

SISKIYOU JOINT COMMUNITY COLLEGE DISTRICT

BOARD MINUTES

945th Meeting -- Regular Meeting, May 3, 2016

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, May 3, 2016, at 5:00 p.m.**, in the Board Room at College of the Siskiyous, Weed, California.

Item 1. Call to Order and Attendance

At 5:00 p.m. Greg Hanna, President, called to order the 945th meeting, a regular meeting, of the Governing Board of the Siskiyou Joint Community College District in the Board Room at College of the Siskiyous, Weed, California.

The following Members were Present:

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

Absent:

Penny Heilman

Also Present:

Scotty Thomason, Superintendent/President
Nancy Funk, Vice President – Administrative Service
Melissa Green, Vice President – Student Services
Dr. Todd Scott, Vice President – Instruction
Nancy Miller, Executive Director – Human Resources
Sheila Grimes, Recording Secretary

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

Trustee Greg Hanna 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, spring semester – 7 short-term positions
 - Recommendation for Equivalency – 3 applicants for equivalency
 - Dean, CTE – 1 permanent position
 - Director of Nursing – 1 permanent position
 - Expert Instructional Aide, Fire – 2 short-term positions
 - Instructional Support Specialist, Science – 1 permanent position
 - Instructional Support Specialist 2, Distance Learning – 1 short-term position
 - Vocational Nursing Instructor – 1 full-time leave replacement
- *Public Employee Discipline/Dismissal/Release/Non-Renewal (pursuant to Government Code Section 54957)*

Item 3. Closed Session (Con'd)

- *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
- *Public Employee Appointment/Employment (pursuant to Government Code Section 54957)*
 - Title: Superintendent/President

The Board took a brief recess at 5:47 p.m.

The Board reconvened into open session at 6:00 p.m.

Also Present After Closed Session:

Eric Houck, President – ASM
Donna Farris, President – CSEA
Dylan Paoli, Student Trustee
Dawnie Slabaugh, Interim Director – PIO/Foundation Office
Dr. Steven Reynolds, Faculty
Elaine Eldridge, Staff
Kent Gross, Controller
Dr. Gregory South, Dean – Student Learning
Dr. Robert Taylor, Dean, – Career & Technical Education
Dr. Mike Tischler, President – Faculty Association
Chris Vancil, Faculty
Brianna Derra, Student
Cynthia Roe, Student
Zac Vanni, Student
Scott Wallace, Student

Item 4. Announcement of Open Forum Procedures

President Greg Hanna 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**
 - Carol mentioned that she attended a few committee meetings this month.
 - Carol was pleased to see articles in the newspaper regarding two of our football players. She has watched Mike Tavarres play and was thrilled that he signed with the Philadelphia Eagles. Carol believes that a lot of the credit goes to Coach Roach.
- **Trustee Alan Dyar**
 - Alan announced that there is a new ranger in their Forest Service District.
 - On a personal note, last week was a terrible week for the Dyars as Alan's sister's home burned down and his younger brother was in a motorcycle accident.

Item 5. Board Member Reports (Con'd)

➤ **Trustee Jim Hardy**

- Jim thanked Scotty, Dawnie, as well as the others who continue to keep everyone informed of COS activities, etc. through email. He commented that he especially enjoys the list of events that Dawnie prepares.

➤ **Trustee Barry Ohlund**

- Barry reported that he attended the Foundation Investment meeting this morning; and, this afternoon, he attended the Retiree Health Benefits Oversight meeting.
- To assist Jayne Turk in her mission to help feed our students; Barry purchased food to be donated to the cause.

➤ **Trustee Bob Rice**

- Bob mentioned that he had several comments in regards to tonight's Administrative Procedures and Board Policies which are under review. He commented further that Board Policies are the way the Board interprets statutes.
- Bob voiced his concern about the high electric rates that COS is currently paying. He reported that in the last two and a half years, Pacific Corp has raised the electrical rates by 33 percent. This increase in rates also applies to a number of homes and businesses. Bob recently learned that Pacific Corp went to the California Public Utility Commission to obtain permission to levy a surcharge against businesses, homes, and schools within their transmission area. He also shared that the California Public Utility Commission cannot grant Pacific Corp permission to charge a surcharge unless the California State Legislature approves the area to be charged. A local advocacy group has decided that they are going to petition for a class-action lawsuit requesting that the surcharge fees be refunded. Also, included in this petition, is a stipulation that if Pacific Corp transfers ownership of the hydro-electric facility to another company there will be a charge of one billion dollars. Bob has requested that the Board members and the Administrations review the information and sign the signature letter if they choose to do so along with anyone else attending the Board meeting this evening.

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 we are coming to the end of the spring semester and the year. It has been an exciting year and a lot of great things have happened with a lot of hard work by faculty, staff, and students.
- Commencement exercises will be on Friday, May 20, at 8 p.m. in the Gym. There is also a variety of program ceremonies occurring such as Fire, Associate Nursing in Degree (ADN), and Certified Nursing Assistants (CNA) as well.
- We have received the final report from the Accreditation Commission and are presently working on the recommendations for improvement. We will be sending a letter to the Accreditation Commission by May 6 to provide them with an update of our progress since the Accreditation Team's visit along with the suggestions for correction of fact and errors that were not included in the final report.
- Human Resources reported that this year there have been approximately 33 hires or announcements that have or are taking place. Brynn Fogerty in Human Resources predicts that we will have close to 40 hires for the year.

Item 6. Report of Administration, Student Trustee and Representatives at the Board Table (Con'd)

➤ **Superintendent/President**

- COS is part of the one third of California Community Colleges that are growing this year. The State Chancellor's Office has indicated that there will be two percent Growth Funds available at this time and they would like to spend all of those funds this year. Therefore, growth funds from two thirds of the non-growing colleges will be reallocated to the colleges that are growing. COS recently submitted their report to the state showing we have grown by 13 percent or 300 FTES. We will learn more if the State will fully fund these FTES in June with the final word coming out in October. Scotty stated that we are very optimistic that we will receive a significant increase to our FTES CAP this year which will also carry forward to next year.
- Eric Rulofson, Director – Maintenance, Operations, and Transportation, has developed a two-page list of summer projects. A few of the items on this list are:
 - Refinishing the Gym floor
 - Painting buildings at both at the Weed and Yreka Campuses
 - Roofing repair
 - Repairing the floor in the Science Building
 - Top dressing a few of the sports fields
 - Holding a surplus sale
 - Remodeling the Lodge Rooms

➤ **Administrative Services:**

- Nancy reported that she attended a Northern California Chief Business Officers' (CBO) meeting at the Chancellor's Office in Sacramento last Friday. The day before this meeting, she received notification that our .47 percent COLA was removed from next year's budget.
- The Chancellor's Office is looking for ways to give colleges more base funding in lieu of not having a COLA. The Governor's May Revise is due out on the May 15 or a couple of days prior since the 15th falls on a Sunday. Nancy is expecting a stable budget for 2016-2017.
- Tomorrow, Nancy will be interviewing for an Interim Supervisor/Cook for Food Services which is now in-house. The Supervisor/Cook permanent position is presently being advertised and will close on May 11. Nancy mentioned that they are also in the process of developing job descriptions for the other employees who will be working in Food Services. She is recruiting student workers for the summer, fall, and spring as well. Nancy is excited about the positive changes occurring in the Food Service Department knowing that we will have a different type of operation.
- Be alert to the "Ransomware" virus that is currently circulating. Ransomware stops you from using your computer and holds your PC or files for ransom. Nancy urged everyone to refrain from opening emails from sources that are unfamiliar. Please contact the IT Department if you come across a suspicious email.

➤ **Instruction:**

- A few weeks ago, Dr. Scott, Dr. Taylor, and Trustee Rice spent a Saturday assisting the Collier Interpretive Center in developing a strategic plan.
- On Monday, Dr. Scott was videotaped giving a presentation on the Siskiyou Promise for the local access channels.
- Final changes on the College Catalog should be completed by next week.
- In talking with the Ford Family Foundation, Dr. Scott mentioned that they might be interested in supporting job training opportunities that require less than a Bachelor's degree such as our CTE programs.

Item 6. Report of Administration, Student Trustee and Representatives at the Board Table (Con'd)

➤ **Student Services:**

- Melissa announced that registration for summer, fall, and spring is well underway as well as our Siskiyou Orientation, Advising and Registration (SOAR) sessions. SOAR sessions are being held at the seven different high schools in Siskiyou County as well as at COS. We presently have 102 students signed up for the high school orientation sessions.
- We have accepted the offer to receive an additional \$10,000 to \$15,000 to serve more students through our TRIO programs.
- Melissa noted that we currently have 16 Siskiyou Promise applications. Outreach efforts for the Siskiyou Promise will continue.
- Kudos to the Upward Bound Class of 2016. The 2016 Class has collectively earned 265 COS units; one student will be attending UCLA on a full-athletic scholarship (track); half of the graduating class plans on attending COS; and two students that are graduating are only nine units shy of obtaining their Associate Degree from COS.

➤ **Human Resources:**

- Nancy Miller reported that Classified Staff Day will be held on Friday, June 3. This is a day in which Classified Staff are recognized for their work at the College. This year, eight classified staff will be receiving an award for their years (5, 10, 25, and 30) of service.
- A retirement reception will be held on Tuesday, May 24, where we will be honoring five retirees.
- Recruitment for positions has more than doubled since 2012-2013 and 2013-2014. In each of those years, we recruited for only 15 positions. So far this year, we have recruited for 34 positions and she expects us to reach 40 or more by the end of the fiscal year. Nancy thanked Brynn Fogerty for coordinating this effort as well as all of the employees who have participated on the hiring committees.

➤ **Public Relations/Foundation:**

- Dawnie is working hard to promote REG 365, our new summer, fall, and spring registration opportunity for students. Students can currently register for the upcoming three semesters today. The REG 365 webpage is now up and running and can be viewed by navigating to the COS homepage and clicking on REG 365 icon on the first slide. Dawnie worked with the broadcast television stations in Southern Oregon to produce two commercials which have the same script with similar video; however, one is narrated by a female and the other by a male. Dawnie noted that the COS commercials can be viewed on Channel 12 (ABC), Channel 10 (CBS), and Channel 5 (NBC). On the wall monitor, Dawnie presented the latest COS commercial which will be airing for the next month until the summer session begins. She will be creating additional commercials which will air in July that will promote the fall and spring sessions.
- Dawnie noted that she received a call from the Ford Family Foundation inquiring about the Siskiyou Promise.

➤ **Academic Senate:**

- Dr. Reynolds reported that Jayne isn't feeling well this evening; therefore, he will be filling in for her.
- Dr. Reynolds noted that today, May 3, is National Teacher's Day.
- Dr. Scott, Melissa Green, Dr. Taylor, Dr. Reynolds, Jayne Turk, Kim Greene, and Blaine Smith, all attended a Joint Conference in Sacramento for Academic Senate, Chief Instruction Officers, and Chief Student Services Officers. Dr. Reynolds shared that it was a great conference where Administrators and Faculty all attended various workshops together and shared their ideas.

Item 6. Report of Administration, Student Trustee and Representatives at the Board Table (Con'd)

➤ **Academic Senate: (Con'd)**

This was the first time a conference of this nature was held; and, it was so successful, they plan on holding it on an annual basis in the future.

- Dr. Reynolds noted with the completion of our athletic programs, the faculty are all very proud of the athletes and coaches who all did a great job this year.
- There are only two more opportunities to see our students perform. The Jazz Band, directed by Eric Seiler, and the Vocal Jazz Choir, directed by Ron Slabbinck, will be performing on Saturday, May 7, at 7 p.m. in the Theater. At 7 p.m. on Sunday, May 15, the Concert Choir will be performing in the Kenneth Ford Theater. On Monday, May 16, the Concert Choir will be performing at 7 p.m., at the United Methodist Church in Yreka.
- Dr. Reynolds announced that the faculty are currently holding elections for a new Executive Committee for the Academic Senate. Election results will be available tomorrow.

➤ **Administrative Support/Management (ASM):**

- Eric shared that ASM had an opportunity to meet with Scotty and Nancy Miller to talk about ASM job descriptions and our involvement as those positions develop.

➤ **Classified Staff (CSEA):**

- Donna announced that Classified Employee Appreciation Week is May 15 thru May 21. Please let classified staff know that you appreciate them.

➤ **Student Trustee:**

- ASB has a table in the Student Center to aid in registering students and staff to vote. Today, ASB registered approximately 15 students.
- Elections for next year's Student Trustee will be held on Thursday, May 12. Currently, Isaiah Olson and Calvin Wagner are running for the position.
- Dylan Paoli, Jon Michael Patterson, and Calvin Wagner just returned from the 2016 Spring General Assembly in Ontario where Dylan went to a great breakout session on climate change and sustainability.
- Dylan announced that he has been accepted to Berkeley for the spring semester.

REPORTS/NO ACTION

Item 7. District Financial Reports – Enclosed

The Board reviewed the Monthly Summary of General Fund Revenues and Expenditures, Investment Report and Statement of Cash Flows, and Status of Unrestricted Fund Balance.

Item 8. Revisions to Administrative Procedures

Board Report No. **4933** – Enclosed

The Board was asked to review Administrative Procedures 2435, 2510, 2710, and 7110. The District has established a regular review cycle to review Board Policies and Administrative Procedures. Revisions to these Administrative Procedures were made to reflect current COS practices, as well as comply with changes as recommended by the CCLC Policy and Procedure Service. College Council reviewed the revisions and recommended approval to the President at their April 26 meeting. Trustee Rice requested that the following two corrections be made to Administrative Procedure No. 2510.

- Under Section XI changed “shared” to “participatory”
- Under Section XII change “policy” to “procedure”

Item 9. Proposition 39 2014-15 and 2015-16 Energy Savings Projects Status Report

Board Report No. **4929** – Enclosed

The Board reviewed the current status of energy savings projects on Campus. The second-year funding level for 2014-2015 for College of the Siskiyous was \$66,201. These funds were used to upgrade the GYM HVAC controls from pneumatic to Direct Digital Control (DDC) to allow programming through the Campus Building Automation Control (BAC) system. This project was completed in September 2015 at a cost of \$57,138. The third-year approved allocation is \$72,055. The approved projects included an updated of the Juniper Lodge HVAC control system and retrofit of High Pressure Sodium (HPS) lights to Light emitting Diodes (LED). The fourth-year funding allocation of approximately \$72,000 is current awaiting approval by the Chancellor's Office. The proposed project will replace the LRC boiler with a high efficiency full-condensing boiler networked to our Building Automation Control system. It is our intention to complete the year four boiler project ahead of year three project pending Chancellor's Office approval. The estimated energy savings and improved reliability of replacing the LRC Boiler makes this our priority project.

ACTION ITEMS

Consent Agenda

Item 10. Reading of the Minutes – Enclosed

Minutes of the 944th meeting, a regular meeting, held on Tuesday, April 5, 2016, and minutes of the Governing Board of the Siskiyou Joint Community College District were approved.

Item 11. Disbursement Summary – Enclosed

The Board approved the Summary of Warrants for the prior month.

Item 12. New Course Proposal – Enclosed

Item moved to "Discussion and Action Items."

Item 13. Date of Upcoming Board Meetings

- *Tuesday, June 7, 2016*
- *Tuesday, July 12, 2016*
- *Tuesday, August 2, 2016 – Yreka Campus*

It was moved and seconded (Hardy/Dyar) to approve the consent agenda with the exception of Item 12 (New Course Proposal) which will be moved to an item for discussion. The motion carried with the following vote: 6 ayes, 0 noes, 1 absent.

Item 14. Open Forum

The following individual spoke during open forum:

Dr. Robert Taylor

Dr. Taylor shared that it has been a great year and he is very grateful for the opportunity to write grants with his team, to spend the funding on some much needed equipment, as well as to build partnerships within the community. He went on to say that it is very rewarding to see the smiles on the faces of the middle and high school students where we are supplying computers, woodworking tools, etc.

Discussion and Action Items

Item 12. New Course Proposal – Enclosed

The Board was asked to review and approve Course Proposal XBC 0312 – The Drone Academy. This community education course mixes classroom instruction on drones with an equal number of hours of actual drone flight time. Over a four-day period students will learn all about the functions and control of drones as well as learn basic flight operations in the field. The appropriate area, Curriculum Committee, and Chief Instructional Officer have approved and/or reviewed this course. The Board held a lengthy discussion regarding the course title, course content, and liability concerns in offering this type of course.

It was moved and seconded (Dyar/Cupp) to approve course proposal XBC 0312 – The Drone Academy. The motion carried with the following vote: 5 ayes, 1 noes, 1 absent.

Item 15. Revisions to Board Policies – Second Reading

Board Report No. **4930** – Enclosed

The Board was asked to consider approval of revisions to fifteen Board Policies from Chapter 2 – Board of Trustees as a second reading. The District has established a regular cycle to review Board Policies and Administrative Procedures. Revisions to Board Policies 2200, 2210, 2220, 2305, 2310, 2315, 2320, 2330, 2340, 2345, 2350, 2355, 2360, 2365, and 2410 were made to reflect current COS practices, as well as comply with changes as recommended by the CCLC Policy and Procedure Service. The first reading of the revisions was presented at the April 5, 2016, Board meeting. Trustee Rice requested that additional revisions be made to the following Board Policies:

- Board Policy 2200 – In the last paragraph remove “shared”
- Board Policy 2220 – In the first paragraph change “may” to “shall” and insert the following language in between paragraphs three and four, “When a committee is formed, the President of the Board shall identify whether a committee is a standing committee or an advisory committee.”
- Board Policy 2310 – In the first paragraph after Tuesday insert, “after the first Monday” and at the end of the first paragraph add, “or Yreka Campus – 2001 Campus Drive – Yreka, CA.”
- Board Policy 2330 – in the fourth paragraph after two-thirds add “(five members)” and add “Action to appoint an interim President;” and “Action to approve Board Policies” as additional bullets in the first bulleted list.

A motion was made and seconded (Cupp/Hardy) to approve Board Policies 2200, 2210, 2220, 2305, 2310, 2315, 2320, 2330, 2340, 2345, 2350, 2355, 2360, 2365, and 2410. Motion failed.

A substitute motion was made and seconded (Cupp/Dyar) to approve Board Policies 2210, 2315, 2320, 2340, 2345, 2350, 2355, and 2360 and to table Board Policies 2200, 2220, 2305, 2310, 2330, 2365, and 2410 for further revisions as discussed above. The motion carried with the following vote: 5 ayes, 0 noes, 1 absent, 1 abstain.

Item 16. Proposition 30 Education Protection Account (EPA)

Board Report No. **4931** – Enclosed

The Board of Trustees will be asked to approve a plan to expend the Proposition 30 Education Protection Account (EPA) Funds of the District. Even though the EPA funds are not new funds, the Schools and Local Public Safety Protection Act requires the funds to be separately reported and audited. Using a template provided by the California Community College Chancellor’s Office, which is similar to the annual CCFS-311 report, the District is proposing the attached plan for expending the

Item 16. Proposition 30 Education Protection Account (EPA) (Con'd)

Proposition 30 EPA funds. The District's proposal is based on the Chancellor's Office estimate of the EPA funds to be received for each District. For College of the Siskiyous, the most current estimate is \$2,677,161. The plan proposed identifying instructional and student support costs to ensure that the EPA funds are not used for administrative costs as required.

A motion was made and seconded (Cupp/Ohlund) to approve Board Report No. 4931. The motion carried with the following vote: 6 ayes, 0 noes, 1 absent.

Item 17. Revisions to Board Policies – First Reading

Board Report No. **4932** – Enclosed

The Board will be asked to consider approval of revisions to existing Board Policies from Chapter 2 – Board of Trustees and Chapter 7 – Human Resources as a first reading. As part of the regular cycle to review Board Policies and Administrative Procedures from Chapter I, Chapter II, and Chapter VII Board Policies are currently undergoing review and revisions. The Board was asked to consider approval of revisions to Board Policies 2340, 2431, 2432, 2435, 2510, 2610, 2710, 7210, 7218, 7250 and review of Board Policies 7110 and 7140 as a first reading. College Council reviewed these Board Policies at their April 26, 2016, meeting.

A motion was made and seconded (Ohlund/Dyar) to approve Board Report No. 4932. The motion carried with the following vote: 6 ayes, 0 noes, 1 absent.

Item 18. Emeritus Faculty Status

Board Report No. **4933** – Enclosed

In accordance with Board Policy No. 5.13, the Board was asked to confer "Emeritus Faculty Status" upon Bruce Friend and Dennis Freeman for 2015-2016. Both of these retired Faculty members are fully eligible to receive Emeritus Faculty Status. They each have a minimum of 15 years of service and have been retired from full-time Faculty duty for at least one academic year prior to their nomination. The District is responsible for the cost of the two plaques that will be presented to each of them as well as the cost of the two brass nameplates that will be affixed to the main plaque in the Administration Building. Dr. Steven Reynolds reported that Bruce Friend and Dennis Freeman were unanimously selected by the Academic Senate and shared the summaries nominating these two individuals with the Board.

A motion was made and seconded (Cupp/Hardy) to approve Board Report No. 4933. The motion carried with the following vote: 6 ayes, 0 noes, 1 absent.

Items from The Board

Item 19. Discussion Regarding Consideration of Student Trustee Stipend for 2015-2016

At the April 5, 2016, Board Meeting, the Board of Trustees voted to approve a \$100 monthly compensation for the Student Trustee. Issuing of this monthly stipend would begin June 1, 2016, per Board Policy No. 2105. The Board of Trustees would like to discuss granting retroactive compensation to the current Student Trustee for 2015-2016.

A motion was made and seconded (Dyar/Hardy) to approve \$100 retroactive monthly compensation for the Student Trustee for meetings attended beginning July 1, 2015, to June 30, 2016. The motion carried with the following vote: 6 ayes, 0 noes, 1 absent.

Item 20. Continuation of Closed Session

A second closed session was not needed.

Item 21. Return to Open Session and Report of Action From Closed Session

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:	Absent
Alan Dyar:	Aye	Barry Ohlund:	Aye
Greg Hanna:	Aye	Robert Rice:	Aye
Jim Hardy:	Aye		

Item 22. Adjournment

There being no further business to discuss, President Greg Hanna declared the meeting adjourned at 8:00 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