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, January 10, 2017, at 5:00 p.m.**, in the Board Room at College of the Siskiyous, Weed, California, and 846 Indian Creek Road, Happy Camp, California.

### Item 1. Call to Order and Attendance
At 5:05 p.m. Greg Hanna, President, called to order the 954th meeting, a regular meeting, of the Governing Board of the Siskiyou Joint Community College District in the Board Room at College of the Siskiyous, Weed, California, and 846 Indian Creek Road, Happy Camp, California.

The following Members were Present:
- Greg Hanna, President
- Barry Ohlund, Acting Vice President/Clerk
- Alan Dyar (by phone)
- Kathy Koon

Absent:
- Carol Cupp, Vice President/Clerk
- Jim Hardy
- Penny Heilman

Also Present:
- Scotty Thomason, Superintendent/President
- Nancy Funk, Vice President – Administrative Services
- Dr. Todd Scott, Vice President – Instruction
- 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.

### Item 3. Administration of the Oath of Office – Trustee
The oath of office was administered to Trustee Greg Hanna – Area 6 who ran unopposed in the November election.

The Board convened into closed session at 5:07 p.m.

### Item 4. Closed Session
- **Public Employee Appointment (pursuant to Government Code Section 54957)**
  - Adjunct Instructors, spring semester – 60 short-term positions
  - Adjunct Instructors, fall semester – 1 short-term position
  - Recommendation for Equivalency – 15 applications for equivalency
  - Artist Model - 1 short-term position
  - ASC Coordinator – 1 short-term position
  - Distance Learning Coordinator – 1 interim position
  - Expert Instructional Aide, ADJ - 3 short-term positions
Item 4. **Closed Session (Cont’d)**

- Expert Instructional Aide, ASC – 1 substitute position
- Expert Instructional Aide, Nursing – 2 short-term positions
- Expert Instructional Aide, Paramedic – 2 short-term positions
- Instructional Support Specialist, Fine Arts – 1 permanent position
- Instructional Support Specialist 2, Distance Learning – 7 short-term positions
- Instructional Support Specialist 2, Fire -1 short-term position
- Instructional Support Specialist 2, Math – 3 short-term positions
- Instructional Support Specialist 2, Nursing – 1 short-term position
- Program Assistant, Nursing – 1 short-term position
- Program Specialist 2, DSPS – 2 short-term positions
- Student Services Specialist 2, Admissions & Records – 1 short-term position
- Van Driver – 2 short-term positions
- Volunteers – 2 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)
  - Public Employee Performance Evaluation (pursuant to Government Code Section 54957)
    - Title: Superintendent/President

The Board took a brief recess at 5:52 p.m.
The Board reconvened into open session at 6:02 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
- Kent Gross, Controller
- Valerie Roberts, Associate Dean – Student Success
- Dr. Greg South, Dean – Student Learning
- Dr. Bob Taylor, Dean - CTE
- Dr. Mike Tischler, President – Faculty Association

Item 5. **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 6. **Board Member Reports**

The following information from the Trustees was received:

  - **Trustee Alan Dyar**
    - Due to the recent snow storms, Trustee Alan Dyar joined tonight’s Board of Trustee’s meeting through phone conferencing. Alan shared that he and his wife were unable to leave their residence due to snow accumulation. He also reported that they have been without power since yesterday afternoon.
    - Alan mentioned that his family enjoyed a wonderful holiday season.
Item 6. **Board Member Reports (Cont’d)**

- **Trustee Greg Hanna**
  - Trustee Greg Hanna noted that he was absent from the last Board meeting because he and his wife took a trip to Belize to celebrate their 30th wedding anniversary.
  - Greg shared that he had a great Christmas with family.

- **Trustee Kathy Koon**
  - Trustee Kathy Koon shared that she recently returned home from a visit to southern California.
  - Kathy reported that she read a wonderful newspaper article about Roger Emerson. She met Roger through a workshop at COS about 26 years ago while she was a teacher. Roger inspired her with his children’s musical program packages which included with a CD, music, along with play parts. Her school purchased his programs and the kid’s always did a great job in part due to his musical arrangements.

- **Trustee Barry Ohlund**
  - Trustee Barry Ohlund mentioned that he had also read the newspaper article about Roger Emerson and noted that his wife had attended school with him.
  - Barry noted that he enjoyed attending Scotty and Sharie’s Christmas Party.
  - Barry announced that his family had to postpone their holiday festivities as his son had fallen and broken his hip two days prior to Christmas.

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, reported that two of our Trustees, Jim Hardy and Penny Heilman, will not be with us this evening due to illness. Melissa Green, Vice President – Student Services, will also be absent due to illness.
  - We only had 22 students leave the Lodges at the end of the fall semester. We have 15 students moving into the Lodges for the spring semester. Some of our athletes remained in the Lodges during the Christmas break.
  - The men’s and women’s basketball games were canceled last weekend. The next home basketball games are schedule for this Saturday, January 14, at 2 p.m. and 4 p.m.
  - Our budgets are based on enrollment of 2,819 FTES this year. We need to grow about 250 FTES due to the decrease in the San Francisco Police Academy sections. Scotty is cautiously optimistic that we will obtain this goal. Fall enrollment was about even and spring enrollment is currently up by about 30 FTES - as compared to last year at this time.
  - The initial State budget for FY 2017-2018 was just released by the Governor this morning. It appears there will be a small COLA and a small increase in growth funding. Presently, there will be a small net decrease in funding for California community colleges while California UC’s and CSU will see a net increase in funding. Nancy Funk will be attending the State Budget Workshop next Wednesday, January 18, where the proposed State budget will be presented in more detail.
  - Due to winter storms, the campuses did not open until 10 a.m. on Wednesday, January 4, to allow extra time for employees to get to work and time for the Maintenance crew to clear the parking lots and sidewalks. The Yreka Campus was closed on Monday, January 9, due to snow accumulation. Once the Maintenance Department cleared the Weed Campus they went to the Yreka Campus and plowed as well.
Item 7. Report of Administration, Student Trustee and Representatives at the Board Table (Cont’d)

- On Tuesday, January 10, the Yreka Campus was closed for a short period because the Yreka Police Department reported that there was an armed felon on foot. Once additional information was received that this individual had burglarized a gas station at the north end of Yreka, the Yreka Campus was reopened.
- A flex day is coming up on Thursday, January 12. The day will begin at 8 a.m. with a continental breakfast and brief updates from the Administration. At the conclusion of the presentations, faculty will meet to work on several projects for the remainder of the day and all other staff will return to their normal workday.

➤ Administrative Services:

- Nancy Funk, Vice President – Administrative Services, noted that the Maintenance Department was very busy over the break. Eric Rulofson arranged to have one Maintenance employee on each of the campuses every other day during the break to check on the buildings, etc. When employees arrived back on campus on Tuesday, January 3, the parking lots and sidewalks were clear all due to the Maintenance Department.
- Also during the break, the Maintenance Department worked in Yreka on the raised-flooring project and the repair of the orchestra pit at the Weed Campus. Information Technology employees worked on the video-conferencing equipment in Yreka.
- We are in the final stages of hiring the three part-time permanent Food Service employees. Therefore, beginning with the spring semester, Food Services will be open on both Saturdays and Sundays for a few hours. After a few weeks of being open on the weekends, Nancy will evaluate this service to see if the demand in actually there.
- Cindy Martel, Food Services Supervisor/Cook, recently submitted her program review to Nancy Funk. Nancy stated that she is very impressed by Cindy and her ideas that she would like to implement in Food Services.
- Nancy gave the following brief overview of the Governor’s proposed budget for 2017-2018:
  - 1.48 percent COLA which would also be applied to categorical funding (EOPS, DSPS, CalWORKS, etc.)
  - 1.34 percent in growth funding
  - Small increase to the Foundational Base Grant. This could amount to an increase of almost $50,000 for COS.
  - Facilities/Instructional Equipment Funds – 24 percent of what we received this year; which would be a huge reduction in this area.
  - No decreases in Student Equity/SSS.
- Because of the State law that recently passed requiring colleges to provide shower facilities for homeless students; we are in the process of developing a Board Policy and an Administrative Procedure regarding this service which will go to the Board for their approval in February. In the meantime, we will be posting notices in the locker rooms, Gym foyer, the John Mantle Student Center, and restrooms that the showers are available Monday through Friday, 7:30 a.m. to 9:30 a.m., excluding holidays.

➤ Instruction:

- Dr. Scott, Vice President – Instruction, reported that a draft copy of the Institutional Effective Partnership Initiative is currently with Senate Exec for their review. Once Senate Exec has approved this document and it has Scotty’s signature, it will be submitted so that we can receive the $200,000 to implement the improvements. Over the next year, we will be evaluating our SLO and program review processes as well as examine how we collect data and
Item 7. **Report of Administration, Student Trustee and Representatives at the Board Table (Cont’d)**

what data we should be collecting. This will help us provide additional information to the faculty so that they can make better informed decisions in regards to their class structure and if any changes need to be made.

- Karen Tedsen submitted an eligibility application for a Title III Grant (Federal grant). Dr. Scott will be traveling to Oregon to meet with Southern Oregon University representatives on Wednesday, January 25, to discuss developing a partnership and possibly forming a University Center at the Yreka Campus which will help to expand this campus.

- Dr. Taylor, Dean – CTE, mentioned that over the next few months 36 computer stations will be installed along with 3D printers at the Yreka Campus.

- Dr. Robert Taylor reported that the Information Technology crew has almost completed the new computer lab in ESTC 107. Once this lab is fully operational; the 3D printers will be installed. We will then search for an instructor to teach the 3D Printing/Computer Aided Drafting and Design program (SOLIDWORKS software).

- Dr. Scott wanted to acknowledge all the hard work that was done by Karen Tedsen and Nancy Shepard to obtain the U.S.D.A. Distance Learning Telemedicine (DLT) Grant. The funding that we received was used to upgrade our videoconferencing equipment. Dr. Scott hopes that by continually upgrading the videoconferencing equipment we can make videoconferencing a better experience for both the instructor and the students.

**Student Services:**

- Nancy Funk presented Melissa Green’s, Vice President – Student Services, report on her behalf since she was absent due to illness.
  - Enrollment is up about 30 FTES over this time last year.
  - Over 150 applications have been received for the fall through CCCApply.
  - We will soon begin visiting high schools and attending college fairs. The first high school visit will be this Wednesday in Yreka.
  - Lodge students will begin moving in this Friday at noon and continue to do so over the weekend. Welcome activities will be held throughout the weekend.
  - A few students who were involved in winter sports stayed in the Lodges during the break along with a few other students who did not travel home.
  - The students have expressed their appreciation in having Food Services opened from 9 a.m. until 2 p.m. since January 3.
  - Student Services will be facilitating Welcome Days – January 17 through January 19 – at both campuses. For this event, information tables will be set up at both campuses and showcase campus maps; Everbridge signup opportunities, student I.D.s, and hot beverages.

**Human Resources**

- Theresa Richmond, Associate Vice President – Human Resources, reported that her area is working on updating and revising their board policies and administrative procedures. She hopes to have these completed by April.

- The hiring of positions continues.

- The Human Resource Department is working with the Academic Senate on refining the equivalency process.

- Training for supervisors and managers who hire employees will be scheduled soon to update them on the new processes.
Item 7. Report of Administration, Student Trustee and Representatives at the Board Table (Cont’d)

➢ Public Relations/Foundation:
  • Dawnie Slabaugh, Director of Public Relations & College Foundation stated that December was a very busy month and filled with numerous activities.
  • During the Christmas break, Dawnie visited the Shasta Regional Community Foundation Office and accepted a check for the proceeds from North State Giving Tuesday amounting to almost $11,000.

➢ Academic Senate:
  • Chris Vancil, President – Academic Senate, mentioned that this Thursday, six hours have been set aside for faculty to work on developing a new and improved program review process which will aid the faculty in better preparing our students.
  • Faculty are currently enjoying the last days of their winter break.
  • The faculty are working on updating policies on equivalency which they will be bringing before the Administration. The faculty will also be making recommendations for updating two administrative policies - Credit by Exam and Course Challenges.

➢ Administrative Support/Management (ASM):
  • Eric Houck, President – ASM, announced that the ASM group’s annual Holiday Food Basket Drive was successful again this year as thirty-six food baskets were prepared and distributed. Traditionally, the annual Holiday Food Basket Drive is an ASM event. However, this year, we had participants from classified, faculty, as well as Cindy Martel in Food Services. We also received food donations from the COS Annual Holiday Craft Fair. Eric thanked all of those who contributed their time and energy in addition to their donations of food and cash.

➢ Classified Staff (CSEA):
  • Donna Farris, President – CSEA, mentioned that classified enjoyed the time off during the break. Everyone has returned and is very busy as we move forward into the next semester.

➢ Student Trustee:
  • Calvin Wagner, Student Trustee, enjoyed the winter break.
  • Calvin is encouraging students to register for Everbridge so that they can receive campus communications.
  • He is looking forward to the new semester and finding a new Student Trustee for the upcoming school year.

REPORTS/NO ACTION

Item 8. District Financial Reports – Enclosed


Item 9. Revisions to Administrative Procedures
Board Report No. 4964 – Enclosed

The Board reviewed Administrative Procedures 2725, 2730, 3540, 3720, 4102, and 4225. As part of the regular review process Administrative Procedures 2725 and 2730 were reviewed and revised. Administrative Procedures 3540, 3720, 4102, and 4225 were advised for change per Update #27 from the Community College League of California (CCLC) Policy and Procedure Service. College Council reviewed the requested revisions at their November 22, 2016, and December 13, 2016, meetings and recommended approval.
Item 10. **Professional Growth Awards**
Board Report No. 4973 – Enclosed

This report was presented to inform the Board about recipients of Professional Growth Awards. In December, the following employees received a Professional Growth Award for earning at least 60 points: Kristopher Lininger, Eric Houck, Denise Broomfield, and Shondi Farris. Each staff member was paid a $500 stipend for a total of $2,000 in stipends paid.

Item 11. **Student Support Services (SSS) 2015-16 Annual Performance Report**
Board Report No. 4974 – Enclosed

The Board received a report on the 2015-16 Student Support Services (SSS) Program. The 2015-2016 program year represented the 18th year of the SSS Program at College of the Siskiyous. Valerie Roberts stated that the Student Support Services (SSS) grant is funded through the U. S. Department of Education and is part of the Federal TRIO program. The SSS Program served 184 students throughout the 2015-16 academic year. The Department of Education required two-thirds of SSS participants be first-generation and low income and/or students with disabilities including students with disabilities who are also low income. Performance outcomes are based on objectives submitted as part of our grant. Each year, a performance report is written to see if we have met the objectives for the year. In 2015-16, we earned 15 out of 15 points, meeting or exceeding all objectives. Valerie gave credit for the success of the program to Pat Kushwara, SSS Coordinator/Advisor, remarking that she goes over and above what is expected of her for the students.

Item 12. **Upward Bound 2015-16 Annual Performance Report**
Board Report No. 4980 – Enclosed

The Board received a report on the 2015-16 Upward Bound Program. The Upward Bound grant is funded through the U. S. Department of Education and is part of the Federal TRIO program. The program served 84 students Siskiyou County high school students throughout the 2015-16 academic year. In 2016-16, we earned 12 out of 15 points thus not meeting two of the objectives. Valerie Roberts stated that they will be focusing their efforts on those areas in the future. This is the last year of our current five-year Upward Bound Grant and another five-year grant proposal was recently submitted. Valerie stated that we will find out in April if we will be funded again. She also commented that Stephanie Wroten is very creative in the ways she finds to serve these 84 students as they are enrolled in eleven different high schools in Siskiyou County.

**ACTION ITEMS**

**Consent Agenda**

Item 13. **Reading of the Minutes** – Enclosed
Minutes of the 953rd meeting, a regular meeting, held on Tuesday, December 6, 2016, of the Governing Board of the Siskiyou Joint Community College District were approved.

Item 14. **Disbursement Summary Report** – Enclosed
The Board approved the Summary of Warrants for the prior month.

Item 15. **2017 Schedule for Men’s Baseball and Women’s Softball** – Enclosed
The 2017 schedule for Men’s Baseball and Women’s Softball was approved.

Item 16. **2017-2018 Academic Calendar** – Enclosed
The Academic Calendar for 2017-2018 was approved.
Item 17. **New Administrative Support Management Job Descriptions and Salary Ranges** – Enclosed
The following positions and their corresponding salary ranges were approved:
- FIELD Instructional Service Director
- Applications Manager

Item 18. **Date of Upcoming Board Meetings**
- Tuesday, February 7, 2017
- Tuesday, March 7, 2017
- Tuesday, April 4, 2017

It was moved and seconded (Ohlund/Koon) to approve the consent agenda. The motion carried with the following vote: 4 ayes, 0 noes, 3 absent.

Item 19. **Open Forum**
No open forum items were presented.

**Discussion and Action Items**

Item 20. **Revisions to Board Policies – First Reading**
Board Report No. 4963 – Enclosed

The Board was asked to consider approval of revisions to existing Board Policy 2730 from Chapter 2 – Board of Trustees as a first reading. The revisions to Board Policy 2730 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 and recommended approval of this Board Policy at their November 22, 2016, meeting.

A motion was made and seconded (Ohlund/Koon) to approve Board Report No. 4963. The motion carried with the following vote: 4 ayes, 0 noes, 3 absent.

Item 21. **Board Organizational Meeting**
Board Report No. 4965 – Enclosed

The Board was asked to appoint Board representatives as primary contacts for various state and local organizations. President Greg Hanna appointed the following individuals to represent the District at various state and local organizations for the 2017 school year:

<table>
<thead>
<tr>
<th>Organization</th>
<th>2017 Designated Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community College League of California</td>
<td>Scotty Thomason</td>
</tr>
<tr>
<td>American Association of Community Colleges</td>
<td>Scotty Thomason</td>
</tr>
<tr>
<td>COS Foundation</td>
<td>Carol Cupp</td>
</tr>
<tr>
<td>Resource Management Development</td>
<td>Alan Dyar</td>
</tr>
<tr>
<td>Student Success and Educational Opportunities</td>
<td>Kathy Koon</td>
</tr>
<tr>
<td>Accreditation Liaison</td>
<td>Barry Ohlund</td>
</tr>
<tr>
<td>Facilities Oversight</td>
<td>Penny Heilman</td>
</tr>
<tr>
<td>Board Evaluation/Board Objectives</td>
<td>Jim Hardy</td>
</tr>
<tr>
<td>Audit Committee</td>
<td>Greg Hanna</td>
</tr>
</tbody>
</table>

It was moved and seconded (Dyar/Koon) to approve Board Report No. 4965 with changes. The motion carried with the following vote: 4 ayes, 0 noes, 3 absent.
Item 22. **2017-18 Nonresident Tuition Fee**  
Board Report No. 4981 – Enclosed

The Board was asked to discuss establishment of the nonresident tuition fee for the 2017-18 school year. Education Code Section 76140 requires each district board to establish a nonresident tuition fee not later than February 1 for the succeeding fiscal year. Since 1999, the District has adopted a fee that falls between the statewide average and those charged by neighboring districts. This year, the District could assess a nonresident tuition fee of up to $260 per unit, but not less than the statewide average cost of $234 per unit. Comparisons were made to the neighboring districts of Redwoods, Lassen, and Shasta. It was recommended that the Board approve the nonresident tuition fee at a reduced rate of $234 per semester unit, and maintain a $35 processing fee for nonresident international students for the 2017-2018 fiscal year.

A motion was made and seconded (Ohlund/Koon) to approve Board Report No. 4981. The motion carried with the following vote: 4 ayes, 0 noes, 3 absent.

Item 23. **Sabbatical Leave Requests for 2017-2018**  
Board Report No. 4982 – Enclosed

The Board reviewed sabbatical leave requests submitted by Dave Clarke and Jayne Turk. The intent of Dave Clarke’s sabbatical leave application for the fall 2017 semester is to develop online versions of Anatomy and Physiology and possibly Human Biology along with the development of a new course entitled, “Biology of Gender.” Jayne Turk is proposing a one-year sabbatical for the 2017-2018 academic year. Her sabbatical proposal outlines her intent to complete a Conflict Resolution certification at Southern Oregon University; create and update COS curriculum; and prepare Conflict Resolution material for workshops and seminars. The Sabbatical Leave Committee recommended that the two proposals be recommended for approval. After discussion between the Superintendent/President and the Vice President, Instruction, it was determined that the District is not in a position to fund both sabbatical applications. Therefore, it is recommended that Jayne Turk’s sabbatical application be granted for the 2017-2018 academic year.

A motion was made and seconded (Koon/Dyar) to approve Board Report No. 4982. The motion carried with the following vote: 4 ayes, 0 noes, 3 absent.

Item 24. **Revisions to Board Policies – Second Reading**  
Board Report No. 4983 – Enclosed

The Board was asked to consider approval of an existing Board Policy in Chapter 4 – Academic Affairs as a second reading. The District has established a regular cycle to review Board Policies and Administrative Procedures. Revisions to Board Policy 4070: Course Auditing and Auditing Fees were 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 January 10, 2017, Board meeting.

A motion was made and seconded (Ohlund/Koon) to approve Board Report No. 4983. The motion carried with the following vote: 4 ayes, 0 noes, 3 absent.
Items from The Board

There were no Items from the Board.

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

**Item 25. Continuation of Closed Session**
A second closed session was not needed.

**Item 26. Report of Action from First Closed Session**
A motion was made and seconded (Ohlund/Koon) to approve the personnel list. The motion carried with the following vote:

<table>
<thead>
<tr>
<th>Name</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carol Cupp</td>
<td>Absent</td>
</tr>
<tr>
<td>Greg Hanna</td>
<td>Aye</td>
</tr>
<tr>
<td>Penny Heilman</td>
<td>Absent</td>
</tr>
<tr>
<td>Barry Ohlund</td>
<td>Aye</td>
</tr>
<tr>
<td>Alan Dyar</td>
<td>Aye</td>
</tr>
<tr>
<td>Jim Hardy</td>
<td>Absent</td>
</tr>
<tr>
<td>Kathy Koon</td>
<td>Aye</td>
</tr>
</tbody>
</table>

**Item 27. Adjournment**
There being no further business to discuss, President Greg Hanna declared the meeting adjourned at 7:15 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