcasing some of our great programs. We are expecting about 300 high school students to be on campus and she invited everyone to join them.
- Melissa wanted to share that she is grateful and happy to be at COS. She went on to say that this is a wonderful community and everyone she has worked with so far has been very professional and kind.

➤ **Human Resources:**

- Nancy Miller announced that over the last month five permanent positions were filled. Four faculty positions will be opening soon and the goal is to fill them for the spring semester. Five classified and two ASM positions will be opened soon as well.
- Toward the end of October, CVT will be holding a flu clinic and providing free flu shots to benefited employees along with their families.

● **Public Relations/Foundation:**

- Dawnie Slabaugh wanted to say thank you to all of those who helped in the COS Fair Booth.
- In the College Connection under September Events there are two corrections. On September 3 and 4, the Volleyball games were both listed as home games but they are actually away games. September 6, will be our first Volleyball game at home.
- This Saturday at 1 p.m. is our first home football game against San Mateo College.
- The Scholarship Dinner is September 19 and tickets are now on sale for \$25 a person. This is an annual event where the “Coat of Many Colors” is auctioned off. At last year’s Scholarship Dinner, Scotty was made the recipient of this coat and tonight is his last official meeting in which to wear this honorary garment.
- Dawnie introduced Scotty as the first official charter member of our new Eagle Booster Club. Jackets, T-Shirts, and polo shirts are available in a ladies or a gentleman’s cut. Also available is a tote bag or hat. The items that you would receive are based on the level of participation as a Booster Club member. If you are interested in becoming a member, please see Dawnie.

- COS Preview Day and the College Fair is on Monday, September 21. This year, a carnival theme has been set up in order to entice the high school students and excite them about COS. As part of Preview Day, there will be a lineup of tables featuring the different programs and departments. Several demonstrations will be featured around campus. Jeremiah LaRue along with the ADJ Department will have a canine demonstration; the Nursing, Music, and Theater Departments will be holding demonstrations as well. The College Fair will be held in the gym with representatives from various colleges and universities.
- There is only 115 days until the Christmas Craft Fair! If anyone is interested in vendor registrations, they will be posted next week online or they can contact Dawnie directly.
- **Academic Senate:**
  - Jayne Turk reported that she thought the fair was awesome! She spent six hours in the COS Fair Booth on her birthday where she saw a lot of former students.
  - There are faculty members on all of the hiring committees. The Academic Senate has some concerns regarding some of the elements in the hiring process and they will be coming up with a few recommendations to help make the process run smoother.
- **Classified Staff:**
  - Sharon asked the Classified Staff if they would like to share any news at the Board Meeting and received the following information:
    - Michael Tonge, Instructional Support Specialist II - ASC, reported that the ASC is fully staffed. The Technician group has been responding quickly to our service requests greatly improving the performance of the computing systems. Michael also wanted to give a shout-out to Samantha Worthington for coordinating and scheduling the ASC support staff; to Denise Mannion for providing tutoring services and individualized attention to student needs; and to the instructors in the Reading, Writing, and Math Labs for assisting and encouraging our students. Michael is also very grateful for his Student Help Desk support staff; Jacob, Anne, and Jeanne.
    - Cheryl Rosen, Administrative Specialists – Nursing, noted that twelve graduated from the summer CNA course and all have passed the state exam. The nursing classes are full and they have waiting lists for both LVN and RN.
    - Karen Chandler, Student Services Specialist II, reported that they must be doing something right this year because students have been very appreciative by bringing them candy, flowers, and cookies!
    - The Theater Department is busy designing the fall show and auditions will begin tomorrow. The New Frontier Theater Company is renting the Theater and is in the middle of their three week run of “Sylvia.” Many of our former and current students are involved in this production.
    - Student artwork is on display in the cabinets in McCloud Hall.
    - CSEA is currently in the middle of negotiations with the District and are hopeful that they will reach a consensus soon. One excellent result has been the development of a new evaluation form which should prove to be a better evaluation tool.
    - CSEA has purchased a table for the Scholarship Dinner.
- **Student Trustee:**
  - Dylan Paoli is prepping for the COS Preview Day.
  - ASB is planning a free concert in early October that will be open to all students and staff.
  - ASB is working on completing the final touches of the student activity fee “opt out option.”

## REPORTS/NO ACTION

**Item 7. District Financial Reports – Enclosed**

The Board reviewed the Monthly Summary of General Fund Revenues and Expenditures and Statement of Cash Flow.

**Item 8. 2015-16 Legal Expenses**

Board Report No. **4863**

The Board received information regarding the District's legal expenses for the 2014-15 fiscal year. Over the course of a five-year period from 2009-14, legal expenses have been steadily increasing. In 2013-14, legal expenses more than doubled from the previous year to an all-time high of \$214,948. In 2014-15, \$131,000 was budgeted and \$104,644 was spent showing a decline of \$110,304 in legal fees from the previous year. Seventy-eight percent or \$81,693 of the \$104,644 was associated with issues raised by the COS Faculty Association. During the 2014-15 year, the administration and leadership of the employee groups have worked on improving labor relations and those efforts have shown a dramatic positive impact on the amount of District money spent on legal costs. In anticipation of continued improved labor relations, the District has budgeted \$95,000 for legal costs in the 2015-16 budget.

**Item 9. 2015-16 Organizational Charts**

Board Report No. **4868**

The Board reviewed the District's 2015-16 organization charts. The attached charts reflect the direct reports to the Superintendent/President, Vice President Administrative Services, Vice President Student Services, and the Vice President Instruction along with the functions of each area.

**Item 10. Sabbatical Leave Report from Dr. Bill Hirt**

Board Report No. **4869** – Enclosed

The Board reviewed a Sabbatical Leave Report submitted by Dr. Bill Hirt, Geology/Astronomy Instructor, summarizing activities and achievements accomplished during a sabbatical leave granted for the 2014-15 academic year. Dr. Hirt presented a PowerPoint presentation which included detailed information of his sabbatical along with several pictures of him in the field. Dr. Hirt completed his field work and research on the Mount Whitney Intrusive Suite and a meteorology course at the University of Dayton, as well as completed his EMT certification. In addition, he updated the materials on two short courses, *Geology of Mount Shasta* and *Geology of the Medicine Lake Volcano* and hosted two Chautauqua courses and two Tribal Youth Workshops. Dr. Hirt expects to complete his GIS course over the next few months.

*(Please note: Board Report No. 4869 was incorrectly listed on the agenda as Board Report No. 4669.)*

## **ACTION ITEMS**

### **Consent Agenda**

**Item 11. Reading of the Minutes** – Enclosed

Minutes of the 935th meeting, a regular meeting, held on Tuesday, August 4, 2015, of the Governing Board of the Siskiyou Joint Community College District were approved.

**Item 12. Disbursement Summary** – Enclosed

The Disbursement Summary of warrants for the prior month was approved.

**Item 13. Quarterly Financial Status Report, CCFS – 311Q** – Enclosed

The Board reviewed the District's 2014-15 Quarterly Financial Status Report (CCFS 311Q) as submitted to the Chancellor's Office and it was approved.

**Item 14. Date of Upcoming Board Meetings**

- *Tuesday, October 6, 2015*
- *Tuesday, November 3, 2015*
- *Tuesday, December 8, 2015*

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

**Item 15. Open Forum**

### **Discussion and Action Items**

**Item 16. Acceptance of U. S. Department of Education Student Support Services Grant**

Board Report No. **4865** – Enclosed

The Board received information about a U.S. Department of Education Student Support Services grant and considered approval of expenditures. The Student Support Services Program was originally funded at College of the Siskiyous in 1997. The purpose of this program is to ensure that eligible participants progress toward graduation and transfer to a four-year institution. In January 2015, COS submitted a grant review application to the U.S. Department of Education to continue the Student Support Services Program. In July 2015, we received notification of funding for approximately \$1.3 million for an additional five years from September 1, 2015, through August 31, 2020. Through the Student Support Services Program, the College will continue to provide a comprehensive structured program of services to low-income, first-generation, or disabled students each year. A base amount of \$265, 828 has been awarded for the first year of this five-year grant. Grant funds will be used to support salaries and benefits for the SSS staff, provide for staff training, supplies and materials, college tours for students, cultural activities, and an annual honors banquet.

A motion was made and seconded (Hardy/Hanna) to approve Board Report No. 4865. The motion carried with the following vote: 7 ayes, 0 noes, 0 absent.

**Item 17. 2015-2016 Final Proposed Budget**

Board Report No. **4866** – Enclosed

The Board was asked to review and approve the 2015-16 Final Budget. The 2015-16 Final Budget provides the 2014-15 adopted budget, estimated actuals for that fiscal year and the proposed Final Budget for the 2015-16 fiscal year. The Final Budget is a representation of requests as compared to the project revenues of the 2015-16 fiscal year. Nancy Funk noted that with the approved State budget, there is a significant increase in one-time monies of \$1.3 million and about \$1.2 million in on-going funds. She also pointed out that in the General Fund budget we have placed \$500,000 in the line item, “Reserve for Future Planned Expenditures.” This placeholder allows us time to plan as a Campus and evaluated how to spend the money. Nancy gave an overview of each of the fund areas.

A motion was made and seconded (Cupp/Hardy) to approve Board Report No. 4866. The motion carried with the following vote: 7 ayes, 0 noes, 0 absent.

**Item 18. Acceptance of Enrollment Growth Grant for Associate Degree Nursing Program**

Board Report No. **4867** – Enclosed

The Board received information about a grant acquired from the California Community Colleges Chancellor’s Office and considered approval of expenditures. In 2005, in recognition of the statewide nursing shortage, the State of California allocated funds to increase the enrollment capacity of community college nursing programs and, ultimately, to increase the number of registered nurses. College of the Siskiyous continues to make excellent progress with its ADN (LVN to RN Step-Up) Program. Since its beginning, eight cohorts have graduated and we have continued to expand the enrollment capacity of the program with an emphasis on student assessment, remediation and retention processes as well as professional development for faculty. COS will receive \$54,487 for fiscal year 2015-16. Grant funds will provide for instructional supplies and equipment, staff training, and travel.

A motion was made and seconded (Hardy/Heilman) to approve Board Report No. 4867. The motion carried with the following vote: 7 ayes, 0 noes, 0 absent.

**Items From The Board**

There are no items from the Board.

**Item 19. Continuation of Closed Session**

The Board convened into closed session at 7:56 p.m.

The Board reconvened into open session at 8:27 p.m.

**Item 20. Return to Open Session and Report of Action From Closed Session**

Trustee Carol Cupp made the following motion:

I move that the Board approve settlement of claims for Kathryn Brafford in the amount of \$40,000 (\$13,200 from COS and \$26,800 from SWACC) with other terms, including payment of attorney fees as set forth in settlement agreement executed on August 17, 2015, by Ms. Brafford and her counsel.

Trustee Alan Dyar seconded the motion. The motion carried with the following vote: 7 ayes, 0 noes, 0 absent.

A motion was made and seconded (Dyar/Hardy) 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 21. Adjournment**

There being no further business to discuss, President Barry Ohlund declared the meeting adjourned at 8:31 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