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 7th, at 5:00 p.m., in the Board Room on the Weed Campus, Weed, CA.

Item 1. **Call to Order and Attendance**
At 5:11 p.m. Alan Dyar, President, called to order the 863rd meeting, a regular meeting, of the Governing Board of the Siskiyou Joint Community College District in the Board Room on the Weed Campus.

The following Members were Present:
Alan Dyar, President
Robert Rice, Vice President
Barry Ohlund
James Hardy
Penny Heilman
Greg Hanna
Randall C. Lawrence, Superintendent/President

Absent:
Marilyn Hall
Amanda Craig, Student Trustee

Also Present:
Steve Crow, Vice President, Administrative Services/Technology
Robert Frost, Vice President, Student Learning
Nancy Miller, Director, Human Resources
Dawnie Slabaugh, Public Relations / Foundation
Beatriz Vasquez, Dean, Liberal Arts & Sciences
Jesse Cecil, CTA Representative
Heidi English, Representative, Academic Senate
Mike Midkiff, Director, Technology Services
Dawna Cozzalio, Director, Foundation
Kent Gross, Controller
John Jaffry, Interim Director of Admissions & Records
John Goerke, SIG Consultant
Renata Funke, Director, Community Education
Kristy Anderson, Director, Planning, Assessment, and Research
Rob Griffith, Nystrom and Company
Kathy Gassaway, Recording Secretary
Item 2. Participatory Governance Presentation
The Board was invited to attend a presentation by Scott Lay (Community College League of CA) and Jane Patton (Statewide Academic Senate) on participatory governance. The study session ended at 5:07 p.m.

Item 3. Announcement of Closed Session Items
Board President Alan Dyar reviewed the items to be addressed in closed session.

It was moved and seconded (Hardy/Ohlund) to move Item #4 after Item #6 so that others in the audience would be present for the Oath of Office for Trustees Heilman, Hardy and Dyar. The motion carried with the following vote: 5 ayes, 0 noes, 2 absent.

The Board convened into closed session at 5:15 p.m.

Item 5. Closed Session
- Public Employee Appointment
  - Adjunct Instructors, fall semester – 16 short-term positions
  - Expert Instructional Aide, Paramedic Program – 1 short-term position
  - Instructional Support Specialist 1, Athletics – 1 substitute position
  - Instructional Support Specialist 1, Upward Bound – 1 short-term position
  - Instructional Support Specialist 2, Fire – 1 short-term position
  - Instructional Support Specialist 2, Library – 1 permanent position
  - Instructional Support Specialist 2, Welding – 1 short-term position
  - Instructional Support Specialist 3, Guide 596 – 2 short-term positions
  - Student Support Specialist 2 – 1 short-term position
  - Van Driver – 3 short-term positions
  - Volunteers – 11 positions
- Public Employee Discipline/Dismissal/Release
- Consideration of Suspension or Other Disciplinary Action of a Student
- Labor Negotiations
  - Name of Organization Representing Employee: CCCA/CTA/NEA
  - Name of Organization Representing Employee: CSEA
  - Name of Organization Representing Employee: Administrative Support/Management

The Board took a brief recess at 6:02 p.m.
The Board reconvened into open session at 6:13 p.m.

Item 6. Announcement of Open Forum Procedures
Alan Dyar, Board President, 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.

Item 4. Administration of the Oath of Office – Trustees
Robert Rice, Vice President/Clerk, administered the oath of office to individuals elected to serve as Trustees for the Siskiyou Joint Community College District in the November 2010 election:
Item 7. **Board Member Reports**

In addition to the written report the following information from the Trustees was received:

- Trustee Greg Hanna noted that he is thrilled to be receiving the COS monthly calendars. He attended the Nutcracker, and felt that it was a great evening despite the weather.
- Trustee Jim Hardy congratulated Kent Gross and Steve Crow on the audit report. He was appreciative of their hard work.
- Trustee Barry Ohlund was also pleased with the audit and thanked Kent and Steve for their work. He is also pleased to see that the college will be teaching Windows 7 and entrepreneurship classes.
- Trustee Robert Rice noted that the Foundation did a marvelous job with this year’s Craft Fair. He recently attended the orchestra presentation, and gave kudos to the Director.

Item 8. **Report of Administration, Student Trustee and Representatives at the Board Table**

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

- Randy Lawrence:
  - Randy thanked the campus community for their accreditation efforts by participation on the EMP taskforce and steering committees. Good progress has been made on the shared governance recommendation. Good conversation took place today at the participatory governance presentation. Lots of faculty and staff have been involved. Randy attended the luncheon for Eagle’s Nest volunteers today, and encouraged everyone to drop in and thank them for their work. This semester has been very successful in terms of enrollment. He thanked the faculty for their extra effort in accommodating the increased number of students. He further thanked the classified employees who put in lots of extra time and the SIG representatives for the successful implementation of Banner.

- Dr. Robert Frost:
  - Rob commended the Curriculum Committee for their work. Work also continues on the Educational Master Plan, with first drafts due in mid-December. Li Collier has been doing an excellent job with the CurricuNet conversion process. There will be many technology upgrades taking place, including Luminous and Argos. The college catalog was scheduled to be printed this year, however, the plan now is to print it next year. This will allow for the new course numbering system to be completed first. Rob further noted that more than 50% of students are now using online registration. Because of anticipated budget cuts, his office will be looking for more ways to save, which includes looking at grants and personnel.

- Steve Crow:
  - Steve thanked everyone for their partnerships within the institution. He will provide additional information on the topics presented in the Campus Connection. The next phase of Banner will be implementing Argos, which will allow us to extract data. Interim and long
range planning is taking place in Maintenance and Operations. The IT Department will be working over the holiday to upgrade our systems and technology.

- **Foundation:**
  - Dawna Cozzalio echoed Randy’s comments regarding the Eagle’s Nest volunteers. She thanked them for their work at the shop.

- **Administrative Support Management:**
  - Mike Midkiff noted that ASM is working on their annual food baskets. The cost for each basket is approximately $40. Any donations are appreciated. These baskets help families in need during the holiday season. Mike thanked everyone in the IT Department for their work with Banner.

**REPORTS/ NO ACTION**

**Item 9. Proposed Campus Budget Process**

Report No. 4439 – Enclosed

Randy described the previous budget oversight committee. This newly proposed campus budget process would create a Budget Committee, which would include a budget development function. Shawn Abbott authored this proposal, and requested the Board review before taking it through the governance process. Steve Crow worked with Shawn on the proposed timelines that are listed. Once a process is in place, work will be done to “marry” it with the Educational Master Plan. It will also be reviewed periodically.

**Item 10. Administrative Services Procedure 6800 – Safety**

Report No. 4441 – Enclosed

The Board was asked to review and accepted the revised Administrative Services Procedure 6800 – Safety. Steve noted that this procedure must be consistent with the policy, which is attached. He further noted that this procedure includes the process for proper disposal of hazardous materials.

**Item 11. Action From Closed Session**

A motion was made and seconded (Hardy/Heilman) to approve the personnel list. The motion carried with the following vote: 6 ayes, 0 noes, 1 absent.

**Consent Agenda**

**Item 12. Reading of the Minutes -- Enclosed**

Minutes of the 862nd meeting, regular meeting, held on Tuesday, November 2, 2010 of the Governing Board of the Siskiyou Joint Community College District were approved.

**Item 13. Monthly Summary of Revenue and Expenditures – Enclosed**

**Disbursement Summary – Enclosed**

The statement of revenue and expenditures and summary of warrants for prior month showing approved budget, budget adjustments, actual revenue and expenditures including encumbrances and variances expressed as a percentage of the adjusted budget was approved.

The statement showing anticipated flow of cash in and out of cash treasury and projected balances at end of month for cash in treasury, cash in savings, cash in checking, and cash in Local Area Investment Fund (LAIF) was approved.

Item 15. **Status of Undistributed Reserve** – Enclosed

A statement showing transfers and adjustments to undistributed reserve projected for the end of the current fiscal year was approved.

Item 16. **Budget Adjustments – Fiscal Year 2010/11** – Enclosed

Adjustments to the 2010-11 budget were approved.

Item 17. **2011 Schedules for: Men’s Baseball and Women’s Softball** – Enclosed

Schedules for baseball and softball were approved.

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

Course proposals in Business Administration, English and Sustainable Communities were approved.

Item 19. **Dates of Upcoming Meetings**

- Tuesday, January 11, 2011
- Tuesday, February 1, 2011
- Tuesday, March 1, 2011

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

Item 20. **Open Forum**

No open forum items were presented.

**Regular Agenda**

Item 21. **Annual Financial Audit Report**

Board Report no. 4437—Enclosed

The Board was asked to accept the 2009/10 audit report. Auditor Rob Griffith from Nystrom and Company did a general overview of the auditor’s reports and explained the statements in brief. In their 2009/10 audit report, Nystrom and Company indicated that, “In their opinion, the financial statements of the District fairly represented the financial position of the District.” The report further states that there were no material weaknesses in the internal controls of the District. Nystrom and Company identified one finding for 2009/2010 as follows:

- “Open Enrollment – As the District seeks to service the entire community, it has partnered with the county High Schools to provide instruction at each of their locations. In order to comply with the open enrollment requirements, the District prepared and executed signed Memorandums of Understandings (MOU’s) with each High School Superintendent early in 2009 specially stating that ‘enrollment in District classes must be open to the public’. It was the District’s
understanding that we were in compliance with the Open Enrollment regulations with these signed documents.”

This finding has been resolved by the District. Nystrom and Company made one recommendation to strengthen the District’s internal controls for the 2009/10 fiscal year. The recommendation has been reviewed, and the District will make the necessary changes to address this recommendation.

It was moved and seconded (Ohlund/Heilman) to approve Board Report No. 4437. The motion carried with the following vote: 6 ayes, 0 noes, 1 absent.

**Item 22. Annual Measure A Financial Audit Report**
Board Report No. 4438 – Enclosed

The Board was asked to accept the 2009/10 Measure A audit report. Auditor Rob Griffith from Nystrom and Company did a general overview of the auditor’s reports and explained the statements in brief. The District is required to contract with an independent auditor to complete an audit of the Measure A Bond funds each year. In their 2009/10 audit report, Nystrom and Company indicated that, “In their opinion, the financial statements fairly represent the financial position of the Measure A Bond Funds of the District as of June 30, 2010.” This report specifically addresses only the Measure A Bond Funds, but these funds are also included as part of the annual District audit. Nystrom and Company determined there were no findings, as it pertains to the Measure A Bond Funds, for the year ending June 30, 2010.

It was moved and seconded (Hanna/Hardy) to approve Board Report No. 4438. The motion carried with the following vote: 6 ayes, 0 noes, 1 absent.

**Item 23. Board Organizational Meeting**
Board Report No. 4440 – Enclosed

The Board was asked to receive and take action on a proposed slate of officers for 2011, and appoint Board representatives as primary contacts for various state and local organizations.

A. **Election of Officers**
The Board Nominating Committee submitted the following nominations:

- **Board President:** Alan Dyar
- **Vice President/Clerk:** Robert Rice

There were no nominations from the floor.

B. **Designation of Board Representatives**
The Board selected the following individuals to represent the District at various state and local organizations for the 2011 school year:
<table>
<thead>
<tr>
<th>Organization</th>
<th>Designated Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community College League of California</td>
<td>Alan Dyar/Barry Ohlund</td>
</tr>
<tr>
<td>American Association of Community Colleges</td>
<td>Jim Hardy</td>
</tr>
<tr>
<td></td>
<td>Bob Rice (alternate)</td>
</tr>
<tr>
<td>Siskiyou County School Boards Association</td>
<td>Defunct</td>
</tr>
<tr>
<td>League for Innovation in the Community College</td>
<td>Randall C. Lawrence</td>
</tr>
<tr>
<td>COS Foundation</td>
<td>Bob Rice/Greg Hanna (co-reps.)</td>
</tr>
</tbody>
</table>

It was moved and seconded (Hardy/Heilman) to accept the slate of officers for 2011, and accept the Board representatives listed above as primary contacts for the 2011 school year. The motion carried with the following vote: 6 ayes, 0 noes, 1 absent.

**Items From The Board**

**Item 24. First Level Organizational Chart**

**Item 25. Director of Institutional Advancement List of Duties**

These two agenda items were combined in the handout distributed by Randy. His recommendation is that the Director of Institutional Advancement position be taken through the governance process, and be brought back to the Board as an action item. The funding for this position is not in the current budget, however, hiring would not take place prior to July 1, 2011.

**Item 26. Adjournment**

There being no further business to discuss, President Alan Dyar declared the meeting adjourned at 7:11 p.m.

Respectfully Submitted,

Randall C. Lawrence  
Superintendent/President and the Secretary to the  
Governing Board of the Siskiyou Joint Community College District

Approved:

_______________________________________ President

_______________________________________ Clerk