

SISKIYOU JOINT COMMUNITY COLLEGE DISTRICT

**BOARD MINUTES**

**953rd Meeting -- Regular Meeting, December 6, 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, December 6, 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 5:00 p.m. Carol Cupp, Acting President, called to order the 953rd 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:**

Carol Cupp, Acting President  
Alan Dyar  
Jim Hardy  
Penny Heilman  
Kathy Koon  
Barry Ohlund

**Absent:**

Greg Hanna, President

**Also present:**

Scotty Thomason, Superintendent/President  
Theresa Richmond, Associate Vice President – Human Resources  
Dr. Benjamin Duran, President PPL – Incorporated  
Dr. Dean C. Colli, Vice President PPL – Incorporated  
Dr. James Riggs, Associate – PPL Incorporated  
Sheila Grimes, Recording Secretary

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

Trustee Carol Cupp reviewed the items to be addressed in closed session.

**Item 3. Administration of the Oath of Office – Trustee**

The oath of office was administered to Trustees Kathy Koon - Area 5 who ran unopposed in the November election and Barry Ohlund - Area 4 who was reelected in the November election.

The Board convened into closed session at 5:03 p.m.

**Item 4. Closed Session**

- *Public Employee Appointment (pursuant to Government Code Section 54957)*
  - Adjunct Instructors, fall semester – 7 short-term positions
  - Full-Time Faculty Counselor Contracts – 2 revised contracts
  - Accompanist – 1 short-term position
  - Administrative Assistant II, Technology Support – 1 permanent position
  - Assistant Director, Student Housing – 1 permanent position
  - Expert Instructional Aide, ASC – 1 short-term position
  - Expert Instructional Aide, Fire – 1 short-term position
  - Expert Instructional Aide, Paramedic – 3 short-term positions

**Item 4. Closed Session (Cont'd)**

- Executive Assistant 1, Student Services – 1 permanent position
- Instructional Support Specialist 2, EMS – 1 short-term position
- Instructional Support Specialist 2, Fire – 1 short-term position
- Program Assistant, Upward Bound – 1 short-term position
- Program Grant Manager, Basic Skills & Student Outcomes Transformation – 1 permanent position
- Student Equity Specialist – 1 permanent position
- Van Driver – 2 short-term positions
- Volunteers – 5 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 – Existing Litigation (pursuant to Government Code section 54956.9 subd. (a))*
  - *Name of Case: Mazariegos v. Siskiyou Joint Community College District, Siskiyou County Superior Court Case No.: SC CV PT 15-00699*
- *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
- *Public Employment: Superintendent/President Search*

The Board took a brief recess at 6:16 p.m.

The Board reconvened into open session at 6:26 p.m.

**Also Present After Closed Session:**

Nancy Funk, Vice President – Administrative Services  
Melissa Green, Vice President – Student Services  
Dr. Todd Scott, Vice President – Instruction  
Donna Farris, President – CSEA  
Eric Houck, President – ASM  
Dawnie Slabaugh, Director – PIO/Foundation Office  
Chris Vancil, President – Academic Senate  
Calvin Wagner, Student Trustee  
Kent Gross, Controller  
JonJon Junpradub, Assistant Director, Student Housing  
Valerie Roberts, Associate Dean – Student Success  
Dr. Greg South, Dean – Student Learning  
Dr. Mike Tischler, President – Faculty Association  
Jayne Turk, Faculty  
Anna Agar, Student  
Kendall Anderson-Moser, Student  
Roxie Azparren, Student

**Also Present After Closed Session: (Cont'd)**

Leleo Bane, Student  
Ashley Cain, Student  
Wesley Cundiff, Student  
Quinton Dixon, Student  
Sam Hall, Student  
Elijah Johnson, Student  
Emily Lares, Student  
Grace Lenthe, Student  
Juan Lua-Maldonado, Jr. , Student  
Emmanuel Mann, Student  
Larissa Martinez, Student  
Hannah Newman, Student  
Monique Paogofie, Student  
Jordan Pavlic, Student  
Kylie Phillips, Student  
Karrie Rodriguez, Student  
Justin Rollag, Student  
Petesa Tuia, Student  
Regina Weston, Student

**Item 5. Announcement of Open Forum Procedures**

Acting President Carol Cupp 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 6. Board Member Reports**

The following information from the Trustees was received:

➤ **Trustee Carol Cupp**

- Trustee Carol Cupp commented that she is sitting in for Board President Greg Hanna who is away celebrating his 30<sup>th</sup> anniversary with his wife in Mexico.
- Carol thanked Dawnie for not only being available for donations on North State Giving Tuesday, November 29, from 6 a.m. until 7 p.m., but for all the preparation that went into this day (social media - email, letters, etc.) that made it such a successful event.
- Carol enjoyed watching the women's basketball game against Chabot in which we won. She understands that women's basketball team won the tournament and believes that it will be a really good year for them.

➤ **Trustee Alan Dyar**

- Trustee Alan Dyar read aloud letters from David Timbrook and Diane Oliver who were the recipients of the California Career Pathways Trust Grant for Happy Camp High School. They both expressed appreciation for the funding they received through this grant that has enable them to purchase much needed equipment (plasma table, band saw, vices, power sanders, safety equipment, 3-D printer, 3-D printer filament, etc.). As part of the grant, Diane has also been able to participate in two staff development opportunities and is working on developing beginning to intermediate curriculum in 3-D animation and printing. Alan displayed a few items that were made in Diane Oliver's class using a 3-D printer.

**Item 6. Board Member Reports (Cont'd)**

➤ **Trustee Jim Hardy**

- Trustee Jim Hardy shared that over a year ago there was a bone-marrow transplant search for Leif Voeltz of Mount Shasta who had leukemia. He mentioned that the COS Nursing Program helped with the “Be the March” Bone Marrow Registry Drives. The search was successful and it has been a year since Leif received the transplant and he is doing well.

➤ **Trustee Penny Heilman**

- Trustee Penny Heilman commented that the COS Craft Fair that was held on Friday, December 2, and Saturday, December 3, was a very well-run, professional event. She thanked Dawnie Slabaugh for her tireless effort in putting together the Craft Fair.
- Penny invited everyone to the Siskiyou Arts Museum in Dunsmuir for the opening of “Home” on Saturday, December 10, from 5 p.m. to 7 p.m. Refreshments will be served. This show will run through December 31.

➤ **Trustee Kathy Koon**

- Trustee Kathy Koon announced that this is her first meeting as a member of the Board Trustees and she is very happy to be here.
- Kathy reported that she attended *The Wizard of OZ* along with her granddaughter and her granddaughter’s other grandmother and that she was amazed at the production. She shared that the performance was very special to her because she had coached the character who portrayed Dorothy when she was in basketball in six or seventh grade.
- Kathy also enjoyed attending the COS Craft Fair on Friday, December 2.

➤ **Trustee Barry Ohlund**

- Trustee Barry Ohlund mentioned that he was happy to be reelected to Area 4, Yreka.
- Barry noted that he also sits on the Yreka Planning Commission and he is pleased to report that Yreka is beginning to grow. One of the projects that the Commission is working on is the Yreka Greenway Program. The Greenway runs along the Yreka creek and this natural area is slated to have the underbrush cleared and cleaned up thus exposing the homeless. There are approximately 600 homeless people in Siskiyou County. This area has great potential for the residents to ride their bicycles, take walks, etc. Financing for this project is through grant funding amounting to about \$5 million dollars. One-third of this project has already been completed.

**Item 7. Report of Administration, Student Trustee, and Representatives at the Board Table**

In addition to the written report provided, the following reports were received:

➤ **Superintendent/President:**

- Scotty Thomason, Superintendent/President, welcomed the students who were present for tonight’s Board meeting.
- Scotty attended the Community College League of California (CCLC) Annual Convention in Riverside, California, in November. In January, he and Kathy Koon will be attending the CCLC’s Effective Trusteeship Conference in Sacramento. Scotty will be staying on in Sacramento to attend the Annual Legislative Conference which immediately follows.
- Scotty reminded everyone that they are invited to his home in Lake Shastina for their Annual Christmas Party next Thursday, December 15, at 5 p.m. If you need directions, please see Dawnie.
- Dr. Scott and Scotty met with the Mt. Shasta City Manager and a Mt. Shasta City Councilman yesterday to talk about how COS can partner with them. Scotty mentioned that they will also be meeting with Dunsmuir representatives. Talks have already begun with the Tulelake area.

**Item 7. Report of Administration, Student Trustee and Representatives at the Board Table (Cont'd)**

- Scotty shared that he and his wife, Sharie, were on vacation in November and traveled to Mexico for ten days and had a great time.
- Dr. Scott and Scotty participated on an accreditation team for Monterey Peninsula College. They submitted their final report to the Accrediting Commission for Community and Junior Colleges (ACCJC) in November.
- **Administrative Services:**
  - Nancy Funk, Vice President – Administrative Services, reported that our safety inspections were completed approximately two weeks ago. The Safety Inspector complimented us on the current state of the facilities comparing them to the last time the report was done.
  - Nancy is creating a Board Policy based on the legislation that was recently passed requiring colleges to provide shower facilities for homeless students two hours a day for the days the campus is open. We are working on establishing the hours as these times are not supposed to compete with our athletic programs. These hours are set to begin when the students come back for the spring semester.
  - The State's revenues are a little bit below from what was originally projected. The projections for next year are looking strong. The Legislative Analyst's Office is predicting a 2 to 3 percent increase in FY 2017-2018. If those percentages are correct, approximately 25 percent of those funds will go towards the projected STRS and PERS increases. The Governor will be coming out with his proposal for next year's budget on January 10.
- **Instruction:**
  - Dr. Todd Scott, Vice President – Instruction, shared that the Commission on Police Officer's Standards and Training visited COS on November 30 to discuss our request to have a Module 1 Level Police Academy on our campus, to talk with the Administration regarding the College's commitment to this program, and to view our facilities.
  - The Ford Family has shown in interest in possibly funding the equipment needed to begin the Police Academy.
  - Dr. Scott thanked Chris Vancil for providing faculty for the Institutional Effectiveness Initiative Partnership Resource Team where they worked on data, program review, and student learning outcomes.
  - At the request of the Weed City Manager, Jayne Turk's communication class created a City of Weed newsletter that was to be included with the resident's utility bills. Dr. Scott believes that the community is beginning to recognize the talent and motivation of our faculty and students as we are beginning to receive requests for internships.
- **Student Services:**
  - Melissa Green, Vice President – Student Services, introduced the new Student Equity Specialist, Regina Weston, and the new Assistant Director – Student Housing, Jonathan Junpradub, who both provided a brief history of their educational background and prior employment experience.
  - Melissa also introduced the following Student Ambassadors: Leleo Bane – majoring in Psychology, Ashley Cain – majoring in Biology, Jordan Pavlic – majoring in Natural Sciences, Kylie Phillips – majoring in Paramedics, and Calvin Wagner – majoring in Poly Science.
  - Melissa praised the Student Ambassadors, the Assistant Director – Student Housing, and the Student Equity Specialist who all have represented our College very well.

**Item 7. Report of Administration, Student Trustee and Representatives at the Board Table (Cont'd)**

➤ **Human Resources**

- Theresa Richmond, Associate Vice President – Human Resources, reported that as of the first of the year, minimum wage will increase. COS employs about 120 students all of which will receive a letter notifying them of the increase.
- Human Resources is working on the Accessibility Audit for web based services to ensure that we meet the needs of all of our students.
- The hiring of employees continues. Our current focus is on the Superintendent/Presidential search.

➤ **Public Relations/Foundation:**

- Dawnie Slabaugh, Director of Public Relations & College Foundation, reminded students, staff, and faculty to sign up for Everbridge so that they can be informed of campus emergencies, general information, or athletic events. If you are not signed up, please inquire on how to do so at the Student Ambassador's office.
- Dawnie commented that COS had one of the best Craft Fairs that we have had in many years. On Friday night, about 400 individuals attended this event and on Saturday, approximately 800 individuals attended. In helping to make this event successful, Dawnie thanked the Maintenance Department, COS's Football Players, Student Ambassadors, and the Eagles Nest Volunteers.
- On North State Giving Tuesday, November 29, Shasta Regional Community Foundation's goal was \$500,000. Their goal was exceeded by \$257,876. Dawnie announced that 100 percent of the funds donated to the Foundation on this day were in support of the Siskiyou Promise. She reported that in addition to the online donations of \$10,140, she also received \$1,525. Dawnie noted that we will also be receiving additional incentive funds from the Shasta Regional Community Foundation. This amount will be announced next week and the presentation of the check will be later this month.
- The Choirs will be doing their end of the semester concerts on Sunday, December 11, at the Seventh Day Adventist Church in Mt. Shasta at 3 p.m. and 7 p.m. and on Monday, December 12, at the United Methodist Church in Yreka at 7 p.m.
- There will be both men's and women's basketball games held during the Winter Break. Please refer to the COS Calendar of Events.
- On the wall monitor, Dawnie presented the latest COS commercial which will be airing for our spring session promotion.

➤ **Academic Senate:**

- Chris Vancil, President – Academic Senate, reported that the Academic Senate convened and requested that Chris write a letter to the Board formalizing their concerns and to provide a few recommendations regarding Food Services. Chris distributed copies of this letter to the Board and Administration. Chris stated that he has since spoken to Scotty regarding their concerns which is to have Food Services serve hot meals for a few hours each day on both Saturday and Sunday. Also, if students do not use all of the funds available in their food account, the Academic Senate proposed that the College either refund the money, roll it over to the next semester, or give them a tuition credit.
- Ten to twelve members of the faculty have been involved in the two visits of the I.E.P.I. Team. Chris stated that their task was to review the Team's suggestions and to select four or five of these ideas and recommend them to the District as well as how to fund these ideas with the

**Item 7. Report of Administration, Student Trustee and Representatives at the Board Table (Cont'd)**

- potential \$200,000 in grant money from the Chancellor's Office. Chris stated that program review process needed to undergo several changes along with moving toward a data-driven, decision-making model for the campus.
- Faculty are wrapping up projects; Instruction Council will be meeting to prioritize faculty hiring for FY 2017-2018; and two sabbatical requests have been submitted for review.
- **Administrative Support/Management (ASM):**
  - Eric Houck, President – ASM, shared that on behalf of ASM, he wanted to remind everyone that we are in the final stages of our annual Holiday Food Basket drive. As of tomorrow, we will be closing out nominations of students and their families who might be in need of a gift basket. If you have a nomination or a recommendation, please let Eric know. Donations are still being accepted for this effort. Baskets will be distributed during final's week. Eric thanked everyone who has already donated their time and/or their money towards this cause.
- **Classified Staff (CSEA):**
  - Donna Farris, President – CSEA, thanked the ASM group for the Food Baskets as it benefits many of our students. CSEA did make a small contribution toward this cause.
  - Classified employees are winding down from the fall semester as well as preparing for the upcoming spring semester which creates a very busy time for them.
  - Classified employees are looking forward to the Winter Break, having a few days off, and spending time with family.
  - Jo Ann Kiefer and Crystal Fahey are this year's hosts for the annual COS Ladies Christmas Party on Friday, December 9, at Strings in Yreka.
- **Student Trustee:**
  - Calvin Wagner, Student Trustee, researched and discovered that we have three different food service systems available on campus.
    - Melissa Green's office – If you are in need of a lunch, a student can present their Student Body Card, and then they will provide you with a free lunch.
    - Food supply in Jayne Turks office.
    - EOPS – If you qualify for EOPS, you can receive a \$75 voucher to be used in Food Services upon your first check-in. After the second check-in, you will be awarded a \$50 voucher.

**REPORTS/NO ACTION**

**Item 8. 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 9. EOPS 2015-2016 Year End Report**

Board Report No. 4968 – Enclosed

The Board received a report on the 2015-2016 EOPS Program. The Program served 277 students throughout the academic year. In the report, Valerie Roberts mentioned that 42 percent of the total EOPS students participating in fall 2015 were retained to fall 2016; 56 percent of fall participants and 71 percent of spring participants were in good academic standing; 67 percent of fall participants and 62 percent of spring participants met with a counselor at least twice during that semester;

**Item 9. EOPS 2015-2016 Year End Report (Cont'd)**

87 percent of fall participants and 93 percent of spring participants met with an EOPS staff member at least once during that semester; and 79 percent of spring 2016 participants received an EOPS grant.

**Item 10. Revisions to Administrative Procedures**

Board Report No. **4969** – Enclosed

The Board reviewed Administrative Procedures 4070, 5013, 5015, 5030, and 5520. 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 November 8, 2016 meeting and recommended approval.

**Item 11. Food Service Update**

Board Report No. **4979** – Enclosed

In response to the Board's request that a report be prepared to update them regarding Food Services, Nancy Funk – Vice President of Administrative Services, presented the Board with an overview of this department's development process since June, 2016. Nancy highlighted a few of the changes that have been made since the College brought Food Services in-house.

- Since we did not receive any responses to our Request for Proposals for Food Services and were unable to come to a workable solution with a local vendor, it was determined that Food Services would be brought in-house. Throughout the summer, Nancy orchestrated work on various areas of planning, hiring, preparing, remodeling, installing new software systems, etc.
- In prior years, the cost for meals was part of the lodging contract with no distinction and no refunds. Based on comments made by former employees of Chartwell's, many of the Lodge students did not consume all of the pre-paid meals. Also, it was noted that less than 20 students who had purchased seven-day meal plans actually ate in the cafeteria on the weekends. Based on this information and the lack of actual data from previous years, the College charged less for meals for the semester than what the students had been charged previously and installed refrigerated vending machines and additional microwaves for the Lodges in lieu of providing weekend meal service.
- The College also wanted to provide the students with options for their meals. By loading their funds on meal cards, students had more choices than three meals a day, at specified times. These students were now able to eat in the back dining room as well as in the front grill.
- Two surveys were given to the Lodge students to glean information from them in regards to Food Services.
- Food Services began with a minimal staff. However, the College is in the process of hiring three additional permanent part-time employees to help cover Food Service operations on Saturdays and Sundays as well as to gain efficiencies by not having to retrain temporary workers. Due to present staffing, Food Services is open on Saturdays from 10 a.m. to 12 p.m.

Nancy added that a Holiday Buffet Luncheon consisting of ham, turkey, mash potatoes, sweet potatoes, along with a variety of salads, vegetables, and desserts will be served tomorrow at lunchtime for \$7. The Vocal Jazz Choir will be singing and a few of our Administrators will be serving. She encouraged everyone to join us.

## **ACTION ITEMS**

A motion was made by Barry Ohlund and seconded by Jim Hardy to move Item 21 on the agenda to Item 12. The motion carried with the following vote: 6 ayes, 0 noes, 1 absent.

### **Consent Agenda**

#### **Item 12. Reading of the Minutes** – Enclosed

Item 21 on the Agenda was discussed at this time.

Minutes of the 952<sup>nd</sup> meeting, a regular meeting, held on Tuesday, November 1, 2016, of the Governing Board of the Siskiyou Joint Community College District were approved.

#### **Item 13. Disbursement Summary Report** – Enclosed

Item 12 on the Agenda was discussed at this time.

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

#### **Item 14. Quarterly Financial Status Report, CCFS – 311Q** - Enclosed

Item 13 on the Agenda was discussed at this time.

The Board reviewed the District's 2016-2017 Quarterly Financial Status Report (CCFS 311Q) as submitted to the Chancellor's Office and it was approved.

#### **Item 15. Consideration to Accept the Stipulation of the Parties – Mazariegos v. Siskiyou Joint Community College District (Siskiyou County Superior Court Case No.: SC CV PT 15-00699)** - Enclosed

Item 14 on the Agenda was discussed at this time.

The Board approved a stipulation of parties in Siskiyou County Superior Court Case No.: SC CV PT 15-00699.

#### **Item 16. Consideration to Accept Contract with PPL, Inc. for Superintendent/President Search** - Enclosed

Item 15 on the Agenda was discussed at this time.

The Board approved a contract with PPL to assist with the search for a new Superintendent/President.

#### **Item 17. Revised Administrative Support/Management (ASM) Salary Schedule** – Enclosed

Item 16 on the Agenda was discussed at this time.

The Board approved a revision to the Administrative Support/Management (ASM) Salary Schedule increasing the salary grade of the TRiO Director position from 317 to 318.

**Item 18. New Course Proposals – Enclosed**

Item 17 on the Agenda was discussed at this time.

The following course proposals were approved:

- PEMA 1012 – Women’s Varsity Cross Country
- PEMA 1013 – Men’s Varsity Cross Country
- PEMA 1117 – Off-Season Women’s Varsity Soccer

**Item 19. Date of Upcoming Board Meetings**

Item 18 on the Agenda was discussed at this time.

- Tuesday, January 10, 2017
- Tuesday, February 7, 2017
- Tuesday, March 7, 2017

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

**Item 20. Open Forum**

Item 19 on the Agenda was discussed at this time.

The following individual spoke during open forum:

**Jayne Turk**

Jayne commented that numerous students who wanted to speak tonight left because they gave up. She reported that has seen one of these students in the cafeteria offering multiple times to purchase meals for student’s so that he can use up the money on his meal card. Unfortunately, this student will not be returning to COS next semester.

Jayne recollected her days as a college student, mentioning that she was homeless and poor for her entire junior and senior years without enough to eat. It did not inspire loyalty to that college and she is not a member of that alumni association. She also mentioned that she ran a successful restaurant in Mount Shasta. She stated that managing this restaurant makes her uniquely qualified to say that there are ways to feed our students every day of the week and do it financially, resourcefully, and responsibly. Jayne stated that grab and go sandwich bag does not equal six meals nor does a vending machine that does not accept their prepaid card pick up the slack. Our students and their parents saved and borrowed money to ensure that they could eat and be house and that is the safety net that living in the Lodges should provide. Instead our students and their parents will be repaying student loans for years for food they did not get to eat. We are losing students and we are losing the FTES that goes along with it; in addition, to them not buying space in the Lodges next semester. Not offering meals each and every day is not okay under any circumstances. Please do the right thing and do not try to profit off of student hunger.

## Discussion and Action Items

### **Item 21. Annual Financial Audit Report**

Item 20 on the Agenda was discussed at this time.

Board Report No. **4970** – Enclosed

The Board received an update of the final 2015-2016 audit report. As required by state and federal guidelines, the District contracts with an independent auditor who completes an organization-wide audit each year. The Audit Committee reviewed the draft audit report completed by KCOE Isom during the auditors' exit interview on December 6, 2016. KCOE Isom indicated that, in their opinion, the financial statements of the District fairly represented the financial positions of the District; and the report further states that there were no material weaknesses in the internal controls of the District. KCOE Isom identified four findings related to federal compliance and one finding related to state compliance for 2015-16, which is included as an attachment in the report along with the District's responses which have been reviewed by the Audit Committee.

A motion was made and seconded (Dyar/Ohlund) to approve Board Report No. 4970. The motion carried with the following vote: 6 ayes, 0 noes, 1 absent.

### **Item 22. Revisions to Board Policy – Second Reading**

Board Report No. **4971** – Enclosed

The Board was asked to consider approval of an existing Board Policy in Chapter 3 – General Institution as a second reading. The District has established a regular cycle to review Board Policies and Administrative Procedures. Revisions to Board Policy 3510: Workplace Violence Plan was made to reflect current COS practices, as well as comply with changes as recommended by the CCLC Policy and Procedure Services. The first reading of the revisions was presented at the November 1, 2016, Board meeting.

A motion was made and seconded (Ohlund/Dyar) to approve Board Report No. 4971. The motion carried with the following vote: 6 ayes, 0 noes, 1 absent.

### **Item 23. Superintendent/President Job Announcement/Appointment of Board Sub Committee**

Board Report No. **4972**– Enclosed

The Board was asked to consider approval of the information to be included in the official job announcement for the recruitment of the permanent Superintendent/President. The brochure was reviewed, and the following amendments were suggested:

- Front page at the bottom left corner add “/presidentsearch” to the end of [www.siskiyous.edu](http://www.siskiyous.edu) to read as [www.siskiyous.edu/presidentsearch](http://www.siskiyous.edu/presidentsearch) and under Required Qualifications add “or equivalent” to the end of the second bullet.
- Second page under Desired Qualifications, beginning of second bullet change Senior administrative-level to “Vice President or Presidential level” and under Ideal Characteristics, third bullet add an additional bullet to include “Understand the California Community College policy, legal, and accreditation environment, and have relevant management experience navigating the environment.”
- Fourth page under Application Process, fourth bullet change 6 to 8 references to “eight references” and under Starting Date add “For additional information on this position, district, and the community, please go to : [www.siskiyous.edu/presidentsearch](http://www.siskiyous.edu/presidentsearch).”

**Item 23. Superintendent/President Job Announcement/Appointment of Board Sub Committee (Cont'd)**

The official Superintendent/President announcement will go out mid-January. The timeline has been changed to reflect a starting date of July 1 for the new Superintendent/President. Thus, the timeline will be adjusted to reflect this new starting date. The Board appointed Theresa Richmond, Associate Vice President – Human Resources, current President Thomason, and the administrative staff to work together to determine the search committee in accordance with Administrative Procedure No. 2431. Barry Ohlund was appointed as the chairperson of the search committee.

A motion was made and seconded (Dyar/Hardy) to approve Board Report No. 4972. The motion was then amended to include the suggested changes to the brochure, Barry Ohlund as the search committee's chairperson, and for Theresa Richmond, Scotty Thomason, and the administrative staff to determine the search committee. The motion carried with the following vote: 6 ayes, 0 noes, 1 absent.

**Item 24. Designation of Alternate to the Northern Community College Self-Insurance Authority (NCCSIA) Joint Powers Authority Board of Directors**

Board Report No. **4975** – Enclosed

The Board was asked to consider taking action to revise the alternate representative and confirm the official representative for College of the Siskiyous to the NCCSIA Board of Directors. College of the Siskiyous is part of the NCCSIA JPA for the District's property and liability and worker's compensation insurance. As a member District, NCCSIA's By-Laws provide for both a designated representative and an alternate to serve on the NCCSIA's JPA Board. Currently, Nancy Funk serves as the District's primary representative and Nancy Miller serves as the Alternate Representative. Resolution No. 2016-17-03 asks the Board to designate Theresa Richmond, Associate Vice President – Human Resources, as the District's alternate representative and confirm Nancy Funk as the designated representative.

A motion was made and seconded (Ohlund/Dyar) to approve Board Report No. 4975. The motion carried with the following vote: 6 ayes, 0 noes, 1 absent.

**Item 25. Revisions to Board Policy – First Reading**

Board Report No. **4976** – Enclosed

The Board was asked to consider approval of revisions to Board Policy 4070 from Chapter 4 – Academic Affairs as a first reading. Board Policy 4070: Course Auditing and Auditing Fees was advised for change per Update #27 from the Community College League of California (CCLC) Policy and Procedure Service. College Council reviewed revisions to this Board Policy at their November 8, 2016, meeting.

A motion was made and seconded (Hardy/Heilman) to approve Board Report No. 4976. The motion carried with the following vote: 6 ayes, 0 noes, 1 absent.

**Item 26. Board Organizational Meeting**

Board Report No. **4977** – Enclosed

The Board was asked to take action on a proposed slate of officers. The Board Nominating Committee submitted the following nominations:

**Board President: Greg Hanna**  
**Vice President/Clerk: Carol Cupp**

A motion was made and seconded (Dyar/Hardy) to approve Board Report No. 4977. The motion carried with the following vote: 6 ayes, 0 noes, 1 absent.

**Item 27. Designation of Primary Representative to the Northern Community College Insurance Group (CCIG) Joint Powers Authority Board of Directors**

Board Report No. **4978** – Enclosed

The Board was asked to consider taking action to revise the primary representative for College of the Siskiyous to the CCIG JPA Board of Directors. College of the Siskiyous is part of the CCIG JPA for the District's dental and vision coverage for its employees. As a member District, CCIG by-laws provide for both a designated representative and an alternate to serve on the CCIG JPA Board. Prior to hiring Theresa Richmond as the Associate Vice President – Human Resources (AVP-HR), Nancy Miller was the primary representative. Now that the AVP-HR position has been filled, Richmond will assume this role. Nancy Funk, Vice President – Administrative Services, will remain the alternate representative. She will attend any meetings that conflict with Richmond's schedule. Resolution No. 2016-17-02 asks the Board to declare the District's primary representative on the CCIG as Theresa Richmond and Nancy Funk as the alternate representative.

A motion was made and seconded (Hardy/Ohlund) to approve Board Report No. 4978. The motion carried with the following vote: 6 ayes, 0 noes, 1 absent.

**Items from the Board**

There were no Items from the Board.

The Board took a brief recess at 7:58 p.m.

**Item 28. Continuation of Closed Session**

The Board convened into closed session at 8:05 p.m.

The Board reconvened into open session at 8:34 p.m.

**Item 29. Report of Action from First Closed Session**

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

Carol Cupp:	Aye	Alan Dyar:	Aye
Greg Hanna:	Absent	Jim Hardy:	Aye
Penny Heilman:	Aye	Kathy Koon:	Aye
Barry Ohlund:	Aye		

**Item 30. Adjournment**

There being no further business to discuss, Acting President Carol Cupp declared the meeting adjourned at 8:35 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