

**SISKIYOU JOINT COMMUNITY COLLEGE DISTRICT**

**BOARD MINUTES**

**963rd Meeting -- Regular Meeting, September 12, 2017**

Pursuant to notice duly and regularly given, a regular meeting of the Governing Board of the Siskiyou Joint Community College District was held on **Tuesday, September 12, 2017, at 5:00 p.m.**, at the John Mantle Student Center – Board Room at College of the Siskiyous, Weed, California.

**1. CALL TO ORDER**

**1.1 Call to Order and Attendance**

At 5:05 p.m. Greg Hanna, President, called to order the 963rd meeting, a regular meeting, of the Governing Board of the Siskiyou Joint Community College District at the John Mantle Student Center Board Room, Weed, California.

**The Following Members were Present:**

Greg Hanna, President  
Carol Cupp, Vice President  
Jim Hardy  
Penny Heilman  
Kathy Koon  
Barry Ohlund

**The Following Member was Absent:**

Alan Dyar

**Also Present:**

Dr. Steven Schoonmaker, Superintendent/President  
Sheila Grimes – Executive Assistant II  
Lori Luddon – Executive Assistant I

**1.2 Pledge of Allegiance**

Greg Hanna led everyone in the Pledge of Allegiance

**1.3 Approval of Agenda**

A motion was made and seconded (Ohlund/Hardy) to approve the September 12, 2017, Board of Trustees public session agenda. The motion carried with the following vote: 6 ayes, 0 noes, 1 absent.

**1.4 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 5:09 p.m.

**2. CLOSED SESSION**

**2.1 Public Employee Appointment (Pursuant to Government Code Section 54957)**

**2.2 Public Employee Discipline/Dismissal/Release/Non-Renewal (Pursuant to Government Code Section 54957)**

## **2. CLOSED SESSION (Cont'd)**

### **2.3 Labor Negotiations (Pursuant to Government Code Section 54957.6)**

- *Agency Designation Representative: Theresa Richmond, Associate Vice President – Human Resources*
- *Employee Organization: College of the Siskiyous Faculty Association*

### **2.4 Performance Evaluation - Ongoing Review of Goals and Objectives (pursuant to Government Code Section 54957)**

- Title: Superintendent/President

The Board took a brief recess at 5:45 p.m.

The Board reconvened into open session at 6:03 p.m.

#### **Also Present After Closed Session:**

Donna Farris, President – CSEA  
Dawnie Slabaugh, Director – PIO/Foundation Office  
Calvin Wagner, Student Trustee  
Chris Wehman, President – ASM  
Chris Vancil – Academic Senate  
Kent Gross, Director – Fiscal Services  
Dr. Michael Tischler – Faculty Association  
Bart Scott – Director, Research and Evaluation  
Michele Korkowski – Administration of Justice  
Jim Gilmore – Art and Photography Instructor  
Dr. Zachary Zweigle – Dean - Instruction  
Val Roberts – Associate Director - Counseling  
Sarah Kirby – Adjunct English Instructor

## **3. ANNOUNCEMENT OF OPEN FORUM PROCEDURES**

### **3.1 Anyone wishing to address the Board on an agenda or non-agenda item that is within the jurisdiction of the Board may do so by completing the Open Forum form and submitting a copy to the secretary.**

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. Non-English speakers are entitled to at least twice the time which is normally allotted to a member of the public who wishes to publicly comment when a translator is used.

## **4. STAFF REPORTS**

### **4.1 Board Member Reports**

#### **➤ Trustee Carol Cupp**

Trustee Cupp reported that she enjoyed working at the COS fair booth and it was very interesting being out in the public. The Scholarship Dinner last weekend was very successful. There was an interesting letter to the editor in the local paper that made mention of COS and our partnership with Nor-Cal Products. Trustee Cupp said the more we can do of that the better.

#### 4. **STAFF REPORTS (Cont'd)**

##### 4.1 **Board Member Reports**

###### ➤ **Trustee Jim Hardy**

Trustee Jim Hardy mentioned that he appreciates seeing all the news about COS on Facebook and in the local papers, including information on the Siskiyou Promise. His impression is that our semester has had a good start.

###### **Trustee Kathy Koon**

Trustee Kathy Koon participated in the Siskiyou Cattlemans' Tour in Macdoel and Dorris in August. She toured the strawberry operations and cattle operations. The robotics they are using are extremely interesting. She also attended the lecture on Foothill Abortion in Siskiyou County, a very important topic for Siskiyou County cattlemen.

###### ➤ **Trustee Barry Ohlund**

Trustee Barry Ohlund stated that as with other Board members, he is involved with other organizations in the County. He invited people to attend Mt. Shasta Title Company's 50<sup>th</sup> anniversary this Thursday in Yreka at 5 p.m. Barry extended an invitation to everyone.

###### ➤ **Trustee Penny Heilman**

Trustee Penny Heilman serves on the Board for Siskiyou Arts Museum in Dunsmuir. She invited everyone to attend their current show, "Shared Paths," featuring old photographs from the Japanese internment camps. New exhibits are brought in each month and there are openings every second Saturday of the month from 5-7 p.m. and they are open Thursday through Sunday.

##### 4.2. **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**

- Dr. Stephen Schoonmaker thanked the Faculty for assisting him with his new fashion statement by bidding on the Coat of Many Colors at the Scholarship Dinner.
- The Scholarship Dinner was a great event. Dr. Schoonmaker enjoyed meeting members of the community and especially enjoyed meeting scholarship recipients who are starting their education, and he anticipates again addressing them as they complete their college education.
- Dr. Schoonmaker indicated that he has not quite been working here 90 days, but he is looking forward to his next year, establishing relationships with the Foundation Board, Cabinet, constituency groups on campus, and the communities that we serve.
- Dr. Schoonmaker will be doing outreach to businesses, industry, and civic groups, with focus on economic development and discovering what their needs are. He will be speaking at Weed Rotary the end of this month. He has met with the Community Service Council and will be joining that Council. He has also met with the Economic Development Corporation in Yreka.
- Dr. Schoonmaker travels to Yreka at least once a week. He truly enjoyed visiting with one of the staff at Yreka on a Saturday, learning about his love for this campus and the college and what it represents to him, his family and community.

#### **4. STAFF REPORTS (Cont'd)**

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

➤ **Vice President, Instruction:**

- Dr. Todd Scott, Vice President – Instruction, reported that the Perkins report is being finalized.
- Thursday Dr. Scott will be going to Butte College to attend the North Far North Consortium. He expects discussion topics to focus on small business for the next funding cycle.
- Dr. Scott will be attending the Rural Community College Alliance in Oklahoma City with Mark Klever at the end of this month.
- Dr. Scott introduced our new Dean of Instruction, Dr. Zachary Zweigle. Dr. Zweigle said he was excited to be here and that he has spent his first two weeks walking around talking with instructors, and he is working on strengths, weaknesses, opportunities and threats (SWOT). He will tally information and present what he thinks we should do to Dr. Scott in the next couple months.
- Dr. Scott introduced Sarah Kirby, our new adjunct English faculty.

➤ **Vice President, Administrative Services:**

- Darlene Melby, Vice President – Administrative Services, introduced Chris Wehman as the Interim Director of Information Technology. Chris replaces Eric Houck, who recently accepted a job at Napa Valley College.
- In response to Board questions regarding on-going facility projects on campus, Ms. Melby indicated that she could provide detailed information on the projects that was shared during Orientation Day. Ms. Melby thanked Eric Rulofson and his staff for all the hard work they did over the summer.
- Food service is being provided to Lodge residents three times a day, seven days a week. Ms. Melby thanked Cindy and her staff for working to make this happen.
- The auditors will be on campus October 16 for their site audit. They had a preliminary visit in August that went well. Thanks to Fiscal Services for their good work. Fiscal Services is working on closing out the 2016-17 year.
- Ms. Melby has contacted Ellucian to provide updates and additional training on the fiscal revitalization. She expects them to be on campus in two to four weeks.

➤ **Vice President, Student Services:**

- Ms. Melissa Green announced that applications for COS and financial aid will be available October 1 for the 2018-19 school year.
- Over 100 students were fed free pancakes on the first day of school, and we gave out an equal amount of ice cream treats from the truck that came on campus during the first week. Thanks to the Foundation for supplying funding for these events.
- Melissa, Dawnie Slabaugh and Regina Weston went to a California Promise workshop in Sacramento. Dawnie gave a presentation at the workshop and said COS is on the cutting edge with our Promise program.
- September 20 is our High School Preview Day, with over 300 high school seniors visiting campus. Melissa extended an open invitation for anyone who would like to participate.
- We are currently at 766 FTES for fall semester, and Melissa expects that number to grow as we have late start and ISA classes starting in the future.
- We have already received 106 applications for spring semester.

#### 4. **STAFF REPORTS (Cont'd)**

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

- **Associate Vice President, Human Resources:**
  - Theresa Richmond has been receiving positive feedback received from Orientation and Planning Days.
  - HR has been very busy hiring numerous staff and part-time faculty.
  - Trustee Carol Cupp said she appreciated Brynn's emails about the new hires.
- **Student Trustee:**
  - Trustee Calvin Wagner talked about his involvement in Welcome Back Week.
  - Six new senators were elected today. Executive positions will be elected Friday.
- **Academic Senate:**
  - Chris Vancil stated that Monday Wednesday classes have only met three times so far because of the Mondays off. Everyone is getting used to the new schedule.
  - The Senate focus this year will be on campus security and increasing the number of full-time faculty hired by COS.
    - The Senate passed a security resolution in May that has been forwarded to Stephen. Chris has met with Eric Rulofson and Doug regarding security and Michele Korkowski and Jeremiah LaRue have put together several good suggestions ranging from zero or low cost, plus ideas that would entail significant funding. Eric and Chris have reviewed the list.
    - There are currently 37 full-time faculty. The Senate would like to see this number closer to 45 or 46.
- **CSEA:**
  - Donna Farris felt very good about Orientation Day.
  - She had all the classified staff hired within the past year stand up during the CSEA meeting. There were about 15 new hires recognized.
  - Everyone is very busy with the start of the new semester.
- **ASM:**
  - Chris Wehman talked about the activation of 60 laptop computers that are used in the Academic Success Center. He thanked Dr. Scott for obtaining grant funding for purchase of the machines.
  - Due to the increase in vandalism at Yreka Campus, there will be security cameras installed shortly. Chris has been working with Darlene, Mark and Eric.
  - We have received a USDA grant to update and add more videoconference rooms.
  - Chris enjoyed representing ASM at the Scholarship Dinner.
- **Public Relations:**
  - The Scholarship Dinner was very well attended, with over 200 seats sold. Approximately \$11,000 was raised for Siskiyou Promise, and a highlight was awarding the first installment of 2017-18 scholarship checks to students.
  - College of the Siskiyous has a presence in multiple social media platforms, including Facebook, Twitter, Instagram, Snapchat and YouTube. You can connect to the various services through our Facebook page.

#### **4. STAFF REPORTS (Cont'd)**

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

- Fall sports teams are busy. COS Football won 20-14 at home against San Francisco City College, the second time we have won out of twelve games that we have played them. The football team is currently ranked 9<sup>th</sup> in Junior College Athletics (JCA) and 11<sup>th</sup> in the State California Community College Athletic Association (CCCAA). The 1977 Championship football team will be having a reunion party here at the next home game on September 23.

#### **5. REPORTS/NO ACTION**

##### **5.1 Certificates of Action**

The College received two Certificates of Recognition from Assemblyman Brian Dahle for the following programs:

- Computer Science and Business
- Emergency Medical Technician, Administration of Justice, and Fire Technology.

Trustee Greg Hanna presented the Certificates of Recognition from Assemblyman Dahle.

Michele Korkowski accepted the Certificate of Recognition on behalf of the public safety programs and gave a brief overview of the Administration of Justice program enrollments, with information on current enrollments and needs served when the POST academy is approved. There are currently 113 students enrolled in ADJ Level II and III programs. The future addition of Level 1 Academy will create even more enrollment.

Dr. Scott accepted the Certificate of Recognition for the Computer Science and Business programs. He shared that the students who go through these programs have seen a large increase in their earnings. Our CTE programs are successful and students are obtaining good paying jobs after completing our programs.

##### **5.2 District Financial Reports**

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.

Darlene Melby, Vice President – Administrative Services, provided an overview of the monthly reports. Since we are in the first month of a twelve-month period there is not much to report. All salaries were renewed and some operating expense percentages are a bit higher because the yearly budgeted amount is paid at the beginning of the fiscal year. The last three payments on debt service for the Science building are shown.

## **5. REPORTS/NO ACTION (Cont'd)**

### **5.3 Career and Technical Education Advisory Committees' Membership**

The Board received an annual report of the Career and Technical Education Advisory Committees' Membership.

Dr. Scott explained that a requirement of the Perkins Act is that we maintain advisory committees for each of our programs. He plans to oversee these committees better, in addition to having a county-wide planning team. That will be developed this year. The Ford Family just funded a group of individuals from the Board of Education for \$200,000 to look at CTE county-wide to determine the needs. We will have one or two individuals on that committee when it forms.

### **5.4 Reading of Employment Contracts for Administrators 2017-2018**

The Board and public heard the recording of the employment contract terms for the following Administrators:

- Darlene Melby, Vice President – Administrative Services
- Theresa Richmond, Associate Vice President – Human Resources
- Dr. Zachary Zweigle, Dean – Instruction
- Dennis Roberts, Associate Dean – Athletics & CTE
- Valerie Roberts, Associate Dean – Counseling
- Cora Brownell, Associate Dean – Nursing
- Bart Scott, Director – Research and Evaluation

### **5.5 Sabbatical Leave Report – Jim Gilmore**

The Board listened to a Sabbatical Leave Report presentation by James Gilmore, Art and Art History Instructor, summarizing activities and achievements accomplished during a sabbatical leave granted for the 2017 spring semester.

## **ACTION ITEMS**

## **6. CONSENT AGENDA**

### **6.1 Reading of the Minutes**

Minutes of the 962<sup>nd</sup> meeting, a regular meeting, held on Tuesday, August 1, 2017, of the Governing Board of the Siskiyou Joint Community College District were approved.

### **6.2 Disbursement Summary Report**

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

### **6.3 Personnel List**

The Board approved the Personnel List for September.

### **6.4 Excused Absence of Governing Board Member – Penny Heilman**

The Board approved Resolution #2017-2018-05 excusing Trustee Penny Heilman from the August 1, 2017 Board meeting due to illness.

**6. CONSENT AGENDA (Cont'd.)**

**6.5 Fall/Spring 2017-2018 Men's Basketball and Women's Basketball Schedules**

The Board approved the schedules for the Men's and Women's Basketball schedules.

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

**7. OPEN FORUM**

**7.1** No open forum items were presented.

**8. DISCUSSION AND ACTION ITEMS**

**8.1 Substantive Change Proposal**

Board Report No. **4963**

The Board was asked to consider approval of the Substantive Change Proposal for educational programs at Farmworker Institute for Education and Leadership Development (FIELD) sites and the San Francisco Police Department Police Academy (SFPA).

A motion was made and seconded (Hardy/Koon) to approve Board Report No. 4963. The motion carried with the following vote: 6 ayes, 0 noes, 1 absent.

**8.2 Accreditation Follow-Up Report**

Board Report No. **5050**

The Board was asked to consider approval of the Accreditation Follow-Up Report.

Dr. Scott was commended for pulling all the information together for this report.

A motion was made and seconded (Cupp/Koon) to approve Board Report No. 5050. The motion carried with the following vote: 6 ayes, 0 noes, 1 absent.

**8.3 Authorization to Participate in the 2017 Chancellor's Office Tax Offset Program (COTOP)**

Board Report No. **5053**

The Board was asked to approve participation in the 2017 Chancellor's Office Tax Offset Program (COTOP) for the 2017-2018 fiscal year.

A motion was made and seconded (Ohlund/Hardy) to approve Board Report 5053. The motion carried with the following vote: 6 ayes, 0 noes, 1 absent.

**8. DISCUSSION AND ACTION ITEMS (Cont'd)**

**8.4 2017-2018 Proposed Final Budget**

Board Report No. 5054

The Board was asked to review and approve the 2017-2018 Final Budget for submittal to the Chancellor's Office.

Darlene Melby, Vice President – Administrative Services explained the proposed final budget. On-going funding includes apportionment on 2,565, COLA of 1.56%, and mandated cost reimbursements of \$28 per FTES. Expenditures include increases in STRS and PERS, step and column increases and full funding of the annual required contribution (ARC) for Retiree Health Benefits. The budget also reflects one-time funding for deferred maintenance, instructional equipment and drought and Proposition 39 funding for energy efficiency projects. There are no significant changes in categorical funding. The budget includes a 14% ending fund balance. There is a new contingency reserve for potential negotiation settlements that would place the District in deficit spending if used. There are opportunities to increase FTES and save on budgeted operating expenses.

A motion was made and seconded (Cupp/Heilman) to approve Board Report 5054. The motion carried with the following vote: 6 ayes, 0 noes, 1 absent.

**8. DISCUSSION AND ACTION ITEM (Cont'd)**

**8.5 Planning by Design**

Board Report No. 5055

The Board was asked to review and approve the Planning by Design document.

The motion was made and seconded (Koon/Heilman) to approve Board Report 5055. The motion carried with the following vote: 6 ayes, 0 noes, 1 absent.

**9. ITEMS FROM THE BOARD**

**9.1** There were no items from the Board.

**10. CONTINUATION OF CLOSED SESSION**

**10.1** A second closed session was not needed.

**11. RETURN TO OPEN SESSION AND REPORT OF ACTION FROM CLOSED SESSION**

**11.1** No action was taken.

**12. ADJOURNMENT**

**12.1** There being no further business to discuss, President Greg Hanna declared the meeting adjourned at 7:34 p.m.

Respectfully submitted,

Stephen Schoonmaker, Ed.D.  
Superintendent/President and the Secretary to the  
Governing Board of the Siskiyou Joint Community  
College District

Approved:

\_\_\_\_\_ President

\_\_\_\_\_ Clerk