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, February 1st, at 4:30 p.m., in the Board Room on the Weed Campus, Weed, CA.

Item 1. **Call to Order and Attendance**

At 4:30 p.m. Alan Dyar, President, called to order the 865th 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  
Barry Ohlund  
James Hardy  
Greg Hanna  
Marilyn Hall  
Randall C. Lawrence, Superintendent/President

Absent:  
Penny Heilman  
Robert Rice, Vice President

Also Present:  
Steve Crow, Vice President, Administrative Services/Technology  
Robert Frost, Vice President, Student Learning  
Nancy Miller, Director, Human Resources  
Kent Gross, Controller

Item 2. **Administration of the Oath of Office – Trustee**

Alan Dyar, President, administered the oath of office to Marilyn Hall who was elected to serve as a Trustee in Area III for the Siskiyou Joint Community College District in the November 2010 election.

Marilyn Hall was unable to attend the remainder of the meeting, and was excused at this time.

Item 3. **Announcement of Closed Session Items**

Board President Alan Dyar reviewed the items to be addressed in closed session.

The Board convened into closed session at 4:36 p.m.

Item 4. **Closed Session**

- Public Employee Appointment
  - Adjunct Instructors, spring semester – 27 short-term positions
  - Administrative Secretary, CTE – 1 short-term position
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- Administrative Specialist, CTE – 1 permanent position
- Instructional Network Administrator – 1 short-term position
- Instructional Support Specialist 2, Technology – 1 short-term position
- Instructional Support Specialist 2, Theater – 1 short-term position
- Instructional Support Specialist 3, Theater – 1 short-term position
- Student Services Advisor, Upward Bound – 1 permanent position
- Student Services Specialist 1, Student Services – 1 short-term position
- Student Services Specialist 2, Financial Aid - 2 short-term positions
- Volunteers – 4 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
- Public Employee Performance Evaluation
  - Title: Interim Evaluation for Superintendent/President

The Board took a brief recess at 6:01 p.m.
The Board reconvened into open session at 6:06 p.m.

Present After Closed Session:
  Dawnie Slabaugh, Public Relations / Foundation
  Beatriz Vasquez, Dean, Liberal Arts & Sciences
  Jesse Cecil, CTA Representative
  Jerry Pompa, Representative, Academic Senate
  Mike Midkiff, Director, Technology Services
  Dawna Cozzalio, Director, Foundation
  John Jaffry, Interim Director of Admissions & Records
  Renata Funke, Director, Community Education
  Debbie Dutcher, CSEA
  Doug Haugen, Director, Student Housing
  Mark Healy, Director, Maintenance, Operations, Transportation
  Misa Maruyama, Mount Shasta Herald
  Greg Messer, Foundation
  Li Collier, Director, Instruction
  Catherine Hager, Associated Student Body
  Angelica Polkowitz, Student
  Tina Ballue, Student
  Kathy Gassaway, Recording Secretary

Item 5. 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. He reviewed the parameters of open forum noting that five minutes will be allotted to each speaker and
twenty minutes to each subject matter, subject to extension by the President of the Board of Trustees.

Item 6. **Board Member Reports**

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

- Trustee Alan Dyar recently attended a WASC training in preparation for a site visit to Modoc, and felt it was one of the best trainings he’s attended in his 41 years in the school system.
- Trustee Jim Hardy recently attended the Legislative Conference in Sacramento. The news was discouraging at the federal and state level, with an anticipated cut of $400 million to community college funding in California.

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.

- Randy Lawrence:
  - Randy also attended the Legislative Conference. The new goods from the State is that there will not be any mid-year cuts; all cuts will take place next year according to the Governor. COS implemented a 3% budget freeze last fall, and the plan is to keep this freeze in place to be sure the Educational Master Plan can be funded, and to carry over into next year to increase cash flow should a state budget not be passed in a timely manner. Randy noted that the Governor is committed to getting the budget out on time, and has pulled back on his census recommendation. He has requested that the system come up with an alternate way to make cuts. Randy will present a resolution to the Board next month which originated with the Community College League of California asking that the Governor remove the census recommendation.
  - The Commission on Public Utilities (CPU) will be making a decision on the PP&L rebate plan next month. There are currently 2 proposals on the table. Their decision will determine if we are able to proceed with our solar power plans.
  - Employees of the District are working hard on accreditation by giving input on the governance model and the Educational Master Plan. The Academic Senate and Administration are working on a program review process and making good progress.
  - Randy presented two different mascots that are being used on campus. After some discussion, the consensus was that the eagle currently being used by Athletics should be the official mascot.

- Dr. Robert Frost:
  - Rob reviewed items that were included in the *Campus Connection* from the following departments: SSS, EOPS/CARE, CalWorks, Lodges, Yreka Campus and Financial Aid. We are currently serving over 600 disadvantaged students. The Lodges are full for spring semester for the first time. Financial Aid applications are up over 12%. This all shows that we are finding ways to do more with less.

- Steve Crow:
  - Business models are being looked at for all departments in the Administrative Services/Technology area. The IT Department is looking at a new computer replacement cycle method that will be in place when funding becomes available. Maintenance & Operations is looking at different staffing patterns. The Bookstore is looking at electronic
books and a book rental program. The Residence Halls are looking at their rates for next year. Risk Management is planning on training that will benefit all employees.

- Administrative Support Management:
  - Mike Midkiff noted that ASM is planning to support an American Cancer Society Relay for Life team in memory of Teresa Winkleman which will take place at UC Davis in April.

- Student Trustee
  - Catherine Hager is filling in for the Student Trustee. She reported that ASB is working hard to get more student involvement in activities and the community. An Ice skating event was recently held and well attended. Students are talking about their own experiences at local high schools.

REPORTS/ NO ACTION

There were no report/no action items to be presented.

Item 8. Action From Closed Session

A motion was made and seconded (Hardy/Hanna) to approve the personnel list. The motion carried with the following vote: 4 ayes, 0 noes, 3 absent.

Consent Agenda

Item 9. Reading of the Minutes – Enclosed

Minutes of the 864th meeting, regular meeting, held on Tuesday, January 11, 2011 of the Governing Board of the Siskiyou Joint Community College District were approved.

Item 10. 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 12. 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.


The District’s 2010-2011 Quarterly Financial Status Report (CCFS 311Q) as submitted to the Chancellor was approved.
Item 14. **New Course Proposals** – Enclosed

Course proposals in Environmental Resources (Power Generation and Resource Technology) were approved.

Item 15. **Dates of Upcoming Meetings**

- Tuesday, March 1, 2011
- Tuesday April 12, 2011
- Tuesday May 3, 2011

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

Item 16. **Open Forum**

No open forum items were presented.

**Regular Agenda**

Item 17. **Sabbatical Leave Request for 2011-2012**

Report No. 4446 – Enclosed

The Board reviewed the sabbatical leave request submitted by Kevin Broussard. Rob noted that this request received strong support from the committee.

It was moved and seconded (Hardy/Ohlund) to approve Board Report No. 4446. The motion carried with the following vote: 4 ayes, 0 noes, 3 absent.

Item 18. **2011-2012 Nonresident Tuition Fee**

Board Report No. 4447 – Enclosed

The Board is required to establish a nonresident tuition fee not later than February 1 for the succeeding fiscal year. This fee will be established for the next fall and spring semesters; currently the fee is waived for the summer session. The District must attempt to generate sufficient income to support the cost of instruction and academic support services, as no state apportionment can be claimed for nonresident students. It was recommended that the fees for 2011-2012 be raised from the current $199 per semester unit to $222 per semester unit. There are currently 309 out-of-state students registered for classes this year.

It was moved and seconded (Hanna/Hardy) to approve Board Report No. 4447. The motion carried with the following vote: 4 ayes, 0 noes, 3 absent.
Item 19. **Use of Flexible State Categorical Funds**

Board Report No. 4448 – Enclosed

This report recommends a partial reallocation of faculty and staff diversity funds to the instructional equipment fund for purchasing faculty computer equipment. The amount of the reallocation is $3,908.

It was moved and seconded (Hanna/Hardy) to approve Board Report No. 4448. The motion carried with the following vote: 4 ayes, 0 noes, 3 absent.

Item 20. **Approval of Campus Standard Equipment**

Board Report No. 4449 – Enclosed

It is recommended that the Board approve this report and allow the Administration to direct that the equipment below be included in future projects as specified and not subject to substitution:

1. Johnson Controls Network Automation Engine and related equipment to insure compatibility with the existing energy management system.
2. Schlage Primus locks and keyways to match the existing campus system.
3. Schlage Electronic Access Controls to match existing campus system.
4. Von Duprin door openers and panic hardware to match existing campus system.
5. Sloan flush valves to match existing equipment and reduce inventory.
6. Bell & Gosset or Armstrong pumps, and related hydronic equipment to match existing equipment on campus and reduce inventory.
7. Square D electrical distribution equipment to match existing equipment on campus and reduce inventory.
8. Hydro-Therm boilers to match existing equipment on campus and reduce inventory.

It was moved and seconded (Hardy/Ohlund) to approve Board Report No. 4449. The motion carried with the following vote: 4 ayes, 0 noes, 3 absent.

Item 21. **Authorization to Award a Bid for the Construction of the Science Building – Phase I: Demolition of Abner Weed and Greenshields Halls and Related Site Work**

Board Report No. 4450 – Enclosed

It is recommended that the Board award this project to the recommended bidder and after approval by the Chancellor’s Office, direct the Administration to execute a contract for Phase I of the Science Building including demolition and related site work. Mark Healy distributed a list of the bidders and noted that Trent Construction had the lowest bid at $221,043. A permanent fence will be installed around the construction side. Both phases of the project should be completed by August 2012.

It was moved and seconded (Hanna/Ohlund) to approve Board Report No. 4450. The motion carried with the following vote: 4 ayes, 0 noes, 3 absent.
Item 22. Approval of Auxiliary Foundation Board 2011 Officers and New Members
Board Report No. 4451 – Enclosed

At the Foundation’s Annual Retreat held on October 30, 2010, the COS Auxiliary Foundation Board of Directors re-elected Jack Cook as President, Greg Messer as Vice President, and elected Connie Marmet as Treasurer for the 2011 year. The following were nominated for appointment to the Foundation Board: Deborra Brannon, Dennis Sbarbaro, Robin Styers and Chris Vancil.

It was moved and seconded (Hardy/Hanna) to approve the appointment of the new members and 2011 officers to the COS Auxiliary Foundation Board of Directors. The motion carried with the following vote: 4 ayes, 0 noes, 3 absent.

Item 23. 2011/12 Student Housing and Food Service Rates
Board Report No. 4452 – Enclosed

The Board is asked each year to establish student housing and food service rates. Recommendations for student housing and food service rates for the 2011/12 school year are as follows:

<table>
<thead>
<tr>
<th>Room/Day</th>
<th>Room up to 3 occupants</th>
<th>$45/night</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food/Day</td>
<td>Breakfast, lunch, dinner</td>
<td>$22.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall/Spring Contract</th>
<th>Past</th>
<th>Current</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>SINGLE*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19 meals/week</td>
<td>$10018</td>
<td>$10000</td>
<td>10635</td>
</tr>
<tr>
<td>15 meals/week</td>
<td>$9018</td>
<td>$9000</td>
<td>9585</td>
</tr>
<tr>
<td>DOUBLE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19 meals/week</td>
<td>$7984</td>
<td>$8000</td>
<td>8485</td>
</tr>
<tr>
<td>15 meals/week</td>
<td>$7000</td>
<td>$7000</td>
<td>7435</td>
</tr>
<tr>
<td>TRIPLE*</td>
<td>Limited to 12 students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19 meals/week</td>
<td>$6988</td>
<td>$7000</td>
<td>7410</td>
</tr>
<tr>
<td>15 meals/week</td>
<td>$6000</td>
<td>$6000</td>
<td>6360</td>
</tr>
</tbody>
</table>

(Note: Chartwells provides each Lodge student with $100/semester Flex funds so they can either use in the Eagle Café or on weekends as part of the charge for food.)

Discussion was held on the improvement in the food service this year.

It was moved and seconded (Hardy/Ohlund) to approve the student housing and food service rates for 2011/12. The motion carried with the following vote: 4 ayes, 0 noes, 3 absent.

Item 24. Classified Employee Layoff
Board Report No. 4453 – Enclosed

Dr. Frost requested that this board report regarding a classified employee layoff be tabled until next month.
It was moved and seconded (Ohlund/Hanna) to table Board Report No. 4453. The motion carried with the following vote: 4 ayes, 0 noes, 3 absent.

**Item 25. Changes to Board Policy #3250**

Board Report No. 4454 – Enclosed

The Board is asked to approve the changes to Board Policy #3250 as a first reading. The changes to this policy are a result of accreditation findings. As a result, the Accreditation Steering Committee revised the policy to include institutional evaluation. This policy will establish a cycle for evaluation of the District processes. Every process will now have an evaluation date at the bottom of the document, and these dates will be listed on the calendar. Kristy Anderson will be setting up a master grid of evaluation due dates, which will show that all the processes have been reviewed prior to the next self study.

It was moved and seconded (Hardy/Hanna) to approve Board Report No. 4454. The motion carried with the following vote: 4 ayes, 0 noes, 3 absent.

**Item 26. Director of Institutional Advancement**

Board Report No. 4455 – Enclosed

The Board was asked to confirm the decision to hire a Director of Institutional Advancement. Randy described the process that has been used to present this position to the campus. It was announced at Staff Orientation Day in August, and was presented to the President’s Advisory Council after being approved by the Cabinet. It was presented in two readings, which allowed time for the constituent groups on campus to review the action plan. The President’s Advisory Council vote was: 3 ayes, 1 no, and 3 abstentions. Discussion was held on the necessity of the position, and the fact that the entire campus doesn’t necessarily support it. Randy reiterated the importance of the position to generate revenue for the college, which will receive less and less support from the State.

It was moved and seconded (Hardy/Hanna) to confirm the decision to hire a Director of Institutional Advancement. The motion carried with the following vote: 4 ayes, 0 noes, 3 absent.

**Item 27. Announcement of Closed Session Items**

It was determined that a closed session is not necessary at this time.

**Item 28. Closed Session**

A closed session was not held.

**Items from the Board**

No Items from the Board were presented.
Item 29. **Adjournment**

There being no further business to discuss, President Alan Dyar declared the meeting adjourned at 7:28 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