

SISKIYOU JOINT COMMUNITY COLLEGE DISTRICT

BOARD MINUTES

948th Meeting -- Regular Meeting, August 9, 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, August 9, 2016, at 5:00 p.m.**, in the Rural Health Science Institute – Yreka Campus – (Room 121) at College of the Siskiyous, Yreka, California.

Item 1. Call to Order and Attendance

At 5:25 p.m. Greg Hanna, President, called to order the 948th meeting, a regular meeting, of the Governing Board of the Siskiyou Joint Community College District in the Rural Health Science Institute – Yreka Campus – (Room 121) at College of the Siskiyous, Yreka, California.

The following Members were Present:

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

Also Present:

Scotty Thomason, Superintendent/President
Nancy Funk, Vice President – Administrative Services
Dr. Todd Scott, Vice President – Instruction
Melissa Green, Vice President – Student Services
Theresa Richmond, Associate Vice President – Human Resources
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 5:26 p.m.

Item 3. Closed Session

- *Public Employee Appointment (pursuant to Government Code Section 54957)*
 - Adjunct Instructors, fall semester – 71 short-term positions
 - Adjunct Instructors, summer session – 10 short-term positions
 - Account Clerk I, Bookstore – 1 short-term position
 - ASC Coordinator – 1 short-term position
 - Assistant Athletic Trainer – 1 permanent position
 - Custodian – 2 permanent positions
 - Expert Instructional Aide, ADJ – 2 short-term positions
 - Food Services Assistant – 1 short-term position
 - Food Services Supervisor/Cook – 1 permanent position
 - Instructional Support Specialist 2, Art – 1 short-term position
 - Instructional Support Specialist 2, Distance Learning – 9 short-term positions
 - Instructional Support Specialist 2, Nursing – 1 short-term position

Item 3. Closed Session (Cont'd)

- Instructor Math/Science, Upward Bound – 1 short-term position
- Math Instructor – 1 reduced workload
- Office Secretary, Human Resources – 1 short-term position
- Student Services Specialist 2, Financial Aid – 2 substitute positions
- Summer Camp Production Assistant – 3 short-term positions
- Van Driver – 3 short-term positions
- Volunteers – 1 position
- *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: Theresa Richmond
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 5:39 p.m.

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

Also Present After Closed Session:

Donna Farris, President – CSEA
Eric Houck, President – ASM
Chris Vancil, President – Academic Senate
Dawnie Slabaugh, Director – PIO/Foundation Office
Calvin Wagner, Student Trustee
Larry Glenn, Staff
Bart Scott, Director – Research & Evaluation
Dr. Gregory South, Dean – Student Learning
Dr. Robert Taylor, Dean - CTE
Dr. Mike Tischler, President – Faculty Association
Cynthia Baird, Student
Ann Weber Cook, Student
Janet Whitaker, 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**
 - Trustee Carol Cupp reported that she has been busy working on Foundation business. The Foundations efforts are currently focused on the Eagles Nest.

Item 5. Board Member Reports (Cont'd)

➤ **Trustee Alan Dyar**

- Trustee Alan recently had the opportunity to meet with the Resource Board in Happy Camp. At this meeting, the Resource Board discussed putting together a Bio Mass Project to be submitted to the Karuk Community Development Corporation (KCDC). The Resource Board is interested in the College's Resource Program. As an elected group, Alan informed the Board that the College already passed a resolution to meet in the coordination effort with the Forest Service.

➤ **Trustee Jim Hardy**

- Trustee Jim Hardy was happy to announce that two COS Alumni were recently married; his daughter, Stacia Hardy, and Scott Anderson.

➤ **Trustee Barry Ohlund**

- Trustee Barry Ohlund shared that he and his wife just recently returned from their trip to Alaska; where they enjoyed site-seeing and fishing as they pulled their trailer on the Alaskan Cassiar Highway and returned on the Alcan Highway.

➤ **Trustee Bob Rice**

- Trustee Bob Rice introduced Rennie Cleland and Gary Freeman, Ore-Cal RC&D representatives. Ore-Cal RC&D represents five counties in Northern California and Southern Oregon.
- Approximately ten days ago, Bob Rice attended the Yreka Town Hall meeting for visiting Congressman LaMalfa. Bob Rice reported that during the course of the meeting, Mr. LaMalfa talked extensively about the Bio Mass National Forest Improvement opportunities. Another item on Congressman LaMalfa's desk is the Secure Rural Schools Act. This Act is an act which is payment in lieu of taxes for national forest income. Twenty-five percent of the payment goes to the county in which the money was earned in for the purpose of providing for schools. Another project Congressman LaMalfa is working on is Community Forest which includes national forest land. The two possibilities for Siskiyou County would be in the Scott River area and Happy Camp area. Mainly what would go on there would be two community forest projects in each of those two areas that would develop into some potential for interactive learning with College of the Siskiyous. The third project is Forest Watershed Habitat Restoration Project which is designed to go into the Scott River District. Not long ago, Ore-Cal RC&D put into place an Education Incentive into their programs which is to encourage opportunities for interactive learning in a couple parts of Siskiyou County which would be relating to the College's Agriculture Resource and Fire Science programs. Bob will make available to the Board the documents that he has for these three programs. He asked that the College and the Board put this item on the September agenda so that we can have a resolution to review to see if we want to support Congressman LaMalfa's activity for these three programs.

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 Thomason, Superintendent/President, reported that it is a busy time of year with Staff Orientation Day this Thursday and the fall semester beginning on Monday, August 15.
- Last year, the College grew by approximately 11 percent in enrollment making our new funding cap 2,819.

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

- This summer, under the direction of Eric Rulofson the following projects were completed:
 - ✓ The Gym floor was resurfaced and a cover will be purchased to cover the floor during events such as the Annual Craft Fair in December. The cover will help to prolong the life of the floor.
 - ✓ The cracks in the track have been repaired.
 - ✓ The foundation for the football stadium's bleachers has been repaired.
 - ✓ Several of the Lodge rooms have been cleaned, repainted, and furnished with new furniture.
 - ✓ The apartment for the live-in Student Housing Assistant Director is almost complete.
 - ✓ The Cafeteria has undergone some remodeling.
 - ✓ A Cafeteria Supervisor/Cook has been hired.
 - ✓ An Assistant Cook, Food Service Assistants, and students will soon be hired.
 - ✓ Several buildings on the Yreka Campus have been painted.
 - ✓ The Distance Learning Center (DLC) and the Emergency Service Training Center (ESTC) on the Weed Campus have been painted.
 - ✓ The John Mantle Building was reroofed.
- An Institutional Effectiveness Team will be visiting the College in the fall. Marilyn Brock, formerly the President of Mendocino College, will be chairing the Team. This Team will be helping us with a few areas in which we would like to improve. Through this program, \$150,000 will be available from the Chancellor's Office to assist us in implementing these improvements.
- Dawnie Slabaugh will soon be sending out information on the Athletic Booster Club. Scotty invited everyone to join him in becoming a member. Club proceeds are used to help support our Athletic Programs.
- **Administrative Services:**
 - Nancy Funk, Vice President – Administrative Services, reported that a slide showcasing the summer projects will be shown on Staff Orientation Day.
 - Nancy welcomed our new Supervisor/Cook, Cindy Martel, who began working on August 1. Final details of the Point of Sale system are still being worked out; however, it is up and running. Nancy was happy to announce that anyone will be able to purchase a reloadable meal card and have the option of eating in the back dining area (salad bar or entrees) or the snack bar (hamburgers, take and go items, etc.). Temporary meal cards are being issued until the permanent meal cards arrive. On Staff Orientation Day, the employees will be sampling the new menus. If you know of any students looking for work, Food Services is still looking for six additional workers.
 - Eric Houck, Interim Director – Information Technology, reported that his staff has started working on components of the Ellucian Action Plan. The College has purchased approximately 67 computers. With these computers, the Technicians have been refreshing the staff's workstations as well as replacing all of the computers in the Learning Resource Center "fishbowl" lab (LRC 2). A new computer/3-D printing lab has been established in the Emergency Services Training Center (ESTC) and classroom software has been upgraded to Microsoft Office 2016.
- **Instruction:**
 - Today, Dr. Scott, Vice President – Instruction, invited the Board Members to view the new machinery in the manufacturing area after the Board meeting.

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

- Dr. Taylor, Dean – CTE, presented to the Board a brief clip of the CTE presentation that would be shown on a continuous loop at the Siskiyou County Fair COS Booth. Also shown at the fair will be excerpts from the footage taken for our television commercials as well as COS sports clips. Dr. Taylor, Mark Beaulieu, and Larry Glenn designed and built a portable stand to be used at the Fair which holds the television up high so that it can be easily seen by the public.
- Dr. Scott stated that part of the funding from the \$6.2 million CTE Pathways grant is being used in the areas middle schools and high schools to interest these students in design. There is an entrepreneur piece to this program as well.

➤ **Student Services:**

- Melissa Green, Vice President – Student Services, reported that we are up in our summer enrollment and we are really close to where our fall enrollment was compared to last year at this time. Most of our recruitment efforts this past spring and summer were focused on our recent high school graduates. From the information we received from the local newspapers, Siskiyou County and Modoc County together had approximately 330 graduates. Of those 330 graduates, 185 (56 percent) completed a COS application and 135 completed a Siskiyou Promise Application. Our goal was to receive 150 Siskiyou Promise Applications; therefore, the deadline has been extended to the end of this week in hopes of meeting that goal. Of the 185 applicants, 147 actually registered for classes. Melissa gave her deep appreciation to Tena Rulofson who focused all of her energy on the Siskiyou Promise. Tena reached out to each and every one of the high school graduates to encourage them to complete a Siskiyou Promise application, to complete their financial aid process, and to register for classes.
- This fall we currently have 143 residents in the Lodges. This is an increase over last year primarily because the College made an effort to increase our bed capacity.
- The Admissions and Record's staff have processed 1,204 fall registration applications. This is approximately 100 registrations more than last fall.
- This past Saturday, we had 69 football, volleyball, and soccer players' move into the Lodges. This provided us with a great opportunity to meet with the parents. On Sunday, Melissa facilitated a sexual harassment and sexual assault training for all of our student athletes and Resident Advisors.

➤ **Human Resources:**

- Theresa Richmond, Associate Vice President – Human Resources, reported that during her first week at COS, she has been meeting with the Vice Presidents, Directors, and members of the staff to talk about Human Resources and putting efficiencies, such as electronic forms, into place so that the Human Resources Department runs more efficiently. Throughout the rest of this month, Theresa will continue to meet with staff regarding this subject matter.
- Previous to Theresa's arrival, the Human Resources Department was examining applicant tracking systems which will enable applicants to apply for positions online and allow Human Resources to respond quicker to applicants who are interested in COS positions. Human Resources have narrowed the search down to two software programs. Theresa will review these two software programs and anticipates making a decision very shortly.
- Theresa is working with her staff to develop an action plan with timelines for the various projects that need to be accomplished.
- Nancy Miller and all of the members of the Human Resources Staff have been wonderful in helping Theresa enter into her new position.
- Theresa is looking forward to becoming involved in the community and representing the College.

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

➤ **Public Relations/Foundation:**

- Dawnie Slabaugh, Director of Public Relations & College Foundation, thanked all of the people who volunteered to staff the COS booth at the Siskiyou County Fair.
- Dawnie announced that this year marks our 19th year for the Craft Fair. Registration information for this event will be available in September.
- Camp Broadway finished as they gave three fabulous performances this past weekend. Dawnie urged everyone to take time out of their busy schedules to attend our events and support our current students and future students.
- The Theater Department announced that “The Wizard of Oz” is slated to be the fall musical.
- COS had the honor of receiving first place for our float in Weed’s Carnevale Parade!
- A welcome reception for our Siskiyou Promise recipients will be held on Monday, August 15, at 4 p.m. in front on the Learning Resource Center (LRC).
- The Foundation Board has welcomed a new member, Susan WestPhal - Assistant Administrator – Patient Care Services at Fairchild Medical Clinic.
- Dawnie Slabaugh presented on the monitor our fall registration commercial which can be viewed on KDRV (ABC – Channel 12) and on KTVL (CBS – Channel 10). This commercial will also be on select run during the Olympics.

➤ **Academic Senate:**

- Chris Vancil, President – Academic Senate, reported that he as well as Mike Graves, Sunny Greene, Jodi Dawson, Elaine Eldridge, Dr. Greg South, and Dr. Todd Scott, attended the Curriculum Institute in July. From the information that was received, they plan on implementing changes in curriculum and program review.
- Chris shared that Lloyd Elliott, part-time music instructor for COS, recently passed away. He was lovingly referred to as “the Maestro” by colleagues. Lloyd was loved by both students and faculty and he will be missed.
- The Academic Senate is concerned that our present hiring practices does not match our future fiscal environment. Many of the recent hires are non-FTES generating positions. Chris stated that the 900 FTES (approximately \$3 million dollars) that we receive from the San Francisco Police Department will eventually be going away. Therefore, the Academic Senate is voicing their concern that our future hiring be based on what future revenue will be not what it is now.

➤ **Classified Staff (CSEA):**

- Donna Farris, President – CSEA, shared that Classified Staff have participated in several Ellucian trainings.
- Classified Staff are representing the College by serving on hiring committees and volunteering to staff the COS booth at the Siskiyou County Fair.

➤ **Student Trustee:**

- Calvin Wagner, Student Trustee, shared that he is excited to be part of Region I for the Student Senate for California Community College (SSCCC). Region I represents the following colleges: Butte, Feather River, Lassen, Redwoods, Shasta, and Siskiyou. JonMichael Patterson is the Region I Chair and Calvin Wagner is the Vice Chair. Calvin is looking forward to connecting with other community colleges.

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. Student Success Scorecard Report – Enclosed

Board Report No. 4936 – Enclosed

The Board of Trustees reviewed the results of the most recent Student Success Scorecard. Bart distributed Student Success Scorecard data pertaining to College of the Siskiyous and other small California Community Colleges that can be found on the Chancellor's Office website. In an attempt to increase successful outcomes, the State of California publishes a common set of metrics for each community college. While the COS metrics are below state averages, they are generally in line with the results of other small rural colleges in Northern California. Bart Scott shared ideas on how to improve on these numbers, including increasing the median class size from the current 16 students toward the state median of 27.

ACTION ITEMS

Consent Agenda

Item 9. Reading of the Minutes – Enclosed

Minutes of the 947th meeting, a regular meeting, held on Tuesday, July 12, 2016, of the Governing Board of the Siskiyou Joint Community College District were approved.

Item 10. Disbursement Summary Report – Enclosed

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

Item 11. Job Descriptions and Salary Range – Enclosed

The following job description and salary range was approved:

- *Summer Camp Assistant*

Item 12. Date of Upcoming Board Meetings

- *Tuesday, September 13, 2016*
- *Tuesday, October 4, 2016 – Yreka Campus*
- *Tuesday, November 1, 2016*

It was moved and seconded (Ohlund/Dyar) to approve the consent agenda. The motion carried with the following vote: 6 ayes, 0 noes, 1 absent (Trustee Hardy left prior to the vote).

Item 13. Open Forum

The following individuals spoke during open forum:

Ann Weber Cook

Ann read from an email that was sent to President Thomason, Dr. Robert Taylor, and the Board of Trustees on Monday, August 8. The email stated that it had recently come to the attention of several students that COS is considering eliminating the Community Fitness Workout classes currently held at the Yreka Campus as well as the gym equipment, floor mats, and free weights and utilizing this space for another purpose; thus removing the possibility of fitness classes in the future. It is their hope that the College's vision recognizes this community's need for programs that promote health and personal enrichment. Students in Ms. Stoltenburg's classes thrive due to her knowledge, expertise, enthusiasm, and variety she provides at each session. For the purpose of the community's health and wellness, it was requested that the College pursue the possibility of grant funding. The

Item 13. Open Forum (Cont'd)

letter was respectfully submitted by the following past, present, and future members of community fitness classes: Irene Andresen Cynthia Baird, Judy Carlock, Michelle Carlson, Ann Cook, Lola Deavilla, Mary Deavilla, Rick Deavilla, Sandy Folz, Chris Graff, Joanne Harvey, Jim Reynolds, John Spencer, Kim Stillian, Adam and Elizabeth Martinez, Cindy and Eric Hill, Jancilyn Kennedy, Bob Vance, Cheyenne, Kenny, and Sherri Walters, Janet Whitaker, and Shanna Rene Wilson.

Janet Whitaker

Janet stated that students have been told that there is a possibility that the Community Fitness class might be moved to the YMCA and that if the class is to be held at the YMCA it cannot be held in the aerobics room but will need to be held in the gym or basketball area. Also, any equipment needed for the class would need to be moved in each time that the class meets. The students that enroll in this class have tried all the other venues for exercise and have chosen to take this particular class. Therefore, it is requested that the Board take this matter under consideration.

Dr. Mike Tischler

Dr. Mike Tischler, Faculty Association President, spoke regarding on the Writ issued by the Superior Court of Siskiyou County against the District and the Board. Dr. Tischler distributed copies of the Writ to the Board Members. He stipulated that this Writ has to do with the layoff of Roberto Mazariegos that occurred in the spring of 2015. Dr. Tischler referred to Page 8 of the Writ in which it states, "The court finds that the Board prejudicially abused its discretion in eliminating the 1.0 FTE Spanish instructor position held by Petitioner when the actual reduction was 0.7 FTE." Next, Dr. Tischler asked the Board to refer to Page 15 of the Writ in which it states, "The court grants the petition and orders that a preemptory writ of mandate issue compelling Respondents to reinstate Petitioner to a 0.33 FTE position teaching Spanish for the 2015-2016 school year and to compensate him for salary, benefits, and medical expenses incurred." Dr. Tischler noted that Roberto Mazariegos was reinstated to 0.33 and provided with one-third the salary in the fall of 2015. However, he would like to call attention to the fact that the District has been ordered to pay all of Roberto's medical expenses incurred for the last year. Dr. Tischler commented that in the fall of 2015, the District refused to reinstate his health benefits; therefore, the Faculty Association filed a grievance on Roberto's behalf and this grievance was dismissed by the College President and the Board of Trustees. He further stated that the Court has ruled that Mr. Mazariegos was entitled to health insurance benefits and the District has been ordered to pay for all of his medical expenses incurred. Dr. Tischler noted that the District took on a huge risk by not providing Roberto with medical benefits had he had a major illness or accident. He would like the Board to provide more extensive fiscal oversight as this was a huge risk for the District to take.

Discussion and Action Items

Item 14. Budget Transfers Exceeding the Adopted Budget

Board Report No. 4952 – Enclosed

The Board was asked to approve an increase to one budget category where that category will exceed the adopted budget. The Chancellor's Office requires that anytime a category of the expenditures exceeds the final adopted budget the Board should be notified to keep them informed on the decision. The District received confirmation that we will be funded for the additional growth submitted. This will result in additional unbudgeted revenue in the general fund. The District would like to transfer \$400,000 into the Fund 41 capital outlay. This will allow for additional capital projects to be completed and funding for the Ellucian project reducing the amount needing to be financed.

Item 14. Budget Transfers Exceeding the Adopted Budget (Cont'd)

A motion was made and seconded (Dyar/Heilman) to approve Board Report No. 4952. The motion carried with the following vote: 6 ayes, 0 noes, 1 absent (Trustee Hardy left prior to the vote).

Item 15. Acceptance of Basic Skills and Student Outcome Transformation Grant

Board Report No. 4954 – Enclosed

The Board received information about a grant acquired from the California Community Colleges Chancellor's Office and considered approval of expenditures. Currently in the California Community Colleges, more than three-quarters of incoming students who undergo assessment are assigned to one or more basic skills (remedial) courses in Mathematics, English Writing, or English Reading. Once assigned to remediation, relatively few students successfully complete college-level coursework in these subject areas and go on to achieve their educational goals. In response to this issue, the California Community Colleges Chancellor's Office announced the creation of the Community Colleges Basic Skills and Student Outcomes Transformation Program to improve the progression rate of basic skills students from remedial education to college level instruction. The College will have a three-year period to implement the following objectives of this program: 1) Adopt placement tests of other student assessment indicators and related policies; 2) Increase the placement of students directly into gateway English and Math transferable courses; and 3) Develop two-course English/Math sequence, utilizing technology for underprepared students. COS will receive \$1,287,376 for the funding period of July 1, 2016, through June 30, 2019. Funds will provide for staffing, instructional supplies and equipment, and furniture to upgrade the Academic Success Centers at both campuses. There is no required District match and the College will receive four percent indirect.

A motion was made and seconded (Cupp/Ohlund) to approve Board Report No. 4954. The motion carried with the following vote: 6 ayes, 0 noes, 1 absent (Trustee Hardy left prior to the vote).

Items from The Board

There were no Items from the Board.

The Board took a brief recess at 7:27 p.m.

Item 16. Continuation of Closed Session

The Board convened into closed session at 7:36 p.m.

The Board reconvened into open session at 8:09 p.m.

Item 17. Return to Open Session and Report of Action From Closed Session

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

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

Jim Hardy and Penny Heilman were not present for the second closed session.

Item 18. Adjournment

There being no further business to discuss, President Greg Hanna 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