MEETING OF THE
BOARD OF TRUSTEES

Wednesday
July 12, 2017

Regular Meeting  7:00 PM

Meeting Location:
Board Room, 100 Administration Building
11555 Old Oregon Trail, Redding, California

MISSION STATEMENT

Shasta College provides a diverse student population with open access to undergraduate educational programs and learning opportunities, thereby contributing to the social, cultural, creative, intellectual, and economic development of our communities. The District offers general education, transfer and career-technical programs, and basic skills education. Shasta College provides opportunities for students to develop critical thinking, effective communication, quantitative reasoning, information competency, community and global awareness, self-efficacy, and workplace skills. Comprehensive student services programs and community partnerships support student learning and personal development.

SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
MEETING OF THE BOARD OF TRUSTEES
SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
11555 OLD OREGON TRAIL, BUILDING 100, BOARD ROOM
REDDING, CALIFORNIA

WEDNESDAY, JULY 12, 2017
7:00 P.M.

AGENDA

General Matters

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Public Comment and Reports

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The Shasta-Tehama-Trinity Joint Community College District welcomes public comment on issues within the jurisdiction of the college. The college’s “Dear Visitor” letter (available at all Board meetings), explains how to address the Governing Board regarding items on the agenda or issues not on the agenda. Pursuant to Board Policy 2342 – Meeting Conduct, comments should be limited for two to five minutes, subject to the discretion of the Board Chairperson. At the conclusion of public comment, the Board Members may respond to the comments made by the public to the Board, may ask staff to review a matter, or may ask that a matter be put on a future agenda. Members of the Board, however, may not discuss or take action on matters raised during public comment unless the matters are properly noticed for discussion and action.

In our ongoing efforts as an institution to be more sustainable, conserve natural resources, and reduce mailing costs, we are asking that you review our Board Agendas online via the Shasta College website versus being sent a hard copy. According to District policy, “The public has access to the agenda through the college internet site, posted in the lobby of the Administration Building 100, at 11555 Old Oregon Trail, Redding, California.”

The Board Agendas, Minutes, and Attachments are available via the following:
- Web: http://www.shastacollege.edu/President/Board%20of%20Trustees/pages/308.aspx
- Phone:(530) 242-7510 / Fax:(530) 225-4994 / Email: ablanchez@shastacollege.edu

Persons with disabilities needing assistance such as listening devices or other accommodations, please notify the President’s Office at (530) 242-7510 as soon as possible so arrangements can be made.
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   13.1 California Government Code Section 48912: CONSIDERATION OF STUDENT SUSPENSION OR OTHER DISCIPLINARY ACTION – NOT EXPULSION

   13.2 California Government Code Section 54957: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

   13.3 California Government Code Section 3549.1: COLLECTIVE BARGAINING SESSION

14. RECONVENE IN OPEN SESSION

15. ADJOURN
TO: BOARD OF TRUSTEES
FROM: Dr. Joe Wyse, Superintendent/President
INITIATOR: Mr. Morris Rodrigue, Assistant Superintendent/Vice President of Administrative Services
SUBJECT: ADMINISTRATIVE SERVICES REPORT

DATE: 7/12/2017
ITEM NO.: 6.10

BACKGROUND

Mr. Morris Rodrigue will provide an update on Administrative Services, as well as on the following reports:

- Budget to Actuals - Funds 11 and 12 Combined (General and Categorical Funds) year-to-date through May 31, 2017.

RECOMMENDATION

No action is required.
### Shasta College

**Budget to Actuals - Year to Date as of May 31, 2017**  
Fund 11 and 12 Combined (General and Categorical funds)

<table>
<thead>
<tr>
<th></th>
<th>2015/16 Expenditures</th>
<th>%</th>
<th>2016/17 Expenditures</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Instructional</strong></td>
<td>9,407,125</td>
<td>100.42%</td>
<td>9,574,832</td>
<td>101.30%</td>
</tr>
<tr>
<td><strong>Academic Administrators</strong></td>
<td>2,459,791</td>
<td>83.08%</td>
<td>2,610,610</td>
<td>79.16%</td>
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<tr>
<td><strong>Academic Non Instructional Contract</strong></td>
<td>2,196,885</td>
<td>91.72%</td>
<td>2,349,186</td>
<td>100.63%</td>
</tr>
<tr>
<td><strong>Instructional Hourly</strong></td>
<td>4,033,500</td>
<td>92.68%</td>
<td>4,439,336</td>
<td>94.63%</td>
</tr>
<tr>
<td><strong>Non Instructional Hourly</strong></td>
<td>613,755</td>
<td>80.32%</td>
<td>428,568</td>
<td>53.33%</td>
</tr>
<tr>
<td><strong>Classified Contract</strong></td>
<td>5,560,725</td>
<td>74.67%</td>
<td>6,441,048</td>
<td>87.30%</td>
</tr>
<tr>
<td><strong>Instructional Aides Contract</strong></td>
<td>477,554</td>
<td>106.21%</td>
<td>521,191</td>
<td>88.64%</td>
</tr>
<tr>
<td><strong>Classified Management</strong></td>
<td>1,934,012</td>
<td>87.38%</td>
<td>2,595,773</td>
<td>79.67%</td>
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<tr>
<td><strong>Non Instructional Hourly</strong></td>
<td>938,960</td>
<td>46.06%</td>
<td>183,373</td>
<td>59.10%</td>
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<tr>
<td><strong>Student Hourly</strong></td>
<td>494,296</td>
<td>75.06%</td>
<td>484,149</td>
<td>69.82%</td>
</tr>
<tr>
<td><strong>Benefits</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>STRS</strong></td>
<td>1,742,575</td>
<td>81.24%</td>
<td>2,013,724</td>
<td>95.57%</td>
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<tr>
<td><strong>PERS</strong></td>
<td>1,018,236</td>
<td>83.17%</td>
<td>1,446,761</td>
<td>101.88%</td>
</tr>
<tr>
<td><strong>Social Security and Medicare</strong></td>
<td>1,021,450</td>
<td>96.18%</td>
<td>1,191,225</td>
<td>84.90%</td>
</tr>
<tr>
<td><strong>Health Insurance</strong></td>
<td>3,311,556</td>
<td>72.79%</td>
<td>3,528,436</td>
<td>85.34%</td>
</tr>
<tr>
<td><strong>Unemployment Insurance</strong></td>
<td>26,201</td>
<td>85.12%</td>
<td>42,807</td>
<td>86.42%</td>
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<tr>
<td><strong>Workers’ Comp Insurance</strong></td>
<td>603,359</td>
<td>85.78%</td>
<td>597,119</td>
<td>86.65%</td>
</tr>
<tr>
<td><strong>Retirees Health Benefits</strong></td>
<td>2,735,239</td>
<td>96.49%</td>
<td>3,124,398</td>
<td>97.24%</td>
</tr>
<tr>
<td><strong>Supplies</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Instructional</strong></td>
<td>603,428</td>
<td>87.76%</td>
<td>560,917</td>
<td>67.68%</td>
</tr>
<tr>
<td><strong>Non Instructional</strong></td>
<td>1,197,427</td>
<td>65.30%</td>
<td>1,161,150</td>
<td>60.99%</td>
</tr>
<tr>
<td><strong>Insurance</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Building and Copier Leases</strong></td>
<td>408,850</td>
<td>95.86%</td>
<td>419,273</td>
<td>99.50%</td>
</tr>
<tr>
<td><strong>Repairs</strong></td>
<td>117,856</td>
<td>76.19%</td>
<td>128,205</td>
<td>77.56%</td>
</tr>
<tr>
<td><strong>Utilities / Telephone</strong></td>
<td>330,382</td>
<td>87.46%</td>
<td>322,858</td>
<td>76.45%</td>
</tr>
<tr>
<td><strong>Service Fees / Other Charges</strong></td>
<td>918,973</td>
<td>85.64%</td>
<td>991,560</td>
<td>97.66%</td>
</tr>
<tr>
<td><strong>Software Licenses</strong></td>
<td>806,478</td>
<td>84.21%</td>
<td>903,498</td>
<td>75.91%</td>
</tr>
<tr>
<td><strong>Other Operating Costs</strong></td>
<td>1,715,664</td>
<td>59.84%</td>
<td>2,345,968</td>
<td>53.06%</td>
</tr>
<tr>
<td><strong>(Advertising, Printing, Staff Development, Audits, Dues, Election, Postage, etc.)</strong></td>
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<tr>
<td><strong>Capital Outlay</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Site Improvement</strong></td>
<td>0</td>
<td>100.00%</td>
<td>9,757</td>
<td>34.82%</td>
</tr>
<tr>
<td><strong>Building Improvement</strong></td>
<td>25,066</td>
<td>89.82%</td>
<td>9,172</td>
<td>95.82%</td>
</tr>
<tr>
<td><strong>Library Books</strong></td>
<td>104,187</td>
<td>73.85%</td>
<td>80,065</td>
<td>85.03%</td>
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<tr>
<td><strong>Equipment</strong></td>
<td>1,630,967</td>
<td>75.96%</td>
<td>1,362,667</td>
<td>47.43%</td>
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<tr>
<td><strong>Debt Retirement</strong></td>
<td>107,181</td>
<td>99.97%</td>
<td>107,181</td>
<td>99.98%</td>
</tr>
<tr>
<td><strong>Student Aid</strong></td>
<td>516,843</td>
<td>70.79%</td>
<td>696,117</td>
<td>87.77%</td>
</tr>
<tr>
<td><strong>Interfund Transfers</strong></td>
<td>875,881</td>
<td>93.45%</td>
<td>1,014,220</td>
<td>105.76%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>53,371,668</td>
<td>83.18%</td>
<td>55,105,136</td>
<td>81.91%</td>
</tr>
<tr>
<td>TO:</td>
<td>BOARD OF TRUSTEES</td>
<td>DATE:</td>
<td>7/12/2017</td>
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<tr>
<td>FROM:</td>
<td>Dr. Joe Wyse,</td>
<td>ITEM NO.:</td>
<td>7.1</td>
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<tr>
<td></td>
<td>Superintendent/President</td>
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<td>INITIATOR:</td>
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<tr>
<td>SUBJECT:</td>
<td>APPROVAL OF MINUTES</td>
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<td></td>
<td>MINUTES OF THE SPECIAL MEETING OF THE BOARD HELD JUNE 5, 2017</td>
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</table>

**BACKGROUND**

The unapproved minutes of the Special Meeting of the Board held June 5, 2017 are attached.

**RECOMMENDATION**

The Superintendent/President recommends that the Board approves the minutes, as submitted.
The Board of Trustees of the Shasta-Tehama-Trinity Joint Community College District met in a Special Meeting of the Board on Monday, June 5, 2017 in the 2200 Building, Room 2204, at Shasta College Main Campus located at 11555 Old Oregon Trail, Redding, California.

1. CALL TO ORDER
   The meeting was called to order by Ms. Rhonda Nehr, Board President, at 5:30 p.m.

2. ROLL CALL
   Roll call indicated the following:

<table>
<thead>
<tr>
<th>Trustees Present</th>
<th>Trustees Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Rob Lydon</td>
<td>Mr. Duane Miller</td>
</tr>
<tr>
<td>Ms. Rhonda Nehr</td>
<td>Mr. Robert Steinacher</td>
</tr>
<tr>
<td>Mr. Kendall Pierson</td>
<td>Miss Emily Groth, Student Trustee</td>
</tr>
<tr>
<td>Mrs. Rayola Pratt</td>
<td></td>
</tr>
<tr>
<td>Mr. Scott Swendiman</td>
<td></td>
</tr>
</tbody>
</table>

3. CALL FOR REQUESTS FROM THE AUDIENCE TO SPEAK TO ANY ITEM ON THE AGENDA
   Ms. Nehr asked if there were speaker cards indicating requests from the audience to speak to any items on the agenda. There were none.

4. ACKNOWLEDGEMENT OF RESIGNATION OF AREA B TRUSTEE
   Dr. Wyse said that we received a letter from Duane Miller, our Trustee from Area B. The effective resignation date is July 3rd.

   Dr. Wyse read the letter:

   “Rhonda:

   Please accept my resignation as Trustee of Area B for the Shasta-Tehama-Trinity Joint Community College District. My reason is personal. It has been an honor and a privilege to serve as a Board member for the past 8 plus years.

   Thank you,

   Duane Miller”

   According to policy, we must have a special meeting to acknowledge his resignation.

   It was moved by Mr. Swendiman and seconded by Dr. Lydon TO ACKNOWLEDGE THE RESIGNATION OF DUANE K. MILLER AS AREA B TRUSTEE EFFECTIVE JULY 3, 2017. The matter passed 5-0.

5. PROCEDURES AND TIMELINE FOR THE FILLING OF THE VACANCY ON THE BOARD OF TRUSTEES
   Dr. Wyse said you have the choice of doing a special appointment or doing an election. We have had this situation twice in recent years, once for Rhonda Nehr’s area and once for Duane Miller’s area.
Mr. Pierson said that I think the special appointment is the best way to do it. When is his term ending?

Dr. Wyse said that Duane Miller seat would be up for election in November 2018.

Dr. Lydon said that in the absence of any issues with community members, I think we can go through the special appointment process and keep the community interests in mind.

Mr. Pierson asked what is the cost of an election?

Dr. Wyse said that it would be about 1/7 of the total election cost. For Measure H, it cost about $250,000, so an election would probably cost about $30-40,000.

Ms. Nehr said that there were about 3-4 interviewees when she was appointed.

Dr. Wyse said that if you decide to do an appointment, we put together a timeline for you to look at it. The proposed timeline is attached as *Exhibit A*.

If you take action tonight, then we will arrange the public notice. To select the questions, we might want to have an Ad Hoc committee.

Mrs. Pratt said that we should advertise in the Record Searchlight, but I think we should advertise in the little Anderson paper and maybe the senior paper in Anderson. I know a couple of people in Anderson who might be interested, I will tell them about the opening as well.

Dr. Wyse said yes, please do.

It was moved by Dr. Lydon and seconded by Mr. Pierson TO MAKE A PROVISIONAL APPOINTMENT TO THE GOVERNING BOARD FOR TRUSTEE AREA B JULY 3, 2017 AND TO ADOPT THE PROPOSED TIMELINE WITH THE MODIFICATIONS. The matter passed 5-0.

6. **COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD**

   Mrs. Pratt said that I think a subcommittee for questions is a good idea.

   Ms. Nehr asked if there are volunteers for the Ad Hoc committee. Mr. Pierson and Mrs. Pratt volunteered.

   Mr. Pierson asked if we can use the questions from last time?

   Dr. Wyse said yes, we will send them to you.

   Mr. Pierson said that Duane Miller did a good job.

   Mr. Swendiman said that I hate to see him go.

7. **COMMENTS FROM THE AUDIENCE**

   Ms. Nehr asked if there were any comments from the audience. There were no comments.
8. **ADJOURN**
   
   It was moved by Mr. Swendiman and seconded by Mrs. Pratt TO ADJOURN THE MEETING. The vote was 5-0 in favor of adjournment.

   Board President Rhonda Nehr adjourned the meeting at 5:43 p.m.

   Respectfully submitted,

   **Andree Blanchier**

   Andree Blanchier
   Recorder
**EXHIBIT A**

**Shasta-Tehama-Trinity Joint Community College District**
**Provisional Appointment to Board of Trustees, Trustee Area B**

**Proposed Calendar for Provisional Selection Process**

**Vacancy Effective Date: July 3, 2017**

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity Description</th>
</tr>
</thead>
</table>
| **June 5 Special Board Meeting** | Board of Trustees officially acknowledges resignation of Area B Trustee (Duane Miller), term ending 12/07/2018. Superintendent/President and Board discusses and finalizes the procedures and timeline (proposed calendar) for provisional appointment process, and the application materials (candidate application, confidential interview questions, etc) Copies of following documents shall be provided to the Board:  
  - Board’s policy and procedures  
  - CCLC’s publication, “Appoint a New Trustee to the Board”  
  - Applicable Education Code, Government Code, Election Code, and Brown Act Sections |
| **June 6** | District arranges publication of vacancy by posting notices of provisional appointment in:  
  - 3 public places in the District (posting required for 15 days)  
  - a public newspaper of general circulation  
Superintendent/President’s Office files the Trustee’s letter of resignation with the Shasta County Superintendent of Schools at the Office of Education (no later than 15 days after vacancy date). |
| **June 6 – June 29** | Superintendent/President’s Office:  
  - Receives nominations and applications  
  - Provides information to candidates  
  - Sets appointments for information meetings for candidates  
Board of Trustees reviews/develops interview questions |
| June 29 (Thursday), 4:30 PM | Deadline for Applications |
| **June 12 – July 6** | Informational meeting(s) for candidates held by Superintendent/President and other staff |
| **July 3** | Distribution to Board of Trustees of:  
  - List of Applicant Names  
  - Applicant packets  
  - Final interview questions |
| **July 3 – July 8** | Board of Trustees screens applications |
| **July 12 Special Meeting Prior to Board Meeting** | Board interviews candidates  
Board discusses candidates and makes provisional appointment  
Oath is administered to provisionally appointed Trustee |
| **July 13** | Within 10 days, the district arranges publication of provisional appointment in:  
  - 3 public places in the District  
  - a public newspaper of general circulation  
Superintendent/President’s Office notifies the Shasta County Superintendent of Schools at the Office of Education (no later than 15 days after the appointment has been made).  
Superintendent/President’s Office sends thank you letters to candidates not appointed |
<p>| <strong>August 11</strong> | Deadline to file a petition (30 days after the date of the provisional appointment) calling for a special election, containing a sufficient number of signatures, to be filed in the office of the county superintendent of schools. If no petition is filed, the appointment becomes effective. |
| <strong>September 1</strong> | Deadline to make provisional appointment (60 days after the effective date of the vacancy in accordance with Education Code §5091 and California Government Code §1780(c) and (d)) |</p>
<table>
<thead>
<tr>
<th>TO:</th>
<th>BOARD OF TRUSTEES</th>
<th>DATE:</th>
<th>7/12/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM:</td>
<td>Dr. Joe Wyse, Superintendent/President</td>
<td>ITEM NO.:</td>
<td>7.2</td>
</tr>
<tr>
<td>INITIATOR:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUBJECT:</td>
<td>APPROVAL OF MINUTES</td>
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<tr>
<td></td>
<td>MINUTES OF THE SPECIAL MEETING #1 OF THE BOARD HELD JUNE 14, 2017</td>
<td></td>
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</tr>
</tbody>
</table>

**BACKGROUND**

The unapproved minutes of the Special Meeting #1 of the Board held June 14, 2017 are attached.

**RECOMMENDATION**

The Superintendent/President recommends that the Board approves the minutes, as submitted.
The Board of Trustees of the Shasta-Tehama-Trinity Joint Community College District met in a Special Meeting of the Board on Wednesday, June 14, 2017 in the Board Room of the Shasta College Administration Building located at 11555 Old Oregon Trail, Redding, California.

1. CALL TO ORDER

The meeting was called to order by Ms. Rhonda Nehr, Board President, at 6:20 p.m.

2. ROLL CALL

Roll call indicated the following:

<table>
<thead>
<tr>
<th>Trustees Present</th>
<th>Trustees Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Rob Lydon</td>
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</tr>
<tr>
<td>Ms. Rhonda Nehr</td>
<td>Miss Emily Groth, Student Trustee</td>
</tr>
<tr>
<td>Mr. Kendall Pierson</td>
<td></td>
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3. CALL FOR REQUESTS FROM THE AUDIENCE TO SPEAK TO ANY ITEM ON THE AGENDA

Ms. Nehr asked if there were speaker cards indicating requests from the audience to speak to any items on the agenda. There were none.

4. RECESS TO CLOSED SESSION TO CONSIDER, DISCUSS, AND/OR TAKE ACTION UPON ANY OF THE FOLLOWING CONSENT ITEMS:

4.1 California Government Code Section 3549.1: COLLECTIVE BARGAINING SESSION

4.2 California Government Code Section 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION
   Title: Superintendent/President

5. RECONVENE IN OPEN SESSION

Ms. Nehr reconvened the meeting in open session at 6:58 p.m. and said with respect to all the closed session items, there is nothing to report.

6. COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD

Ms. Nehr asked if there were any comments from the Board members. There were none.

7. COMMENTS FROM THE AUDIENCE

Ms. Nehr asked if there were any comments from the audience. There were no comments.

8. ADJOURN

It was moved by Mrs. Pratt and seconded by Mr. Steinacher TO ADJOURN THE MEETING. The vote was 6-0 in favor of adjournment.

Board President Rhonda Nehr adjourned the meeting at 6:59 p.m.

Respectfully submitted,
Andree Blanchier
Andree Blanchier
Recorder
TO: BOARD OF TRUSTEES  
FROM: Dr. Joe Wyse, Superintendent/President  
DATE: 7/12/2017  
ITEM NO.: 7.3  

SUBJECT: APPROVAL OF MINUTES  
MINUTES OF THE SPECIAL MEETING #2 OF THE BOARD HELD JUNE 14, 2017  

BACKGROUND
The unapproved minutes of the Special Meeting #2 of the Board held June 14, 2017 are attached.

RECOMMENDATION
The Superintendent/President recommends that the Board approves the minutes, as submitted.
1. CALL TO ORDER

The meeting was called to order by Ms. Rhonda Nehr, Board President, at 7:02 p.m.

2. ROLL CALL

Roll call indicated the following:

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3. CALL FOR REQUESTS FROM THE AUDIENCE TO SPEAK TO ANY ITEM ON THE AGENDA

Ms. Nehr asked if there were speaker cards indicating requests from the audience to speak to any items on the agenda. There were none.

4. DISCUSSION/ACTION AGENDA

4.1 PUBLIC HEARING FOR SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT AND SHASTA COLLEGE FACULTY ASSOCIATION ACADEMIC CONTRACT ARTICLE RE-OPENER FOR THE 2017-2018 YEAR OF THE CURRENT CONTRACT

Dr. Wyse said we received the proposal from the faculty for opening negotiations. The District also sent the letter to the Faculty Association. Those letters are attached. Our process is to sunshine those proposals and to set a public hearing at the next public meeting. I noticed that my recommendation needs to be corrected. My recommendation is that the Board schedules a public hearing at the next public meeting.

Dr. Lydon said that one of the things stated in the letter is the requested start date of July 1st, but our next board meeting is not before July 12th. Part of what is in the letter is a request to see if we can expedite that process.

Dr. Wyse said that the way we are able to expedite the process is by having a special meeting tonight, instead of waiting to sunshine the agreement on July 12 – which would mean that the public hearing would be set in August. This way we are getting the public hearing set as quickly as we can. So it is not going to be July 1, but it is as quickly as possible.

It was moved by Mrs. Pratt and seconded by Mr. Steinacher TO SET A PUBLIC HEARING ON THE FACULTY ASSOCIATION NEGOTIATIONS WITH THE SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT ARTICLES REOPENERS FOR 2017-2018 YEAR OF THE CURRENT CONTRACT, FOR THE NEXT REGULAR MEETING OF THE BOARD TO BE HELD JULY 12, 2017. The matter passed 6-0.
5. COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD
   Ms. Nehr asked if there were any comments from the individual members of the Board. There were no comments.

6. COMMENTS FROM THE AUDIENCE
   Ms. Nehr asked if there were any comments from the audience. There were no comments.

7. ADJOURN
   It was moved by Mr. Steinacher and seconded by Mr. Pierson TO ADJOURN THE MEETING. The vote was 6-0 in favor of adjournment.

   Board President Rhonda Nehr adjourned the meeting at 7:06 p.m.

   Respectfully submitted,
   Andree Blanchier
   Andree Blanchier
   Recorder
TO: BOARD OF TRUSTEES  
FROM: Dr. Joe Wyse, Superintendent/President  
INITIATOR:  
SUBJECT: APPROVAL OF MINUTES  
MINUTES OF THE REGULAR MEETING OF THE BOARD HELD JUNE 14, 2017

BACKGROUND
The unapproved minutes of the Regular Meeting of the Board held June 14, 2017 are attached.

RECOMMENDATION
The Superintendent/President recommends that the Board approves the minutes, as submitted.
The Board of Trustees of the Shasta-Tehama-Trinity Joint Community College District met in regular session on Wednesday, June 14, 2017 in the Board Room of the Shasta College Administration Building located at 11555 Old Oregon Trail, Redding, California.

1. CALL TO ORDER
   The meeting was called to order by Ms. Rhonda Nehr, Board President, at 7:00 p.m.

2. ROLL CALL
   Roll call indicated the following:

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3. FLAG SALUTE
   Mr. Steinacher led the flag salute.

4. INTRODUCTION OF SPECIAL GUESTS
   Superintendent/President Dr. Joe Wyse said that I see Larry Russel is here tonight, thanks for coming and welcome.

5. CALL FOR REQUESTS FROM THE AUDIENCE TO SPEAK TO ANY ITEM ON THE AGENDA
   Ms. Nehr asked if there were speaker cards indicating requests from the audience to speak to any items on the agenda. I have received some speaker cards – any additional?

   Mrs. Pratt would like to speak to Item 8.1.

6. REPORTS

6.1 FACULTY ASSOCIATION REPORT
   Dr. John Whitmer, Faculty Association President, greeted the Board and provided the following report:

   First, I want to say thanks to my colleagues for being here during their vacation and thanks to Andree Blanchier for putting this Board Agenda together, it took a lot of work.

   I wanted to follow up from the last board meeting by saying that I appreciated the conversation and the emphasis on process at the last meeting. Some of the things we are going to talk about later on, it talks about process and how important process is. I hope that it can be positive and not contentious. We are really trying to work on process.

6.2 ACADEMIC SENATE REPORT
   Ms. Cathy Anderson, Academic Senate President, greeted the Board and said that she had no report.
6.3 **CLASSIFIED EMPLOYEES’ ASSOCIATION REPORT**

Mr. Chris Petersen, President of CSEA Chapter 381, greeted the Board and provided the following report:

I have some exciting things – we have the contract and salary schedule. We are excited and I have had lots of positive feedback from my colleagues. We have selected the conference delegates that are going to attend the annual CSEA conference. At the conference, they talk about legal issues, budgets, state concerns, etc. Our delegates are Rochelle Morris and Mike Parisot and they are excited to be going.

I also would like to report that we had CSEA day last week – and it went really well. The ladies that put it together did a great job – Stacey Bartlett who is here did an amazing presentation.

I’d just like to wrap it up for the end of the year – from last year at this time to now, I feel that the Classified staff has had a morale shift, they are really positive. We are at our strongest when we are unified. Not just as a Classified unit – we had almost double the number of people turn out for the vote. I think we have a lot more participation at every level, and this is very positive.

6.4 **STUDENT SENATE REPORT**

Miss Emily Groth, Student Senate President, was not present.

6.5 **BOARD MEMBER REPORTS**

Ms. Nehr asked if there were any Board member reports.

Mrs. Pratt said that I would like to thank the Board for letting me go to that wonderful conference in Tahoe. It was one of the best conferences that I have attended – there were 2 speakers that were just so-so, but the rest were wonderful. I attended one session on Veterans and one on the CCCT – and the candidate that Joe Bissel recommended got in just by the skin of his teeth.

The Brown Act workshop was really interesting – you think that you have it, but it is really complicated. They went over the basic rules, then they go over the details and they talked about the new Brown Act rules.

They talked about ethics and law – it was really interesting to have it together, good to hear these things talked about together.

The facility was great – lots of fireplace areas, very conducive to talking to your colleagues. It was very, very nice – thank you.

Mr. Swendiman said that he attended the African American graduation and it was very upbeat, a ton of people attended it, it was lots of fun.

6.6 **SUPERINTENDENT/PRESIDENT’S REPORT**

Dr. Wyse gave the following report:

First I want to say how much I enjoyed our commencement ceremony last month. It is the highlight of the work year, and I think everyone should try to attend as it is such a great event for our students and their families and friends. I also want to mention that I enjoyed giving a presentation at the CEO Leadership Academy to about 20 new California Community College CEOs on Monday. I served on the planning team for this event and it was
designed by CEOs for new CEOs to help them in their transition into leading colleges in our system. It was a very nice event.

As I was driving back, I started thinking back on this year and what a great year it has been for Shasta College. I thought back on some of the highlights, I came up with the following list (not exhaustive) – all of which is possible because of the great faculty, staff and administrators working here who are so dedicated to our students:

- Offering the first ever junior level courses this year for the baccalaureate program
- Being selected to lead the North State Together community collective impact effort for five northern CA counties - funded with $2.5 million from the McConnell Foundation
- Being selected by the State for a $750,000 College Promise grant.
- Increasing FTES to what appears will be fully restoring us to the 2012-13 level of approximately 7270 FTES.
- Successfully renewing the TRiO Upward Bound grant for 5 years (for $1.2 million), I was able to speak to the TRiO students this morning.
- Winning a second state-wide Innovation Award for $2 million.
- Starting the ACE program for our students – started it as Accelerated College Education and we realized that by accelerating a bit too much may be a detriment to some students, so we have now called it Associate Completion in the Evening which is still ACE – we have some creative people on our team.
- Starting the BOLD program for adults in our region.
- Passing a bond measure for $139 million to ensure good facilities for our students over the coming decades.
- Preparing for our accreditation visit in October, especially through the creation of the Institutional Self Evaluation Report which will be on the July Board agenda.

So many good things, the list could go on. I just wanted to reflect on those. Chris was thinking the same thing, lots of good things happening.

Lastly, I believe I am obligated to correct the record and let the Board know when there is some erroneous information that is given to them. A few months back the Board was given a handout that asserted that Shasta College employs 69 administrators compared to Butte College employing 34 administrators. When I saw this data, I knew that the number for Shasta College was erroneous and too high and I corrected that later in the meeting. But I could only give an estimate to correct the number of Butte College administrators – I suspected this number was way too low as Butte College is about 1/3 larger than Shasta College. It just did not seem possible that Butte College could operate with about half the administrative support as Shasta College, I have checked with Butte College, and here are the correct figures given to me by Butte College: they reported to me that they employ 75 administrative staff, excluding executive level management. This compares to Shasta College employing 55 administrative staff, excluding executive level management.

Then the last thing is to note that one of our initiatives was to come up with a campus beautification plan. A lot of college campuses you see pennants on light poles, this went through the area planning process and we are going to start putting up some pennants. Some will be directional, others will be for the spirit. The athletic department is putting in some funding to support this initiative as well. This will help with the directional information to help those around campus.

Mr. Pierson said that is a lot of accomplishments, it is important to take stock of what gets
done. The organization is moving ahead, we are always dealing with issues, but we are moving ahead. Thank you.

6.7 **INSTRUCTION REPORT**

Dr. Frank Nigro, Assistant Superintendent/Vice President of Instruction, greeted the Board and provided the following report:

Summer sessions start Monday. This summer we are up about by 10-11%, lots of work by everyone. Most of the faculty is on vacation, it is a good time to recharge batteries, and to come back re-energized in the Fall.

We are working on full-time faculty hires; we completed four 2nd level interviews last week. There are a lot of new names coming up. There are also four new hires on this agenda.

We are also looking at part-time Faculty positions.

I have survived my first two weeks on the job – if I get through this meeting. Thank you for your confidence, I am going to do my best.

6.8 **STUDENT SERVICES REPORT**

Dr. Wyse said that Dr. O’Rorke is absent tonight so there is no report for Student Services.

6.9 **ADMINISTRATIVE SERVICES REPORT**

Mr. Morris Rodrigue, Assistant Superintendent/Vice President of Administrative Services, greeted the Board and provided the following report:

This is our monthly report. I would like to point out one number that is a little off. This month we should be at 83%, and we are at 93% for PERS, which is a little high. This is something that is difficult to project because it is difficult to project the part time employees.

Mr. Pierson asked why there was such a difference in the Service Fees charges. Mr. Rodrigue said that this is a result of timing with Fund 12 funds.

7. **APPROVAL OF MINUTES**

7.1 **MINUTES OF THE SPECIAL MEETING OF THE BOARD HELD MAY 10, 2017**

It was moved by Mr. Pierson and seconded by Mr. Swendiman TO APPROVE THE MINUTES OF THE SPECIAL MEETING OF THE BOARD HELD MAY 10, 2017. The matter passed 5-0. Mrs. Pratt abstained.

7.2 **MINUTES OF THE REGULAR MEETING OF THE BOARD HELD MAY 10, 2017**

Dr. Whitmer said that he would like to note a correction in the minutes; I am from Yreka and not Eureka.

It was moved by Mr. Swendiman and seconded by Dr. Lydon TO APPROVE THE MINUTES OF THE REGULAR MEETING OF THE BOARD HELD MAY 10, 2017 AS CORRECTED. The matter passed 5-0. Mrs. Pratt abstained.

8. **CONSENT/ACTION AGENDA**

Ms. Nehr said that there were a couple of speaker cards for item 8.1.

Mr. Petersen said that I have not had the opportunity to work with Maureen Kissick, so I
had to call around. The people I spoke to said that she is so personable with everyone and she is fun to work with, she brought sun to the workplace and enjoyment and fun. She is a great communicator with a positive attitude. I hope to have such nice comments from my colleagues when I retire. She sounded like the model person that I would like to work with – so thank you for all of her service.

Mr. Rodrigue said that I would like to speak about Maureen. Before I was VPI, I didn’t know her well. She is really good at what she does and she has a great sense of humor. It will be hard to fill her shoes, she is very proactive to be sure that everything gets out correctly, she is very detailed-orientated in all that she does. Every year we have an audit and it is the work that she does that ensures that we don’t get in trouble. She has done a superb job to be sure things are done accurately in the schedule. We will miss her and the accuracy that she brought to this position.

Mrs. Pratt asked about the contract with SirsiDynix, on page 99 for $36,509 – what do we do with that every year?

Mr. James Crandall responded that this contract is for the software that we use to catalogue the books in the library.

It was moved by Mr. Pierson and seconded by Mrs. Pratt TO APPROVE THE CONSENT/ACTION AGENDA. The matter passed 6-0.

9. DISCUSSION/ACTION AGENDA

9.1 ADOPTION OF 2017-2018 TENTATIVE BUDGET

Mr. Rodrigue said that it is at this time of year that we bring the tentative budget to you for approval. The presentation is attached hereinto as Exhibit A. Here is the timeline. Back in January the government does the initial proposal. On May 14, there is a revision that is released. The Assembly and Senate review it and then the conference committee tries to reconcile everything and makes its recommendations. On June 15th the legislature must pass the budget and then the Governor signs the budget on July 1.

One of the big surprises that we did not anticipate is a $183.6 million base increase. This base increase is being provided because of the increasing STRS/PERS costs. We thought that this was going to be around $50-75 million, so it is great news that it is going to be $183 million. For Shasta College, that could mean $1.1 million in new on-going money.

The county is having a hard time because of their retirement obligations. Their budget is staying flat, so they are in a tougher situation.

Mr. Pierson asked when was the last time there was a base increase?

Mr. Rodrigue responded that last year we had a slight base increase and also the year before. For a number of years, there was no COLA, and now we are getting a little COLA.

Dr. Wyse said the STRS alone is more than doubling over the next few years.

Mr. Rodrigue said the STRS was 8.25% and soon it is going to be closer to 19% (employee-portion) and there is also an increase on the employee and state portions. PERS is projecting significant increases (they meet each year to decide the rate). They are talking about the rate being in the mid 20% for PERS. So we need to really think about holding on to this increase for these costs.
Mrs. Pratt asked if we are doing gradual increases or going to 19% right away.

Mr. Rodrigue said that a gradual increase will be incorporated into the budget in September. This is ongoing money, but we can’t anticipate additional base increases. This base increase will cover the next couple of years, but it will not cover the additional long-term expenses. We are really appreciative of getting this increase to help with the STRS/PERS cost.

The COLA is at 1.56%, this is good because over the last few years it had dropped significantly between January and May. A big driver of COLA is gas prices, they didn’t drop this year, so COLA could mean about $580,000 for Shasta College.

Next year we are in stabilization, so we will not be receiving any growth funding.

The Guided Pathways funding is to fund a multiple year initiative and the estimate for Shasta College is not clear, the $900,000 is the best estimate based on current legislation.

For deferred maintenance, we anticipate about $460,000. We will split this between maintenance and instruction.

Mrs. Pratt asked are these values from the May revise?

Mr. Rodrigue said that these numbers come from Conference Committee – so they were confirmed after the May revise, so it is more accurate.

Here are some other smaller items – out of the Veterans funding, there is about $2 million that is going to go to one college. We might be able to receive some of the rest of this fund.

When we talk about budget, the FTES are very important. In 2012-2013, our FTES were at a high level. We put as much as we could to capture the most FTES this year. Right now, we are looking like we are going to hit 7270. After a peak, you have three years to restore where you are at in terms of FTES. After today’s enrollment report, I think that we are at least going to hit this cap.

We often budget a deficit, but we budget conservatively and we often break even or are in the black at the end of the year. So the budget committee – which is comprised of administrator, classified, and faculty members – has worked to quantify this and include that in the budget. We looked at the trends over the last few years. We built in a discount factor, this is what we think we are going to capture based on our historical trends. We think we can capture $1.8 million, so that we give us a loss of $832,000. But, with the base increase, I think that when we come back in September, we will not have a negative net income.

Mr. Pierson said that by using similar budgeting techniques, we are becoming more accurate, but we are taking out the fudge factor.

Mr. Rodrigue said that what it means is that we need to be consistent in our conservative budgeting practice.

Mr. Pierson said that salaries are our biggest expense, is this also our biggest variable?

Mr. Rodrigue replied, yes, and the revenue is also variable and the discount factor doesn’t
Mr. Pierson said that this helps spell things out, I am impressed with their work.

Mr. Rodrigue said that I think that in September we will have a good budget. We talked some about PERS/STRS – enrollment is going to be on-going challenge. Our feeder schools are flat and declining. We are doing a good job with new programs like ACE and BOLD, but it is going to be harder. Next year we can stabilize, so we won’t use summers next year. It will be the following year that we will need to make a big push.

The next economic downturn is coming, the longest upward economic period that we have seen is about 10 years and now we are at 8 years, so we need to be cognizant of that.

Mrs. Pratt asked what percentage of budget is employees?

Mr. Rodrigue said look at page 113, employees represent 83% of unrestricted funds. This is what we have been tracking. We did make some changes in our report, if there is something that you want back in the report, please let me know.

Mr. Pierson said that I really appreciate the historical charts, because it gives context and it makes it more clear.

It was moved by Mr. Pierson and seconded by Dr. Lydon TO ADOPT THE TENTATIVE BUDGET FOR 2017-2018. The matter passed 6-0.

9.2 CONTRACT AGREEMENT MODIFICATIONS AND SALARY ADJUSTMENTS FOR DISTRICT CLASSIFIED EMPLOYEES FOR THE 2016-2019 CONTRACT PERIOD

Dr. Wyse said that you have heard Mr. Petersen speak to this earlier, I want to say that things went very well in negotiations and I appreciate the cooperative approach of the CSEA team. This is a win-win agreement.

It was moved by Dr. Lydon and seconded by Mrs. Pratt TO RATIFY THE TENTATIVE AGREEMENT AS SUBMITTED. The matter passed 6-0.

9.3 APPROVAL OF 2017-2018 CLASSIFIED EMPLOYEES SALARY SCHEDULE

Dr. Wyse said that this is the implemented salary schedule.

It was moved by Mr. Swendiman and seconded by Dr. Lydon TO APPROVE THE 2017-2018 CLASSIFIED SALARY SCHEDULE AS SUBMITTED. The matter passed 6-0.

9.4 AUTHORIZATION TO CLOSE FUND 67 - CLASSIFIED BARGAINING UNIT MEMBER’S HEALTH BENEFITS FUND

Mr. Rodrigue said that I forgot to thank Jill Ault for all of her work on the budget.

For those who have been here a long time, you probably know about the bargaining unit fund that existed, now it is empty and we need to close it.

Mr. Pierson asked if they had anticipated that this fund would last so long?

Ms. Nehr said that it should have been used earlier.

It was moved by Mr. Pierson and seconded by Mr. Steinacher TO AUTHORIZE THE
CLOSURE OF THE CLASSIFIED BARGAINING UNIT MEMBER HEALTH BENEFIT FUND. The matter passed 6-0.

9.5 AUTHORIZATION TO SUBMIT FIVE-YEAR CONSTRUCTION PLAN

Mr. Rodrigue said that we bring this to you annually; these are projects that we submit to the state for funding. The Tehama solar project is done. We are submitting the modification of the 800 Building and the theatre. One challenge is that we are over built so that when there is a state bond, we often do not receive any funding. We are looking at how we could tap into the funds.

Mrs. Pratt said that I had a constituent ask me to tell you that the sitting in the theatre is painful.

Mr. Rodrigue said, so noted.

It was moved by Mr. Pierson and seconded by Dr. Lydon TO AUTHORIZE DISTRICT ADMINISTRATION TO SUBMIT THE FIVE-YEAR CONSTRUCTION PLAN AS OUTLINED. The matter passed 6-0.

9.6 CERTIFICATION OF SHASTA COLLEGE - REGIONAL PUBLIC SAFETY TRAINING FACILITY PROJECT INITIAL STUDY/MITIGATED NEGATIVE DECLARATION AND ADOPTION OF RESOLUTION NO. 2016-17-29

Ms. Nehr said that there was a speaker card.

Dr. Whitmer said that my question is about process and timeline. I know that this project has been in the works for a while. Bond money was promised. This was part of the Measure H campaign and this is the initial steps of that – so I am not sure that all parties that could have had input have had a chance to do so. I think that there are some problems with the report. I am certainly not an expert, but I have been through the fire training and I know the purpose of it. Incomplete combustion creates smoke – smoke is necessary for several reasons, this limits visibility and releases particles in the air. These can ignite with proper heat and oxygen and this is called a flash over – you need to be able to recognize this and the firefighters need to know how to deal with this. The way that you produce this is by burning tar paper. If we burn cleaner materials you will not get that smoke and you won’t have enough heat. Also if you add air, you will get a backdraft – of course you need proper ventilation. It is during ventilation that all that nasty smoke escapes. The idea that the amount of smoke can be mitigated by burning cleaner fuel is counterintuitive. I question the finding that somehow the issue of smoke is going away, you have to have that dark smoke to have a fire training ground. Of course I am all in favor of having the best training grounds that we can have – the local fire departments depend on us and we are in competition with other colleges. The College of the Siskyous has better facilities and at Butte you can do your medical and fire training at the same time, here it is separate and it takes longer.

It has been on the books for a long time – it is a bond measure, I think that it would be good that the oversight committee have a chance look over it. There are problems with setbacks, we say 50 feet and they recommend 250 feet. I don’t think it takes everything into consideration the slip pad that is being suggested where the current fire training is at. There are lots of questions and I think that it is a reflection that all the stakeholders did not have the opportunity to provide input.
Mr. Rodrigue said that we did have multiple meetings with CAL Fire. We did have conversations about smoke. There are no slip-pads – we are not doing an evacuation course for law enforcement. We are not mitigating as it relates to demonstrating fire behavior. There are also alternate ways to do things if we have to simulate flashovers at some point. We have had lots of conversations with facilities and fire departments. We have to train on flashovers, but we have to take into consideration air quality as well.

You had heard from a neighbor and we tried to incorporate some things to address his concerns. So we have incorporated these when we can. We also try to mitigate the sound issues with the saws on the roof – his concerns were sounds. We will try to incorporate some trees as visual sight lines on the western edges which we hope will help mitigate this. Also we will try to incorporate on the structures that are designed to have the saws on the roof sound barriers attached to the structure. The neighbor had issues with the sound, the visual hindrance, and the odor.

Dr. Lydon said that I have a hard time having sympathy for the neighbor. If you move next to a dairy, you can’t complain about the smell and flies. I appreciate what you are doing – but don’t think we need to re-orientate the plans.

Mr. Rodrigue said respectively, that the neighbor has been there a long time.

Mrs. Pratt said that in 1999 they were looking at putting a Veterans home in the fire training ground location, so that plot has been cited for lots of different purposes. One of my questions – it says at one point that the Board can make some changes (page 206) – we need to reduce exposure and add air mixture and noise impact. If we purchased that property – we would have property, and we wouldn’t have the issue.

Mr. Rodrigue said that when you approve this, there is a limited time to file a complaint.

Dr. Wyse said that we can consider that option when the time comes.

Mrs. Pratt said that I do not think that we will ever be able to resolve the issue. We have done a lot to do so.

Mr. Rodrigue said that we have done a lot.

Mr. Larry Russell said that I have been a fireman for 40 years. In 1977, we started talking about building a live fire center for the tri-county area. We used to just burn and train on the fire. Shasta County has the largest fire department and we had no training facilities. About 15 years ago, we built one in Happy Valley. It was built through the county and it was well designed.

Our dream was to build one here, so about eight or nine years ago when I finished serving as the Fire Chief in Burney, I was asked to build one at Shasta College. It was all engineered and we had the materials and then Sacramento said no. We weren’t allowed to build anything permanent, but we could still do things. So we built the facility with welding blocks and burn overs. We knew it was temporary, but we thought that if people used it, they would see the value and decide to build a permanent facility. There are mitigation tactics – in Happy Valley we don’t burn when there is a north wind because there is a school in that direction.

It is unfortunate where it is because it is in a flood plain and a bowl – in the area that it is going to be, I think the sound is going to go up. You can work with the weather. Butte
College comes up here – we are in competition with them for students – they came to take pictures to build a similar facility down there. San Francisco Fire was up here saying that they would love to have something like this closer to San Francisco.

Dr. Whitmer said, thank you for your service, it needs to be done and we need to do it right. What I am concerned with is the timeline. What we said here is that we can’t do anything about the smoke. In the report it says that we are going to burn clean fuel so that we are not going to have the smoke necessary. What we are saying here contrasts with what the report says. I am concerned about that and I am concerned about process.

Dr. Wyse said that I recommend that we pass this. We went through a public process, we had experts come in, we worked with several fire agencies and these are the experts. George Estrada and our experts are ready to go, we have spent time and money to produce this report.

Dr. Lydon said can I ask a question, what was the process that was followed? We have been through the process and there is a question if the process has been missed, so if we have a process now is the time to use it.

Dr. Wyse said that we used it thoroughly and I will let George Estrada speak to that.

Mr. George Estrada, Director of Physical Plant, said that we did have a very thorough process, the buildings were designed by CAL Fire. We had the foremost trainer help us design them. We had CAL Fire chiefs in the design meetings. They build these facilities across the world. I would like to invite Dr. Whitmer to come to one of our meetings. At every meeting at the end of the month, we have a representative from Instruction who is there and who has seen all the work as it has progressed. I have a map that is in the report and it lays out the plan and it is discussed openly. We had professional firefighters design this, these are people who actually train other firefighters.

Mr. Rodrigue asked Mr. Russell, for the facility in Happy Valley, did Steve Towers work on that project?

Mr. Russell replied, that yes he did.

Mr. Rodrigue said that he brought some of the elements from the Happy Valley project and we even backed off a bit to have more flexibility. We used the same consultant.

Dr. Wyse said that we advertised for public comment and you can see the letters from various agencies.

Mr. Rodrigue said we did have significant discussions about flashover. When you take a look at flash overs, they can be part of fire behavior. The mitigation component doesn’t rule out about doing certain things.

Mr. Russell said that the one we have in Happy Valley was plagiarized from the facilities in Ione, California. This is where CAL Fire does their main training. They are good projects and facilities.

Dr. Whitmer asked when did these discussions begin?

Mr. Estrada said that we met with CAL Fire about 2 years ago, then it has been a long ongoing process.
Dr. Whitmer said that in meetings when I brought it up it was said that there were no plans. In January in an all faculty and staff meeting, it was said that there are no plans.

Dr. Wyse said Dr. Whitmer you are taking me out of context. I said that there were no plans for a new administration building. I was not speaking about the fire training ground.

Dr. Whitmer said that there are minutes that say we haven’t had any discussions about cutting trees.

Mrs. Pratt said that three of us have gone through a bit of the program and I think that we have a great program. With all the smoke and gear, it was very exciting. We have taught so many fire fighters, I think that we have an amazing track record.

It was moved by Mr. Swendiman and seconded by Mr. Pierson TO ADOPT RESOLUTION NO. 2016-17-29 WHICH PROVIDES FOR CERTIFICATION OF THE IS/MND, THE MMRP, THE DISTRICT’S FINDINGS OF FACT; AND APPROVAL OF THE PROPOSED PROJECT AS DESCRIBED IN THE IS/MND. The matter passed 6-0.

9.7 DETERMINATION OF INSTITUTIONAL EFFECTIVENESS GOALS FOR 2017-2018

Dr. Kate Mahar, Dean of Institutional Effectiveness, said I am here to talk about IEPI, the handout is attached hereinto as Exhibit B. This initiative started in 2015. It is a collaborative design. On the “Framework of Indicators” page, the stars are mandatory items – for this cycle we are focusing on the ones with a star. On the left side it is all fiscal audit – did we meet them or not. Last year we could make some choices, they want us to pick stretch goals. I am happy to report that we met all our one-year goals! The math faculty gave a stretch goal, we were at 26.9% and now we are at 28%. I would like to thank the faculty; they have been doing a great job. Each year I am going to come to you and tell you how we are doing against the 5-year goals.

It was moved by Mr. Pierson and seconded by Dr. Lydon TO APPROVE THESE INSTITUTIONAL EFFECTIVENESS GOALS FOR 2017-2018. The matter passed 6-0.

9.8 NEW CERTIFICATE PROPOSAL: COMPUTER AND INFORMATION SYSTEMS – DATACENTER ADMINISTRATION CERTIFICATE

Dr. Nigro said we are presenting a brand new certificate that replaces a certificate that was voluntarily discontinued in the spring. It takes the existing certificates, and it is stackable and can lead to an associate degree.

It was moved by Dr. Lydon and seconded by Mr. Steinacher TO APPROVE THIS CERTIFICATE AS SUBMITTED. The matter passed 6-0.

9.9 NEW INSTRUCTIONAL CREDIT PROGRAM PROPOSAL: ASSOCIATE IN ARTS IN HISTORY FOR TRANSFER DEGREE

Dr. Nigro said that this is another one of the ADP degrees – which is a degree with a guarantee. We have all the ADP degrees that are required by the state.

It was moved by Mr. Steinacher and seconded by Mrs. Pratt TO APPROVE THIS PROGRAM AS SUBMITTED. The matter passed 6-0.

9.10 BOARD APPROVAL FOR NEW COURSES

Dr. Nigro said that this class is between two different STU classes -- STU 90 and STU 92. Feather River College piloted this program – it gives students soft skills. It also prepares
them for internships.

Mrs. Pratt asked if there was too big a leap from STU 90 to STU 92.

Dr. Nigro said that the number was assigned based on availability, they can take the classes sequentially if they would like.

It was moved by Mr. Pierson and seconded by Mr. Steinacher TO APPROVE THIS COURSE AS SUBMITTED. The matter passed 6-0.

9.11 GOVERNING BOARD’S SELF-EVALUATION
Dr. Wyse said that the Ad Hoc committee recommended the same process as last year. The Board self-evaluation is available online and is due by June 29th.

This item is for information only; no action is required.

9.12 FIRST READING OF REVISED OR NEW BOARD POLICIES/ADMINISTRATIVE PROCEDURES
Dr. Wyse said that these are just the first reading, there is no action required.

Mrs. Pratt asked if AP 7337 requires that everyone has to be fingerprinted?

Dr. Wyse said only new hires need to be fingerprinted. We have been doing this already, this just codifies it.

There is no action required.

9.13 SECOND READING OF REVISED OR NEW BOARD POLICIES/ ADMINISTRATIVE PROCEDURES
Dr. Wyse said that these BPs have been reviewed by the Ad Hoc committee and are being presented for your approval. We are requesting the BP 7381 – Retirement Compensation to be deleted because of the laws which address this topic may change and we don’t want to be in conflict with the Education Code.

It was moved by Mr. Pierson and seconded by Mrs. Pratt TO DELETE BOARD POLICY 7381 – RETIREMENT COMPENSATION.

In order to delete Board Policy 7381 – Retirement Compensation, a roll call vote is required.

<table>
<thead>
<tr>
<th>NAME</th>
<th>YES</th>
<th>NO</th>
<th>ABSENT</th>
<th>ABSTAIN</th>
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<tr>
<td>Dr. Lydon</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Mr. Miller</td>
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<td>X</td>
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<tr>
<td>Ms. Nehr</td>
<td>X</td>
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<tr>
<td>Mr. Pierson</td>
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<tr>
<td>Mrs. Pratt</td>
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<tr>
<td>Mr. Steinacher</td>
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<tr>
<td>Mr. Swendiman</td>
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</table>

It was moved by Mr. Steinacher and seconded by Mr. Swendiman TO APPROVE THE REVISED BOARD POLICIES AS PRESENTED. The matter passed 6-0.
9.14 **VETERANS UPWARD BOUND GRANT**

Dr. Wyse said that we hope to stay on our roll, so far we have received every grant that we applied for this year.

It was moved by Mr. Pierson and seconded by Mrs. Pratt TO APPROVE THIS GRANT PROPOSAL AND AUTHORIZE ACCEPTANCE OF THE FUNDS SHOULD SHASTA COLLEGE BE SELECTED TO RECEIVE THIS GRANT AWARD. The matter passed 6-0.

9.15 **INCOME AND EXPENDITURES – CASH BASIS**

Mr. Rodrigue said that I would like to point out that this is the April report, and this is when property taxes are due – so this is why we get a big bump in cash.

It was moved by Mr. Pierson and seconded by Mr. Steinacher TO APPROVE THE INCOME AND EXPENDITURES – CASH BASIS REPORT FOR THE MONTH OF APRIL 2017. The matter passed 6-0.

9.16 **APPOINTMENT OF CITIZENS’ BOND Oversight Committee for the General Obligation Bond – Measure H**

Ms. Nehr said that there was a speaker card, and asked Dr. Whitmer for his comments.

Dr. Whitmer said that who is on committee is very important because it will give legitimacy of what we do with this money. President Johnson said that it is better to have political enemies in the tent rather than on the outside. I have suggested some names to president.

Dr. Wyse said that the bylaws that the board enacted are included. It lays out the committee members’ duties. Their duties are to make sure that we spend money on what voters approve, but they are not there to decide on what project is completed. We advertised and solicited people to apply. We received applications – anyone qualified could apply. There are 7 spots on the committee and we received 7 applications. Larry Russel was one of the applicants.

The following community members are being recommended for the Citizen’s Bond Oversight Committee:

- **Joe Ayer** (Tax Payer Organization, Business Organization)
  - Regional Director at BloodSource
  - Past member of Columbia School District
  - Member of the Howard Jarvis Taxpayers Association

- **Rick Fauss** (Business Organization)
  - Retiring on July 1st as the Redding School District Superintendent
  - Redding Chamber of Commerce Member

- **Steve Hosler** (Senior Citizen’s Organization)
  - Vice President of Human Resources for Dignity Health North State
  - Oversight of Golden Umbrella and Shasta Senior Nutrition Services

- **Milagros Israel** (Student)
  - A Veteran and a Shasta College Student

- **Robbie Middleton** (Support Organization, Business Organization)
  - Realtor with 15 years of construction background

- **Paula Percy** (At-Large)
  - Registered nurse for 37 years

- **Lawrence Russell** (At-Large)
  - 29 Years’ experience in building trades
  - 40 Years in the fire service and served as Fire Chief at Burney
We advertised, we solicited, and these are the candidates who applied. I recommend that the Board approve these committee members to be effective as of July 1st, 2017. There are terms and rotations that will occur as time passes.

Dr. Lydon said that this is a good broad representation. It says a lot about what we are trying to do and that is great.

Dr. Wyse said that it is volunteer, these committee members are not paid.

It was moved by Dr. Lydon and seconded by Mr. Swendiman TO APPROVE THE RECOMMENDED NOMINEES TO SERVE ON THE CITIZENS’ BOND OVERSIGHT COMMITTEE FOR THE GENERAL OBLIGATION BOND – MEASURE H EFFECTIVE JULY 1, 2017. The matter passed 6-0.

9.17 **ANNUAL OPERATING ASSISTANCE BY HIRE AGREEMENT WITH THE CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION**

Mr. Rodrigue said that this is an agreement that we see annually. This is the agreement that allows us to bring out the dozer on fires. We try to put half of the funds away to use on these programs. This year we used these funds to buy a semi-truck.

Mr. Swendiman asked how much income is generated?

Mr. Rodrigue said this year we spent $150,000 on the truck that means there was at least over $300,000 that has been generated over three years. It is not huge money, but it sure does help support the program.

It was moved by Mr. Pierson and seconded by Mr. Steinacher TO APPROVE THE ANNUAL OPERATING ASSISTANCE BY HIRE AGREEMENT WITH CAL FIRE SHASTA TRINITY UNIT AS PRESENTED. The matter passed 6-0.

9.18 **AUTHORIZATION TO ENTER INTO AGREEMENT FOR ARCHITECTURAL SERVICES**

Ms. Nehr said that there was a speaker card for this item and she asked Dr. Whitmer for his comments.

Dr. Whitmer asked if this company has been doing business with the college? Did they help design the fire grounds?

Mr. Rodrigue said that yes they did.

Dr. Whitmer asked when did they do this work?

Mr. Rodrigue said that I don’t know the exact dates, we had architectural agreements in place to complete work and different services at several times during the process.

Mrs. Pratt said that they did a lot with the first bond. They did great work.

Mr. Rodrigue said that the nice thing about using them is that they are good at what they do, and they are competitive with statewide folks. We just finished interviews with architectural firms and they are very competitive. The advantage of having someone local is that we can go down to meet with them or they can come on site without having additional travel costs.
Mr. Pierson said that we still want to go through the competitive process. They did HSUP but they did not do the Tehama campus.

Mr. Rodrigue said that when you are looking for engineers or architects, you do not have a bid process, but you have a competitive process. You are looking at qualifications – this lets us select the best fit for each project.

Dr. Wyse said that when you have multiple firms approved, you can choose the best option for each project.

Mr. Rodrigue said that statewide there are a lot of projects, some architects might not be available. This architect helped us with the Facilities Master Plan. They are helping us with Phase 2. This agreement will give us a much more detailed survey when we start looking at the planning process for the bond.

Mr. Estrada said that this type of work gives us the information to look at things like placement of buildings, roadways, sidewalks, etc.

Mr. Rodrigue said that this is the groundwork for any work that is to come.

It was moved by Mr. Steinacher and seconded by Mrs. Pratt TO ENTER INTO THE AGREEMENT FOR ARCHITECTURAL SERVICES WITH NICHOLS, MELBURG AND ROSETTO AS PRESENTED. The matter passed 6-0.

9.19 **AUTHORIZATION TO DISPOSE OF SURPLUS ELECTRONIC EQUIPMENT**

It was moved by Mr. Swendiman and seconded by Mr. Steinacher TO APPROVE THE RECYCLING OF ELIGIBLE DISTRICT ELECTRONIC PROPERTY AS SUBMITTED. The matter passed 6-0.

9.20 **AUTHORIZATION TO DISPOSE OF SURPLUS EQUIPMENT**

Mr. Rodrigue said that the Jeep is valued at below $5,000.

It was moved by Mr. Pierson and seconded by Mr. Steinacher TO AUTHORIZE DISTRICT ADMINISTRATION TO DISPOSE OF THE SURPLUS PROPERTY AS SUBMITTED. The matter passed 6-0.

9.21 **PARTICIPATORY GOVERNANCE MANUAL FOR THE SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT**

Ms. Nehr said that there was a speaker card for this item and she asked Dr. Whitmer for his comments.

Dr. Whitmer said thank you, I just have an issue on the process. I think that having a manual like this is fantastic. But it is incomplete – it states that all parties will participate. The Faculty Association did not have an opportunity to look at this. It says that all employee input will be valued. Again the Faculty Association was not included. It talks about wages, hours, working conditions and negotiated benefits. But in structures, it does not show how often wages, hours, and working conditions and 10+1 often overlap. If you look at agenda item 8.3, on how stipends are approved, and then look at 7.3.4.2 in the contract, the President or designee should notify the Faculty Association in writing in a timely manner of any other stipends proposed to be paid. These stipends that I am to assume were approved in closed sessions, were never negotiated or approved by the Faculty Association. If the Faculty Association was able contribute to this document and talk about Participatory Governance and the role the Faculty Association plays in there, and then we could have point-
ed out some of these issues before they came to the Board.

Dr. Wyse said that we went through our participatory process with the Committees that we talked about last month when revising this manual. Academic Senate and College Council – both have Faculty members as committee members. We updated the manual that was put in place in 2012, it is very similar. I don’t know if Ms. Anderson would like to comment on the process, she was at many of the meetings. Did Academic Senate have the opportunity to give input on the Participatory Governance Manual?

Ms. Anderson replied yes, we had ample opportunities to make changes to the document and we made them.

Dr. Whitmer said but then again, the Faculty Association did not. Again, I am just emphasizing process. If you look at the administrator services assignments and organizational structure, if all the Administrators Classified, the Administrative Educators, and the Confidential employees which also have people underneath them so that they are actually administrators.

Dr. Wyse said that Confidential employees do not have people underneath them.

Dr. Whitmer said, some do.

Dr. Wyse said that I think I know how my college is organized Dr. Whitmer. A Confidential staff member does not supervise anyone.

Dr. Whitmer said that we have 69 Administrators.

Dr. Wyse said Confidential employees are not Administrators.

Dr. Whitmer said a point of order, 69 Administrators and 133 faculty. What we reported earlier in the semester was 69 and 130. So this new document says that again, we basically have 1 administrator to 1.9 faculty ratio and I don’t know if that is sustainable. As we saw, the FTES are lagging and is the Faculty that produces FTES. The 1:1.9 ratio is a concern. Also some of the names are not correct. There are some positions that are no longer there, there are some listed as full-time and not part-time. Again if the Faculty Association could have participated in this process of making this manual and give our input, these items could have been corrected before they come to the Board.

Mr. Pierson asked did I not hear correctly, are there Faculty members at the meetings?

Dr. Wyse said yes and the meetings are open meetings.

Dr. Whitmer said that the Faculty Association is different than the Academic Senate and there are different processes. It is true that Academic Senate and the Faculty Association are both in those organizations, but they have different structures.

Dr. Lydon asked, I have a question on the last Participatory Governance Manual, which governs how things are currently done, where does the Faculty Association fit in? If I am not mistaken it is folded into the open meetings? Am I wrong there, is that not the process? From the last Participatory Governance Manual that is in effect now?

Dr. Whitmer said that I did not participate in the last one.
Dr. Lydon said that we have the manual that says this is how we do it, and it is in effect now. So there is a point of order of how we get this done. Is there something in there that says that the Faculty Association should have a spot that you were denied?

Dr. Whitmer said I guess I am not understanding the question.

Dr. Lydon said that there is a process for getting this done, and we used this process. The old manual describes how we do it. In the old manual is the point that describes your rights and you were denied that right?

Dr. Whitmer said that I don’t know if I have rights or not, but what I am saying is that the documentation in this manual says all constituents were consulted and that is not true.

Dr. Wyse said that I view “all constituents” as being faculty, classified, administrators, and students. That is how I understand “constituents.”

Dr. Lydon said I agree and that the process defined in the manual for how we do participatory governance was adhered to quite strictly and quite correctly and we were effective and available for review in the process.

Dr. Whitmer said and here again if you look.

Dr. Lydon said may I finish? If that process was followed, and I believe that it was, than what we have here is the result of all of those meetings. I do not think that it is germane to this issue to raise those questions outside of the participatory process. Now is not the appropriate time to deal with these things. Now is the time to answer the question, do we accept what was done following due process that has been defined in the previous manual.

Dr. Whitmer said again, given our conversation.

Mrs. Pratt said that I would like to call for a vote.

Ms. Nehr said a vote is not required, the Board acknowledges the receipt of the Participatory Governance Manual as presented.

9.22 **INTEGRATED PLANNING MANUAL FOR THE SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT**

Dr. Wyse said that this planning document went through a similar process. This is the third or fourth time that we have updated this document. College Council took the lead on this update and it is presented here for your information.

Ms. Nehr said that the Board ACKNOWLEDGES RECEIPT OF THE INTEGRATED PLANNING MANUAL, AS PRESENTED.

9.23 **TECHNOLOGY MASTER PLAN 2017-2022**

Mr. Rodrigue said that this was developed by the Technology Planning Committee. James Crandall was actively involved.

Mr. Pierson asked how often is this updated?

Mr. Rodrigue said that it has been a while, so it is good that we have updated it now.
Mr. Crandall said that this plan is a 5-year plan and it will have annual updates.

Ms. Nehr said that the Board ACKNOWLEDGES RECEIPT OF THE TECHNOLOGY MASTER PLAN, AS PRESENTED.

10. **ANNOUNCEMENTS**

10.1 **FUTURE REGULAR BOARD MEETING DATES**

Ms. Nehr announced the future regular Board Meeting dates as:

- July 12, 2017
- August 9, 2017
- September 13, 2017

10.2 **FUTURE BOARD RETREAT DATE**

- July 8, 2017

11. **COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD**

Ms. Nehr asked if there were any comments from the individual members of the Board.

Mr. Pierson said that I may be absent on the 12th of July.

12. **COMMENTS FROM THE AUDIENCE**

Ms. Nehr asked if there were any comments from the audience. There were no comments.

13. **RECESS TO CLOSED SESSION**

Ms. Nehr recessed the meeting to Closed Session at 9:03 p.m. regarding:

13.1 *California Government Code Section 48912*: CONSIDERATION OF STUDENT SUSPENSION OR OTHER DISCIPLINARY ACTION – NOT EXPULSION

13.2 *California Government Code Section 54957*: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

13.3 *California Government Code Section 3549.1*: COLLECTIVE BARGAINING SESSION

13.4 *California Government Code Section 54957*: PUBLIC EMPLOYEE PERFORMANCE EVALUATION
   Title: Superintendent/President

14. **RECONVENE IN OPEN SESSION**

Ms. Nehr reconvened the meeting in open session at 10:39 p.m. and said with respect to all closed session items, there is nothing to report.
15. **ADJOURN**

   It was moved by Mrs. Pratt and seconded by Dr. Lydon TO ADJOURN THE MEETING. The vote was 6-0 in favor of adjournment.

   Board President Rhonda Nehr adjourned the meeting at 10:40 p.m.

   Respectfully submitted,

   **Andree Blanchier**

   Recorder
2017-18 Tentative Budget

Key budget highlights after Conference Committee

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<tr>
<th>Ongoing Funds</th>
<th>Proposed New Funds</th>
<th>Shasta College Estimate</th>
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<tr>
<td>Base Increase</td>
<td>$183.6 Million</td>
<td>$1.1 Million</td>
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<tr>
<td>COLA</td>
<td>$567 Million (2.6%)</td>
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<td>Growth-Funding</td>
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<td>Guided Pathways Funding</td>
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<td>Deferred Maintenance/Instructional Equipment</td>
<td>$76.8 Million (One-Time)</td>
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Other Smaller Items

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<tr>
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<tr>
<td>Innovation Awards</td>
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<td>Full-time Student Success Grant</td>
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<td>Part-Time Faculty Office Hours</td>
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<td>CCC Completion Grant</td>
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<td>Compton Community College District</td>
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<td>Veterans Resource Center</td>
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<td>CCC Mental Health</td>
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<td>Title IX Training</td>
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<td>Umoja Program</td>
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Unrestricted General Fund Budget vs Actual Expenses

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<th>Year</th>
<th>Budget</th>
<th>Actual</th>
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<td>2011/12</td>
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<td>2012/13</td>
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<td>$38,180,253</td>
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<td>2013/14</td>
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<td>2014/15</td>
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<td>$41,076,273</td>
<td>$2,562,222</td>
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Note: Excludes unbudgeted year end transfers

Conservative Budgeting Trends

Unrestricted General Fund Budget vs Actual Expense

Note: Excludes unbudgeted year end transfers
Future Budget Challenges

• Escalating PERS and STRS costs
• Enrollment
• Next Economic Downturn
EXHIBIT B

Framework of Indicators

**Student Outcomes**
- Completion Rate
  - Prepared
  - Unprepared
  - Overall
- Transfer-level
  - Completion Rate
    - Math Year 1
    - Math Year 2
    - English Year 1
    - English Year 2
- Remedial Rate
  - Math
  - English
  - ESL
- Median Time to Degree
- Required College Choice (Basic Skills)
- Optional College Choice (Noncredit)

**Accreditation Status**
- Accreditation Status ★

**Fiscal Viability**
- Salary and Benefits ★
- Cash Balance ★
- OPEB Liability ★
- District Participation Rate ★
- Fund Balance ★
- Annual Operating Excess/Deficiency ★
- FTES (college) ★

**State & Federal Compliance**
- Fiscal Audit ★
- Federal Awards ★
- State Compliance ★

**Other**
- Optional College Choice (★ -- *only* if an indicator is identified by the college)
The Institutional Effectiveness Partnership Initiative (IEPI) is a statewide collaborative effort to help advance the effective practices of the California Community Colleges and, in the process, significantly reduce the number of accreditation sanctions and state and federal audit issues.

The three primary components of the IEPI initiative are: a framework of indicators; professional development; and technical assistance.

The framework of indicators encompasses the following areas:

- Student performance and outcomes
- Accreditation status
- Fiscal viability
- Programmatic compliance with state and federal guidelines

As you see in the board report, we met all of the fiscal/accountability goals pertaining to the indicators for accreditation status, fund balance, fiscal audit, federal awards and state compliance.

In addition to fiscal/accountability goals that are common among all schools, Colleges must choose three indicators from the framework provided by IEPI and create short and long term goals. These are internal strategic goals, so they ask us to be ambitious.

In 2015-2016, College Council worked collaboratively to identify the target areas and set benchmarks. College Council chose to focus on:

- Successful course completion
- Math Achievement rate for students starting below transfer
- College Persistence

The chart below highlights our one year and five year goals for student performance and outcomes.

<table>
<thead>
<tr>
<th>Indicator</th>
<th>2017 Goal</th>
<th>2017 Actual</th>
<th>Six Year Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Successful course completion</td>
<td>72%</td>
<td>72.8%</td>
<td>75%</td>
</tr>
<tr>
<td>Math achievement rate (starting below transfer level and completing a transfer level course)</td>
<td>28%</td>
<td>28.3%</td>
<td>35%</td>
</tr>
<tr>
<td>College choice: Persistence Percentage of degree, certificate and/or transfer-seeking students starting first time in 2010-11 tracked for six years through 2015-16 who enrolled in the first three consecutive terms.</td>
<td>60%</td>
<td>61.3%</td>
<td>70%</td>
</tr>
</tbody>
</table>
BACKGROUND

Retirements

Classified

**Gail Clements,** Cafeteria Assistant, has resigned for the purpose of retirement effective July 8, 2017. Gail first began serving in the Food Services department 25 years ago as a substitute and became a permanent hire in August 1993. Gail has been serving food to the students, faculty, and staff of Shasta College for many years with a kind smile and warm heart. She has served generations of people who continually come back to say hello and see how she is doing which is a direct result of the effort she put into genuinely caring about those she served. Gail has contributed to the overall success of the Food Services department by working sporting events, catering events, on campus events and camps for many years. This year was Gail’s 25th straight year of serving the Lion’s All-Star football camp delicious and nutritious meals while they resided on campus. Gail will be missed as she leaves the department. We thank her for the hard work, dedication, and unconditional support that she gave to the thousands of people she touched and fed over the years.

**Sheree Whaley,** Admissions and Records Director / Technician II, has resigned for the purpose of retirement effective July 7, 2017. Sheree’s service to Shasta College spans 41 years. She began work as a Student Services Clerk in January 1976 and held the roles of Extended Education Secretary and Student Services Assistant before she earned the position of Admissions & Records Technician II – a position that she has held since 1980. For the last nine years, Sheree has spent a portion of her weekly hours working as the Director of Admissions and Records. Throughout her career, Sheree has assisted tens of thousands of new students as they first entered the college and saw them through to graduation. Throughout her career, she has also earned the respect and heartfelt gratitude of the faculty and staff with whom she served. Birthdays and special occasions were always a reason for celebration and the Christmas potluck has become a campus tradition. Her level of service and dedication to the college has been exceptional. We wish her the best in her next adventure and thank her for the many years of service to this community.

**Leann Williams,** Employment Development Services Technician, has resigned for the purpose of retirement effective September 5, 2017. Leann’s service to Shasta College spans over 12 years. She began work in February 2005 as a substitute for the college in various positions. She became a Student Services Assistant in April 2006 and our Employment Development Services Technician in September 2009. Since November 2016, Leann has spent a portion of her time working out of
class as the Director of Admissions and Records. As a strategic thinker, Leann’s work is marked by a true love for students and a consistent desire to improve processes to smooth their way. Of particular note is Leann’s focus on developing relationships on all levels. She has served on a number of campus-wide committees and, most recently, she has helped to lay the foundation for a “one-stop” service center. We wish her the best in her retirement and thank her for her dedication to this community.

RECOMMENDATION

The Superintendent/President recommends that the Board approves/ratifies these employment items as submitted.
TO:            BOARD OF TRUSTEES            DATE:            7/12/2017
FROM:            Dr. Joe Wyse,            ITEM NO.:            8.2
                 Superintendent/President
INITIATOR:            Mr. Gregory Smith,            SUBJECT:            CONSENT/ACTION AGENDA
                     Director of Human Resources
                     PERSONNEL ITEMS – EMPLOYMENT
                     ADMINISTRATIVE/CONFIDENTIAL STAFF

BACKGROUND

New Hires

Educational Administrator

Carie Palmer, Director of Allied Health Programs, received her Bachelor of Arts in Liberal Studies from Simpson University in 2007 and her Master of Science in Organizational Leadership from National University in 2012. Since 2015, Ms. Palmer has worked for Shasta College as a consultant to the District’s Allied Health Program at the same time securing multiple externship sites and networking within the local community to secure employment for the program's graduates. Ms. Palmer’s prior employment in Redding includes Medical Assisting Instructor for Harper Rand, Center Director for Planned Parenthood, and Clinical Medical Assisting Lead Instructor for Institute of Technology. Ms. Palmer comes well qualified to assume her responsibilities as Director of Allied Health Programs, a full-time, 12 month, educational administrator position beginning on or around July 13, 2017 at an annual salary of $69,834, Range 30, Step 1 on the Administrative/Confidential Salary Schedule.

Edward Stewart, Interim Associate Dean of Student Learning, received his Ph.D. in Physical Organic Chemistry from California Institute of Technology, Pasadena in 1992. Since 2013, Dr. Stewart has worked abroad in New Zealand and Australia as a Research Associate for Plant and Food Research, Senior Tutor for Massey University, and most recently Technical Officer for University of New South Wales. In addition, Dr. Stewart has been an Adjunct Instructor and Laboratory Coordinator with St. Cloud State University in Minnesota. For over eight years, Dr. Stewart owned Environworm, a small vermiculture/vermicomposting business. Besides his academic background, Dr. Stewart brings a breadth of experience that makes him a valuable resource to students. Dr. Stewart comes well qualified to assume his responsibilities as Interim Associate Dean of Student Learning, a full-time, 12 month, educational administrator position beginning on or around July 13, 2017 at an annual salary of $107,187, Range 50, Step 1 on the Administrative/Confidential Salary Schedule.

Revision to Initial Placement

Zhanjing (John) Yu, Interim Dean of Science, Language Arts & Mathematics, $126,635, Range 55, Step 3 revised to $130,751, Range 55, Step 4 on the Administrative/Confidential Salary Schedule, beginning on or around July 1, 2017.
**Substitute/Working Out of Class/Extra Time**  
*The following assignments are non-benefitted and are a maximum of 28 hours per week.*

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Range/Hrly Rate</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>D. Craig Richie</td>
<td>Director of Campus Safety</td>
<td>30/$34.27</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
<tr>
<td>Leann Williams</td>
<td>Director of Admissions &amp; Records</td>
<td>20/$30.41</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
</tbody>
</table>

**RECOMMENDATION**

The Superintendent/President recommends that the Board approves/ratifies these employment items as submitted.
BACKGROUND

Probationary/Regular

New Hires

Melanee Grondahl, Student Success Coordinator (Basic Skills)/Student Development Instructor, received her Master of Arts in English from California State University, Chico in 2001 and her Bachelor of Arts in English from Pacific Union College in 1997. Currently, Ms. Grondahl is the Achievement Specialist-Peer Mentoring Instructor and REACH Program Coordinator for California State University, Chico. Ms. Stewart has been an English Instructor for Butte College, Shasta College and University of Massachusetts and Writing Instructor for Year Up, Inc./Cambridge College. Ms. Stewart’s work outside the classroom as Senior Content Developer at Alpia and Digital Content Designer at Cengage Learning, both in San Francisco, allows her to be a strong technology resource for faculty, staff and students. Ms. Stewart’s unique combination of skills makes her well qualified to assume her responsibilities as Student Success Coordinator (Basic Skills)/Student Development Instructor, beginning on or around August 11, 2017. The starting annual salary range is $48,359.83 - $85,137.87 (175 day assignment) commensurate with previous education and experience.

Jeff Hendrickson, Computer Science/Computer Programming Instructor, received his Master of Business Administration, Management from Corban University in 2010 and his Master of Education, Cross Cultural Teaching from National University in 2003. Mr. Hendrickson has been a Business Instructor for Shasta Union High School District for fifteen years and Part-time Instructor with Shasta College for six years teaching CIS, OAS and BUD courses. Prior to his work in education, Mr. Hendrickson worked with small businesses in private industry. Mr. Hendrickson’s articulated and dual enrollment teaching experience as well as his enthusiasm for connecting students with technology make him well qualified to assume his responsibilities as Computer Science/Computer Programming Instructor, beginning on or around August 11, 2017. The starting annual salary range is $48,359.83 - $85,137.87 (175 day assignment) commensurate with previous education and experience.

Steven Kim, Health Information Management Instructor, received his Master of Public Health, Environmental and Occupational Health, from Loma Linda University, School of Public Health in 1997 and his Registered Health Information Administrator Credential (practicum completed at Cedars-Sinai Medical Center) from University of Illinois at Chicago in 2014. In addition, Mr. Kim is a Doctor of Public Health Candidate, Health Promotion and Education, at Loma Linda University.
Currently, Mr. Kim is the Program Director of Health Information Technology at Cosumnes River College. For over ten years, Mr. Kim has taught in the Environmental Studies graduate program at California State University, Fullerton. Mr. Kim’s education and experience make him well qualified to assume his responsibilities as Health Information Management Instructor, beginning on or around August 11, 2017. The starting annual salary range is $48,359.83 - $85,137.87 (175 day assignment) commensurate with previous education and experience.

Haley Mulvihill, Athletic Trainer, received her Bachelor of Science in Athletic Training from Lindenwood University in 2012 and her Master of Science in Kinesiology from Humboldt State University in 2014. Most recently, Ms. Mulvihill was Head Women’s Athletic Trainer and Associate Faculty for College of the Redwoods. Ms. Mulvihill’s past employment includes Assistant Athletic Trainer for Eastern Oregon University, Assistant Athletic Trainer for College of the Redwoods, and Certified Athletic Trainer for Home Rehabilitation Services. Ms. Mulvihill’s education and her experience in athletic training make her well qualified to assume her responsibilities as Athletic Trainer, beginning on or around August 11, 2017. The starting annual salary range is $48,359.83 - $85,137.87 (175 day assignment) commensurate with previous education and experience.

Daniel Nurco, Temporary Chemistry Instructor, received his Ph.D. in Agricultural and Environmental Chemistry from University of California, Davis in 1998. Dr. Nurco has taught chemistry courses at University of California, Davis part-time for twelve years. Dr. Nurco also spent three years in postdoctoral research with duties that included small molecule X-ray crystallography, synthetic organic chemistry, scientific paper writing, and website development. In addition, Dr. Stewart has well over forty publications in his field of study. Dr. Nurco’s scholarship in the field of chemistry, teaching and research experience, and publication record make him well qualified to assume his responsibilities as Temporary Chemistry Instructor, beginning on or around August 11, 2017. The starting annual salary range is $48,359.83 - $85,137.87 (175 day assignment) commensurate with previous education and experience.

January Padilla, Associate Degree Nursing Instructor, received her Bachelor of Science in Nursing from MacMurray College in 2002 and her Master of Science in Nursing, FNP from University of Phoenix, Sacramento in 2015. Ms. Padilla has over fifteen years of experience as a nurse, working for Sharp Grossmont Hospital in Southern California and Shasta Regional Medical Center in Redding. Currently, Ms. Padilla is a Nurse Practitioner for Shasta Critical Care Specialist and for the past two years, Ms. Padilla has been part-time clinical nursing faculty for Shasta College. Ms. Padilla’s bedside nursing experience, education, and her current work as Nurse Practitioner for critical care team, make her well qualified to assume her responsibilities as Associate Degree Nursing Instructor, beginning on or around August 11, 2017. The starting annual salary range is $48,359.83 - $85,137.87 (175 day assignment) commensurate with previous education and experience.

Ishmael Rivas, Automotive/Diesel Instructor, received his Associate of Science in Diesel Technology from Shasta College in 2014. Since 2006, Mr. Rivas has been Full-time Faculty and Faculty Department Chair in Dealer Service Technology at Portland Community College in Oregon. Mr. Rivas’ previous work includes Field Technician for Gully Equipment Repair and Sales, Part-time Vehicle Electrical Systems Instructor for Shasta College, and Mechanic’s Apprentice for Nichols Agricultural Equipment Repair. Mr. Rivas’ combined education and work experience in his field make him well qualified to assume his responsibilities as Automotive/Diesel Instructor, beginning on or around August 11, 2017. The starting annual salary range is $48,359.83 - $85,137.87 (175 day assignment) commensurate with previous education and experience.
Fall 2017 and Spring 2018 Fire Academy Instructors:
Placement on the applicable hourly faculty salary schedule commensurate with previous education and experience: $44.19 – $64.77 per hour. The following positions are non-benefitted and are a maximum of 28 hours per week:

- Luke Blehm
- Patrick Bailey
- John Bruno
- Jason Collins
- Jacob Dean
- James Diehl
- Ryan Fellers
- Kevin Fogarty
- Jason Foley
- Kyle Foott
- Allen Gunderson
- Gerasimos Gray
- Joseph Hansen
- Jamie Harvey
- Kyle Johnson
- Jacob Keown
- David Krautkraemer
- Donavan Lacy
- Gary Lyon
- Dan Mallia
- Ronald Marley
- William Masten
- Theresa Miller
- James Mobley
- Matthew Oliphant
- Devin Robson
- Jeremiah Stoke
- Steve Tompkins
- Mark Townley
- Chadlynn Trafton

2016-2017 Non Instructional, Part-Time, Temporary Hourly Faculty/Extra Assignment:
Placement on the applicable hourly faculty salary schedule commensurate with previous education and experience: $43.30 – $63.50 per hour. The following positions are non-benefitted and are a maximum of 28 hours per week:

- Laurie Bish, Nursing Curriculum Development
- Jason Davis, Contract Ed Training for the Bureau of Reclamation
- Jennifer McCandless, Tutoring Program Development
- Mark Smith, Contract Ed Training for the Bureau of Reclamation

2017-2018 Non Instructional, Part-Time, Temporary Hourly Faculty/Extra Assignment:
Placement on the applicable hourly faculty salary schedule commensurate with previous education and experience: $44.19 – $64.77 per hour. The following positions are non-benefitted and are a maximum of 28 hours per week:

- Laurie Bish, Nursing Curriculum Development
- Jason Davis, Contract Ed Training for the Bureau of Reclamation
- Jennifer McCandless, Tutoring Program Development
- Mark Smith, Contract Ed Training for the Bureau of Reclamation

General Counseling

- Laura Barbeau
- Haley Carter
- Margaret Gambetta
- Roneita Lepage
- Nickie McGarry
- Corrinee Minnard
- Michael O’Leary
- Donna Pratt
- Rebecka Renfer
- Lisa Riggs
- Michelle Saelee

Stipends
The following employees have been offered a stipend as listed. The following assignments are non-benefitted and are a maximum of 28 hours per week.

<table>
<thead>
<tr>
<th>Name</th>
<th>Work Performed</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Katherine Ashbey</td>
<td>Chemistry Instructor Interviews – May 30, 2017</td>
<td>$250</td>
</tr>
<tr>
<td>Name</td>
<td>Work Performed</td>
<td>Amount</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Ray Atkins</td>
<td>Assistant Football Coach – August 15, 2017 through December 15, 2017</td>
<td>$4,840</td>
</tr>
<tr>
<td>Mark Blaser</td>
<td>Chemistry Instructor Interviews – May 30, 2017</td>
<td>$250</td>
</tr>
<tr>
<td>Matthew Brooks</td>
<td>ACSS AA Hiring Committee – May 26, 2017 through June 5, 2017</td>
<td>$300</td>
</tr>
<tr>
<td>Dan Bryant</td>
<td>Automotive/Diesel Technology Instructor Interviews – May 30, 2017</td>
<td>$250</td>
</tr>
<tr>
<td>Anthony Cavalli</td>
<td>Assistant Football Coach/Coordinator – August 15, 2017 through December 15, 2017</td>
<td>$5,700</td>
</tr>
<tr>
<td>David Cooper</td>
<td>Faculty Coordinator (World Languages) – August 14, 2017 through May 18, 2018</td>
<td>$4,500</td>
</tr>
<tr>
<td>Lynette Crowe</td>
<td>Workshop for Counseling 2 Careers Event – June 21, 2017</td>
<td>$500</td>
</tr>
<tr>
<td>Jason Davis</td>
<td>Automotive/Diesel Technology Instructor Interviews – May 30, 2017</td>
<td>$250</td>
</tr>
<tr>
<td>Justin Dietz</td>
<td>Assistant Football Coach – August 15, 2017 through December 15, 2017</td>
<td>$4,380</td>
</tr>
<tr>
<td>Matt Diskin</td>
<td>Assistant Football Coach/Coordinator – August 15, 2017 through December 15, 2017</td>
<td>$5,900</td>
</tr>
<tr>
<td>Anthony Eckhardt</td>
<td>Faculty Coordinator (Art) – August 14, 2017 through May 18, 2018</td>
<td>$2,250</td>
</tr>
<tr>
<td>Matt Evans</td>
<td>Chemistry Instructor Interviews – May 30, 2017</td>
<td>$250</td>
</tr>
<tr>
<td>Divan Fard</td>
<td>Chemistry Instructor Interviews – May 30, 2017</td>
<td>$250</td>
</tr>
<tr>
<td>Susannah Fulton</td>
<td>Part-time Botany Instructor Hiring Committee – May 23, 2017</td>
<td>$100</td>
</tr>
<tr>
<td>Cliff Gottlieb</td>
<td>Chemistry Instructor Interviews – May 30, 2017</td>
<td>$250</td>
</tr>
<tr>
<td>Larry Grandy</td>
<td>Faculty Coordinator (Music) – August 14, 2017 through May 18, 2018</td>
<td>$2,250</td>
</tr>
<tr>
<td>Debra Griffin</td>
<td>OER Curriculum Alignment – January 9, 2017 through January 13, 2017</td>
<td>$350</td>
</tr>
<tr>
<td>Debra Griffin</td>
<td>Interview Committee Member – May 22, 2017 through May 23, 2017</td>
<td>$250</td>
</tr>
<tr>
<td>Debra Griffin</td>
<td>Part-time Math Instructor Interviews – June 7, 2017</td>
<td>$100</td>
</tr>
<tr>
<td>Dhabih Hendershot</td>
<td>CIS Instructor Interviews – May 22, 2017</td>
<td>$250</td>
</tr>
<tr>
<td>Steven Hofferber</td>
<td>Assistant Women’s Soccer Coach – August 15, 2017 through December 15, 2017</td>
<td>$4,380</td>
</tr>
<tr>
<td>Melinda Kashuba</td>
<td>Student Success Workshop, Student Canvas Orientation – June 13, 2017</td>
<td>$50</td>
</tr>
<tr>
<td>Todd Larson</td>
<td>Assistant Cross Country Coach – August 15, 2017 through December 15, 2017</td>
<td>$4,380</td>
</tr>
<tr>
<td>Name</td>
<td>Work Performed</td>
<td>Amount</td>
</tr>
<tr>
<td>---------------------</td>
<td>--------------------------------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Tom Martin</td>
<td>CIS Instructor Interviews – May 22, 2017</td>
<td>$250</td>
</tr>
<tr>
<td>Jennifer McCandless</td>
<td>Part-time Math Instructor Interviews – June 7, 2017</td>
<td>$100</td>
</tr>
<tr>
<td>Stacy Mizuta</td>
<td>Assistant Women's Basketball Coach – October 2, 2017 through March 12, 2018</td>
<td>$4,840</td>
</tr>
<tr>
<td>Hiroko Mori</td>
<td>Self Defense Class for CARE Students – June 3, 2017</td>
<td>$175</td>
</tr>
<tr>
<td>Rhonda Nelson</td>
<td>2017 CEA Day of Training Presenter – June 6, 2017</td>
<td>$50</td>
</tr>
<tr>
<td>Ray Nicholas</td>
<td>Automotive/Diesel Technology Instructor Interviews – May 30, 2017</td>
<td>$250</td>
</tr>
<tr>
<td>Jill North</td>
<td>Cultural Events for Puente Program – January 1, 2017 through June 30, 2017</td>
<td>$500</td>
</tr>
<tr>
<td>Jill North</td>
<td>Research for Puente Program – January 1, 2017 through June 30, 2017</td>
<td>$500</td>
</tr>
<tr>
<td>Mark Smith</td>
<td>Automotive/Diesel Technology Instructor Interviews – May 30, 2017</td>
<td>$250</td>
</tr>
<tr>
<td>David Pearl</td>
<td>ACSS AA Hiring Committee – May 26, 2017 through June 5, 2017</td>
<td>$300</td>
</tr>
<tr>
<td>Shelly Presnell</td>
<td>Faculty Coordinator (DAN/HUM/THTR) – August 14, 2017 through May 18, 2018</td>
<td>$2,250</td>
</tr>
<tr>
<td>Shelly Presnell</td>
<td>Faculty Coordinator (CMST/COM/JOUR) – August 14, 2017 through May 18, 2018</td>
<td>$2,250</td>
</tr>
<tr>
<td>Ernest Radford</td>
<td>Assistant Volleyball Coach – August 15, 2017 through December 15, 2017</td>
<td>$4,380</td>
</tr>
<tr>
<td>Lew Schmitt</td>
<td>CIS Instructor Interviews – May 22, 2017</td>
<td>$250</td>
</tr>
<tr>
<td>Bill Sutherland</td>
<td>Part-time Instructor Hiring Committee – May 25, 2017</td>
<td>$100</td>
</tr>
<tr>
<td>Gregory Thorson</td>
<td>Theatre Instructor Committee – June 7, 2017</td>
<td>$100</td>
</tr>
<tr>
<td>Joanne Tippin</td>
<td>2017 CEA Day of Training Presenter – June 6, 2017</td>
<td>$50</td>
</tr>
<tr>
<td>Joanne Tippin</td>
<td>Faculty Coordinator (Honors Program) – August 14, 2017 through May 18, 2018</td>
<td>$4,500</td>
</tr>
<tr>
<td>Liz Waterbury</td>
<td>Theatre Instructor Committee – June 7, 2017</td>
<td>$100</td>
</tr>
<tr>
<td>Michael Wilson</td>
<td>Clinical Coordinator FAID Program – July 1, 2017 through June 30, 2018</td>
<td>$500</td>
</tr>
<tr>
<td>Heather Wylie</td>
<td>Faculty Coordinator (Social Sciences) – August 14, 2017 through May 18, 2018</td>
<td>$4,500</td>
</tr>
<tr>
<td>Scott Yates</td>
<td>Interview Committee Member – May 22, 2017 through May 23, 2017</td>
<td>$250</td>
</tr>
<tr>
<td>Scott Yates</td>
<td>Coordinate Course with Dual Enrollment Instructor – April 25, 2017</td>
<td>$50</td>
</tr>
</tbody>
</table>

**RECOMMENDATION**

The Superintendent/President recommends that the Board approves/ratifies these employment items as submitted.
TO: BOARD OF TRUSTEES
DATE: 7/12/2017
FROM: Dr. Joe Wyse, Superintendent/President
ITEM NO.: 8.4
INITIATOR: Mr. Gregory Smith, Director of Human Resources
SUBJECT: CONSENT/ACTION AGENDA
PERSONNEL ITEMS – EMPLOYMENT
CLASSIFIED STAFF

BACKGROUND

New Hires/Promotions

Maria Wayman, Administrative Assistant (Arts, Communications, and Social Science), Range 33, Step 2, $3,331 per month, 40 hours per week, 12 months per year, beginning on or around July 3, 2017.

Extra Time/Substitute/Working Out of Class
The following assignments are non-benefitted and are a maximum of 28 hours per week.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Range/ Hourly Rate</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liz Ault</td>
<td>Staff Secretary (Fire Technology)</td>
<td>Range 25/$19.16</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
<tr>
<td>Mary Bailey</td>
<td>EOPS Instructional Paraprofessional</td>
<td>Range 28/$24.77</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
<tr>
<td>Kimberly Bottum</td>
<td>Staff Secretary (PACE)</td>
<td>Range 25/$20.13</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
<tr>
<td>Jennifer Brewer</td>
<td>Library Information Technician</td>
<td>Range 26/$16.21</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
<tr>
<td>Mike Brown</td>
<td>Custodian</td>
<td>Range 24/$19.26</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
<tr>
<td>Patricia Calbreath</td>
<td>Instructional Paraprofessional (PACE)</td>
<td>Range 25/$25.80</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
<tr>
<td>Jerry Coffey</td>
<td>Computer Applications Specialist</td>
<td>Range 40/$31.66</td>
<td>June 1, 2017 through June 30, 2017</td>
</tr>
<tr>
<td>Jerry Coffey</td>
<td>Computer Applications Specialist</td>
<td>Range 40/$31.73</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
<tr>
<td>Timothy Dye</td>
<td>Theatre Technician</td>
<td>Range 30/$17.84</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
<tr>
<td>Dalton Fitzgerald</td>
<td>Theatre Technician</td>
<td>Range 30/17.84</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
<tr>
<td>Elsa Gomez</td>
<td>Admissions &amp; Records Technician II</td>
<td>Range 28/$16.92</td>
<td>June 1, 2017 through June 30, 2017</td>
</tr>
<tr>
<td>Elsa Gomez</td>
<td>Admissions &amp; Records Technician II</td>
<td>Range 28/$16.92</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
<tr>
<td>Jodi Hecht</td>
<td>Custodian</td>
<td>Range 24/$17.81</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
<tr>
<td>James Konopitski</td>
<td>Financial Aid Technician</td>
<td>Range 30/$16.95</td>
<td>June 1, 2017 through June 30, 2017</td>
</tr>
<tr>
<td>James Konopitski</td>
<td>Financial Aid Technician</td>
<td>Range 30/$16.95</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
<tr>
<td>Heather McCulley</td>
<td>Library Information Technician</td>
<td>Range 26/$16.21</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
<tr>
<td>Arlene Miranda</td>
<td>Senior Staff Secretary</td>
<td>Range 29/$20.15</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
<tr>
<td>Zack Ryan</td>
<td>Computer Applications Specialist</td>
<td>Range 40/$22.84</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Range/ Hourly Rate</td>
<td>Dates</td>
</tr>
<tr>
<td>------------------</td>
<td>---------------------------------------</td>
<td>--------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Tracy Shoemaker</td>
<td>Theatre Events Coordinator</td>
<td>Range 24/$17.80</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
<tr>
<td>Mary Ellen Southard</td>
<td>Instructional Paraprofessional (Music)</td>
<td>Range 28/$23.57</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
<tr>
<td>Tina Titzer</td>
<td>Pool &amp; Laundry Worker</td>
<td>Range 29/$17.80</td>
<td>July 12, 2017 through June 30, 2017</td>
</tr>
<tr>
<td>Tina Titzer</td>
<td>Pool &amp; Laundry Worker</td>
<td>Range 29/$18.71</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
<tr>
<td>Joseph Trompczynski</td>
<td>Campus Safety Officer II</td>
<td>Range 45/$25.84</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
<tr>
<td>Karen Wells</td>
<td>Interpreter/Transliterator II</td>
<td>Range 43/$25.83</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
</tbody>
</table>

**Short-Term, Hourly Employees**

*Substitute/Temporary Assignment*

The following positions are non-benefitted and are a maximum of 28 hours per week.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Range/ Hourly Rate</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrea Allred</td>
<td>Extended Education Secretary (Tehama)</td>
<td>Range 25/$15.77</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
<tr>
<td>Andrea Allred</td>
<td>Senior Staff Secretary (Tehama)</td>
<td>Range 29/$17.40</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
<tr>
<td>Ashley Bennett</td>
<td>Extended Education Secretary (Intermountain)</td>
<td>Range 25/$15.77</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
<tr>
<td>Carolyn Garrigus</td>
<td>Extended Education Secretary (Intermountain)</td>
<td>Range 25/$15.77</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
<tr>
<td>Amanda Haynes</td>
<td>Extended Education Secretary (Tehama)</td>
<td>Range 25/$15.77</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
<tr>
<td>Amanda Haynes</td>
<td>Senior Staff Secretary (Tehama)</td>
<td>Range 29/$17.41</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
<tr>
<td>Caligney Hoffman</td>
<td>Extended Education Secretary (Trinity)</td>
<td>Range 25/$15.77</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
<tr>
<td>Amy Kinsman</td>
<td>Extended Education Secretary (Trinity)</td>
<td>Range 25/$15.77</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
<tr>
<td>Brenda Masters</td>
<td>Custodian (Intermountain)</td>
<td>Range 24/$15.39</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
<tr>
<td>Dave Montagner</td>
<td>Utility Worker</td>
<td>Range 26/$22.43</td>
<td>June 16, 2017 through June 30, 2017</td>
</tr>
<tr>
<td>Bill Mullins</td>
<td>Custodian (Tehama)</td>
<td>Range 24/$19.59</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
<tr>
<td>Bill Mullins</td>
<td>Delivery Driver</td>
<td>Range 24/$19.59</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
<tr>
<td>Bill Mullins</td>
<td>Motor Pool Driver Technician</td>
<td>Range 30/$20.58</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
<tr>
<td>Bill Mullins</td>
<td>Utility Worker</td>
<td>Range 26/$20.58</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
<tr>
<td>Bill Mullins</td>
<td>Warehouse Worker</td>
<td>Range 29/$20.58</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
<tr>
<td>Corena Peters</td>
<td>Administrative Assistant (SLAM)</td>
<td>Range 33/$18.25</td>
<td>June 26, 2017 through June 30, 2017</td>
</tr>
<tr>
<td>Corena Peters</td>
<td>Television Technician</td>
<td>Range 28/$16.98</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
<tr>
<td>Ben Phillips</td>
<td>Custodian</td>
<td>Range 24/$15.39</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
<tr>
<td>Allen Silveria</td>
<td>Delivery Driver</td>
<td>Range 24/$15.39</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
<tr>
<td>Allen Silveria</td>
<td>Groundskeeper</td>
<td>Range 25/$15.77</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
<tr>
<td>Allen Silveria</td>
<td>Maintenance Carpenter</td>
<td>Range 37/$21.21</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
<tr>
<td>Allen Silveria</td>
<td>Maintenance Electrician</td>
<td>Range 38/$21.74</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
<tr>
<td>Allen Silveria</td>
<td>Maintenance HVAC Technician</td>
<td>Range 38/$21.74</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
<tr>
<td>Allen Silveria</td>
<td>Maintenance Painter</td>
<td>Range 37/$21.21</td>
<td>July 1, 2017 through June 30, 2018</td>
</tr>
</tbody>
</table>
CONSENT AGENDA
PERSONNEL ITEMS – EMPLOYMENT – CLASSIFIED STAFF
JULY 12, 2017
PAGE THREE

Name | Position | Range/ Hourly Rate | Dates
--- | --- | --- | ---
Allen Silveria | Maintenance Plumber | Range 37/$21.21 | July 1, 2017 through June 30, 2018
Allen Silveria | Pool & Laundry Worker | Range 29/$17.41 | July 1, 2017 through June 30, 2018
Allen Silveria | Utility Worker | Range 26/$16.16 | July 1, 2017 through June 30, 2018
Allen Silveria | Warehouse Worker | Range 29/$17.41 | July 1, 2017 through June 30, 2018
AJ Titzer | Groundskeeper | Range 25/$15.77 | July 1, 2017 through June 30, 2018
AJ Titzer | Utility Worker | Range 26/$16.16 | July 1, 2017 through June 30, 2018
Allen Silveria | Warehouse Worker | Range 29/$17.41 | July 1, 2017 through June 30, 2018

**Special Services Provider, $11.00 per hour, to work as needed during the 2016-2017 or 2017-2018 school year**
The following positions are non-benefitted and are a maximum of 28 hours per week:

Name | Work Performed
--- | ---
Carol Alfaro | Home Event Staff Worker – August 14, 2017 through December 15, 2017
Chrishanda Cotton | Supervise Students, TRiO Upward Bound Summer Academy – July 1, 2017 through July 14, 2017
Alexis Diaz-Rice | Community Education, Basketball Camp Assistant – June 1, 2017 through June 30, 2017
Angelica Estrada | Teacher’s Assistant, ESL, Tehama – July 1, 2017 through June 30, 2018
Caleb Hampton | Supervise Students, TRiO Upward Bound Summer Academy – July 1, 2017 through July 14, 2017
Barbara Long | Teacher’s Assistant, ESL, Tehama – July 1, 2017 through June 30, 2018
Brandon Mahan | EMT Skills Coach – June 19, 2017 through June 30, 2017
Brandon Mahan | EMT Skills Coach – July 1, 2017 through June 30, 2018
Cody McCary | Home Event Staff Worker – August 14, 2017 through May 18, 2018

**Lead Special Services Provider, $15.00 per hour, to work as needed during the 2016-2017 or 2017-2018 school year**
The following positions are non-benefitted and are a maximum of 28 hours per week:

Name | Work Performed
--- | ---
Cody Looper | Natural Resource Conservation Crew Member – July 1, 2017 through July 30, 2017
Cassiopeia Sanchez | Natural Resource Conservation Crew Member – July 1, 2017 through July 30, 2017

**Specialists: $18.00 per hour; Consultants/Community Education Presenters: $20.00 - $34.00 per hour; Professional Experts/Contract & Community Education Professional /Consultants: $35.00 - $50.00 per hour; to work as needed during the 2016-2017 or 2017-2018 school year**
The following positions are non-benefitted and are a maximum of 28 hours per week:

Name | Work Performed | Hourly Rate
--- | --- | ---
Bruce Cainin | Professional Expert, MUS48 (Double Bass/Tuba) – July 1, 2017 through June 30, 2018 | $50
Cherie Gans | Professional Expert, MUS48 (Viola/Violin) – July 1, 2017 through June 30, 2018 | $50
Arlene Gattuso | Professional Expert, MUS48 (Violin) – July 1, 2017 through June 30, 2018 | $50
<table>
<thead>
<tr>
<th>Name</th>
<th>Work Performed</th>
<th>Hourly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dan Matthews</td>
<td>Professional Expert, MUS48 (Bassoon) – July 1, 2017 through June 30, 2018</td>
<td>$50</td>
</tr>
<tr>
<td>Carol Minor</td>
<td>Instructional Presenter, Academic Advising of TRiO Talent Search Students – August 1, 2017 through May 31, 2018</td>
<td>$20</td>
</tr>
<tr>
<td>Dan Pinkston</td>
<td>Professional Expert, MUS48 (Music Composition) – July 1, 2017 through June 30, 2018</td>
<td>$50</td>
</tr>
<tr>
<td>Daniel Schafer</td>
<td>Professional Expert, MUS48 (Trumpet) – July 1, 2017 through June 30, 2018</td>
<td>$50</td>
</tr>
<tr>
<td>Briar Segal</td>
<td>Professional Expert, MUS48 (Trumpet) – July 1, 2017 through June 30, 2018</td>
<td>$50</td>
</tr>
</tbody>
</table>

**Approval of Short-Term Classified Positions**

The following positions are non-benefitted and are a maximum of 28 hours per week:

**7-17-100.** Student Services Technician, Range 29, $17.41 per hour, beginning on July 13, 2017 through June 30, 2018, to assist EOPS students and EOPS staff with highly responsible duties including training, supervising and assisting student workers.

- Identified employee is Misti Hardy.

**7-17-101.** Financial Aid Technician, Range 30, $17.84 per hour, beginning on July 13, 2017 through June 30, 2018, to assist with financial aid packaging and awarding.

- Identified employee(s) to be determined.

**7-17-102.** Student Success Facilitator, Range 26, $16.16 per hour, beginning on July 13, 2017 through June 30, 2018, to assist EOPS student by providing general clerical support including typing, filing, reception and record keeping.

- Identified employee is Jennifer Dankert.

**Employee Identification of Prior Approved Temporary Assignment**

**4-17-101.** Campus Safety Officer I, Range 38, $20.64 per hour, beginning on July 1, 2017 through June 30, 2018, for special events and extra patrol as needed.

- Identified employee is Jake Lindsey.

**RECOMMENDATION**

The Superintendent/President recommends that the Board approves/ratifies these employment items as submitted.
TO: BOARD OF TRUSTEES
FROM: Dr. Joe Wyse, Superintendent/President
INITIATOR: President’s Cabinet
SUBJECT: CONSENT/ACTION AGENDA
STAFF TRAVEL

DATE: 7/12/2017
ITEM NO.: 8.5

BACKGROUND

The following staff travel (in order of funding) is submitted for Board approval:

<table>
<thead>
<tr>
<th>Staff Member(s)</th>
<th>Event</th>
<th>Destination</th>
<th>Date(s)</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathryn Cottrell</td>
<td>State Meeting for VC</td>
<td>Las Vegas, NV</td>
<td>07/31/17 – 08/02/17</td>
<td>District Funded</td>
</tr>
<tr>
<td>Women’s Track Coach</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jim Korteum</td>
<td>2017 GED Testing Service Annual Conference</td>
<td>Dallas, TX</td>
<td>07/25/17 – 07/28/17</td>
<td>Grant Funded</td>
</tr>
<tr>
<td>ESL Instructor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leimone Waite</td>
<td>Mapping Upward 2017 Summer Institute</td>
<td>Palatine, IL</td>
<td>08/02/17-08/05/17</td>
<td>Grant Funded</td>
</tr>
<tr>
<td>Horticulture Instructor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

RECOMMENDATION

The Superintendent/President recommends that the Board approves/ratifies the staff travel.
BACKGROUND

The following field trips (in order of funding) are submitted for Board approval/ratification:

<table>
<thead>
<tr>
<th>Student Services</th>
<th>Facilitator</th>
<th>Course/Area</th>
<th>Destination</th>
<th>Date(s)</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bob DePaul, Counselor</td>
<td>EOPS/SCI*FI</td>
<td>Shasta Lake Antlers Resort &amp; Marina - End of the Semester/Graduation Celebration Lakehead, CA</td>
<td>06/23/2017</td>
<td>Grant Funded</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SCI*FI</td>
<td>Whitewater Rafting/Sacramento State University Visit</td>
<td>07/27/2017 – 07/28/2017</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sue Huizinga, Interim Director, TRiO Upward Bound</td>
<td>TRiO Upward Bound</td>
<td>Shasta Dam and Lake Shasta Caverns - Cultural and Educational Activity - Lakehead, CA</td>
<td>06/9/2017</td>
<td>Grant Funded</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Rare Air Trampoline Park Physical Activity for TRiO Upward Bound Summer Academy Participants - Redding, CA</td>
<td>06/20/2017</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Chico State University Campus Tour and Multicultural Day for TRiO and Soonchunhyang Univ. Students - Chico, CA</td>
<td>06/30/2017</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>UCLA, Cal Poly, Museum of Tolerance College Tours and History of the Holocaust - Los Angeles and San Luis Obispo, CA</td>
<td>07/10/2017 - 07/12/2017</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Tina Duenas, Director of Student Life/Title IX Investigator</td>
<td>International Education</td>
<td>Global DSN’s House Pool Party for International Students - Redding, CA</td>
<td>07/01/2017</td>
<td>District Funded</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Instruction</th>
<th>Facilitator</th>
<th>Course/Area</th>
<th>Destination</th>
<th>Date(s)</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>William Gentry, Part-time Biology Instructor</td>
<td>BIOL 6</td>
<td>Medical Office, 430 Rio St. Red Bluff, CA</td>
<td>06/15/2017</td>
<td>No Cost to District</td>
</tr>
</tbody>
</table>
## RECOMMENDATION

The Superintendent/President recommends that the Board approves/ratifies these field trips.
TO:                  BOARD OF TRUSTEES  DATE:        7/12/2017
FROM:             Dr. Joe Wyse, Superintendent/President  ITEM NO.:  8.7
INITIATOR:          Mr. Morris Rodrigue, Assistant Superintendent/Vice President of Administrative Services
SUBJECT:          CONSENT/ACTION AGENDA RATIFICATION OF CONTRACTS AND AGREEMENTS

BACKGROUND

To meet the requirements of the Education Code and in accordance with Board Policy 6340 – Bids and Contracts, a list of contracts and agreements is being presented to the Governing Board for ratification.

RECOMMENDATION

The Superintendent/President recommends that the Board ratifies the contracts and agreements on the attached list for the month of June 2017.
<table>
<thead>
<tr>
<th>Company</th>
<th>Background</th>
<th>Contract Type</th>
<th>Department</th>
<th>Fund</th>
<th>Consideration</th>
<th>Start</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boucher, Michaela</td>
<td>Service provider agreement with Michaela Boucher to provide subject matter expertise in the development of a Medical Scribe program including curriculum.</td>
<td>Personal Services Agreement</td>
<td>HSUP</td>
<td>12</td>
<td>$7,400.00</td>
<td>7/1/2017</td>
<td>12/31/2017</td>
</tr>
<tr>
<td>Brody, Angley</td>
<td>Personal Service agreement for the coordination of local high schools and to assist students and teachers with registering on the new career connections platform. Services will also include outreach to local business representatives for internships in the District.</td>
<td>Agreement</td>
<td>EWD</td>
<td>12</td>
<td>$15,000.00</td>
<td>7/1/2017</td>
<td>12/31/2017</td>
</tr>
<tr>
<td>Butte-Glenn Community College District</td>
<td>Agreement with Butte-Glenn Community College District to provide assorted incumbent worker training for industry partners in the Far North Region.</td>
<td>Personal Services Agreement</td>
<td>EWD-DSN</td>
<td>12</td>
<td>$7,500.00</td>
<td>7/1/2017</td>
<td>6/30/2018</td>
</tr>
<tr>
<td>Butte-Glenn Community College District</td>
<td>Subgrant agreement for projects sponsored by the Health Workforce Initiative DSN, North Far North Region. Shasta College will receive the sum of $8,000 for completion of work to co-sponsor the Regional STEAM Mentoring Training on July 12, 2017 to high school staff members.</td>
<td>Grant</td>
<td>EWD</td>
<td>12</td>
<td>$8,000.00</td>
<td>7/1/2017</td>
<td>12/31/2017</td>
</tr>
<tr>
<td>CCC Chancellor's Office</td>
<td>Student Right To Know subscription agreement with the California Community College Chancellor's Office. Student Right To Know Act was passed by Congress in 1990 and requires institutions eligible for Title IV funding to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering the institution. These rates are to be disclosed to current or prospective students. This agreement is to facilitate compliance.</td>
<td>Agreement</td>
<td>IT</td>
<td>11</td>
<td>$5,900 per year</td>
<td>7/1/2017</td>
<td>6/30/2020</td>
</tr>
<tr>
<td>Costco Pharmacy</td>
<td>Costco Pharmacy to provide on campus immunizations to Shasta College Employees on September 20th.</td>
<td>MOU</td>
<td>H&amp;W</td>
<td>N/A</td>
<td>N/A</td>
<td>9/20/2017</td>
<td>9/20/2017</td>
</tr>
<tr>
<td>Company</td>
<td>Background</td>
<td>Contract Type</td>
<td>Department</td>
<td>Fund</td>
<td>Consideration</td>
<td>Start</td>
<td>End</td>
</tr>
<tr>
<td>---------------------------------</td>
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<td>---------------</td>
</tr>
<tr>
<td>CSU, Chico Research Foundation</td>
<td>Agreement between CSU, Chico Research Foundation and Shasta College - Deputy Sector Navigator, Ag, Water and Environmental Technology, to provide services to conduct a telephone survey for Northern California natural resources companies to assess the current state of affairs of the natural resources companies, and find areas of need that the District may be able to assist.</td>
<td>Agreement</td>
<td>EWD-DSN</td>
<td>12</td>
<td>$8,600.00</td>
<td>6/15/2017</td>
<td>12/15/2017</td>
</tr>
<tr>
<td>Davis, Jason</td>
<td>Contract Education Professional Service Provider Agreement for welding training specific to a pipe welding course for the Bureau of Reclamation to be held in June and July 2017.</td>
<td>Personal Services Agreement</td>
<td>Community Ed</td>
<td>12</td>
<td>$3,894.00</td>
<td>6/12/2017</td>
<td>7/20/2017</td>
</tr>
<tr>
<td>Earle, James</td>
<td>Professional Service Provider Agreement for James Earle to provide subject matter expertise in the development of an Associate Degree of Science, Physical Therapist Assistant program including curriculum.</td>
<td>Personal Services Agreement</td>
<td>HSUP</td>
<td>12</td>
<td>$5,500.00</td>
<td>7/1/2017</td>
<td>12/31/2017</td>
</tr>
<tr>
<td>Embassy Suites</td>
<td>Group Rate Agreement for room stay for TRiO Upward Bound field trip.</td>
<td>Agreement</td>
<td>TRiO-SSS</td>
<td>12</td>
<td>$2,800.00</td>
<td>6/8/2017</td>
<td>7/11/2017</td>
</tr>
<tr>
<td>Feather River Community College District</td>
<td>Agreement with Feather River College Foundation to provide services to the District specific to exploring and development a site for a greenhouse that will house the aquaponics systems that will be utilized as a hands-on teaching component to many different courses that make up the various Environmental Studies certificates</td>
<td>Personal Services Agreement</td>
<td>EWD</td>
<td>12</td>
<td>$8,000.00</td>
<td>7/1/2017</td>
<td>12/31/2017</td>
</tr>
<tr>
<td>Fitzgerald, Linda</td>
<td>Professional Service Provider Agreement with Linda Fitzgerald, DBA: BetterOn, to facilitate classes for Community Education.</td>
<td>Professional Services Agreement</td>
<td>Community Ed</td>
<td>12</td>
<td>$1,950.00</td>
<td>9/1/2017</td>
<td>10/30/2017</td>
</tr>
<tr>
<td>Company</td>
<td>Background</td>
<td>Contract Type</td>
<td>Department</td>
<td>Fund</td>
<td>Consideration</td>
<td>Start</td>
<td>End</td>
</tr>
<tr>
<td>----------------------------------------</td>
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</tr>
<tr>
<td>Fortuna Rehabilitation &amp; Wellness Center, LP</td>
<td>Student Clinical Agreement for students in the Dietary Services Supervisor Training Program.</td>
<td>Dietary Services</td>
<td>HSUP</td>
<td>N/A</td>
<td>N/A</td>
<td>4/1/2017</td>
<td>3/31/2019</td>
</tr>
<tr>
<td>Gary Moore Audio (GMA)</td>
<td>Performance Agreement for broadcast via webcast and radio of all Shasta College Football games for the 2017-18 season</td>
<td>Agreement</td>
<td>PEAT</td>
<td>11</td>
<td>$6,000.00</td>
<td>6/12/2017</td>
<td>6/30/2018</td>
</tr>
<tr>
<td>Granada Rehabilitation &amp; Wellness Center, LP</td>
<td>Student Clinical Agreement for students in the Dietary Services Supervisor Training Program.</td>
<td>Dietary Services</td>
<td>HSUP</td>
<td>N/A</td>
<td>N/A</td>
<td>4/1/2017</td>
<td>3/31/2019</td>
</tr>
<tr>
<td>Hampton Inn</td>
<td>Group Room Rate Agreement for TRiO Upward Bound Program Field Trip.</td>
<td>Agreement</td>
<td>TRiO-SSS</td>
<td>12</td>
<td>$2,926.00</td>
<td>6/8/2017</td>
<td>7/11/2017</td>
</tr>
<tr>
<td>McHatton, Barbara</td>
<td>Personal Service agreement for the presentation of two (2) 2.5-hour trainings on Relative Care Provision to resource families as part of the Foster Kinship-Care Program.</td>
<td>Personal Services Agreement</td>
<td>FK-Care</td>
<td>12</td>
<td>$80.00</td>
<td>5/30/2017</td>
<td>6/30/2017</td>
</tr>
<tr>
<td>McHatton, Candace</td>
<td>Personal Service agreement for a 2-hour presentation/training on Relative Care Provisions to resource families as part of the Foster Kinship/Care Program.</td>
<td>Personal Services Agreement</td>
<td>FK-Care</td>
<td>12</td>
<td>$80.00</td>
<td>5/30/2017</td>
<td>6/30/2017</td>
</tr>
<tr>
<td>Modena, Silvio</td>
<td>Contract Education Professional Service Provider Agreement for welding training specific to a pipe welding course for the Bureau of Reclamation to be held in June and July 2017.</td>
<td>Personal Services Agreement</td>
<td>Community Ed</td>
<td>12</td>
<td>$1,888.00</td>
<td>6/12/2017</td>
<td>7/20/2017</td>
</tr>
<tr>
<td>Nichols, Melburg &amp; Rossetto</td>
<td>Additional Services Request for the Public Safety Training Center Phase 1 - Design and engineering of roof prop apparatus based on the existing roof prop apparatus.</td>
<td>Agreement</td>
<td>PPD</td>
<td>41</td>
<td>$15,000.00</td>
<td>6/5/2017</td>
<td>6/30/2018</td>
</tr>
<tr>
<td>Company</td>
<td>Background</td>
<td>Contract Type</td>
<td>Department</td>
<td>Fund</td>
<td>Consideration</td>
<td>Start</td>
<td>End</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>---------------</td>
<td>------------</td>
<td>------</td>
<td>---------------</td>
<td>-----------</td>
<td>-----------</td>
</tr>
<tr>
<td>Nichols, Melburg &amp; Rossetto</td>
<td>Additional Services Request for the Public Safety Training Center Phase 1 - Additional structural engineer's reviews of manufacturer's design drawings, revise site plan to accommodate recent requests to address CEQA concerns, align with program needs, and add additional infrastructure (fire hydrant).</td>
<td>Agreement</td>
<td>PPD</td>
<td>41</td>
<td>$10,500.00</td>
<td>6/5/2017</td>
<td>6/30/2018</td>
</tr>
<tr>
<td>Nichols, Melburg &amp; Rossetto</td>
<td>Amendment 1 for the Agreement to Develop Projects for Future Bond. To accommodate work required for ongoing bond implementation planning and preparation of amendment to the Facilities Master Plan. Basis of Compensation not to exceed amount to be increased to $35,000.</td>
<td>Personal Services Agreement</td>
<td>PPD</td>
<td>41</td>
<td>$35,000.00</td>
<td>6/6/2017</td>
<td>6/30/2018</td>
</tr>
<tr>
<td>Pacific Sky</td>
<td>Agreement for services to provide post production work of the six instructional videos for a CNC course.</td>
<td>Agreement</td>
<td>EWD</td>
<td>12</td>
<td>$9,350.00</td>
<td>6/12/2017</td>
<td>12/31/2017</td>
</tr>
<tr>
<td>Seaview Rehabilitation &amp; Wellness Center, LP</td>
<td>Student Training Agreement for the Dietary Services Supervisor Training Program.</td>
<td>Dietary Services</td>
<td>HSUP</td>
<td>N/A</td>
<td>N/A</td>
<td>4/1/2017</td>
<td>3/31/2019</td>
</tr>
<tr>
<td>Shasta County</td>
<td>Step-up: Shasta College is a sub-receipient of the Renewing Communities grant funded project. The project funds up to 50 incarcerated and formerly incarcerated persons to participate in the STEP UP program each year. As part of the grant Shasta County will provide Case Management for the students in the STEP-Up Program at Shasta College.</td>
<td>Personal Services Agreement</td>
<td>EWD</td>
<td>12</td>
<td>$59,110.00</td>
<td>5/10/2017</td>
<td>5/9/2018</td>
</tr>
<tr>
<td>Company</td>
<td>Background</td>
<td>Contract Type</td>
<td>Department</td>
<td>Fund</td>
<td>Consideration</td>
<td>Start</td>
<td>End</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
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<td>----------</td>
<td>-----------</td>
</tr>
<tr>
<td>Shasta County</td>
<td><strong>Personal Service Agreement for the purpose of providing the Shasta Tehama Education Program - Unified Partnership (STEP-UP) by Shasta College by providing high-quality college and career pathways for adults with current involvement in the criminal justice system (students) for up to 50 students per academic year. Funding is provided through the Shasta County Community Corrections Partnership Executive Committee. This is a new source of funding for this program.</strong></td>
<td>Agreement</td>
<td>EWD</td>
<td>N/A</td>
<td>N/A</td>
<td>7/1/2017</td>
<td>6/30/2018</td>
</tr>
<tr>
<td>Shasta County Office of Education</td>
<td><strong>Annual use fee for Building 3400 for the SCOE Independent Study Charter School.</strong></td>
<td>MOU</td>
<td>VPAS</td>
<td>11</td>
<td>$ 8,296.00</td>
<td>7/1/2017</td>
<td>6/30/2019</td>
</tr>
<tr>
<td>Smith, Mark</td>
<td><strong>Contract Education Professional Service Provider Agreement for welding training specific to a pipe welding course for the Bureau of Reclamation to be held in June and July 2017.</strong></td>
<td>Personal Services Agreement</td>
<td>Community Ed</td>
<td>12</td>
<td>$ 3,894.00</td>
<td>6/12/2017</td>
<td>7/20/2017</td>
</tr>
<tr>
<td>US Bureau of Reclamation</td>
<td><strong>Contract Education Client Agreement Agreement for welding training specific to a pipe welding course for the Bureau of Reclamation to be held in June and July 2017.</strong></td>
<td>Agreement</td>
<td>Community Ed</td>
<td>12</td>
<td>$ 12,584.00</td>
<td>6/12/2017</td>
<td>7/30/2017</td>
</tr>
</tbody>
</table>
TO: BOARD OF TRUSTEES

FROM: Dr. Joe Wyse, Superintendent/President

INITIATOR: Mr. Morris Rodrigue, Assistant Superintendent/Vice President of Administrative Services

SUBJECT: CONSENT/ACTION AGENDA
AUTHORIZATION TO REISSUE ACCOUNTS PAYABLE WARRANTS

BACKGROUND

The Shasta County Auditor’s Office has notified the District that they have stale-dated account payable warrants. The checks, including check number, date, payee and amounts is listed below. The checks were not cashed within the six-month time-period allowed by Government Code Section 29802. The payees have been contacted and have requested that a new check be issued.

<table>
<thead>
<tr>
<th>Check #</th>
<th>Date</th>
<th>Vendor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>528096</td>
<td>10/25/16</td>
<td>Michelle I. Clavell</td>
<td>$46.45</td>
</tr>
<tr>
<td>527808</td>
<td>10/12/16</td>
<td>Michael R. Sloan</td>
<td>$128.31</td>
</tr>
<tr>
<td>527198</td>
<td>09/28/16</td>
<td>Dan Axtman</td>
<td>$260.70</td>
</tr>
<tr>
<td>527903</td>
<td>10/15/16</td>
<td>Natalie Garcia-Gomez</td>
<td>$500.00</td>
</tr>
<tr>
<td>520358</td>
<td>04/20/16</td>
<td>Ashleigh M. Ortiz</td>
<td>$100.00</td>
</tr>
<tr>
<td>526102</td>
<td>08/31/16</td>
<td>Courtney R. Muller</td>
<td>$322.00</td>
</tr>
</tbody>
</table>

RECOMMENDATION

The Superintendent/President recommends that the Business Office be authorized to request that the Shasta County Auditor draw new warrants in favor of the payees as presented.
TO: BOARD OF TRUSTEES  DATE: 7/12/2017
FROM: Dr. Joe Wyse, Superintendent/President  ITEM NO.: 8.9
INITIATOR: President’s Cabinet
SUBJECT: CONSENT/ACTION AGENDA DONATIONS

BACKGROUND

Phillip and Emily Jackson, 3230 Driftstone Dr., Anderson, CA, 96007 have donated $681 to the Shasta College Choral Department.

Attached is a list of donations valued by their respective donors at less than $500 which were accepted by the Superintendent/President during the 2016-2017 fiscal year. The appropriate letter of appreciation has been sent to each donor.

RECOMMENDATION

The Superintendent/President recommends that the Board accepts this donation as offered with the appropriate letter of appreciation.
<table>
<thead>
<tr>
<th>Date</th>
<th>Donor</th>
<th>Address</th>
<th>Item</th>
<th>Value</th>
<th>Department Donated To</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/26/16</td>
<td>Tractor Supply</td>
<td>5450 Mountain View Dr. Redding, CA 96003</td>
<td>Trailer Lights</td>
<td>$75.00</td>
<td>Transportation</td>
</tr>
<tr>
<td>08/26/16</td>
<td>Jeanne B. Fowden</td>
<td>915 Hallmark Drive Redding, CA 96001</td>
<td>Coffee table, Upholstered armchair</td>
<td>$400.00</td>
<td>Veterans Resource Center (Access &amp; Equity)</td>
</tr>
<tr>
<td>08/26/16</td>
<td>Joyce &amp; Richard Gierik</td>
<td>5105 Pasadena Ave. Sacramento, CA 95841</td>
<td>1996 Cadillac</td>
<td>$450.00</td>
<td>Shasta College Auto Club</td>
</tr>
<tr>
<td>09/20/16</td>
<td>Melissa Reiter</td>
<td>238 W. Michigan Ave. Pensacola, FL 32505</td>
<td>Reconditioned pump motor for aquarium</td>
<td>$170.00</td>
<td>SLAM Division/Physical Science</td>
</tr>
<tr>
<td>12/6/16</td>
<td>Shane Lauderdale</td>
<td>10 Wembley Drive Daly City, CA 94015</td>
<td>1988 Seagraves Fire Engine</td>
<td>$0</td>
<td>BAITS Division/Fire Academy Fire Technology</td>
</tr>
<tr>
<td>01/12/17</td>
<td>Committee in Support</td>
<td>P.O. Box 990961 Redding, CA 96099-0961</td>
<td>80 T-posts</td>
<td>$325.00</td>
<td>BAITS Division/SC Farm</td>
</tr>
<tr>
<td>02/3/17</td>
<td>Back to School Project</td>
<td>P.O. Box 292 Red Bluff, CA 96080</td>
<td>18 Backpacks</td>
<td>$270.00</td>
<td>EWD/Step-Up Program</td>
</tr>
<tr>
<td>04/10/17</td>
<td>Shasta County Arts Council</td>
<td>1313 Market St. Redding, CA 96001</td>
<td></td>
<td>$125.00</td>
<td>ACSS Art Award</td>
</tr>
<tr>
<td>04/10/17</td>
<td>Axner Excavating</td>
<td>2900 Old Oregon Trail Redding, CA 96003</td>
<td></td>
<td>$25.00</td>
<td>ACSS Art Award</td>
</tr>
<tr>
<td>04/10/17</td>
<td>Redding Bank of Commerce</td>
<td>1951 Churn Creek Rd. Redding, CA 96002</td>
<td></td>
<td>$250.00</td>
<td>ACSS Art Award</td>
</tr>
<tr>
<td>04/21/17</td>
<td>Evan Weston</td>
<td>30022 Jackson Lane Montgomery Crk, CA 96065</td>
<td></td>
<td>$10.00</td>
<td>Shasta College Auto Club</td>
</tr>
<tr>
<td>05/10/17</td>
<td>Marie Guthrie</td>
<td>2231 Canal Drive Redding, CA 96001</td>
<td></td>
<td>$50.00</td>
<td>ACSS Art Award</td>
</tr>
<tr>
<td>05/10/17</td>
<td>Diana Bunney</td>
<td>2354 Dartmouth Dr. Redding, CA 96001</td>
<td></td>
<td>$200.00</td>
<td>ACSS Art Award</td>
</tr>
<tr>
<td>05/10/17</td>
<td>Leslie Trujillo</td>
<td>7938 Rebel Lane Palo Cedro, CA 96073</td>
<td></td>
<td>$250.00</td>
<td>ACSS Art Award</td>
</tr>
<tr>
<td>05/10/17</td>
<td>Scott Swendiman</td>
<td>P.O. Box 492216 Redding, CA 96049</td>
<td></td>
<td>$100.00</td>
<td>ACSS Art Award</td>
</tr>
<tr>
<td>05/10/17</td>
<td>Lewis &amp; Glennda Larsen</td>
<td>22446 Whipple Tree Ln. Palo Cedro, CA 96073</td>
<td></td>
<td>$10.00</td>
<td>ACSS Art Award</td>
</tr>
<tr>
<td>05/10/17</td>
<td>Lorna Lassonde</td>
<td>3285 Stafford Dr. Shasta Lake, CA 96019</td>
<td></td>
<td>$200.00</td>
<td>ACSS Art Award</td>
</tr>
<tr>
<td>05/10/17</td>
<td>Shasta Professional Eye Care Center</td>
<td>1225 Eureka Way #A Redding, CA 96001</td>
<td></td>
<td>$40.00</td>
<td>ACSS Art Award</td>
</tr>
<tr>
<td>05/10/17</td>
<td>Cornerstone Community Bank</td>
<td>P.O. Box 889 Red Bluff, CA 96080</td>
<td></td>
<td>$100.00</td>
<td>ACSS Art Award</td>
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<tr>
<td>05/10/17</td>
<td>Charles Cooley, D.D.S.</td>
<td>3000 Eureka Way Redding, CA 96001</td>
<td></td>
<td>$200.00</td>
<td>ACSS Art Award</td>
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<tr>
<td>06/02/17</td>
<td>Jay Hopson</td>
<td>6192 Delores Ave. Anderson, CA 96007</td>
<td></td>
<td>$200.00</td>
<td>Shasta College Auto Club</td>
</tr>
<tr>
<td>06/02/17</td>
<td>Robert &amp; Cynthia Castner</td>
<td>20379 River Valley Dr. Anderson, CA 96007</td>
<td></td>
<td>$50.00</td>
<td>ACSS Shasta Chorale</td>
</tr>
<tr>
<td>06/02/17</td>
<td>Stacey Bartlett</td>
<td>3389 Richmond Ct. Live Oak, CA 95953</td>
<td></td>
<td>$40.00</td>
<td>ACSS Shasta Chorale</td>
</tr>
<tr>
<td>06/02/17</td>
<td>Bruce &amp; Kimberly Ross</td>
<td>750 Lincoln St. Redding, CA 96001</td>
<td></td>
<td>$25.00</td>
<td>ACSS Shasta Chorale</td>
</tr>
<tr>
<td>06/02/17</td>
<td>Elizabeth Hasenfang</td>
<td>1281 Burton Ct. #6 Redding, CA 96003</td>
<td></td>
<td>$30.00</td>
<td>ACSS Shasta Chorale</td>
</tr>
<tr>
<td>Date</td>
<td>Donor</td>
<td>Address</td>
<td>Item</td>
<td>Value</td>
<td>Department Donated To</td>
</tr>
<tr>
<td>----------</td>
<td>------------------</td>
<td>------------------------------</td>
<td>-----------------------</td>
<td>--------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>06/02/17</td>
<td>Steven &amp; Rebecca Alvarez</td>
<td>6515 Ager Beswick Rd. Montague, CA 96064</td>
<td>$25.00</td>
<td>$25.00</td>
<td>ACSS Shasta Chorale</td>
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<tr>
<td>06/02/17</td>
<td>John Harper</td>
<td>Not given</td>
<td>$20.00</td>
<td>$20.00</td>
<td>ACSS Art Award</td>
</tr>
<tr>
<td>06/02/17</td>
<td>Jenn Daly</td>
<td>Not given</td>
<td>$10.00</td>
<td>$10.00</td>
<td>ACSS Art Award</td>
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<tr>
<td>06/02/17</td>
<td>Christie Higgins</td>
<td>Not given</td>
<td>$10.00</td>
<td>$10.00</td>
<td>ACSS Art Award</td>
</tr>
<tr>
<td>06/02/17</td>
<td>John McCullum</td>
<td>Not given</td>
<td>$10.00</td>
<td>$10.00</td>
<td>ACSS Art Award</td>
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<tr>
<td>06/02/17</td>
<td>Wendy Chico</td>
<td>550-576 Day Rd. McArthur, CA 96056</td>
<td>$25.00</td>
<td>$25.00</td>
<td>Horticulture Club</td>
</tr>
<tr>
<td>06/02/17</td>
<td>Sherry Nicholas</td>
<td>Not given</td>
<td>$10.00</td>
<td>$10.00</td>
<td>Horticulture Club</td>
</tr>
<tr>
<td>06/02/17</td>
<td>Peggy Hamilton</td>
<td>Not given</td>
<td>$20.00</td>
<td>$20.00</td>
<td>Horticulture Club</td>
</tr>
</tbody>
</table>
TO: BOARD OF TRUSTEES                      DATE: 7/12/2017
FROM: Dr. Joe Wyse, Superintendent/President  ITEM NO.: 8.10

INITIATOR:

SUBJECT: CONSENT/ACTION AGENDA
MINUTES OF THE BOARD’S AD HOC COMMITTEE ON BOARD POLICY HELD
JUNE 14, 2017

BACKGROUND

The Governing Board has numerous subcommittees on which three or fewer Board members serve. At the advice of legal counsel, the minutes of these meetings are to be reviewed and approved by the committee Chair or acting Chair, and presented to the Governing Board as an information item at its next regular meeting.

STATUS

The following subcommittee meeting minutes are being presented for information only:

- Minutes from the Board’s Ad Hoc Committee on Board Policy held Wednesday, June 14, 2017.

RECOMMENDATION

There is no action required.
MEETING OF THE AD HOC COMMITTEE
ON THE REGULAR REVIEW OF BOARD POLICY
OF THE SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
WEDNESDAY, JUNE 14, 2017

MINUTES

The Board of Trustees’ Ad Hoc Committee on the Regular Review of Board Policy of the Shasta-Tehama-Trinity Joint Community College District met on Wednesday, June 14, 2017 in the Board Room of the Shasta College Administration Building located at 11555 Old Oregon Trail, Redding, California.

1. CALL TO ORDER
The meeting was called to order by Ms. Rhonda Nehr, Chair of the Ad Hoc Committee, at 6:02 p.m.

2. ROLL CALL
Roll Call indicated the following:

<table>
<thead>
<tr>
<th>Trustees Present</th>
<th>Trustees Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Rhonda Nehr</td>
<td></td>
</tr>
<tr>
<td>Mr. Bob Steinacher</td>
<td></td>
</tr>
<tr>
<td>Mr. Scott Swendiman</td>
<td></td>
</tr>
</tbody>
</table>

3. CALL FOR REQUESTS FROM THE AUDIENCE TO SPEAK TO ANY ITEM ON THE AGENDA
Ms. Nehr asked if there were any speaker cards indicating requests from the audience to speak to any item on the agenda. There were none.

4. REVIEW OF BOARD POLICIES/ADMINISTRATIVE PROCEDURES
Dr. Wyse said all the pages are referenced throughout the agenda.

It looks long, but last time I explained our new policy. When we look at a BP/AP that doesn’t have any changes, we still want to bring them to you for a review to document the fact that we are reviewing the BP/AP. If it is labeled “confirmed,” there are no changes. “Updated” means that there are very slight changes (reference, titles, typos, etc.). So this first group seems long, but there are not many substantive changes.

Ad Hoc Committee – Review Only
Dr. Wyse said that for BP 4225 – Course Repetition [Mandated Update, Legally Required] there was one sentence added, and we updated the reference to Title IV.

Board Policies/Administrative Procedures to be presented at the Board’s Regular Meeting on June 14, 2017 at 7:00PM
Page numbers refer to the pages in the June Regular Board Meeting Agenda, Discussion Item 9.12 - First Reading of Revised or New Board Policies/Administrative Procedures

Dr. Wyse said that these will have more substantive changes.

AP 5031 – Instructional Material Fees [New, Legally Required]
Dr. Wyse said that this is a new procedure that we haven’t had in the past. We basically
followed these methods in the past, but now they say that it needs to be in an AP. I like the line where it says “Instructors shall take reasonable steps to minimize the cost and ensure the necessity of instructional materials.”

**BP 6300 – Fiscal Management [Mandated Revision, Legally Required]**

**AP 6300 – Fiscal Management [Mandated Revision, Legally Required]**

Dr. Wyse said that a reference was added, this is a mandated change. The AP has been revised to follow the league language and structure.

**AP 7120 – Recruitment and Hiring [New, Legally Advised]**

Dr. Wyse said that we have not had this AP before, it is legally advised — so we don’t have to have it, but we thought it was useful even though it is simple.

**BP 7160 – Professional Development [New, Suggested As Good Practice]**

**AP 7160 – Professional Development [New, Legally Advised]**

Dr. Wyse said that this BP is not required, but it is good for the Accreditation process and it also explains to all employees how the professional development process works and how the Professional Development committee works with Academic Senate.

**AP 7337 – Fingerprinting [New, Legally Required]**

Dr. Wyse said that this is new and legally required. We had some comments on this in College Council, the difficulty is that the state Education Code requires fingerprinting. We have challenges with part-time online faculty who live out of state. Do they have to fly to California to just do the finger printing? This reflects how the Education Code and Legal code is written, but it doesn’t take into account workers who live out of state.

Ms. Nehr asked how many instructors do we have that live out of state?

Dr. Wyse said that we don’t have many, but I know that there was one instructor who had an issue with this last year.

Dr. Wyse said that I would like to thank the staff for all of their hard work. This year we have presented over 115 BP/APs to the Board. This takes a lot of work by the entire team.

5. **COMMENTS FROM THE AUDIENCE**

Ms. Nehr asked if there were any comments from the audience. There were none.

6. **ADJOURN**

It was moved by Mr. Swendiman and seconded by Mr. Steinacher TO ADJOURN THE MEETING. The vote was 3-0 in favor of adjournment.

Committee Chair Ms. Rhonda Nehr adjourned the meeting at 6:13 p.m.

Respectfully submitted,

Andree Blanchier

Andree Blanchier
Recorder
TO: BOARD OF TRUSTEES
FROM: Dr. Joe Wyse, Superintendent/President
INITIATOR: Dr. Joe Wyse, Superintendent/President
SUBJECT: DISCUSSION/ACTION AGENDA
PUBLIC HEARING FOR SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT AND SHASTA COLLEGE FACULTY ASSOCIATION ACADEMIC CONTRACT ARTICLE RE-OPENERS FOR THE 2017-2018 YEAR OF THE CURRENT CONTRACT

BACKGROUND

The Shasta-Tehama-Trinity Joint Community College District and the Shasta College Faculty Association have jointly provided their initial article reopeners for the 2017-2018 year of the current contract period, as attached.

In accordance with Title VIII, California Administrative Code Sections 32900, et seq., and California Government Code Section 3547, and in order to ensure that the public is informed of the issues that are being negotiated and knows the position of its elected representatives, and to further ensure that members of the public have full opportunity to express their views in these issues of the District, the Governing Board of the Shasta-Tehama-Trinity Joint Community College District requires that all initial proposals of the District or of the exclusive representatives of the District employees which relate to matters within the scope of representation shall be presented at a public meeting of the Governing Board and, thereafter, shall be public record.

RECOMMENDATION

The Superintendent/President recommends that the Governing Board open a public hearing at this time on the Shasta-Tehama-Trinity Joint Community College District and Shasta College Faculty Association article reopeners for the 2017-2018 year of the current contract.
June 2, 2017

Anthony Eckhardt
Chief Negotiator
Shasta College Faculty Association

Dear Mr. Eckhardt:

The management team which represent the District on the Faculty Association contract negotiations is notifying you of the desire to reopen the following articles for 2017-18 contract negotiations. Our purpose is to make public, at the next scheduled board meeting, the District's initial proposal as outlined in California Government Code, section 3547 (a).

- **Article 1 - Conditions of the Contract:** Open for the purpose of negotiating minimum standards of reemployment preference for part-time, temporary assignments as required by Education Code Section 87482.3.

Sincerely,

Morris Rodrigue
Assistant Superintendent/Vice President of Administrative Services

Cc: Dr. John Whitmer, Faculty Association President
    Dr. Joe Wyse, Superintendent/President

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<th>Governing Board Members</th>
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<td>Rhonda E. Nehr</td>
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06/09/2017

Dr. Joe Wyse
President – Shasta College
11555 Old Oregon Tr.
P.O. Box 496006
96049-6006

Re: Faculty Proposal of Negotiable Items

Dear President Wyse,

Please accept this memo as an invitation from Shasta College Faculty Association (SCFA) to negotiate items in the ACADEMIC MASTER CONTRACT AGREEMENT, JULY 1, 2014 TO JUNE 30, 2017.

Provided the Shasta College District including their representative Administrators and Shasta College Board of Supervisors agree to this invitation to negotiate, SCFA proposes negotiations start June 15, 2017. Per the state of California, irrespective of other negotiable items, our contract is to be open and negotiable on the date of July 1, 2017 to be in compliance with mandated State of California changes into the contract.

Article 7 is not available to open this bargaining year, specifically due to the agreement made in 2016-17. Faculty Association acknowledges there may be interrelated items that will need to be discussed that involve article 7. The Association acknowledges the topics of salary and benefits specifically have already been addressed. In the event there is peripheral information that involves Article 7, The Association agrees to enter into these discussions highest levels of goodwill and adherence to the previously negotiated, two-year contract.

SCFA will honor this covenant completely, agrees to negotiate with due diligence, will act as agent for, and with consents of the Shasta College faculty unit members.

This letter is non-binding and both SCFA and the District may terminate negotiations at any time at their sole discretion.
Neither the District nor the SCFA will be bound to the terms of negotiation until a final and definitive written agreement is approved and executed by both parties.

It is agreed that external (non-college related entities) communication of the negotiation process will be prohibited until execution of the final agreement with allowances in the event of termination of the negotiation process.

It is agreed that the primary negotiators are Morris Rodrique (District) and Anthony Eckhardt (SCFA) who have exclusive representation to bargain.

Shasta College Faculty Association would like to request the following articles in the Academic Master Contract Agreement be opened for negotiation:

- ARTICLE 4.0 – WORKLOAD: CLASS SIZE
- ARTICLE 10.0 – GRIEVANCES
- ALL Applicable related FORMS AND APPENDICES

Respectfully yours,

[Signature]

Dr. John Whitmer, Shasta College Faculty Association President

cc: Morris Rodrique – Vice President of Administrative Services
cc: Alan Frey – CCA Staff Consultant, Region II
cc: Faculty Association Officers
BACKGROUND

In March 2017, the District requested proposals (RFQ) for On-going Architectural and Related Design Professional Services. The RFQ is part of the process for the District to select and retain a pool of qualified architectural services firms to provide design and related services for projects assigned by the District. Six firms responded with proposals and upon initial screening by the selection committee, five firms were forwarded for the interview process. The selection committee evaluated the respondents based on relevant experience and ability, design ability, responsiveness to RFQ, client responsiveness, availability and pricing proposal.

In June 2017, the District conducted interviews which included a presentation by the firm’s representatives. One (1) firm withdrew prior to their interview.

The selection committee requests that the four architectural firms listed below be placed on the list of architectural firms for the District to assign specific future projects as needed.

1) JK Architecture Engineering
2) Lionakis
3) Nichols, Melburg and Rossetto Architects
4) tBP Architecture, Inc.

The approved firms will enter into a five year Master Agreement with the District for ongoing architectural services as part of the pool. These firms would be engaged in the design and bidding of various Projects; it is anticipated that the Projects will be wholly or partially funded with Measure H proceeds. The range and nature of Projects will include demolition, construction and/or alteration of new and existing facilities, maintenance of facilities and equipment/building repairs. This Master Agreement does not require the District to offer a project to a firm in the pool but outlines the terms should they be hired.

When the District develops a Project and is ready to retain an architect for the Project, the four firms included in the architectural pool will be requested to provide a proposal for completing architectural services for the Project. District facilities staff and administration will have the discretion to select the firm to complete architectural services for the Project. The selected firm will execute a Project Assignment Amendment to the Master Contract that establishes specific requirements for the Project and the basis of compensation to the architect.

Education Code Section 81655 allows the governing board, by a majority vote, to authorize the President or his designee to enter into contracts with these firms. Contracts entered into pursuant
to Board conferred authority under Education Code §81655 are not enforceable until approved or ratified by the Board.

RECOMMENDATION

The Superintendent/President recommends that the Board authorizes:

1. District Administration to enter into Master Agreements with the architectural firms identified above, provided that the Master Agreements are not enforceable against the District until ratified by the Board in a subsequent Board meeting.

2. After the Board has ratified the Master Agreements, the Superintendent/President or such District employee designated by the Superintendent/President are authorized to enter into Project Assignment Amendments for specific projects, provided that such Project Assignment Amendments are not enforceable against the District until ratified by the Board in a subsequent Board meeting.
BACKGROUND

In order to complete the final budget for 2017-2018, the Administration must determine if the Board wishes to continue the District’s support of the Shasta College Foundation in the amount of $40,000.

RECOMMENDATION

The Superintendent/President recommends that the Board authorizes the continuance of the agreement between the District and the Shasta College Foundation for a maximum of $40,000 for the 2017-2018 fiscal year.
BACKGROUND

Northern California Community Colleges Self Insurance Authority (NCCCSIA) is a risk-sharing pool for property and liability and worker’s compensation coverage. For many years, NCCCSIA has continuously maintained accreditation through the California Associate of Joint Powers Authorities (CAJPA).

As a requirement for maintaining its accreditation status, the SIA must undergo the CAJPA reaccreditation process every three (3) years. During the most recent accreditation audit, two sections in the JPA agreement were flagged as having become non-compliant with current CAJPA accreditation standards. As a result, the JPA Agreement has been reviewed in order to revise and bring the flagged sections of the Agreement into compliance with updated CAJPA Accreditation standards. At the last NCCCSIA Board meeting on June 8, 2017, the NCCCSIA Board approved recommended revisions to the JPA Agreement.

STATUS

The revised JPA Agreement and Bylaws must be approved by the governing board of each of the NCCCSIA members. Attached is the newly revised JPA Agreement and signature page signifying approval of the revision.

RECOMMENDATION

The Superintendent/President recommends the Board approves the revisions to the NCCCSIA Agreement as presented.
JOINT EXERCISE OF POWERS AGREEMENT

Northern California Community Colleges
Self-Insurance Authority
JOINT EXERCISE OF POWERS AGREEMENT

To Establish, Operate, and Maintain Separate Programs for Workers' Compensation and Liability & Property Protection

THIS AGREEMENT is entered into pursuant to the provisions of Title 1, Division 7, Chapter 5, Article 1 (Sections 6500, et seq.) of the California Government Code, relating to the joint exercise of powers, between the public agencies signatory hereto, and also those which may hereafter become signatory hereto, for the purpose of operating an agency to be known and designated as "Northern California Community Colleges Self-Insurance Authority" (hereinafter referred to as "The Authority").

WITNESSETH:

WHEREAS, it is to the mutual benefit of the parties herein subscribed and in the best public interest of said parties to join together to establish this Joint Exercise of Powers Agreement to accomplish the purposes hereinafter set forth; and

WHEREAS, the development, organization, and implementation of The Authority is of such magnitude that it is desirable for aforesaid parties to join together in this Joint Exercise of Powers Agreement in order to accomplish the purposes hereinafter set forth; and

WHEREAS, the signatories hereto have determined that there is need, by public agencies, for Separate Programs for Workers' Compensation and Liability & Property protection; and

WHEREAS, it has been determined by such signatories that Separate Programs for Workers' Compensation and Liability & Property protection is of value on an individual and mutual basis; and

WHEREAS, Title 1, Division 7, Chapter 5, Article 1, of the California Government Code authorizes joint exercise by two or more public agencies of any power common to them; and

WHEREAS, it is the desire of the signatories hereto to jointly provide for Separate Programs for Workers' Compensation and Liability & Property protection for their mutual advantage and concern; and

WHEREAS, it is the desire of the signatories hereto to study and from time to time to incorporate other forms of risk management into the Separate Programs such as that described herein.

NOW, THEREFORE, FOR AND IN CONSIDERATION OF THE MUTUAL ADVANTAGES TO BE DERIVED THEREFROM, AND IN CONSIDERATION OF THE EXECUTION OF THIS AGREEMENT BY OTHER PUBLIC AGENCIES, each of the parties hereto does agree as follows:
I. CREATION OF THE JOINT POWERS ENTITY

A joint powers entity, separate and apart from the public agencies signatory hereto, shall be and is hereby created and shall hereafter be designated as the Northern California Community Colleges Self-Insurance Authority (hereinafter referred to as "The Authority").

II. FUNCTIONS OF THE AUTHORITY

A. The Authority is established for the purposes of administering this Agreement, pursuant to the provisions of the California Government Code, and of providing the services and other items necessary and appropriate for the establishment, operation and maintenance of Separate Programs for Workers' Compensation and Liability & Property protection for the public agencies who are Members thereof, and to provide a forum for discussion, study, development and implementation of recommendations of mutual interest regarding other programs.

B. The functions of The Authority are:

1. To provide Separate Programs and systems, as stated in the Basis of Contribution and given to each Member, for Workers' Compensation and Liability & Property claims against the Members of The Authority and as such, to perform, or contract for the performance of, the financial administration, policy formulation, claims services, legal representation, safety engineering, and other services as necessary for the payment and handling of all Workers' Compensation and Liability & Property claims against Members.

2. To pursue the Members’ right of Subrogation against third parties when in the discretion of the Board of Directors the same is appropriate. Any and all proceeds resulting from the assertion of such Subrogation rights shall accrue to the benefit of The Authority's Separate Programs of Workers' Compensation and Liability & Property.

3. To enter into contracts.

4. To obtain appropriate commercial insurance coverage as determined by the Board of Directors.

5. To acquire, hold, and dispose of property, real and personal, all for the purpose of providing the membership with the necessary education, study, development, and implementation of Separate Programs for Workers' Compensation and Liability & Property including, but not limited to, the acquisition of facilities and equipment, the employment of personnel, and the operation and maintenance of a system for the handling of the Separate Programs.

6. To incur debts, liabilities, and obligations necessary to accomplish the purposes of this Agreement.
7. To receive gifts, contributions, and donations of property, funds, services, and other forms of assistance from persons, firms, corporations, associations, and any governmental entities.

8. To invest funds as deemed appropriate by the Board of Directors, and as subject to law.

9. To provide a forum for discussion, study, development, and implementation of recommendations of mutual interest regarding the Separate Programs.

10. To sue and be sued in the name of The Authority.

11. To perform such other functions as may be necessary or appropriate to carry out this Agreement, so long as such other functions so performed are not prohibited by any provision of law.

12. To join other Joint Powers Authorities to provide services and coverage to The Authority.

C. Pursuant to Section 6505 of the Government Code, The Authority is strictly accountable for all funds received and dispersed by it and, to that end, shall establish and maintain such funds and accounts as may be required by generally accepted accounting principles, or by any provision of law, or any resolution of The Authority. In addition, the Board of Directors shall contract with a certified public accountant to conduct an annual audit of the accounts, records, and financial affairs of The Authority.

III. POWERS OF THE AUTHORITY

The Authority shall have the power and authority to exercise any power common to the public agencies that are parties to this Agreement, provided that the same are in furtherance of the functions and objectives of this Agreement as herein set forth. Pursuant to, and to the extent required by, Section 6509 of the Government Code, The Authority shall be restricted in the exercise of its powers in the same manner as the Butte-Glenn Community College District is restricted in its exercise of similar powers. If the Butte-Glenn Community College District shall cease to be a Member, then The Authority shall be restricted in the exercise of its powers in the same manner as the Solano Community College District. If the Solano Community College District shall cease to be a Member, then The Authority shall be restricted in the exercise of its powers in the same manner as the Yuba Community College District. If the Yuba Community College District shall cease to be a Member, then The Authority shall be restricted in the exercise of its powers in the same manner as the Napa Valley Community College District. If the Napa Valley Community College District shall cease to be a Member, then The Authority shall be restricted in the exercise of its powers in the same manner as the Marin Community College District. If the Marin Community College District shall cease to be a Member, then The Authority shall be restricted in the exercise of its powers in the same manner as the Redwoods Community College District. If the Redwoods Community College District shall cease to be a Member, then The Authority shall be restricted in the exercise of its powers in the same manner as the Siskiyou Joint Community College
District. If the Siskiyou Joint Community College District shall cease to be a Member, then The Authority shall be restricted in the exercise of its powers in the same manner as the Mendocino-Lake Community College District. If the Mendocino-Lake Community College District shall cease to be a Member, then The Authority shall be restricted in the exercise of its powers in the same manner as the Feather River Community College District. If the Feather River Community College District shall cease to be a Member, then The Authority shall be restricted in the exercise of its powers in the same manner as the Lassen Community College District.

IV. TERM OF THE AGREEMENT

The original JPA Agreement was effective as of June 1, 1979. This Agreement, which amends and restates the 1979 JPA Agreement, is effective as of October 1, 2017, and shall continue in effect until lawfully terminated as provided herein and in the Bylaws.

V. BYLAWS

A. The Authority shall be governed pursuant to certain Bylaws, a copy of which is attached hereto as “Exhibit A” and incorporated herein by reference, and by such amendments to the Bylaws as may from time to time be adopted. Wherever in this Agreement "Bylaws" are referred to, said Bylaws shall be those set forth in “Exhibit A” and as may be amended. Each party to this Agreement agrees to comply with, and be bound by, the provisions of said Bylaws. and further agrees that The Authority shall be operated pursuant to this Agreement and said Bylaws.

B. Procedures for amending the Bylaws shall be as provided in the Bylaws. so long as they are not inconsistent with this Agreement.

C. The officers of The Authority shall be elected from within the Board of Directors by the affirmative vote of a majority of the Directors present at the Board of Directors meeting. The principal officers shall be a President, a Vice President, a Secretary, and a Treasurer (the positions of Secretary and Treasurer may be combined and performed by a single individual at the discretion of the Board of Directors). Each shall serve a term of office as may be established by the Board of Directors in its Bylaws. Any person elected as an officer may be removed at any time by the affirmative vote of a majority of the Directors present at the Board of Directors meeting. All vacancies that arise may be filled at any time by the affirmative vote of a majority of the Directors present at the Board of Directors meeting. The Treasurer shall be the Chief Financial Officer of The Authority and shall assume the duties described in Sections 6505.1, 6505.5 and 6505.6 of the California Government Code.

VI. MEMBERSHIP IN THE AUTHORITY

A. Each party to this Agreement must be eligible for membership in The Authority as defined in the Bylaws, and any New Member Underwriting Guidelines, and shall become a Member of either, or both, of The Authority’s Separate Programs on the effective date of this Agreement, except as provided herein below.
Each party which becomes a Member of either of The Authority's Separate Programs shall be entitled to the rights and privileges of, and shall be subject to the obligations of, membership as provided in this Agreement and in the Bylaws.

B. Upon two-thirds (2/3) vote of the Members, any public agency that is not a party hereto, but that desires to join either, or both, of The Authority's Separate Programs created hereby, may become a Member hereof by executing a copy of this Agreement whereby said public agency agrees to comply with the terms of this Agreement and Bylaws effective as of the date of such execution.

VII. WITHDRAWAL FROM OR TERMINATION OF MEMBERSHIP

A. Any party to this Agreement who, as described in the Bylaws, has completed the minimum term of membership in either of The Authority's Separate Programs, may voluntarily terminate this Agreement as to itself and withdraw from membership in The Authority's Separate Programs.

Such termination or withdrawal of membership shall become effective subject, and according to, the conditions, manner and means set forth in the Bylaws.

B. A Member may be involuntarily terminated from either of The Authority's Separate Programs upon two-thirds (2/3) vote of the Members, as provided in the Bylaws. Such removal from membership shall become effective subject and according to the conditions, manner and means set forth in the Bylaws.

VIII. TERMINATION OF AGREEMENT

This Agreement may be terminated effective any fiscal year end by a three-fourths (3/4) vote of the Members; however, The Authority and this Agreement shall continue to exist thereafter until the disposing of obligations, distribution of assets, and all other functions necessary to conclude the affairs of The Authority's Separate Programs are complete.

IX. DISPOSITION OF PROPERTY, FUNDS AND OBLIGATIONS

A. In the event of dissolution of The Authority, or the complete rescission or other final termination of this Agreement by the public agencies then a party hereto, any property interest remaining in The Authority following a discharge of all obligations shall be disposed of as provided for in the Bylaws.

In the event a Member withdraws from this Agreement, any property interest of that Member remaining in The Authority following discharge of all obligations shall be disposed of as provided for in the Bylaws.

X. AMENDMENTS

A. Amendments to this Agreement may be proposed by any Member of The Authority.
B. All amendments to this Agreement must be endorsed, after first reading by 2/3 votes of the Members, before being forwarded to the Member districts’ Governing Board.

C. Such amendments shall be effective upon the Secretary of The Authority, of a sufficient number of Board Resolutions to affirm the required 3/4 votes. Such amendments shall be binding upon all members of The Authority.

XI. SEVERABILITY

Should any portion, term, condition, or provision of this Agreement be decided by a court of competent jurisdiction to be illegal, or in conflict with any law of the State of California, or any other applicable law, or be otherwise rendered unenforceable or ineffectual, the validity of the remaining portions, terms, conditions, and provisions shall not be affected thereby.

XII. LIABILITY

A. Pursuant to Section 6508.1 of the California Government Code, the debts, liabilities, and obligations of The Authority shall be debts, liabilities, and obligations of the parties to this Agreement.

B. Pursuant to the provisions of Sections 895, et seq., of the California Government Code, the Members of The Authority are jointly and severally liable for any liability that is otherwise imposed by law upon any one of the Members, or upon The Authority, for injury caused by a negligent or wrongful act or omission occurring in the performance of this Agreement. If a Member is held liable upon any judgment for damages caused by such an act or omission and makes payments in excess of its Pro Rata Share on such judgment, such Member of The Authority is entitled to contribution from each of the other Members that are parties to the Agreement. A Member’s Pro Rata Share shall be determined in the same manner as for the disposition of property and funds as provided in the Agreement and the Bylaws.

C. The Authority may insure itself, to the extent deemed necessary or appropriate by the Board of Directors, against loss, liability, and claims arising out of or connected with this Agreement.

XIII. ENFORCEMENT

The Authority is hereby given authority to enforce this Agreement. In the event suit is brought upon this Agreement by The Authority and judgment is recovered against a Member, the Member shall pay all costs incurred by The Authority, including reasonable attorney fees as fixed by the court.

XIV. MULTIPLE COUNTERPARTS

The Agreement may be executed in multiple counterparts, each of which shall be considered an original.
XV. DEFINITIONS

The terms used herein and in the Bylaws shall have the following meanings:

A. "The Authority" shall mean the Northern California Community Colleges Self-Insurance Authority created by this Agreement.

B. "Basis of Contribution" shall mean the method by which the Board of Directors computes the Members' share of the cost of each program year of the Separate Programs.

C. "Board of Directors" shall mean the Governing Board of The Authority established by the Bylaws to direct and control The Authority.

D. "Minimum Capitalization Reserve Target" shall mean the excess by which the assets exceed the liabilities for all the program years of each separate program measured at a point in time as determined by the Board of Directors.

E. "Claim Liability" shall mean those liabilities established by The Authority, which represents the Workers' Compensation program and Liability & Property program, as respects to claims that have been incurred but unpaid and incurred but not reported.

F. "Contribution" shall mean monies paid by Members to The Authority, or monies assessed to Members of The Authority.

G. "Separate Programs" shall mean the group purchasing of insurance or the setting aside of funds and reserves to pay for a self-insured retention or for losses not covered by insurance for the separate Workers' Compensation and Liability & Property programs.

H. "Member" shall mean an individual California Community College District that belongs to The Authority.

I. "Memorandum of Coverage" shall mean the description of the scope of protection provided to the Members for the separate Workers' Compensation and Liability & Property claims.

J. "Net Contribution Available For Pool Operations" shall mean the Contribution by each Member for each separate program by Program Year, less amounts paid for Member's share of any excess insurance and individual risk management services.

K. "Obligations" shall mean to include, but not be limited to, all payments required by law together with all claim liabilities and any other legal obligations incurred by The Authority pursuant to this Agreement and Bylaws.

L. "Program Year" shall mean one year of the Separate Programs, separate from each and every other program year, and shall operate on a fiscal year from July 1st through June 30th, or as otherwise determined by the Board of Directors.
M. "Pro Rata Share" shall mean each Member's Net Contribution available for each Separate Program’s Pool Operations in proportion to the total of all Members’ Net Contributions available for each Separate Program’s pool operations for each program year.

N. "Subrogation" shall mean the recovery of payments that The Authority has made on behalf of a Member. Subrogation monies received are the property of The Authority and, for the Basis of Contribution, are credited to the account of the Member.

O. "Workers' Compensation" shall mean coverage for Workers' Compensation and Employer's Liability claims as defined in the Basis of Contribution.

P. "Liability & Property" shall mean coverage for Liability and Property claims as defined in the Basis of Contribution.

XVI. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between The Authority and the Members, and as such, supersedes all prior agreements, understandings, negotiations, and representations.

XVII. CONTROLLING LAW

This Agreement shall be governed by, and construed in accordance with, the laws of the State of California.
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed by their authorized officers thereunto duly authorized as set forth herein below.

Member: _______________________________________________________

Date: _______________________________________________________

By: _______________________________________________________

Title: _______________________________________________________
TO: BOARD OF TRUSTEES
FROM: Dr. Joe Wyse, Superintendent/President
INITIATOR: Dr. Joe Wyse, Superintendent/President
SUBJECT: DISCUSSION/ACTION AGENDA
APPROVAL OF THE SHASTA/TEHAMA/TRINITY ADULT EDUCATION CONSORTIUM DISTRICT REPRESENTATIVES

BACKGROUND
In 2013-2014, the State Budget included a two year, $25 million state-wide adult education planning grant. AB 86 (which has now transitioned into AB 104) called for the development of local regional consortia comprised of representatives from community college districts, K-12 districts, county offices of education, and other organizations that serve a role in adult education (each consortium was defined by the boundaries of a community college district).

To transition from planning to implementation, the 2015-2016 State Budget included a $500 million Adult Education Block Grant (AEBG) to be allocated among the regional consortia. AB 104 authorizes all community colleges, county offices of education and high school districts to join the local adult education consortium as a member and states that a member of the consortium shall be represented only by an official designated by the governing board of the member.

STATUS
An official representative on the Shasta/Tehama/Trinity Adult Education Consortium is necessary to ensure that Shasta College has a full voice in the decision making process to implement the local adult education plan supported by the AEBG. Dr. Joe Wyse, Superintendent/President of Shasta College, has been chosen to continue to serve as the official District Representative for Shasta College and Frank Nigro, Assistant Superintendent/Vice President of Instruction, has been chosen to serve as the backup designee.

RECOMMENDATION
The Superintendent/President recommends that the Board approves Dr. Wyse to continue to serve as the official District Representative on the Shasta/Tehama/Trinity Adult Education Consortium and that Frank Nigro serves as the backup designee.
**BACKGROUND**

California Education Code Section 72024(d) and Board Policy 2725 - Compensation permits excused absences of a Board member who is absent from a Board meeting under the following conditions:

- he or she is performing services outside the meeting for the community college district;
- he or she was ill or on jury duty; or
- the absence was due to a hardship deemed acceptable by the Board.

The Governing Board must authorize the specific absences by duly adopting a Resolution and having such adoption recorded in the meeting minutes.

**STATUS**

Attached is proposed Resolution No. 2017-18-01 excusing the absence of Board member Rayola Pratt from the May 10, 2017 Board meeting due to illness.

**RECOMMENDATION**

The Superintendent/President recommends that the Board adopts Resolution No. 2017-18-01.
WHEREAS, the California Education Code and Board Policy 2725 – Board Member Compensation permits excused absences of a board member who is absent from a Board meeting because at the time of the meeting he or she was performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the Board.

NOW THEREFORE, BE IT RESOLVED that the Shasta-Tehama-Trinity Joint Community College District’s Board of Trustees excuses the absence of member Rayola Pratt from the May 10, 2017 Board meeting due to illness.

PASSED AND ADOPTED at the Regular Meeting of the Board of Trustees of the Shasta-Tehama-Trinity Joint Community College District held on July 12, 2017.

Ayes: __________
Noes: __________
Abstentions: __________
Absent: __________
BACKGROUND

Attached is a copy of proposed revisions to, or new, Board Policies/Administrative Procedures, as follows:

- AP 5031 – Instructional Material Fees [New, Legally Required]
- BP 6300 – Fiscal Management [Mandated Revision, Legally Required]
- AP 6300 – Fiscal Management [Mandated Revision, Legally Required]
- AP 7120 – Recruitment and Hiring [New, Legally Advised]
- BP 7160 – Professional Development [New, Suggested As Good Practice]
- AP 7160 – Professional Development [New, Legally Advised]
- AP 7337 – Fingerprinting [New, Legally Required]

The proposed changes were reviewed by Cabinet and forwarded to members of the College Council and other constituencies in accordance with the participatory governance process.

RECOMMENDATION

The Superintendent/President recommends that the Board approves the revised Board policies as presented. The Administrative Procedures are provided for information only.
Instructional Materials Fees ***New, Legally Required*** AP 5031

Reference:  
*Education Code Section 76365; Title 5 Sections 59400 et seq.*

Students may be required to provide instructional materials required for a credit or non-credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

Many courses require a material/instructional usage fee. Students should consult the current schedule of classes for fee amounts which are noted under the appropriate class description. Material fees are due at the time of registration and are not subject to waiver.

Required instructional materials shall not include materials used or designed primarily for administrative purposes, class management, course management, or supervision.

Where instructional materials are available to a student temporarily through a license or access fee, the student shall be provided options at the time of purchase to maintain full access to the instructional materials for varying periods of time ranging from the length of the class up to at least two years. The terms of the license or access fee shall be provided to the student in a clear and understandable manner prior to purchase.

Instructors shall take reasonable steps to minimize the cost and ensure the necessity of instructional materials.

The District will publish these regulations in each college catalog.

Definitions

"Required instructional materials" means any materials which a student must procure or possess as a condition of registration, enrollment or entry into a class; or any such material which the instructor determines is necessary to achieve the required objectives of a course.

"Solely or exclusively available from the District" means that the instructional material is not available except through the District, or that the District requires that the instructional material be purchased or procured from it. A material shall not be considered to be solely or exclusively available from the District if it is provided to the student at the District's actual cost; and 1) the instructional material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons; or 2) the instructional material is provided in lieu of other generally available but more expensive material which would otherwise be required.

"Required instructional materials which are of continuing value outside of the classroom setting" are materials which can be taken from the classroom setting and which are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of a course to be accomplished under the supervision of an instructor during the class.
Establishing Required Materials and Related Fees

The recommended materials fee shall be reviewed by the Division Dean to ensure need and compliance with regulations. The Administrative Services Office will respond to State Chancellor’s Office inquiries regarding fees.

The office of the Assistant Superintendent/Vice President of Administrative Services will submit the recommended materials fees to the Governing Board for final approval.

The schedule of classes available on MyShasta, which is updated on a regular basis and available on-line, contains the most recent information regarding instructional materials fees. Optional fees are generally collected at the Business Office or at the Admissions and Records office. Mandatory material fees are paid at the time of registration.

The lecture or laboratory faculty member will provide students with the materials covered by the fee.
Fiscal Management ***Mandated Revision, Legally Required*** BP 6300

Reference: *Education Code Section 84040(c); Title 5 Section 58311; ACCJC Accreditation Standard III.D; 2 Code of Federal Regulations Parts 200.302(b)(6)-(7), 200.305, and 200.400 et seq.*

The District Superintendent/President shall establish procedures to assure that the District’s fiscal management is in accordance with the principles contained in Title 5, section 58311, including:

- Adequate internal controls exist.
- Fiscal objectives, procedures, and constraints are communicated to the Board and employees.
- Adjustments to the budget are made in a timely manner, when necessary.
- The management information system provides timely, accurate, and reliable fiscal information.
- Responsibility and accountability for fiscal management are clearly delineated.

The District Superintendent/President shall also establish procedures that satisfy the U.S. Education Department General Administrative Regulations (EDGAR) Second Edition for any federal funds received by the District.

The books and records of the District shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.

As required by law, the Board shall be presented with a quarterly report showing the financial and budgetary conditions of the District.

As required by the California Community Colleges Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred, and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

*See Administrative Procedure 6300*

Board Approved 11/10/10
Reviewed by the Board’s Ad Hoc Committee on Policy 2/18/15
Board Approved 3/11/15 [MANDATED CHANGES]
Revisions submitted by the Office of Administrative Services
Cabinet 1st Reading 05/02/17
Cabinet 2nd Reading 05/09/17
College Council Informed 05/16/17
Board 1st Reading 06/14/17
Board 2nd Reading 07/12/17
The District shall provide for responsible stewardship of available resources through adequate planning and continually seeking for increased efficiencies.

The Vice President of Administrative Services will be responsible to the District Superintendent/President and the Board of Trustees for the proper accounting of all District and Student Association funds.

The District will provide for safeguarding and managing District assets to ensure ongoing effective operations; maintenance of adequate cash reserves; implementation and maintenance of effective internal controls; determination of sources of revenues prior to making short-term and long-term commitments; establishment of plans for the repair and replacement of equipment and facilities. This is primarily done through the budgeting process.

The District will provide for an organizational structure that incorporates a clear delineation of fiscal responsibilities and staff accountability through the administrative services division of the District.

Administration presents various monthly and quarterly fiscal reports to the Board to keep them current on the fiscal condition of the District as an integral part of policy and decision making. These reports are prepared and reviewed by appropriate accounting staff and the Comptroller prior to presentation to the Board.

Through monthly meetings, the District provides for the development and communication of fiscal policies, objectives and constraints to the Board. Communication to the staff and students is accomplished through e-mail and open meetings of Budget Committee and College Council.

The District provides for an adequate management information system that gives timely, accurate and reliable fiscal information for planning, decision making and budgetary control.

The District develops appropriate fiscal policies and procedures and adequate controls to ensure that established fiscal objectives are met.

The District provides a process to evaluate significant changes in the fiscal environment through the Budget Committee and College Council. This process allows the District to make necessary financial and educational adjustments.

Through collaboration of College Council, the Budget Committee, and other participatory committees, both short-term and long-term goals and objectives, and broad based input is coordinated with District educational planning.
Fiscal Management***Mandated Revision, Legally Required*** AP 6300

The Assistant Superintendent/Vice President of Administrative Services will be responsible to the District Superintendent/President and the Board of Trustees for the proper accounting of all District and Student Association funds.

The District shall:

- Provide for responsible stewardship of available resources.
- Provide for safeguarding and managing District assets to ensure ongoing effective operations; maintenance of adequate cash reserves; implementation and maintenance of effective internal controls; determination of sources of revenues prior to making short-term and long-term commitments; establishment of a plan for the repair and replacement of equipment and facilities.
- Provide for an organizational structure that incorporates a clear delineation of fiscal responsibilities and staff accountability.
- Provide that appropriate administrators keep the Board current on the fiscal condition of the District as an integral part of policy and decision-making.
- Provide for development and communication of fiscal policies, objectives and constraints to the board, staff and students.
- Provide for an adequate management information system that gives timely, accurate and reliable fiscal information for planning, decision making and budgetary control.
- Provide for appropriate fiscal policies and procedures and adequate controls to ensure that established fiscal objectives are met.
- Provide a process to evaluate significant changes in the fiscal environment and make necessary, timely, financial and educational adjustments.
- Provide both short term and long term goals and objectives, and broad based input coordinated with District educational planning.
- Procedures for determining allowability of costs in accordance with EDGAR Second Edition Subpart E Cost Principles.
- Procedures to implement the requirements of 2 Code of Federal Regulations Part 200.305 governing payments.

The Board of Trustees may authorize the Assistant Superintendent/Vice President of Administrative Services to request of the Shasta County Board of Supervisors a temporary transfer of County funds as needed to the District's General Fund. This can only be done in the absence of TRAN (Tax Revenue and Anticipation Notes) issuance for that year.

The Business Office maintains a procedures manual that is periodically updated to reflect appropriate changes as needed. The manual is made available to all staff electronically and annual training is provided to insure consistent application of procedures.

Board Reviewed 8/18/10
Reviewed by the Board's Ad Hoc Committee on Policy 2/18/15
Board Reviewed 3/11/15 [MANDATED CHANGES]
Revisions submitted by the Office of Administrative Services 04/20/17
Cabinet 1st Reading 05/02/17
Cabinet 2nd Reading 05/09/17
College Council Reviewed 05/16/17
Board 1st Reading 06/14/17
Board 2nd Reading 07/12/17
Recruitment and Hiring [NEW, LEGALLY ADVISED]  AP 7120

Reference: Education Code Sections 87100 et seq., 87400, and 88003; AACCJC Accreditation Standard III.A.1 (formerly III.A)

The District’s Recruitment and Hiring policies and procedures have been laid out in detail in the District’s Guide to Employee Selection. Procedures are also included in AP 3420 – Equal Employment Opportunity.

Submitted by Human Resources 11/28/16
Cabinet Reading 12/13/16
College Council 1st Reading 01/31/17
College Council 2nd Reading 02/07/17
Academic Senate 1st Reading 04/24/17
Academic Senate 2nd Reading 05/08/17
Board 1st Reading 06/14/17
Board 2nd Reading 07/12/17
Professional Development***New, Suggested As Good Practice*** BP 7160

Reference: ACCJC Accreditation Standard III.A.14

The mission of the Professional Development Program, as carried out through the Professional Development Committee (PDC), is to promote an inclusive learning culture. The program supports the College’s strategic goal to enhance student learning outcomes and support students in meeting their educational goals by developing and expanding skills for faculty, classified, confidential, and administrative staff. The PDC facilitates participation in the program and makes ongoing professional development opportunities and funding available to College employees as funding allows.

The Academic Senate oversees the Faculty Excellence Program through the Faculty Excellence Committee (FEC). The FEC’s mission is to promote, improve, and sustain faculty professional growth. The PDC and FEC work collaboratively to ensure effectiveness of the College’s professional development program.

See Administrative Procedure 7160

Reviewed by the Professional Development Committee and Faculty Excellence Committee
Submitted by the Professional Development Committee 03/28/17
Cabinet 1st Reading 04/04/17
Cabinet 2nd Reading 04/18/17
College Council 1st Reading 05/02/17
College Council 2nd Reading 05/16/17
Board 1st Reading 06/14/17
Board 2nd Reading 07/12/17
Professional Development ***New, Legally Advised*** AP 7160

Reference: Education Code Sections 87150 et seq.; ACCJC Accreditation Standard III.A.14 (formerly III.A.5)

The District provides all personnel with appropriate opportunities for continued professional development, consistent with the District's mission, through the Professional Development Committee (PDC). The PDC develops, implements, and evaluates professional development opportunities through the Professional Development Program. Through the program, the PDC ensures continued professional development consistent with institutional needs based on evolving pedagogy, technology, and learning needs. The PDC evaluates the program's effectiveness and uses the results as the basis for improvement. The PDC makes professional development funding available to all College employees through the Professional Development Funding Request Guidelines. The current Guidelines and request forms are maintained for public access on the Shasta College website.

The PDC works in collaboration with the Faculty Excellence Committee (FEC) to coordinate and implement professional development opportunities for faculty. The FEC is a standing subcommittee of the Academic Senate, as professional development is under the purview of the Senate, commonly known as the “Ten plus One,” as articulated in Title 5 of the Administrative Code of California, Section 53200 et seq. The FEC’s role is to determine the content and schedule for faculty professional development days/activities; assess faculty professional development needs; and evaluate the overall effectiveness of the faculty professional development program. The FEC follows the “Guidelines for the Implementation of the Flexible Calendar Program” created by the Faculty Development Committee of the Academic Senate for California Community Colleges (ASCCC) (April 1993, revised April 2007) in delivering this program.

The Superintendent/President shall annually submit to the State Chancellor an affidavit that contains all of the following:

- A statement that the Shasta-Tehama-Trinity Joint Community College District has an advisory committee composed of administrators, faculty, and staff representatives which has assisted in the assessment of the faculty and staff development needs and in the design of the plan to meet those needs;
- The Shasta-Tehama-Trinity Joint Community College District has completed a campus human development resources plan for the current and subsequent fiscal years; and,
- A report of the actual expenditures for faculty and staff development for the preceding year.

Reviewed by the Professional Development Committee and the Faculty Excellence Committee
Submitted by the Professional Development Committee 03/28/17
Cabinet 1st Reading 04/04/17
Cabinet 2nd Reading 04/18/17
College Council 1st Reading 05/02/17
College Council 2nd Reading 05/16/17
Board 1st Reading 06/14/17
Board 2nd Reading 07/12/17
Reference:  
*Education Code Sections 87013 and 88024; Penal Code Sections 11102.2 and 11077.1*

Fingerprinting through the Live Scan process is required for all District employees or volunteers prior to employment or volunteer service. The Associate Vice President of Human Resources may authorize suspension of the screening process when he/she believes that this process is not necessary for the volunteers serving in the particular event, i.e. a single day college event. All Live Scan fees are paid by the District for volunteers, substitute, temporary, and student employees, and classified and administrative staff. Upon Offer of Employment, Full time and Part Time faculty are required to pay the California Department of Justice processing fee.
TO: BOARD OF TRUSTEES

FROM: Dr. Joe Wyse, Superintendent/President

INITIATOR: Dr. Frank Nigro, Assistant Superintendent/Vice President of Instruction

SUBJECT: DISCUSSION/ACTION AGENDA – GRANTS

PERKINS IV, TITLE 1C AND CTE TRANSITIONS GRANT

**BACKGROUND**

The 2017-18 Perkins IV, Title 1C grant is a noncompetitive grant. The funding source is based on the Federal/State funds provided through the Career Technical Education Act of 2006. This application will focus on:

1) Developing more fully the academic, vocational and technical skills of secondary and post-secondary Career & Technical Education (CTE) students through the procurement of new technology, equipment, and supplies.
2) Conducting and disseminating national research and information on best practices that improve CTE programs, services, and activities.
3) Providing technical assistance that:
   a. Promotes leadership, initial preparation, and professional development at the State and local levels; and
   b. Improves the quality of CTE teachers, faculty, administrators and counselors.
4) Supporting partnerships among educational partners such as secondary schools, community colleges, and baccalaureate degree granting institutions as well as local workforce investment boards, business and industry, and other stakeholders.
5) Providing individuals with lifelong learning opportunities, with student learning outcomes that validate students’ acquired knowledge and skills they will need to compete for fulfilling jobs that provide living wages and career advancement.

The CTE Transitions portion of the grant funds activities that help high school student’s career pathways in high school, high school faculty members to articulate their CTE curriculum to Shasta College curriculum, and events that help students transition to college.

The grant amount is $339,140 and runs July 1, 2017 through June 30, 2018. The project administrator will be the Dean of Business, Agriculture, Industry, Technology, and Safety.

**RECOMMENDATION**

The Superintendent/President recommends that the Board approves this grant proposal and authorize acceptance of the grant awards.
GRANT PROPOSAL FORM

Proposal Date: 6/14/17
Submission Due Date: 6/20/17
Grant Title/Project Name: 2017-18 Perkins and CTE Transitions
Term of Grant: (date to/from) 06/30/2018
Federal/State/Local Funding: Federal
Source of Funds: Carl D. Perkins
Administrator/Dean: Michael Sloan/Dean of BAITs
RFA Specification No.
Project Director and/or Coordinator: N/A
Lead Faculty: N/A

<table>
<thead>
<tr>
<th>Grant Dollars Amount</th>
<th>Admin. Fee (Indirect)</th>
<th>In-Kind Contribution</th>
<th>Cash Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shasta College</td>
<td>$322,993.00</td>
<td>$16,147.00</td>
<td>$339,140.00</td>
</tr>
<tr>
<td>Collaborative Partners</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL GRANT DOLLARS:</td>
<td>$322,993.00</td>
<td>$16,147.00</td>
<td>$339,140.00</td>
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</tbody>
</table>

Grant Overview as it pertains to the College Strategic Plan:
The Perkins portion ($297,548) supports the professional development of CTE faculty members as well as the procurement of new equipment. Faculty members propose uses of Perkins money during the annual area planning process. The CTE/Perkins Team ranks proposals based on grant requirements and likelihood of success. Funding this year will fund improvements in agriculture, natural resources, computer science, heavy equipment operation, welding, automotive, dental hygiene, culinary arts, and fire technology. The CTE Transitions portion ($41,592) funds activities that help high school students career pathways in high school, high school faculty members to articulate their CTE curriculum to Shasta College's curriculum, and events that help students transition to college.

APPROVALS - SIGNATURES

DIRECTOR OF GRANTS:

ADMINISTRATOR/DEAN:

VICE PRESIDENT:

CABINET APPROVAL SIGNATURES REQUIRED

Approved: [ ] Yes [ ] No

Signature
Vice President of Administrative Services
Date:

Signature
Superintendent/President
Date: 6/14/17

BUDGET SUMMARY

List items that impact the Shasta College Budget. Please list specific details (i.e. match stips @ $1,000 x 2 names of faculty):

<table>
<thead>
<tr>
<th>Budget Summary Per Category (from Worksheet)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Benefits (1000, 2000, 3000)</td>
</tr>
<tr>
<td>Supplies &amp; Materials (4000)</td>
</tr>
<tr>
<td>Operating Expenses (5000)</td>
</tr>
<tr>
<td>Capital Outlay/Equipment (6000)</td>
</tr>
<tr>
<td>Student Financial Aid (7000)</td>
</tr>
</tbody>
</table>

TOTAL BUDGET: $339,140.00
## District Budget Development Worksheet

<table>
<thead>
<tr>
<th>Expenditure Object Code</th>
<th>Description</th>
<th>Category Total</th>
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<tbody>
<tr>
<td><strong>DIRECT COSTS:</strong></td>
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</tr>
<tr>
<td>1000</td>
<td>Academic Salaries</td>
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<tr>
<td>2000</td>
<td>Classified Salaries</td>
<td>$1,1447.00</td>
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<tr>
<td>3000</td>
<td>Employee Benefits</td>
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<tr>
<td>4000</td>
<td>Supplies &amp; Materials</td>
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<tr>
<td>5000</td>
<td>Operating Expenses</td>
<td>$111,489.00</td>
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<td>6000</td>
<td>Capital Outlay/Equipment</td>
<td>$203,829.00</td>
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<td>7000</td>
<td>Student Financial Aid</td>
<td>0.00</td>
</tr>
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<td><strong>TOTAL DIRECT COSTS</strong></td>
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<td>$ 322,993.00</td>
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<tr>
<td><strong>INDIRECT COSTS:</strong></td>
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<tr>
<td>7701</td>
<td>Indirect Cost @ %</td>
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<tr>
<td><strong>TOTAL INDIRECT COSTS</strong></td>
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<td>$ 16,147.00</td>
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<tr>
<td><strong>TOTAL DISTRICT COSTS</strong></td>
<td></td>
<td>$ 339,140.00</td>
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<tr>
<td><strong>TOTAL IN-KIND</strong></td>
<td>See detail below</td>
<td>$ 0.00</td>
</tr>
<tr>
<td><strong>TOTAL CASH MATCH</strong></td>
<td>See detail below</td>
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</tr>
<tr>
<td><strong>TOTAL BUDGET</strong></td>
<td></td>
<td>$ 0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>District In-Kind and/or Cash Match Sources</strong></th>
<th><strong>and/or Partner(s) In-Kind and/or Cash Match Sources</strong></th>
<th><strong>In-Kind</strong></th>
<th><strong>Cash Match</strong></th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

*** After Cabinet approval, form returned to appropriate Vice President for inclusion on next board agenda.***

Grant Proposal: Revised 8/2016
BACKGROUND

In accordance with Board Policy 6330 – Purchasing, the Superintendent/President (or designee) is delegated the authority to purchase supplies, materials, apparatus, equipment, and services as necessary to the efficient operation of the District. No such purchase shall exceed the amounts specified by Section 20651 of the California Public Contract Code as amended from time to time.

All such transactions will be available for review by the Board every 60 days.

RECOMMENDATION

The Superintendent/President recommends that the Board approves the Income and Expenditures – Cash Basis Report for the month of April 2017. Detailed transactions are available for review in the Shasta College Business Office.
# Shasta-Tehama-Trinity Joint Community College District

## Report of Income and Expenditures - Cash Basis

May 1 - May 31, 2017

<table>
<thead>
<tr>
<th>Fund Description</th>
<th>General Fund 11 &amp; 12</th>
<th>Bond Sinking Fund 21</th>
<th>2002 Bond Int/ Rdmp Fund 23</th>
<th>Lease/Rev Bond Int/ Rdmp Fund 24</th>
<th>Revenue Fund 34</th>
<th>Revenue Repair/ Replace Fund 35</th>
<th>Auxiliary Fund 36</th>
<th>Parking Improvement Fund 37</th>
<th>Capital Outlay Project Fund 41</th>
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</thead>
<tbody>
<tr>
<td><strong>Beginning Cash Balance</strong></td>
<td>17,322,140</td>
<td>25,000</td>
<td>1,629,514</td>
<td>16,418</td>
<td>930,355</td>
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<td>348,801</td>
<td>647,385</td>
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<td><strong>Cash Received (+)</strong></td>
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<td>192,439</td>
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<tr>
<td><strong>Cash Disbursed (-)</strong></td>
<td></td>
<td></td>
<td></td>
<td>53,200</td>
<td>158,734</td>
<td>78,826</td>
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<tr>
<td>Payroll</td>
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<tr>
<td>Benefits</td>
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<tr>
<td>Other Operating Expenses</td>
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<td>53,200</td>
<td>158,734</td>
<td>78,826</td>
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<tr>
<td><strong>TotalOperating Disbursements</strong></td>
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<td>53,200</td>
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<td>158,734</td>
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<td>78,826</td>
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<tr>
<td>Interfund Transfers In(Out)</td>
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<td>50,905</td>
<td>146,632</td>
<td>(151)</td>
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<td><strong>Ending Cash Balance</strong></td>
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<td>1,821,953</td>
<td>16,418</td>
<td>1,038,731</td>
<td>271,044</td>
<td>367,594</td>
<td>647,234</td>
<td>3,162,426</td>
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</tbody>
</table>

* HDVL, worker's compensation insurance, unemployment insurance, PERS, STRS, FICA and federal/state tax payments
## Shasta-Tehama-Trinity Joint Community College District

**Report of Income and Expenditures - Cash Basis**

**May 1 - May 31, 2017**

<table>
<thead>
<tr>
<th></th>
<th>Lease Revenue Project Fund 42</th>
<th>Classified BUM Benefit Fund 67</th>
<th>Student Senate Fund 71</th>
<th>Student Rep Fee 72</th>
<th>Student Fin. Aid Fund 74</th>
<th>Scholarship/Loan Fund 75</th>
<th>Clubs Fund 78</th>
<th>Phi Theta Kappa 89</th>
<th>Totals</th>
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<td><strong>Beginning Cash Balance</strong></td>
<td></td>
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<td>25,051,399</td>
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<tr>
<td><strong>Cash Received (+)</strong></td>
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<td>75,616</td>
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<td>136,667</td>
<td>271,347</td>
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<td><strong>Cash Disbursed (-)</strong></td>
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<td>6,666,076</td>
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<td>* Benefits</td>
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<tr>
<td>Other Operating Expenses</td>
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<td><strong>Total Operating Disbursements</strong></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Interfund Transfers In(Out)</td>
<td>(18)</td>
<td>(17)</td>
<td>(232,644)</td>
<td>(3,497)</td>
<td>(585)</td>
<td>(250)</td>
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<td>(3,025)</td>
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<td>70,811</td>
<td>6,953</td>
<td>113,370</td>
<td>255,691</td>
<td>118,521</td>
<td>6,139</td>
<td>22,909,060</td>
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</tbody>
</table>

Board Report
TO: BOARD OF TRUSTEES  
FROM: Dr. Joe Wyse, Superintendent/President  
INITIATOR: Mr. Morris Rodrigue, Assistant Superintendent/Vice President of Administrative Services  
DATE: 7/12/2017  
ITEM NO.: 9.10  

SUBJECT: DISCUSSION/ACTION AGENDA – OTHER BUSINESS  
APPROVAL OF RETAINER AGREEMENT FOR LEGAL SERVICES WITH SCHOOL AND COLLEGE LEGAL SERVICES OF CALIFORNIA FOR 2017-18

BACKGROUND
The District has been using School and College Legal Services of California (SCLS) for the District’s legal services such as contract review, potential litigation analysis and contract negotiations.

STATUS
The District carried over 60.3 retainer hours from 2015-16 into 2016-2017. There are no retainer hours to be carried over into 2017-2018. For the 2017-2018 fiscal year the retainer rate has increased $5.00 per hour effective July 1, 2017 to the amount of $230 per hour. Administration has elected to purchase 30 hours of retainer services.

Attached are the Contract Fee Schedule and Retainer Continuation Agreement. The agreement, in the amount of $6,900 for 30 hours will be at the retainer billing rate of $230 per hour.

RECOMMENDATION
The Superintendent/President recommends that the Board approves the Retainer Agreement for Legal Services with School and College Legal Services of California as presented.
SCHOOL AND COLLEGE LEGAL SERVICES OF CALIFORNIA
FEE SCHEDULE
Effective July 1, 2017

Retainer Contract Clients

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate</th>
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</thead>
<tbody>
<tr>
<td>All Attorneys</td>
<td>$230.00</td>
</tr>
<tr>
<td>Excess Hours over Retainer*</td>
<td>$240.00</td>
</tr>
<tr>
<td>Litigation</td>
<td>$240.00</td>
</tr>
<tr>
<td>Mandated Services</td>
<td>$230.00</td>
</tr>
<tr>
<td>Paralegal/Paraprofessional</td>
<td>$115.00</td>
</tr>
<tr>
<td>Law Clerk</td>
<td>$80.00</td>
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</tbody>
</table>

Billable Contract Clients

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Attorneys</td>
<td>$250.00</td>
</tr>
<tr>
<td>Litigation</td>
<td>$250.00</td>
</tr>
<tr>
<td>Mandated Services</td>
<td>$250.00</td>
</tr>
<tr>
<td>Paralegal/Paraprofessional</td>
<td>$115.00</td>
</tr>
<tr>
<td>Law Clerk</td>
<td>$80.00</td>
</tr>
</tbody>
</table>

*Not applicable to clients retaining 500 or more hours.

SELECTION OF RETAINER AMOUNT
Effective July 1, 2017

The SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT hereby selects the following annual retainer amount effective July 1, 2017: $____,000- for ___ hours of service.

☐ I want mandated services charged against this amount.

☐ I do not want mandated services charged against this amount and instead want to be separately billed for such services.

The Retainer Contract is a commitment to use specified hours at the reduced hourly rate. Should the district decide to terminate the Contract during the course of the school year (July 1, 2017, through June 30, 2018) and seek a refund of unexpended hours/dollars, it is mutually agreed that the hours used to date of termination will be re-billed at the full Billable hourly rate ($250.00) and then any remaining dollars will be refunded to the district.

A purchase order, check or warrant for this amount is enclosed or will be delivered to SCHOOL AND COLLEGE LEGAL SERVICES OF CALIFORNIA within 30 days of the date this agreement is signed by the district representative.

By: ____________________________
Joe Wyse, Superintendent/President

Date: 6/11/17
SCHOOL AND COLLEGE LEGAL SERVICES OF CALIFORNIA
CONTRACT FEE SCHEDULE

Effective July 1, 2017

<table>
<thead>
<tr>
<th>Attorney Retainer Hours of Attorney Service</th>
<th>*Retainer @ $230</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>$6,900.00</td>
</tr>
<tr>
<td>60</td>
<td>13,800.00</td>
</tr>
<tr>
<td>120</td>
<td>27,600.00</td>
</tr>
<tr>
<td>180</td>
<td>41,400.00</td>
</tr>
<tr>
<td>200</td>
<td>46,000.00</td>
</tr>
<tr>
<td>300</td>
<td>69,000.00</td>
</tr>
</tbody>
</table>

Distances that wish to contract for a lesser or greater number of hours than that set forth above may do so by calculating a retainer based on the $230.00 per hour rate and making that change in the fee schedule. Minimum level is 20 hours.

Included within the retainer fee are all of the workshops, newsletters, legal updates, and all other work we do for all clients. We do, however, charge a fee not to exceed the actual costs for facilities, meals and copy fees for materials provided at workshops.

The retainer amounts set forth above are based on a rate of $230.00 per hour for all attorney time. In the event that your district does not use all hours originally retained, pursuant to the April 3, 2013, policy adopted by the Joint Powers Board of SCLS, the unused portion will be carried over to the next school term for one year only.

No additional fee is charged for meals while traveling to or from your district. No additional fee for secretarial time, nor for the cost of photocopies, telephone calls, or "facsimile" transmissions to or from your district. There are no postage charges for regular mail, no "administrative fee," and no online research costs. Set fees may be charged for formed contracts and bid documents. If required, overnight lodging and air travel costs would be charged.

Mandated costs services are based on a rate of $230.00 per hour and do not count against the retainer, unless you specifically indicate that it be included.

Litigation services are based on a rate of $240.00 per hour and also do not count against the retainer.

* Please designate on next page.
TO: BOARD OF TRUSTEES

FROM: Dr. Joe Wyse,
Superintendent/President

INITIATOR: Mr. Morris Rodrigue,
Assistant Superintendent/Vice President of Administrative Services

SUBJECT: DISCUSSION/ACTION AGENDA – OTHER BUSINESS
APPROVAL OF RETAINER AGREEMENT FOR SPECIAL SERVICES WITH
ATKINSON, ANDELSON, LOYA, RUUD & ROMO FOR 2017-18

DATE: 7/12/2017
ITEM NO.: 9.11

BACKGROUND

Over the past several years the District has required legal services in matters such as contract re-
view, potential litigation analysis and contract negotiations. The District has a current retainer
agreement for legal services with School and College Legal Services of California. Due to the na-
ture of some of the services required, administration has elected to retain an additional firm on an
as-needed basis.

STATUS

Attached is an Agreement for Special Services with the law firm of Atkinson, Andelson, Loya, Ruud
& Romo, a Professional Law Corporation, for additional professional legal services as requested
by the District. The term of the agreement shall be July 1, 2017 through June 30, 2018. The cost
for services is based on an hourly rate and is outlined under Section III-Terms and Conditions.

RECOMMENDATION

The Superintendent/President recommends that the Board approves the Agreement for Special
Services with Atkinson, Andelson, Loya, Ruud & Romo, a Professional Law Corporation, as pre-
sented.
AGREEMENT FOR SPECIAL SERVICES

I. PARTIES

This Agreement for Special Services (the “Agreement”) is made this 1st day of July, 2017, between the law firm of ATKINSON, ANDELSON, LOYA, RUUD & ROMO, a Professional Law Corporation, hereinafter referred to as the “Law Firm,” and SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT, hereinafter referred to as “District.”

II. RECITALS; PURPOSE; MATTERS

The District desires to retain and engage the Law Firm to perform legal and, upon request, non-legal consultant services on the District’s behalf, and the Law Firm is willing to accept said engagement on the terms and conditions contained in this Agreement. The Law Firm agrees to provide such services to the District, including representation in administrative and court proceedings, as requested by the District. The place and time for such services are to be designated by the Superintendent/President of the District or designee.

III. TERMS AND CONDITIONS

A. The term of this Agreement shall be for one year, commencing July 1, 2017, through June 30, 2018. For the period July 1, 2017, through June 30, 2018, the District hereby agrees to pay the Law Firm in connection with the above-referenced services as authorized at the following hourly rates:

<table>
<thead>
<tr>
<th>Position</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Partners</td>
<td>$275.00</td>
</tr>
<tr>
<td>Partners/Senior Counsel</td>
<td>$265.00</td>
</tr>
<tr>
<td>Senior Associates</td>
<td>$255.00</td>
</tr>
<tr>
<td>Associates</td>
<td>$245.00</td>
</tr>
<tr>
<td>Electronic Technology Litigation Specialist</td>
<td>$245.00</td>
</tr>
<tr>
<td>Non-Legal Consultants</td>
<td>$200.00</td>
</tr>
<tr>
<td>Senior Paralegals/Law Clerks</td>
<td>$170.00</td>
</tr>
<tr>
<td>Paralegals/Legal Assistants</td>
<td>$160.00</td>
</tr>
</tbody>
</table>

The Law Firm shall bill in tenth-hour increments. A fixed rate may be established for specially identified projects, subject to prior approval by the District.

B. In addition, the District hereby agrees to pay a 5% per month administrative charge calculated and based on monthly fees billed to cover related operational expenses incurred by the Law Firm. This administrative fee is in lieu of charging the District for Westlaw,
photocopies, automobile mileage, parking, facsimiles, telephone, document preparation, and postage. This does not include items listed in paragraph D below.

C. The Law Firm may charge the full hourly rate to more than one client for services provided concurrently during the same time period. For example, in the course of traveling to the District or while providing legal services at the District, it may be necessary for the Law Firm to provide billable services to other clients.

D. The Law Firm shall not be obligated to advance costs on behalf of the District; however, for purposes of convenience and in order to expedite matters, the Law Firm reserves the right to advance costs on behalf of the District with the Superintendent/President’s or designee’s prior approval in the event a particular cost item exceeds $2,000.00 in amount, and without the prior approval of the District in the event a particular cost item totals $2,000.00 or less. Typical cost advances include, but are not limited to, messenger fees, travel costs, bonds, witness fees, overnight delivery, deposition and court reporter fees, transcript costs, expert witness fees, investigative fees, etc. If the Law Firm retains, with authorization from the District, experts or consultants for the benefit of the District, rather than the District contracting directly with any expert or consultant, it is agreed that the District shall pay a five percent (5%) fee (“consultant processing fee”) on such expert and consultant costs paid by the Law Firm in order to offset certain costs to the Law Firm resulting from administering and initially paying such expert and consultant fees on behalf of the District.

E. A detailed description of the attorney work performed and the costs advanced by the Law Firm will be prepared on a monthly basis as of the last day of the month and will be mailed to the District on or about the 15th of the following month. Payment of the full amount due, as reflected on the monthly statements, will be due to the Law Firm from the District by the 10th of each month, unless other arrangements are made. In the event there are retainer funds of the District in the Law Firm’s Trust account at the time a monthly billing statement is prepared, funds will be transferred from the Law Firm’s Trust Account to the Law Firm’s General Account to the extent of the balance due on the monthly statement and a credit therefor will be reflected on the monthly statement. Any balance of fees or costs advanced remaining unpaid for a period of 30 days will be subject to a 1% per month service charge.

F. The District agrees to review the Law Firm’s monthly statements promptly upon receipt and to notify the Law Firm, in writing, with respect to any disagreement with the monthly statement. Failure to communicate written disagreement with the Law Firm’s monthly statement within thirty (30) days of the District’s receipt thereof shall be deemed to signify the District’s agreement that the monthly billing statement accurately reflects: (a) the legal services performed; and (b) the proper charge for those legal services.

G. The District agrees to fully cooperate with the Law Firm in connection with the Law Firm’s representation of the District including, but not limited to, attending mandatory court hearings and other appearances and providing necessary information and documentation to enable the Law Firm to adequately represent the District.

H. The District has the right, at any time, and either with or without good cause, to discharge the Law Firm as the District’s attorneys. In the event of such a discharge of the Law
Firm by the District, however, any and all unpaid attorneys’ fees and costs owing to the Law Firm from the District shall be immediately due and payable.

I. The Law Firm reserves the right to discontinue the performance of legal services on behalf of the District upon the occurrence of any one or more of the following events:

1. Upon order of Court requiring the Law Firm to discontinue the performance of said legal services;

2. Upon a determination by the Law Firm in the exercise of its reasonable and sole discretion, that state or federal legal ethical principles require it to discontinue legal services for the District;

3. Upon the failure of the District to perform any of the District’s obligations hereunder with respect to the payment of the Law Firm’s fees and costs advanced; or

4. Upon the failure of the District to perform any of the District’s obligations hereunder with respect to cooperation with the Law Firm in connection with the Law Firm’s representation of the District.

J. In the event that the Law Firm ceases to perform legal services for the District as hereinabove provided, the District agrees that it will promptly pay to the Law Firm any and all unpaid fees or costs advanced, and retrieve all of its files, signing a receipt therefor. Further, the District agrees that, with respect to any litigation where the Law Firm has made an appearance in Court on its behalf, the District will promptly execute an appropriate Substitution of Attorney form.

K. The Law Firm maintains errors and omissions insurance coverage applicable to the services to be rendered.

L. It is understood and agreed that the Law Firm, while engaged in carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the District.

IV. SPECIALIZED LEGAL SERVICES

For specialized litigation and transactional services in the areas of construction, procurement, technology, prevailing wage, real property, intellectual property, CEQA, mitigation negotiations, school and college finance, tax, bankruptcy, copyright, trademark, non-profit organizations, immigration, and appellate law, the District agrees to pay the Law Firm at rates higher than the standard hourly rates for special projects or particular scopes of work. The Law Firm shall inform the District of the rates for specialized services and the Superintendent/President or designee shall agree to such rates in writing prior to any billings for specialized legal services by the Law Firm.
V. RELATED POST-INVESTIGATION SERVICES

If an attorney who conducted an investigation for the District is subsequently asked or required to prepare for and/or testify, including, without limitation, at deposition, trial, arbitration or any other proceeding, because of services rendered under this Agreement, and/or if the investigating attorney must respond to subpoenas or discovery or otherwise respond or perform services with respect to any matter relating to or arising out of services performed for the District, the District agrees to pay the Law Firm for all time expended (including preparation time) at the investigating attorney’s then current regular hourly rate and to reimburse the Law Firm for reasonable costs and expenses incurred.

VI. CONSENT TO JOINT REPRESENTATION

The District acknowledges that from time to time Law Firm may be asked to perform legal services on a matter affecting two or more public education local agencies. In such situations before proceeding with representation, Law Firm shall provide the District with a written disclosure of the relevant circumstances and of the actual and reasonably foreseeable adverse consequences to the District, and shall seek separate written consent to joint representation from all involved parties if permissible according to ethical principles applicable to attorneys. The District acknowledges that it is often in the best interest of the District for such representation to commence without undue delay which may result from waiting until a regularly-scheduled Board meeting. Therefore, the Governing Board of the District hereby delegates to the Superintendent/President or designee authority to consent to joint representation in the circumstances described in this paragraph, and to execute such written consent on behalf of the Board and District.

VII. SERVICES PERFORMED BY LAW FIRM-PROVIDED NON-LEGAL CONSULTANTS

The Law Firm has an affiliation with non-legal education consultants who are available to assist the District in areas including, but not limited to, personnel/business office audits, human resources/collective bargaining consultation, public/employee relations surveys and communications, media and public relations, budget analysis/support services, instructional coaching/counseling at school improvement sites, special education, student discipline, leadership coaching, board/superintendent relations and best practices, and interim management placement.

Because the Law Firm has a financial interest in the District’s use of these affiliated non-legal consultants, the rules of the State Bar of California require that the District provide its informed written consent to this arrangement prior to utilizing these services. Execution of this Agreement shall be deemed “informed consent” for the purposes of this paragraph. The District is hereby advised that it may seek the advice of an independent attorney of its choice prior to providing such written consent.
Please also be advised that because the services of these non-legal consultants are provided to the District outside of the attorney-client relationship, communications with these non-legal consultants will not be protected from disclosure by the attorney-client privilege.

VIII. CONSENT TO LAW FIRM COMMUNICATION

As part of our commitment to client service, the Law Firm will send the District periodic alerts on case developments and legislative changes, and notices of Breakfast Briefings, conferences, and other training opportunities designed to help the District with daily legal concerns. The Law Firm will send those and other additional service notices to the District via regular mail and/or electronic mail at the email address which you designate or the email used in your daily communications with us. These email notices are a convenient way to keep the District administrators apprised of important legal changes. By execution of this Agreement, the District and designated contact(s) consent to receive such communications by electronic mail subject to the right to unsubscribe at any time.

IX. BINDING ARBITRATION

If any dispute arises out of, or related to, a claimed breach of this Agreement, the professional services rendered by attorneys, or any other disagreement of any nature, type, or description, regardless of the facts or the legal theories which may be involved, including attorney malpractice, such dispute shall be resolved by binding arbitration by a single arbitrator. Each side will bear its own costs and attorney fees. The parties agree to waive their right to a jury and to an appeal.

X. DURATION

This Agreement shall be effective July 1, 2017, through June 30, 2018, and thereafter shall continue from month-to-month at the then current hourly rate set forth herein until modified in writing by mutual agreement or terminated by either party upon thirty (30) days’ written notice.
XI. EXECUTION DATE

This Agreement is entered into this ___ day of ______, 2017.

“Law Firm”

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

Dated: _______________  By: ____________________________________

WARREN S. KINSLER

“District”

SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT

Dated: _______________  By: ____________________________________
TO:        BOARD OF TRUSTEES  DATE:    7/12/2017
FROM:    Dr. Joe Wyse,  
         Superintendent/President  ITEM NO.:  9.12
INITIATOR:    Mr. Morris Rodrigue,  
              Assistant Superintendent/Vice President of Administrative Services
SUBJECT:    DISCUSSION/ACTION AGENDA – OTHER BUSINESS  
             APPROVAL OF ADDENDUM TO AGREEMENT WITH QUERCUS CONSULTANTS, INC

BACKGROUND

With the passage of Measure H the District is in the planning stages for the projects which will be funded by the bond. As part of the planning process, District Administration has determined that an Initial Study/Mitigated Negative Declaration (IS/MND) is necessary to complement the District’s Facilities Master Plan for the main campus.

STATUS

The District entered into agreement with Quercus Consultants, Inc. in June 2016 for services related to California Environmental Quality Act (CEQA) compliance. District Administration is seeking to amend the existing agreement with Quercus Consultants to complete the Shasta College Master Plan IS/MND.

Attached is the Addendum to the Agreement which delineates the scope of services to be provided by Quercus Consultants, Inc. at a total cost not to exceed $45,000.

RECOMMENDATION

The Superintendent/President recommends that the Board authorizes District Administration to amend the agreement with Quercus Consultants, Inc. for professional services at a cost not exceed $45,000 as presented.
ADDENDUM TO AGREEMENT BETWEEN
Quercus Consultants, Inc. and
Shasta-Tehama-Trinity Joint Community College District

Quercus Consultants, Inc. (“QUERCUS”) and Shasta-Tehama-Trinity Joint Community College District (“CLIENT”) entered into an agreement for professional consulting services, related to California Environmental Quality Act compliance, dated June 23, 2016. This Addendum to the Agreement will provide for additional services as outlined in Exhibit B. QUERCUS will provide the tasks described therein to CLIENT on a fixed-price-per-task basis for a total cost not to exceed $45,000 without CLIENT’s approval. All other terms of the original agreement shall remain in force.

Client: Shasta-Tehama-Trinity Joint Community College District
By: _________________________________ Date ________________
Name: Morris Rodrigue
Title: Assistant Superintendent/Vice President of Administrative Services

Quercus Consultants
By: _________________________________ Date: 23 June 2017
Name: Elise Towers
Title: Principal/Chief Financial Officer
EXHIBIT B

SCOPE OF SERVICES

Shasta College Master Plan IS/MND

22 June 2017

Introduction

The following Scope of Services (Scope) describes the tasks necessary to prepare a CEQA document for the Shasta College Master Plan. The Scope will be completed on behalf of the CEQA lead agency, the Shasta College campus of the Shasta-Tehama-Trinity Joint Community College District (District) located in Redding, California. The proposed project location is adjacent to and northeast of the interchange of State Route 299 and Old Oregon Trail.

CEQA Compliance

Quercus Consultants, Inc. (Quercus) shall provide environmental analyses and documentation pursuant to the California Environmental Quality Act (CEQA). The District shall serve as Lead Agency under CEQA, and anticipates that the level of CEQA analysis will be an Initial Study/Mitigated Negative Declaration (IS/MND).

Quercus shall be responsible for preparing all anticipated CEQA-related documentation, including administrative draft, public draft, and final IS/MND. Quercus shall also assist District staff with preparation of decision documents and staff reports, as necessary. Since it is the District's intent to pursue an IS/MND, Quercus shall prepare a succinct Environmental Constraints Analysis (ECA) that makes use of existing documents, including those described below. The ECA shall include the locations of sensitive environmental resources, as well as recommendations regarding avoidance of potentially significant impacts by adapting design elements of the proposed facilities.

The District understands that potential environmental impacts not anticipated under this master CEQA document could trigger the need for preparing a focused supplemental CEQA document that tiers off the
proposed master CEQA document. Such a focused CEQA document could, at the District’s discretion, be limited to the analysis of project impacts solely in the area(s) inadequately addressed by the master CEQA document.

The District does not anticipate holding a public hearing or workshop during the scoping process. Quercus anticipates participating in one public hearing at which the District Board will certify the CEQA document.

**Environmental Constraints Analysis**

The District anticipates that stand-alone technical studies will not be required in pursuit of CEQA compliance, as no permitting or other agency consultations are anticipated under this master CEQA document. The need for environmental permitting will be addressed on a project-by-project basis, and will tier off the proposed master CEQA document to the extent legally defensible. The District understands that projects developed under the master CEQA document may require field studies in support of future permit applications, to allow for quantification of individual project impacts.

The Environmental Constraints Analysis (ECA) prepared by Quercus will make use of available existing information, including but not limited to:

1. Facility planning documents, including grant proposals and plans for future projects
2. Previous CEQA documents prepared for campus projects
3. Biological database queries (CNDDDB, CNPS Inventory, National Wetlands Inventory)
4. Soil, geological, and hydrological mapping
5. Cultural resources record searches from the Northwest Information Center
6. Hazardous materials record searches

Quercus will spend up to 40 field hours and 40 GIS hours conducting field investigations of the campus to characterize the environmental setting, prepare habitat maps, and determine locations of potentially sensitive environmental resources (streams, vernal pools, heritage oaks, raptor nests, and other obvious resources). No protocol-level biological surveys, cultural resources surveys, habitat delineations, hazardous material initial site
assessments, or other focused surveys and stand-alone reports will be performed during preparation of the ECA.

The ECA will include guidelines to assist the District in determining which types of projects can go forward without the need to pursue additional agency approvals, and which would likely require additional site investigations, permit applications, consultations, and approvals.

**Environmental Permits, Consultations, and Approvals**

Quercus and the District mutually understand and agree that the current Scope does not include preparation of permit applications, nor facilitation of consultations and approvals that may be necessary as the District pursues individual projects. Quercus is available to assist the District with the preparation of permit applications on an as-needed project-by-project basis.

**Assumptions and Limitations**

The following assumptions and limitations apply to this Scope of Work and attendant Cost Estimate:

- Quercus’ Scope and Cost Estimate are limited to the tasks described above. Optional tasks shall be undertaken by Quercus at the District’s discretion. Quercus is available to conduct additional tasks not described in this Scope on a time-and-materials basis.

- Permits, consultations, and approvals relating to federal, state, and local agencies that have purview over non-environmental regulations are excluded from this discussion.

**Cost Estimate**

Quercus will complete the tasks described in the above Scope of Work on a fixed-price basis for the following costs per task:

<table>
<thead>
<tr>
<th>Technical Studies/Deliverables</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Constraints Analysis</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>Master Initial Study/Mitigated Negative Declaration</td>
<td>$25,000.00</td>
</tr>
<tr>
<td>Preparation of Staff Reports/Board Meeting</td>
<td>$5,000.00</td>
</tr>
</tbody>
</table>

**Total:** $45,000.00
## Schedule

<table>
<thead>
<tr>
<th>Task</th>
<th>JUL</th>
<th>AUG</th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background Research/Field Reconnaissance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepare Environmental Constraints Analysis</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepare Draft IS/MND</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publish and Circulate Draft IS/MND/30-day Review Period</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepare Final IS/MND/Staff Report</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>District Board Meeting/Approval of MND</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>File Notice of Determination with OPR</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The schedule presented above is contingent on timely actions by Quercus, the District, and the planning/design team. Potential sources of delay outside of Quercus’ control include: (1) delay by the planning/design team in reaching Master Plan milestones; (2) delay in scheduling of board meeting for project approval; (3) planning/design team’s inability to work within constraints identified in ECA; and (4) significant public/agency concerns or opposition to the project as designed.
BACKGROUND

The 21st Century Skills Program started in 2012 at Feather River College through the New World of Work Initiative. A series of skills panels were conducted to gather feedback from employers, entrepreneurs, human resources specialists, educators, and students to determine the essential employability skills required in our emerging global economy. From this, they established the “TOP 10” list of essential 21st Century Employability Skills. Expert curriculum and video developers, college faculty across disciplines, and digital badging teams then created lessons and badges to go along with each skill.

The curriculum was piloted at 13 community colleges across the state, and Shasta College was one of those colleges. It is now being promoted through the Chancellors office for all 113 colleges across the state to provide training to their interested faculty and community organizations around this important curriculum. Shasta College is now the fiscal agent and hosts the Director of this project as well as the state wide technical assistance provider.

New World of Work is funded through the California Community College Chancellor’s Office through the Doing What Matters Initiative.

STATUS

A partnership agreement with LinkedIn Learning has been negotiated that will provide all of the partner colleges in the New World of Work program to have access for their students to use the video content through LinkedIn and Lynda.com videos. The agreement for this partnership is attached.

RECOMMENDATION

The Superintendent/President recommends that the Board authorizes the District to enter into the agreement with LinkedIn in the amount of $60,000 as presented.
**contract contact:** Rajinder Gill

**bill to:**
- Please review the below Billing details and edit if necessary.

**Bill To Doing**
- Contact: Rajinder Gill
- Shasta College
- 11555 Old Oregon Trail

**Address:**
- Redding, CA 96003

**City/State/Zip:**
- Redding, CA 96003

**Country:**
- United States

**Email:**
- rgill@newworldofwork.org

**Phone:**
- (415) 509-2419

**by initialing here, I agree that the billing details are current and accurate.**

**ship to:**
- Shasta College
- Ship To Doing Business As:
- 11555 Old Oregon Trail
- Redding, CA 96003
- United States

### Product Order Description

<table>
<thead>
<tr>
<th>Product Name: LinkedIn Enterprise</th>
<th>Qty</th>
<th>Term (Months)</th>
<th>Notes</th>
<th>Unit List Price</th>
<th>Sales Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product Description: LinkedIn for Enterprises with English Content. Includes one master admin complimentary user.</td>
<td>3,000</td>
<td>12</td>
<td>$60,000.00</td>
<td>$60,000.00</td>
<td>$60,000.00</td>
<td></td>
</tr>
</tbody>
</table>

**purchase order information**

- Is a Purchase Order required for the purchase or payment of the products on this order form?
  - Please Enter (Yes or No): No
  - If yes, please enter PO Number: Please attach PO

**Payment Options**

- Customer Payment Terms: 30 Days
- USA Customers: Check, Credit Card, or Bank Wire Transfer
- Non-US Customers: Credit Card or Bank Wire Transfer only

**tax information**

- Check here if your company is tax exempt:
  - Please attach any/all exemption certifications or email documentation to tax inquiry@linkedin.com.

- Your order will be taxed using the applicable tax rate for your shipping address. The tax listed on your order form is only an estimate and is calculated on the net price. Your invoice will reflect the final total taxes in effect at the time of invoicing and may differ from the amount listed on this order form.

**terms**

- Services provided under this Order Form are governed by the LinkedIn Subscription Agreement between the parties ("LSA") and the LinkedIn Service-Specific Terms available at https://legal.linkedin.com/service-specific-terms ("Service Terms"); the terms of which are incorporated into this Order Form.
- Except as provided in the LSA, Services purchased under this Order Form are non-cancelable and non-refundable.
- Future orders will be at list price (including any applicable volume based discounts) at the time of purchase.
- Customer will maintain complete and accurate billing and contact information with LinkedIn and will notify LinkedIn of any inaccuracies on an invoice within the time period set forth in the Payment Terms section above.
- If and to the extent Customer provides to LinkedIn any personal data of European Union residents in connection with its use of the Services (not including data provided by members to LinkedIn), LinkedIn and LinkedIn Confidential and Proprietary

**Rev. September 2015**

**estimated order total: $60,000.00**

**estimated tax: $0.00**

**estimated total: $60,000.00**

**order information**

- Contract #: CS3487970-17
- Billing Period: Annually Upfront
- Billing Method: Invoice
- Billing Instructions:

  **For Internal Only:**
  - Master Agreement (LSA): DO NOT USE: Legacy Migration Record
  - Type: New Business
  - Rep Region: LDC-NA-Us-XXX1-GVED-HED-RI
  - Agency Name: USD
  - Customer Requested Start Date*: August 1, 2017
  - Contract Start Date:
  - Contract End Date:

  *The start date of the services on this Order Form will be the later of the Customer Requested Start Date or the date that the Order Form is fully executed.

  Renewals Only: Customer may select a later Start Date; however, this will cause a gap in service*
Customer will comply with the applicable Standard Contractual Clauses available at https://business.linkedin.com/u 15/10/eu-ccc, the terms of which are incorporated by reference into this Order Form.

* Add-on orders must co-term with the originating order.

<table>
<thead>
<tr>
<th>CUSTOMER (or APPROVED AGENCY)</th>
<th>LinkedIn Corporation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature:</td>
<td>Signature:</td>
</tr>
<tr>
<td>Name:</td>
<td>Name:</td>
</tr>
<tr>
<td>Title:</td>
<td>Title:</td>
</tr>
<tr>
<td>Date:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

I hereby represent that I am an authorized signatory and have read and agreed to the terms of this Order Form.
BACKGROUND

The California Legislature established through SB20/SB50 a system for collection and recycling of certain electronic wastes. The Physical Plant Division, in conjunction with the Information Services & Technology Department, has identified a valid electronic waste recycling center to dispose of equipment and materials the District has identified as electronic waste.

STATUS

All technology equipment comes to the Information Services & Technology Department for evaluation, possible upgrade, and/or reallocation. Any equipment that cannot be donated, upgraded, reallocated or damaged beyond economical repair is then determined eligible for electronic recycling.

The Information Services & Technology Department has accumulated both broken and obsolete equipment and supplies deemed appropriate for electronic recycling. Attached is a list of the items identified for recycling.

RECOMMENDATION

The Superintendent/President recommends that the Board approves the recycling of eligible District electronic property as submitted.
## Technology Surplus for Recycle - Summary
### June 26, 2017

<table>
<thead>
<tr>
<th>Description</th>
<th>Brand Name</th>
<th>Model#</th>
<th>Qty</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Braille Embosser</td>
<td>Lavender</td>
<td>Braille Writer</td>
<td>1</td>
<td>Obsolete. Determined no longer useful to the District.</td>
</tr>
<tr>
<td>Calculator</td>
<td>Casio</td>
<td>DR-250H</td>
<td>1</td>
<td>Obsolete. Determined no longer useful to the District.</td>
</tr>
<tr>
<td>Docking Station</td>
<td>Dell</td>
<td>Latitude C/Port II</td>
<td>1</td>
<td>Obsolete. Determined no longer useful to the District.</td>
</tr>
<tr>
<td>Fax Modem</td>
<td>Hayes</td>
<td>U90 56K</td>
<td>4</td>
<td>Obsolete, purchased 2001. Determined no longer useful to the District.*</td>
</tr>
<tr>
<td>Keyboard-Programmable (Accessibility)</td>
<td>Intellitools</td>
<td>Intellikeys</td>
<td>2</td>
<td>Obsolete, purchased 1996. Determined no longer useful to the District.</td>
</tr>
<tr>
<td>KVM Switch PS/2</td>
<td>Belkin</td>
<td>OmniView Matrix 2x8</td>
<td>2</td>
<td>Obsolete. Determined no longer useful to the District.</td>
</tr>
<tr>
<td>Router-DSL</td>
<td>Linksys</td>
<td>BEFSR41</td>
<td>1</td>
<td>Obsolete. Determined no longer useful to the District.</td>
</tr>
<tr>
<td>Satellite Receiver</td>
<td>General Instruments</td>
<td>DSR4200V</td>
<td>1</td>
<td>Obsolete. Determined no longer useful to the District.</td>
</tr>
<tr>
<td>Scaler switcher</td>
<td>Kramer</td>
<td>VP720XL</td>
<td>1</td>
<td>Obsolete. Determined no longer useful to the District.</td>
</tr>
<tr>
<td>Scanner-Personal</td>
<td>Fujitsu</td>
<td>ScanSnap S1500</td>
<td>2</td>
<td>Non-functional. Determined no longer useful to the District.</td>
</tr>
<tr>
<td>Switch-Network</td>
<td>Cisco</td>
<td>2900 (2), C2950T (6)</td>
<td>8</td>
<td>Obsolete, purchased 2000-2003. Determined no longer useful to the District.*</td>
</tr>
<tr>
<td>TSU</td>
<td>Adtran</td>
<td>ACE</td>
<td>4</td>
<td>Obsolete, purchased 2001. Determined no longer useful to the District.*</td>
</tr>
<tr>
<td>TTTY</td>
<td>Ultratec</td>
<td>Superprint LR80395</td>
<td>1</td>
<td>Obsolete. Determined no longer useful to the District.</td>
</tr>
<tr>
<td>TV/Monitor-CRT</td>
<td>Portavideo</td>
<td>AC1000</td>
<td>1</td>
<td>Obsolete. Determined no longer useful to the District.</td>
</tr>
<tr>
<td>VCR</td>
<td>Various</td>
<td>Panasonic AG-1320P (1), Phillips/Magnavox VRX222AT02 (1), Sony SVO-1450 (1), SLV-790HS (1)</td>
<td>4</td>
<td>Non-functional or at end-of-life. Determined no longer useful to the District.</td>
</tr>
<tr>
<td>Video Converter</td>
<td>FSR, Inc.</td>
<td>VDO-AVS</td>
<td>1</td>
<td>Obsolete. Determined no longer useful to the District.</td>
</tr>
<tr>
<td>WAN Emulator</td>
<td>Adtran</td>
<td>Atlas 550 T1 WAN</td>
<td>2</td>
<td>Obsolete, purchased 2002. Determined no longer useful to the District.*</td>
</tr>
</tbody>
</table>

*Classroom device, non-production
The Shasta-Tehama Trinity Joint Community College District ("Shasta College") does not discriminate against any person on the basis of race, color, national origin, sex, religious preference, age, disability (physical and mental), pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), gender identity, sexual orientation, genetics, military or veteran status or any other characteristic protected by applicable law in admission and access to, or treatment in employment, educational programs or activities at any of its campuses. Shasta College also prohibits harassment on any of these bases, including sexual harassment, as well as sexual assault, domestic violence, dating violence, and stalking.