

SISKIYOU JOINT COMMUNITY COLLEGE DISTRICT

BOARD MINUTES

952nd Meeting -- Regular Meeting, November 1, 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, November 1, 2016, at 5:00 p.m.**, in Science Building Room 110 at College of the Siskiyous, Weed, California.

Item 1. Call to Order and Attendance

At 5:01 p.m. Greg Hanna, President, called to order the 952nd meeting, a regular meeting, of the Governing Board of the Siskiyou Joint Community College District in the Science Building Room 110 at College of the Siskiyous, Weed, 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
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 5:02 p.m.

Item 3. Closed Session

- *Public Employee Appointment (pursuant to Government Code Section 54957)*
 - Adjunct Instructors, fall semester – 6 short-term positions
 - Academic Advisor, General – 1 permanent position
 - Expert Instructional Aide, ADJ – 1 short-term position
 - Expert Instructional Aide, EMS – 1 short-term position
 - Expert Instructional Aide, Fire – 2 short-term positions
 - Expert Instructional Aide, Football Stats – 1 short-term position
 - Expert Instructional Aide, Music – 2 short-term positions
 - Expert Instructional Aide, Paramedic – 24 short-term positions
 - Expert Instructional Aide, Soccer (Men's & Women's) – 1 short-term position
 - Food Services Assistant – 1 permanent position
 - Food Services Cook – 1 permanent position
 - Instructional Support Specialist 2, Fire – 6 short-term positions
 - Van Driver – 4 short-term positions
 - Volunteers – 2 positions

Item 3. Closed Session (Cont'd)

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

The Board took a brief recess at 5:41 p.m.

The Board reconvened into open session at 6:01 p.m.

Also Present After Closed Session:

Donna Farris, President – CSEA
Eric Houck, President – ASM
Dawnie Slabaugh, Director – PIO/Foundation Office
Chris Vancil, President – Academic Senate
Calvin Wagner, Student Trustee
Dr. Greg South, Dean – Student Learning
Dr. Mike Tischler, President – Faculty Association
Jayne Turk, Faculty
Tre-kel Douglas, Student
Tina Jones, Student
Jessica Jorgensen, Student
Bryanna Kane, Student
Caroline Ristuccia, Student
Usmaro Sanchez, Student
Kathy Koons, Community Member

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 commented that she had a great time at the Foundation Scholarship Dinner. She believes that the evening was enhanced by the level of student involvement with the performance of the Vocal Jazz Ensemble, the presence of the Student Ambassadors, and the scholarship recipient's speeches.
 - On Monday, October 31, Dr. Scott and Carol attended a meeting with the City of Weed to discuss improving signage.
- **Trustee Alan Dyar**
 - Trustee Alan Dyar displayed a recorder that was made using a 3-D printer purchased for Happy Camp High School through funding received from the California Career Pathways Trust Grant.

Item 5. Board Member Reports (Cont'd)

➤ **Trustee Greg Hanna**

- Trustee Greg Hanna presented Trustee Robert Rice with a plaque recognizing his twenty-four years of service to the Siskiyou Joint Community College District. In 1992, Rice was elected as Trustee Area V of the Siskiyou Joint Community College District. Over the years, Rice has served as President and Vice President of the Board; represented the College on a number of Accreditation Team visits; and was a Charter Member of the College of the Siskiyous Foundation Board of Directors (1992 – 2014) serving on the Scholarship and Gift Acceptance Committees. He has also been an active member of the Siskiyou County community, most recently serving as a founding member of the Collier Interpretive and Information Center (CIIC) Joint Powers Authority (JPA), is a Director with the Ore-Cal Resource Conservation District, and serves as a Consultant to the Siskiyou County Water Users Association.
- Greg introduced Trustee Rice's replacement, Kathy Koon, who will begin serving Area V of the Siskiyou Joint Community College District on December 2.

➤ **Trustee Barry Ohlund**

- Trustee Barry Ohlund shared that he attended the Foundation Scholarship dinner and enjoyed the camaraderie.
- Greg Hanna invited Barry and his wife, Annie, to the Cattlemen and Cattlewoman's Dinner last Saturday night and they enjoyed this event as well.

➤ **Trustee Bob Rice**

- Trustee Bob Rice stated that he along with Scotty visited Senator Gaines in Redding. They arrived early and had the opportunity for a private meeting with Senator Gaines. Bob spoke about the importance of COS's Agriculture Program and Natural Resource Program. He also talked to Senator Gaines regarding the advancement of fire service personnel.
- Bob attended the Siskiyou County Cattlemen's Association dinner and spoke with their President, Greg Kuck. Greg stated that there are 500 supporters at tonight's dinner who are in support of the College's Agricultural Program.

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, attended the 10th Annual Community Leaders Breakfast with Trustee Rice. At the breakfast, he shared with the group information regarding our College Promise Program, programs we are developing in the Career and Technical Educational area, and the Advanced Manufacturing Program that we are working on in conjunction with four other Northern California Community Colleges.
- On Friday, October 14, Assembly Member Brian Dahle invited a few local leaders to Ellie's Espresso and Bakery where he shared what is transpiring at the state legislative level. Scotty had the opportunity to share not only what is happening with the College but also how COS has been working with the community on the Weed Master Plan since the Boles Fire.
- The White House has invited all the universities and community colleges to participate in the "White House Healthy Campus Challenge." Participants are asked to inform students and community members about the opportunity to sign up for health insurance during open enrollment which is November through January. We have accepted this challenge and Melissa Green, Vice President – Student Services, will be the lead person in charge of this project.
- Massachusetts Senator Warren has introduced legislation that will reduce student debt by reforming higher education accreditation.

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

- With the help of Dawnie, Scotty will be generating a mid-month update entitled, “Thomason’s Tablet.” Information for this mid-month update will be sent out via email to the Campus Community to enhance communications.

➤ **Administrative Services:**

- Nancy Funk, Vice President – Administrative Services, mentioned that last week she was in southern California attending a conference for Chief Business Officers. She learned that the Chancellor’s Office, the Community College League of California, and School Services all agreed that revenues for the State are tracking below budget projections. Nancy stated that California’s economy is highly dependent upon the stock market. For this year, it could mean that there would be a deficit factor applied to our apportionment from the State. She also commented that a lot can change based on the results of this year’s election.
- Currently, an analysis is being conducted on the results of the Lodge student surveys. Prior to the survey, it was decided that Food Service’s was in need of two to three additional part-time assistants and those positions have been announced. Presently, the Café is open on Saturdays from 9 a.m. to 11 a.m. for grab and go type items. Occasionally, the Café also serves breakfast on Saturdays as well.

➤ **Instruction:**

- Dr. Scott, Vice President – Instruction, attended the Senior Theater production entitled, “Larceny and Lunatics,” in the Blackbox Theater last Friday.
- Saturday evening, Dr. Scott attended the Siskiyou County Cattlemen and Cattlewomen’s Association Dinner.
- On Friday, October 28, the Intuitional Effectiveness Partnership Initiative (IEPI) Team visited COS to meet with faculty and staff regarding issues with Student Learning Outcomes (SLO’s) and data collection. This Team will visit us again on Friday, December 2.
- There will be a presentation given by eLumen on Friday, November 4, for the Curriculum Committee and the Program Review Committee. Individuals from eLumen will be presenting an alternative option to CurricUNET.
- The Commission on Police Officer’s Standards and Training will be on campus for a site visit and to meet with the College Administration on Wednesday, November 30.

➤ **Student Services:**

- Melissa Green, Vice President – Student Services, reported that our fall 2016 FTES has increased by approximately 69 FTE over fall 2015 at this time. This growth appears to be in our base FTE. Our spring 2017 FTES is already at 360; while last year, students were not able to register until November.
- Students can now apply for federal financial aid for fall 2017. In previous years, students were not able to apply until January.
- Currently, we have 100 applications for 2017 and her staff will be reaching out to those applicants to see if they are eligible for financial aid.
- For our recruitment efforts, we have been attending various college fairs and visiting high schools.

➤ **Human Resources**

- Theresa Richmond, Associate Vice President – Human Resources, reported that the Human Resource Team spent three days this past week learning about the potential and efficiencies that Banner can provide for their department.

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

- Two weeks ago, the Human Resource Team attended the Association of Chief Human Resource Officers (ACHRO) conference in Sacramento. The team learned of the many new laws that are coming into effect that affect leaves, the Affordable Care Act, exempt and non-exempt employees, etc.
- **Public Relations/Foundation:**
 - Dawnie Slabaugh, Director of Public Relations & College Foundation, thanked everyone who attended the Foundation Scholarship Dinner. Dawnie mentioned that over the last few years attendance at this dinner has grown as well as the revenue. As of today, this year's dinner produced a net profit of \$9,300.
 - The Women's Soccer Team played against College of the Redwoods and won with a score of 2 to 1. Unfortunately, the Men's Soccer Team who also played against College of the Redwoods lost with a score of 3 to 1. Next Tuesday, November 8, the Soccer Teams will be playing at COS at 2 p.m. (Women's) and 4 p.m. (Men's).
 - Dawnie and Melissa Green are working together on promoting COS which involves making our Student Ambassadors more visible. The Student Ambassadors attended the Scholarship Dinner and will also be helping out at future events.
 - Coming up is North State Giving Tuesday on November 29. This is an online giving day. This event is extremely important to our Siskiyou Promise Program. Dawnie announced that the Foundation Board approved the motion to offer Siskiyou Promise Awards to local graduating seniors for 2017 as well as to continue to support this year's Siskiyou Promise students in their second year at COS.
 - Dawnie shared that there will be a new television commercial airing soon and new radio announcements urging students to register for the spring semester.
- **Academic Senate:**
 - Chris Vancil, President – Academic Senate, reported that on Planning Day the faculty met for seven hours and overhauled the General Education Program. The newly revamped General Education Program has been approved by the Academic Senate and will next be brought before Instruction Council, College Council, and then to the Board.
 - Dr. Scott and Chris Vancil are co-chairing the newly revised Planning Committee which met for the first time today.
 - Chris reminded everyone about the first showing of *The Wizard of Oz* this weekend.
 - Both the Senate Executive Committee and the Program Review Committee met individually with the IEPI Team regarding their challenges regarding student learning outcomes, research, retrieving data, and processes. Chris believed their meetings to be very productive.
 - Chris shared that he has received feedback regarding weekend Food Services from both faculty and students. He believes that the College needs to develop a comprehensive, long-term plan soon.
 - As of June 1, the College will no longer be using Etudes which is a learning management system COS used for internet classes. Presently, the faculty is in the process of converting to Canvas. In the past, the College was paying \$30,000 for Etudes while Canvas is virtually free and is a better system. By using Canvas, we will become part of a state-wide consortium of classes that students can enroll in which will allow us to pull in additional FTES.
 - Theresa Richmond is working with Chris on streamlining hiring practices as well as documenting interview process procedures.

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

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

- Eric Houck, President – ASM, mentioned that the ASM group is looking forward to beginning conversations with Human Resources regarding the new Fair Labor Standards Act (FLSA) definitions that were established in May and go into effect this coming December.
- ASM will soon be preparing for their annual Holiday Food Baskets. For those who would like to donate, please contact your fellow ASM representative.
- On behalf of ASM, Eric thanked Trustee Rice for all his years of service and his dedication to the entire community and the College.

➤ **Classified Staff (CSEA):**

- Donna Farris, President – CSEA, mentioned that they are currently holding open nominations for CSEA officers for the next calendar year.
- Donna thanked Trustee Rice for all that he has done for the College.

➤ **Student Trustee:**

- Calvin Wagner, Student Trustee, noted that the Associated Student Body (ASB) is inviting everyone to a Voter Information Forum on Thursday, November 3, from 2 p.m. to 8 p.m. in the Science Building Room 110.
- Calvin mentioned that this year there are six Student Ambassadors and he is one of them. Their first meeting as a team was held prior to the Foundation Scholarship Dinner. They discussed ways in which they would like to advocate for the students at COS as well as how to reach out to the High School and Elementary School students.
- Calvin's reported that his first campus tour was for the Upward Bound Students. Calvin shared photos of this tour with the Board.

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. **4967** – Enclosed

The Board reviewed Administrative Procedures 3250, 3510, 6530, and 7400. The revisions and adoption of these procedures were made to reflect current COS practices, as well as to comply with changes as recommended by the Community College League of California (CCLC) Policy and Procedure Service. College Council reviewed the requested revisions at their September 13, 2016, and October 11, 2016, meetings and recommended approval.

Item 9. Legislative Update

The Board received an update on the recent Bills the Governor has signed into law which pertain to California Community Colleges. These Bills have been signed by the Governor; however, several will not go into effect immediately. In reviewing the new list of Bills, Scotty Thomason mentioned that some of them will require more action by community colleges than others.

ACTION ITEMS

Consent Agenda

Item 10. Reading of the Minutes – Enclosed

Minutes of the 950th meeting, a regular meeting, held on Tuesday, October 4, 2016, of the Governing Board of the Siskiyou Joint Community College District were approved.

Item 11. Disbursement Summary Report – Enclosed

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

Item 12. Annual Financial and Budget, Report CCFS – 311 – Enclosed

The Board reviewed the District's 2015-16 Annual Financial Status Report (CCFS 311Q) as submitted to the Chancellor's Office and it was approved.

Item 13. Excused Absence of Governing Board Member – Enclosed

The Board approved Resolution # 2016-17-01 excusing Trustee Penny Heilman from the October 4, 2016, Board meeting due to illness.

It was moved and seconded (Cupp/Hardy) to approve the consent agenda with the exception of Item 14 (Date of Upcoming Board Meeting) which will be moved to an item for discussion. The motion carried with the following vote: 7 ayes, 0 noes, 0 absent.

Item 15. Open Forum

The following individual spoke during open forum:

Jayne Turk

Jayne stated that while the College is struggling to maintain enrollment, customer satisfaction is essential. She believes that while the much improved Cafeteria food could encourage the students to continue on, the lack of food on the weekends and the removal of all of the welcoming activities from the Week of Welcome have, in fact, created a hostile environment. Jayne noted that several students have reported to her directly that while they stood in line for food, the Cafeteria closed. She also stated she has heard through multiple sources, that the Cafeteria has been closed during regular business hours. Jayne commented that every weekend since school started, she has given out food to sixty plus students as some of them do not have transportation or the money to obtain food elsewhere. She noted that as the money on the student's meal cards go unspent each weekend, the College fully intends to keep the unspent food money. Jayne urged the Board to consider the delivery of at least one hot meal on every Saturday and Sunday with service from 11 a.m. until 3 p.m. to begin immediately. She also urged the Board to rollover or refund any unused meal allowances.

Discussion and Action Items

Item 14. Date of Upcoming Board Meetings

- *Tuesday, December 6, 2016*
- *Tuesday, January 10, 2017*
- *Tuesday, February 7, 2017*

It was moved and seconded (Hardy/Rice) to leave the December meeting date as scheduled. The motion carried with the following vote: 7 ayes, 0 noes, 0 absent.

Item 16. Acceptance of USDA Distance Learning Grant

Board Report No. **4964** – Enclosed

The Board received information about a newly acquired USDA Rural Development Distance Learning Grant. In March 2016, COS submitted an application to the Rural Development Office of the U.S. Department of Agriculture for a Distance Learning Grant to upgrade videoconferencing equipment and sound systems. The project will upgrade videoconferencing equipment and sound systems in ESTC 107, RHSI 119, and RHSI 121 from analog to digital and retroactively complete the updates on two additional classrooms in the Distance Learning Center in Weed. It will purchase and install a new video Multipoint Conferencing Unit for bridging multiple video endpoints together, and purchase and install updated video codecs at four Siskiyou County high Schools (Tulelake, Butte Valley, Etna, and Dunsmuir.) A pilot component will build on our new ability to connect PCs with video by placing tablet computers at Happy Camp and Modoc High Schools so they can offer connectivity, for the first time, through mobile devices. Eric Houck will be replacing Nancy Shepard to serve as grant manager for the project. College of the Siskiyous will receive \$235,225 for the period October 1, 2016, through September 30, 2019. In order to receive the maximum points for the application, COS needed to commit to a 101 percent cash match. In addition to District funds, cash match will be leveraged from the California Career Pathways Trust Grant and the AB104 Adult Education Block Grant. There is no administrative cost allowance.

A motion was made and seconded (Ohlund/Hardy) to approve Board Report No. 4964. The motion carried with the following vote: 7 ayes, 0 noes, 0 absent.

Item 17. Appointment of Nominating Committee for Board Officers

Board Report No. **4965** – Enclosed

Greg Hanna, President, appointed Alan Dyar and Jim Hardy to a Board Sub-Committee for the nomination of Board Officers to be presented at the December 6, 2016, meeting.

A motion was made and seconded (Ohlund/Dyar) to approve the appointment of Alan Dyar and Jim Hardy to the Board Officers Nomination Sub-Committee. The motion carried with the following vote: 7 ayes, 0 noes, 0 absent.

Item 18. Revisions to Board Policies – First Reading

Board Report No. **4966** – Enclosed

The Board was asked to consider approval of revisions to existing Board Policy 3510 from Chapter 3 – General Institution as a first reading. As part of the regular cycle to review Board Policies and Administrative Procedures from Chapter III, Board Policies are currently undergoing review and revisions. College Council reviewed this Board Policy at their October 11, 2016, meeting.

A motion was made and seconded (Hardy/Cupp) to approve Board Report No. 4966. The motion carried with the following vote: 7 ayes, 0 noes, 0 absent.

Items from the Board

There were no Items from the Board.

The Board took a brief recess at 7:16 p.m.

Item 13. Continuation of Closed Session

The Board convened into closed session at 7:28 p.m.

The Board reconvened into open session at 8:44 p.m.

Item 14. Report of Action from First Closed Session

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

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

Item 15. Adjournment

There being no further business to discuss, President Greg Hanna declared the meeting adjourned at 8:45 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