MEETING OF THE BOARD OF TRUSTEES  
OF THE SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT  
MONDAY, JANUARY 22, 2018  

MINUTES

The Board of Trustees of the Shasta-Tehama-Trinity Joint Community College District met in regular session on Monday, January 22, 2018 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 Mr. Scott Swendiman, Board President, at 7:00 p.m.

2. ROLL CALL
   Roll call indicated the following:

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<tr>
<th>Trustees Present</th>
<th>Trustees Absent</th>
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<td>Mr. Pat Carr</td>
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<td>Dr. Rob Lydon</td>
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<td>Ms. Rhonda Nehr</td>
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<td>Mr. Kendall Pierson</td>
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<td>Mrs. Rayola Pratt</td>
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<td>Mr. Robert Steinacher</td>
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<td>Mr. Scott Swendiman</td>
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<td>Mr. Evan Weston, Student Trustee</td>
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3. FLAG SALUTE
   Mr. Swendiman led the flag salute.

4. INTRODUCTION OF SPECIAL GUESTS
   Superintendent/President Dr. Joe Wyse said I would like to welcome everyone – as everyone here is a special guest.

5. CALL FOR REQUESTS FROM THE AUDIENCE TO SPEAK TO ANY ITEM ON THE AGENDA
   Mr. Swendiman asked if there were speaker cards indicating requests from the audience to speak to any items on the agenda. There were a number of speaker cards for Item 8.1.

6. REPORTS

   6.1 FACULTY ASSOCIATION REPORT
       Dr. John Whitmer, Faculty Association President, was absent.

   6.2 ACADEMIC SENATE REPORT
       Dr. Wyse said that Ms. Cathy Anderson, Academic Senate President, is unable to attend tonight due to a conflict.

   6.3 CLASSIFIED EMPLOYEES’ ASSOCIATION REPORT
       Mr. Chris Petersen, President of CSEA Chapter 381, greeted the Board and provided the following report:

       Happy New Year! We are excited about this year, although last year is going to be a tough one to beat. We are working on some reclassifications, we have been negotiating this and it has been going well. We are excited about this reclassification. We are moving into non-contract negotiations and we will be submitting these items to the Board in the next few months.
6.4 STUDENT SENATE REPORT
Mr. Evan Weston, Student Trustee, greeted the Board and provided the following report:

First, I want to welcome everyone back from our winter break, Student Senate wishes you a happy New Year, and hopes that everyone enjoyed the holidays.

With the beginning of the semester, Student Senate has been working diligently printing Student IDs for our attendees, as well as lending out textbooks to students in need.

A small yet exciting change – the Student Senate has taken full responsibility of the Food Pantry on campus. We are currently seeking more ways of funding this positive service.

I do have some unfortunate news, the SSCC decided to change its policy and hold the General Assembly once a year instead of twice a year. Now, there will be only one gathering in the Fall. Even though this is unexpected, we have plans to use the funds budgeted to purchase more current books for our library and we will also be applying some of the funds to the Food Pantry.

6.5 SHASTA COLLEGE FOUNDATION QUARTERLY REPORT
Mr. Scott Thompson, Executive Director, greeted the Board and provide the following report:

Shasta College Foundation / The McConnell Foundation Community Speaker Series  
Colson Whitehead, October 16, 2018
Our speaker for this year, is Pulitzer Prize award winning author, Colson Whitehead. He is the #1 New York Times bestselling author of The Underground Railroad (an Oprah’s Book Club selection and winner of the National Book Award and Pulitzer Prize). Several of our instructors are teaching his book this semester. Terrific read!

Trinity Forest Monitor Project (Pat Frost) NEW!
Foundation Executive Committee member Pat Frost from Trinity County and I will be working on a potential upcoming project. The Weaverville Community Forest Steering Committee is working on a proposal to the USFS Washington Office for a new Citizen Science Initiative. They’ll be asking for $25,000 from the USFS in a competitive grant process for a forestry monitoring project that will use local volunteers who will be trained by USFS/BLM and a local Registered Professional Forester (member of the committee) to set up permanent plots to measure forest health and changes over time. Pat feels the proposal would be stronger if there was an academic “link” (i.e. Pat as an instructor), as well as getting our students involved.

Student Veterans Emergency Fund NEW!
(Foundation Fiscal Agent – Partnering with the Nick Dahl Memorial Foundation)
From our time working with Mike Dahl on the “Vietnam Shasta Stories” event last fall, Mike expressed interest in setting up a special emergency fund for student Veterans. Before the holiday break, we had a meeting with Mike, James Konopitski, Julie Fisher, Jill Ault, Wendy Akins, Nancy de Halas and Rob McCandless to talk about the guidelines for this fund. This partnership will help us continue to provide better service and support to our student Veterans. As Mike Dahl pointed out, this will be a great resource to provide preemptive and preventive support to our student Veterans. Our committee will meet again next month to get this fund up and running.
Student Emergency Fund  NEW!
An anonymous donor donated $3,000 to the Foundation to be used to help students who are in dire need of emergency funding. We’ve been working with Becky McCall, Lorelei Hartzler and Angela Nava in the Financial Aid Office who do all of the screening for these students in desperate need. Since the start of the spring semester, we have been able to help 10 students and have disbursed $3,000. The Foundation is donating $2,000 to this fund.

California Humanities Journalism Project  NEW!
Sociology Instructor Heather Wylie and myself are working on partnering with John Lightfoot, Senior Program Officer, and Julie Fry, President and CEO of California Humanities, on a new project. We will be meeting with John and Julie at the end of February. The project will be to bring a journalism speaker to Shasta College.

Global Education Program – Guyana 2018
(Amazon Rainforest / River Habitats of Guyana, South America)
Our fourth expedition in the Global Education program is in full swing. GIS Instructor Dan Scollon and Botany Instructor Susannah Fulton are the point folks for this excursion. They are already receiving applications from students who want to travel to Guyana, South America. There is a tentative date for an information night on February 1st. The application deadline is March 1st. The trip will be taking place from July 16 to August 3, 2018.

Teresa Poore Trust Textbook Fund
With the start of the new spring semester, the Teresa Poore Textbook Fund will be giving out $10,000 for students to purchase textbooks. From its inception in 2013, this fund has disbursed $124,790 to students on a first come first serve basis. The funds distributed have all been taken from the interest earned on this fund.

Foundation Executive Board Retreat
The Foundation will be having their annual Board retreat with consultant Eric Ryan on February 13th. At that meeting, we will revise and finalize the 2018-2019 Strategic Plan. I will share it with all of you once it’s finalized.

“Pay it Forward”
Our “Pay it Forward” voluntary payroll deduction staff drive continues to be an important program for funding campus programs and events. Since my last report in October, the Foundation has sponsored the following events:

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<th>For Faculty, Staff &amp; Students</th>
<th>Amount Paid</th>
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<tr>
<td>Thanksgiving Social for First Year Experience Program Students 11/15/17 (Sharon Felder)</td>
<td>$192.31</td>
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<td>Civic Expo – 11/8/17, 11/15/17, 11/16/17 (Shelly Presnell) Appreciation pizza party’s for student participants</td>
<td>$495.00</td>
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<td>Music Association of CA Community Colleges Conference Nov. 17-18 (Matthew Brooks) Instructor / 2 students to attend conference in SF</td>
<td>$955.60</td>
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<td>Art Reception – Annual Art Faculty Exhibit 11/30/17 (David Gentry)</td>
<td>$569.77</td>
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<td>North State Symphony – Chorale Concert in December (Liz Waterbury) Special Guest Vocalist Honorarium’s – Baritone Andrew Kessler $500 / Tenor Rafael Delsid $500)</td>
<td>$1,000.00</td>
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<tr>
<td>For Faculty, Staff &amp; Students</td>
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<td>“Final Exam Jam Night” for Extended Ed Campuses - Dec 2017 (Nancy Lamberson) Refreshments for students /3 campuses</td>
<td>$200.52</td>
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<td>“Final Exam Jam Week” in the Library – Dec. 4-7, 2017 (Will Breitbach)</td>
<td>$328.00</td>
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<td>Coral Sea Research Vessel – Oceanography Class – 12/1/17 (Randy Reed) Class fundraised as well.</td>
<td>$2,000.00</td>
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<td>“Exam Jam” - Tutoring &amp; Learning Center Refreshments - Dec 2017 (Edward Stewart / Jennifer McCandless)</td>
<td>$264.66</td>
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<td>STEP UP Holiday Dinner for Students 12/15/17 (Robert Bowman)</td>
<td>$992.06</td>
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<tr>
<td>North State Symphony – Chorale Concert in December (Liz Waterbury) Transportation to 3 venues with Chorale students</td>
<td>$539.50</td>
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6.6 **BOARD MEMBER REPORTS**

Mr. Swendiman asked if there were any Board Member reports.

Mrs. Pratt said that I had the opportunity to do a tour with George Estrada in the buggy to look at all the future construction sites. All the Board members should go and look at all the building/destruction sites, it is very helpful to see the sites in person and George does a marvelous job giving the tour.

6.7 **SUPERINTENDENT/PRESIDENT’S REPORT**

Dr. Wyse gave the following report:

Happy New Year and new semester. Quick update, you will hear later tonight our expert Mr. Rodrigue on the state budget. The budget is very generous but very uncertain because part of the proposal is a whole new funding formula which may have unforeseen consequences. Just as a reminder, the Governor proposes the budget in January, a revised budget is released in May, and then in June it gets passed. So we will be monitoring how the budget evolves.

Last Tuesday, I attended the Board of Governors meeting. It went from 9 a.m. to 5:15 pm, so our meeting seems short now. The BOG meets every 2 months. Desert Community College presented a request to change an Extended Education Site to be a Center. It was a good model to see how the process works and I got to hear how the BOG interacts with the college.

Mrs. Pratt asked to explain the term “Center.”

Dr. Wyse said that when you have enough FTES at an Extended Education site then you can request to change the site to be a Center. You must also show that the Center meets the student and community needs.

Mr. Carr asked, the impetus to become a Center is to have more funding?

Dr. Wyse said part of it is. Also when you are a Center you can file independently for state funded facility projects.
I am excited to report that our Innovation fund is sending about 10 of us to Maryland for the Innovations Conference in March (page 34). Sara McCurry and Heather Wyile had a presentation accepted so they will be presenting. I like this conference because there are people there from around the nation. The California conferences are good, but we tend to be a bit isolated as a state in our thinking.

I also would like to be the first one to congratulate Mark Smith on his retirement. I see that there are a lot of people who want to do so as well. I remember when I first met Mark, we were looking at the welding program back then, and saying maybe there is something that we can do to help with the facilities. We did get that accomplished. Thank you Mark for 25+ years of service.

I also would like to say congratulations to the Nursing Faculty who are retiring as well.

6.8 INSTRUCTION REPORT

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

The spring semester started last week, and deans are managing the sections as needed while instructors are doing their best to accommodate overenroll requests. Overall things are going smoothly. There’s a great art exhibit from the college’s permanent exhibit, in case you did not know we had one. One of these is a woodcut by artist Albrecht Dürer, a German Renaissance artist from the 1500s. It is perhaps one of the oldest created artifacts in Shasta County right now. And as usual, everything is nicely displayed by our arts staff.

Finally, I want to congratulate all of our retirees on the agenda tonight: Lyndia McBroome, Bobbi Foote, and of course Mark Smith. I have not worked closely with Lyndia and Bobbi, but I know them by reputation as fine instructors who have done much to educate the medical personnel in our area. I’ve interacted with Mark Smith quite a bit on College Council and other venues. His reputation as a fine instructor is well deserved, and the work he has done to develop the welding program is truly remarkable. He leaves quite a legacy. Thank you!

6.9 STUDENT SERVICES REPORT

Dr. Kevin O’Rorke, Assistant Superintendent/Vice President of Student Services, greeted the Board and provided the following report:

The semester is off to a good start, we weren’t too sure if it was going to be . . . we have some new technology that we are using and we have been working to combine Financial Aid and Admission and Records. So we have been trying to streamline and consolidate services in those areas. So far, it is going very well. Financial Aid processing is as fast as ever, so we are very happy.

In the Governor’s Budget, they talk about consolidating some Student Services Funds to help streamline the reporting and funding processes. So we will have to see how this flushes out.

Mrs. Pratt asked, did you say something to imply that we had more students enrolling?

Dr. O’Rorke said I haven’t looked at the latest enrollment report, but until the drop date, you will have lots of fluctuations in the number of FTES.
6.10 **ADMINISTRATIVE SERVICES REPORT**

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

Let’s take a look at the Budget to Actuals report on page 6. On the bottom of the page, you can see we are at 40.39% of the budget. Last year we were at 35.53% at this time. For the two-year comparison of Fund 11 to Fund 11, we are tracking about the same. For Service Fees we are at 48% and last year we were at 28%. Even though there are less funds for Service Fees, we are spending it faster.

The Utilities are up a bit, this is probably due to the warm weather at the beginning of the year.

Dr. Wyse and I attended the Budget Conference last week. The budget presentation is attached hereinto as *Exhibit A*.

Dr. Wyse said, I would like to add that our own Mr. Rodrigue was sitting up in front of everyone representing rural colleges.

Mr. Rodrigue said that we were up there to give our perspective. The Department of Finance representative was there and that is who everyone was really talking to. We want her to know our prospective.

This year in the budget there are 2 big items:

First, the new Funding Formula (budget of $175 million), we were hoping to get this amount to be a base increase, which could mean about $1 million for Shasta. But since these funds are for a new funding formula, we don’t know how it is going to work out. These funds are to hold districts harmless for the 2018-19. So this will give the districts one year guaranteed, but then after that the new formula will be in play.

We are actively working to try to influence how the funding formula is decided. I have been participating on a work group and we came up with recommendations, but they really didn’t get included in the proposal. What they have released so far is that the base grant will be about 50% of the funding and the idea is to have this amount stable and to not fluctuate too much. Right now, funding is driven by FTES fluctuations, and we would like to limit this and have funding more based on the actual operation of the college.

They are also suggesting a supplemental grant that would represent 25% of the funding based on the number of low-income students.

Mr. Pierson asked, are we above average for BOG students?

Mr. Rodrigue said that we are above average, but not the district with the highest amount.

The last part of the funding formula is the Student Success Incentive grant which would represent 25% of the grant and will be based on the number of degrees and certificates completed in 3 years or less, with additional funding for ADT transfer degrees.

Mr. Pierson asked if there are enough details to do a simulation of the new formula for Shasta College?
Mr. Rodrigue said that I am on the statewide committee of CBO’s and we have asked the Chancellors Office for simulations for all of the colleges. When we started last fall, we imagined that developing a new funding formula was a 2-year project. And now it has been compressed into a semester. The $175 million budgeted will be used to just stabilize the colleges’ Fund 11 for the 2017-18 year.

Mr. Pierson said that one of the biggest things that we are looking for is stability of funding, so it will be interesting to see if this is more stable. It is clear that the Student Success incentives will provide motivation to help students.

Mr. Rodrigue said that studies show that you need a minimum of 5% of the funds based on incentives really to make an impact. Some states have gone to 100%.

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Mr. Carr asked if they discussed the online college. Is the $20 million of ongoing funds going to eat into the current district budgets? Will the online college take away FTES from the existing colleges? Are they looking at hybrid college model?

Mr. Rodrigue said that the ongoing funding represents about 4,000 FTES. They say that they are focusing on a population that has not been previously addressed. They did say that there will be a need to have on ground service.

Dr. Wyse said that they are looking at the 2.5 million adults that aren’t in college, that potentially have some credits, but no degree and that aren’t going to college. Some of us have programs (like our ACE/BOLD programs) to address this population. They say that they won’t poach students. We will see. Right now, the Chancellor’s Office is running this, but there is question about how the accreditation works.

Mr. Swendiman asked what the 25% success incentive is based on?

Mr. Rodrigue said that it is based on the number of certificates and degrees awarded, among other factors. There is a question on what counts as certificates. And the FTES would also impact it as well.

Mr. Carr asked is it really student success or is it just how many certificates that can be cranked out?

Mr. Rodrigue said that they want to give incentives to the colleges to achieve metrics on which the Chancellor’s Vision for Success goals are based. We have to align to these goals.

Another big conversation is consolidating a big chunk of the Categorical programs and streamlining the reporting.

Mr. Carr asked is this going to push us to be more selective to increase success rate?

Dr. Wyse said that you are asking about unintended effects. Our mission still stays being an open access education provider. In Tennessee, they started having incentives and they found that it was going against their equity goals. It can be that the funding goes to the more affluent colleges.

Dr. Lydon said that it seems like a good idea, but it may be difficult to work out.

Mr. Rodrigue said that here are a few other budget items – COLA is 2.51%. They are not
sure if this will be applied to the base funding amount – in a normal year, Shasta College would receive $967,000 more in funding. But if COLA is applied to the new formula, we don’t know how this amount is going to be applied.

Mrs. Pratt asked, why are they changing the funding formula now?

Dr. Wyse said they are changing it because Governor Brown wants it to be changed.

Mr. Rodrigue said that the CBOs, we want to have the funding formula changed, but not at this accelerated pace. An incentive base is good, but not for 25% of the funding, maybe 10% would be a better solution.

We are not in line for growth funding, we are down 5-6% for Fall to Fall and a little down in Spring. If we were not able to increase enrollment in the Fall, we would be down about $2 million in base funding, and we would gain about $1 million in COLA. But with the new formula, I don’t know where we are. Next year is not going to be the most difficult because of the hold harmless clause. But we are going to need to be cautious going into this year’s budget and next year’s budget.

Mr. Swendiman asked, when will we know?

Dr. Wyse said probably not until next February.

Mr. Rodrigue said that we will be very cautious.

There are also one-time funds for $275.2 million of deferred maintenance and instructional equipment. This would be about $1.6 million for Shasta College. This is a good amount – there have been years when this fund is zero. Usually this fund gets whittled down by the May revision. The Governor has set up a lot of one-time funds to easily reduce the budget.

There is $20 million for Innovation Awards, so we will see if we are going apply. It also includes COLA for some of the Student Services and there is $20.5 million of COLA for adult education.

The Governor’s influence is pretty strong, so the budget may change some, but in previous years, he has been pretty successful getting his budget passed.

Mr. Pierson said that current education budget, about $80 million, is the same amount that the entire state budget was a few years ago.

7. APPROVAL OF MINUTES

7.1 MINUTES OF THE REGULAR MEETING OF THE BOARD HELD ON DECEMBER 13, 2017

It was moved by Dr. Lydon and seconded by Mr. Steinacher TO APPROVE THE MINUTES OF THE REGULAR MEETING OF THE BOARD HELD DECEMBER 13, 2017. The matter passed 7-0. The Student Trustee advisory vote abstained.

8. CONSENT/ACTION AGENDA

Mr. Swendiman said that we have a number of speaker cards for Item 8.1 Retirements/Resignations. We will begin with Mr. Tom Martin.

Mr. Martin, Computer Information Instructor, said that for me, one of the most influential and pivotal points in my career was when our division was reorganized and we were put
down in the CTE/AG area. When we were there, we could really see the impact that our CTE programs can have on the students. We could see the welding students success with employers and it helped us reorganize the CIS department. Congratulations Mark on the timing of your retirement because you still have time to have fun. I know the welding program will continue, but thank you for all that you have done.

Mark Smith said thank you, I don’t know if anyone was on the Board when we were asked to do a presentation for Gary Lewis. The retired sheriff said that the Board should be ashamed of the program. After that, Joe became President, and I got a new Dean (my 15th dean) and it was Eva Jimenez. Eva Jimenez, George Estrada, and I went down to look at the building and they said that we can do something with this. Both Eva and George were interims, so I wasn’t sure if they were going to be able to move the project forward. But they did, and we started growing, and we have had lots of growth. We hired Jay Davis, we have hired a paraprofessional, and we still have waitlists.

I would also like to thank my wife. Twenty-five years ago, I told her that I had an idea that I wanted to be a teacher. I was in working in industry in Southern California, and I wanted to move north and earn a lot less to teach. I had to convince my wife and family to come. I am very happy that I did.

Ms. Eva Jimenez, Associate Vice President of Economic Workforce & Development, said that they say a picture is worth a thousand words, so here is a little picture.

The best way for me to truly honor Mark Smith is to provide to you with the analogy of our Shasta College mascot, The Knight!

As most of you know, a knight in the Middle Ages was a man, usually of noble birth, who after an apprenticeship was raised to honorable military rank and bound to chivalrous conduct. The Code of Chivalry dictated that a Knight should be brave and fearless in battle but would also exhibit cultured Knightly qualities showing themselves to be devout, loyal, courteous and generous.

Devout, loyal, courteous and generous…. 4 perfect characteristics to describe Mark during his tenure at Shasta College. I first met Mark during a New Faculty Orientation, 15 years ago, where Mark and myself were asked to come in and talk to new faculty about best practices. We both shared our ways of engaging students and will always remember Mark’s confidence behind the “twice in the booth” rule. Mark’s philosophy was to always see a student TWICE in their booth during lab hours. This philosophy is demonstrated to this date and exemplifies loyalty to the student, courtesy to ensure the student is not welding incorrectly and generosity of his time as he navigates through often times a 200 hundred plus students a day.

It wasn’t until I became Dean in 2010 over the welding program when I truly learned the chivalry of this knight. Through his leadership, patience, vision and strong interpersonal skills, Mark served as lead project coordinator to ensure that the expansion of our welding program was a success. What is critical in the world of Career Technical Education is to have faculty to join Shasta College with previous experience in the field. In Mark’s case, he joined Shasta College after owning a family construction company, where Mark led many large building projects and was able to bring his expertise into our welding expansion. It was through chivalry in which Mark was able to work with our union members, administration, community partners and students to ensure our new state-of-the-art facility stands today!
When I picture a knight I see the obvious shining armor… and the act of bravery or saving someone from harm. Well folks, if you haven’t seen the welding lab in action, you are missing a fireworks show! It is every minute while in these labs in which Mark and all the other faculty entering these walls accept the responsibility of safety. Considering the amount of metal which is fabricated per day, it is commendable to have our students remain safe. They are dealing with torches with flames that can burn down a building, harm a body and take a life!

Although I can recall a few stories where Mark called me with incidents in the lab requiring medical attention, law enforcement attention and sometimes mental therapy attention, but these were all for him or his team of faculty! Ha ha …

Another fun fact related to Mark and our Knight… Mark, Jay and his students helped to reincarnate Okie Doaks after he was tragically injured and pretty much scrapped after a storm. The Okie Doaks standing in our campus quad and in our football stadium were projects under his supervision. I can imagine Mark holding his grandchildren’s hands and him pointing out the knight that he helped to build.

Then there is DAD… not sure if Jay will mention this, but what you will notice when walking in our INDE buildings is that all our faculty wear overalls with their names on their left chest. You will see Mark has DAD on his name badge… well as we know when children don’t get what they want after they ask Dad, they go and find Mom…aka Jay 😊 …. Dad your wisdom and discipline will be missed.

In the efforts to keep this short. Mark, we have shared 16 years as colleagues and I just want to say what I value most is your friendship. It is with sadness and excitement in which we retire your knight armor and know that your chivalry will be a legacy at Shasta College. May your next adventure allow you to rest your sword and shield.

Mr. Jay Davis, Welding Instructor, said that I didn’t know how this worked, if the Board had to approve the resignation before it was real. So my original plan was to have this hours long lecture on metal characteristics just to filibuster. Our relationship has evolved in many ways. I was a student here, the impact of this college and of Mark – as a teacher, a colleague, a mentor, and a friend – has been significant. As a colleague, it is sad to see the next phase of life, as a friend, I am excited for you because I know that you have lots that you want to do. Mark has built a solid framework over 25 years. A framework that takes into account the community and never loses site of how to serve the students. I have had 6 years with you and I look forward to continuing the framework, it has been very important for the college.

Dr. O’Rorke said that I wanted to thank Mark as well. This one stings a bit. Mark is a great person and a wonderful educator. He has built a great program – I think it is the best program in the state. But if he ever asks you to go for a bike ride or to do a 5 am workout, respectfully decline, because he is in very good shape. We wish you the best Mark.

Susan Wyche, Dean of BAITS, said that I haven’t known Mark for very long, but one of my hardest days here so far is the day when he told me that he was going to retire. When we asked the faculty about ideas for the bond project, most came to the meeting with a pad of paper and a pen. Mark and his team came in with cad drawings, it is no wonder that the CTE building is going to be one of the first buildings done. Like in all departments, BAITS has had to cancel some classes – with a welding classes being a notable exception. If we doubled in size, we would have the extra classes full and still have a wait list. Thank you Mark.
Mr. Ray Nicholas, Diesel/Industrial Technology Instructor, said that I met Mark 26 years ago. We got a chance to talk and I knew that he would bring his professionalism to the program. Our area had a reputation to have some hot heads, he has led us away from that – he is a real leader. All the people who have jobs out there, it is thanks to Mark. There was a period, when Mark and I were the last 2 faculty in this area. We thought we were the last of the Mohicans. But thanks to Mark’s hard work, this program is now a legacy. He has done a lot for the campus. Thank you.

Mr. Petersen said that you are the patriarch. I ran into Mark 11 years ago. We were talking about something, and I thought to myself, this guy is so helpful! Two words make me think of Mark – bow shock. “Bow shock” is used to describe how boats go over water. Mark makes a big shock, he has so much inertia, he brings so much to everything he does. He is able to connect on a bunch of different levels. Thank you for sharing everything you have done.

Mr. Larry Russell, community member, said that there are probably 100 fireman out there that owe their safety and training to Mark. I was asked to try put something together before the investment in the fire training ground had been made. So I would go down and see Mark to see what we could put together. Mark never turned me down, no matter what I asked, he always stepped up to the challenge.

Mr. Weston said that I don’t have near the amount of experience as you, but I would like to say a few words. About 2.5 years ago, I was a shotgun student, and I had no idea what I wanted to do. I took a welding class and it really helped me find my direction. It has been a pleasure to take some of your classes Mark and to work with you. Thank you.

It was moved by Mr. Pierson and seconded by Mr. Steinacher TO APPROVE THE CONSENT/ACTION AGENDA. The matter passed 7-0. The Student Trustee advisory vote was affirmative.

9. DISCUSSION/ACTION AGENDA

9.1 SECOND READING OF REVISED OR NEW BOARD POLICIES/ADMINISTRATIVE PROCEDURES

Dr. Wyse said that we have a couple of AP/BPs to look at tonight. The Ad Hoc Policy Review subcommittee has already taken a look at these.

It was moved by Ms. Nehr and seconded by Dr. Lydon TO APPROVE THE REVISED BOARD POLICIES AS PRESENTED. The matter passed 7-0. The Student Trustee advisory vote was affirmative.

9.2 BOARD COMMITTEE ASSIGNMENTS FOR 2018

Dr. Wyse said last month we asked the Board President, Mr. Swendiman, to consider and set up the committee assignments.

Mr. Swendiman read out the 2018 Board Committee Assignments:

Board Policy Committee
- All Trustees
- Chair: Rhonda Nehr
Capital Outlay Committee
- All Trustees
- Chair: Rhonda Nehr

Board Policy Review Subcommittee
- Rhonda Nehr
- Robert Steinacher
- Scott Swendiman
- Chair: Rhonda Nehr

Foundation Subcommittee
- Rayola Pratt

Sabbatical Leave Subcommittee
- Rhonda Nehr
- Kendall Pierson
- Scott Swendiman
- Chair: Kendall Pierson

Audit Subcommittee
- Rhonda Nehr
- Rob Lydon
- Kendall Pierson
- Chair: Rob Lydon

Finance Subcommittee
- Rob Lydon
- Robert Steinacher
- Pat Carr
- Chair: Rob

Scholarship Investment Oversight
- Pat Carr
- Robert Steinacher

STTJCC District Retirement Board
- Rhonda Nehr
- Rayola Pratt

CCCT Board of Directors Nominations Review/Recommendations
- Kendall Pierson
- Rayola Pratt

No action is required; this item is for discussion only.

9.3 CALL FOR NOMINATIONS AND ELECTION OF MEMBERS TO THE CALIFORNIA COMMUNITY COLLEGE TRUSTEES BOARD OF DIRECTORS

Dr. Wyse said every year we receive notice from the CCCT Board about their elections. I suggest that the Board discuss if anyone would like to run.

Mr. Swendiman asked if anyone was interested in running. All Board members confirmed that no one wanted to run in the election.

No action is required; this item is for discussion only.
9.4 **ANNUAL REPORT OF THE SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT RETIREMENT BOARD**

This is a Board that Ms. Nehr and Mrs. Pratt will be on in 2018. This Board looks at the JPA’s investments for the retirement fund. At the end of September, we had about $15 million in assets in the Balanced Fund (50% Fixed Income, 50% Equity). We want to have between 4 – 5% return on our investments, and if we look at the 10-year average rate of return, it is 4.6%, so we are happy with our investments over the long-term.

Mr. Swendiman acknowledged the receipt of this annual report of the Shasta-Tehama-Trinity Joint Community College District Retirement Board.

9.5 **BOARD APPROVAL OF NEW PROGRAM PROPOSAL: BUSINESS – MARKETING AND FINANCE**

Dr. Nigro said we are asking for approval of this new program. It was approved by the Business Advisory Committee and was in the area plan as well.

It was moved by Dr. Lydon and seconded by Mr. Steinacher TO APPROVE THIS PROGRAM AS SUBMITTED. The matter passed 7-0. The Student Trustee advisory vote was affirmative.

9.6 **BOARD APPROVAL OF NEW LOW UNIT CERTIFICATE PROPOSAL: PHLEBOTOMY TECHNICIAN**

Dr. Nigro said that we are asking for approval of this new degree. This is a very short-term degree which only requires 5.5 units. It can be completed in a short semester. Before, we were doing this kind of degree through Community Ed. By converting it to be an academic course, it saves the students a lot expense and we are going to be able to offer some evening classes as well.

It was moved by Mr. Pierson and seconded by Mrs. Pratt TO APPROVE THIS CERTIFICATE AS SUBMITTED. The matter passed 7-0. The Student Trustee advisory vote was affirmative.

9.7 **BOARD APPROVAL OF NEW COURSES**

Dr. Nigro said we are asking for approval for seven new courses – two of the courses are for the phlebotomy certificate, and then there are a couple of additional health and fire courses.

It was moved by Mrs. Pratt and seconded by Mr. Steinacher TO APPROVE THESE COURSES AS SUBMITTED. The matter passed 7-0. The Student Trustee advisory vote was affirmative.

9.8 **PROPOSED FALL 2018 INSTRUCTIONAL DATES FOR 2018-19 ALL DISTRICT CALENDAR**

Dr. Nigro said that AP 4010 – Academic Calendar recommends that we approve the following full academic year calendar at the end of the Fall semester. We have not been able to negotiate the calendar to date. So, we are proposing a calendar for the Fall 2018 semester which includes only the instructional days and the holidays. This will allow us to start building out the schedules.

Dr. Lydon said that we strongly recommend as a Board that this process be expedited and that all parties involved do what it takes to move this forward.
It was moved by Mr. Carr and seconded by Dr. Lydon TO APPROVE THE FALL 2018 INSTRUCTIONAL DATES FOR THE 2018-19 ALL DISTRICT CALENDAR, AS PRESENTED, PENDING NEGOTIATIONS. The matter passed 7-0. The Student Trustee advisory vote was affirmative.

9.9 ESTABLISHMENT OF 2018-19 NON-RESIDENT TUITION FEE

Mr. Rodrigue said that every year we present the non-resident tuition fee to be approved. We have a couple of different options that we can choose from to set this fee. We have decided to stay at the same rate as last year, so we are holding it at the minimum amount allowed.

It was moved by Mr. Carr and seconded by Mr. Steinacher TO APPROVE THAT THE NON-RESIDENT TUITION FEE FOR 2018-2019 REMAINS AT THE RATE OF $234 PER SEMESTER UNIT. The matter passed 7-0. The Student Trustee advisory vote was affirmative.

9.10 APPROVAL/RATIFICATION OF PROJECT ASSIGNMENT AMENDMENTS (BOND PROJECTS)

Mr. Rodrigue said this is one of the several PAAs, you have seen some come through. The supplemental document for the CTE Building project is attached hereto as Exhibit B. The first PAA is for the air conditioning project in the gym. The second PPA is for the CTE building that incorporates advanced manufacturing and some other shared classroom space. Remember, these are estimates, as the architects work through the project, the costs may change.

Mrs. Pratt asked, is there a ceiling price set?

Mr. Rodrigue said that after the project has advanced, we will come back to the Board with bids and at that point we can re-evaluate if we think that the costs are too high.

For the PAA for the CTE building, we had a subcommittee and we looked at all 4 architects and the subcommittee chose Nichols, Melburg & Rosetto.

Mrs. Pratt asked who is the lead architect on this project?

Mr. Rodrigue said that we have been using Wes King from Nichols, Melburg & Rosetto.

It was moved by Dr. Lydon and seconded by Mr. Steinacher TO APPROVE/RATIFY THE PROJECT ASSIGNMENT AMENDMENTS AS PRESENTED.

Mr. Rodrigue said that we should note that the architect chosen for the CTE building is Nichols, Melburg & Rosetto.

The motion was modified. It was moved by Mr. Pierson and seconded by Dr. Lydon TO APPROVE/RATIFY THE PROJECT ASSIGNMENT AMENDMENTS WHICH DESIGNATE NICHOLS, MELBURG & ROSETTO AS THE ARCHITECT FOR THE GYM PROJECT AND THE CTE BUILDING PROJECT. The matter passed 7-0. The Student Trustee advisory vote was affirmative.

9.11 BOARD TRAVEL

Dr. Wyse said we had brought the Board members’ travel to attend the CCLC Effective Trustee Workshop Conference to you in December. Since then, we were able to recruit
Mr. Swendiman, so we are asking that you approve Mr. Swendiman’s travel
It was moved by Dr. Lydon and seconded by Mr. Steinacher TO AUTHORIZE THIS TRAVEL. The matter passed 7-0. The Student Trustee advisory vote was affirmative.

9.12 TECHNICAL ASSISTANT PROVIDER EMPLOYABILITY SKILLS GRANT
Ms. Eva Jimenez, Associate Vice President of Economic Workforce and Development, said that the Chancellor’s Office is allowing us to expand the program teaching soft skills. Last year, we were asked to reach out to 35 colleges. This year, they are asking us to go out to 75 colleges with the goal to go out to all colleges in the next few years.

Mrs. Pratt asked if the skills are specified by industry.

Ms. Jimenez said that there are 10 soft skills such as adaptability, digital fluency, empathy resiliency, customer service, etc. We have met with some industry groups and received some feedback and were able to tailor the curriculum to meet their needs. We did a beta-test here of the tailored curriculum and there were 60 people who took the workshop.

Today the focus is college students. We meet with Orange County and we are working with them to tailor it for high school students. Two weeks ago, I received a call from a school in Oregon, so I have requested to be able to take this curriculum outside of the state.

Mr. Weston asked, will you be hosting more of these beta test?

Ms. Jimenez said that we have turned this entire curriculum into a 3 unit class. If you cannot take the class, then we are also offering 3 one-hour workshops by semester.

It was moved by Mrs. Pratt and seconded by Mr. Pierson TO APPROVE THIS AUGMENT TO AN EXISTING GRANT AND AUTHORIZE THE ACCEPTANCE OF THE FUNDS. The matter passed 7-0. The Student Trustee advisory vote was affirmative.

9.13 INCOME AND EXPENDITURES – CASH BASIS
Mr. Rodrigue said let’s take a look at page 95. The ending cash balance is $888,053 and this is the lowest number that you have seen in a while. This is Fund 11 and 12 together and currently we are serving as the fiscal agent for several funds and we have a lot of grants. The accelerated spend rate of Fund 12 is reflected in this number. Property taxes are $15-16 million of our fund and receive the majority of the tax payment in December and other payments during the year. Another thing driving factor is the shifting of other state funds to different accounts – the timing of these transfers also impacts the cash balance in Funds 11 and 12. We also have already moved some funds to the Capital Outlay funds (last year, we transferred this money later in the year).

Mr. Steinacher said this is a low cash balance.

Mr. Pierson said I think that this is the lowest cash balance that I have seen. A lot of this is timing, is there a risk of going upside down or can this be monitored?

Mr. Rodrigue said that timing is always a challenge with the month by month reporting. We are monitoring the cash balance.

It was moved by Mr. Pierson and seconded by Mr. Steinacher TO APPROVE THE INCOME AND EXPENDITURES – CASH BASIS REPORT FOR THE MONTH OF NOVEMBER 2017. The matter passed 7-0. The Student Trustee advisory vote was affirmative.
9.14 **ANNUAL CERTIFICATION REGARDING WORKERS’ COMPENSATION**

Mr. Rodrigue said that this is the notification that we do have enough assets to cover Worker’s Compensation self-insured claims and have no unfunded liabilities.

Mr. Scott Swendiman, Board President, acknowledged the receipt of this notice.

9.15 **RESOLUTION NO. 2017-18-10 APPROVING LETTER OF UNDERSTANDING FOR SHASTA CASCADE REGIONAL HAZARDOUS MATERIALS TEAM**

Mr. Rodrigue said this is a regional collaborative agreement. We provide training resources and we also pay a fee to be members of this agreement. We are looking for approval of the full agreement.

Mrs. Pratt asked, we offer training resources and pay a fee, what do other members contribute?

Mr. Rodrigue said that the other members provide actual response services to hazardous situations. When Mr. Dave Freeman retired, we lost our capacity to provide response services, but they agreed to let us stay in this agreement because we can provide the training facilities.

It was moved by Mr. Steinacher and seconded by Dr. Lydon TO ADOPT RESOLUTION NO. 2017-18-10 APPROVING THE LETTER OF UNDERSTANDING FOR THE SHASTA CASCADE REGIONAL HAZARDOUS MATERIALS TEAM. The matter passed 7-0. The Student Trustee advisory vote was affirmative.

10. **ANNOUNCEMENTS**

10.1 **FUTURE REGULAR BOARD MEETING DATES**

Mr. Swendiman announced the future regular Board Meeting dates as:

- February 7, 2018 *(in lieu of February 14, 2018)*
- March 14, 2018
- April 11, 2018

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

Mr. Swendiman asked if there were any comments from the individual members of the Board.

Dr. Lydon said that I will not be able to attend the February 7th meeting due to a conflict with a professional development activity.

Mr. Pierson said that I will not be able to attend the February 7th meeting either.

Mrs. Pratt said that she is happy to see Ms. Jimenez back at the meetings and that she is looking great.

12. **COMMENTS FROM THE AUDIENCE**

Mr. Swendiman asked if there were any comments from the audience. There were no comments.
13. **RECESS TO CLOSED SESSION**

Mr. Swendiman recessed the meeting to Closed Session at 8:53 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

14. **RECONVENE IN OPEN SESSION**

Mr. Swendiman reconvened the meeting in Open Session at 9:24 p.m. and said with respect to all Closed Session items, there is nothing to report.

15. **ADJOURN**

It was moved by Ms. Nehr and seconded by Mrs. Pratt TO ADJOURN THE MEETING. The vote was 7-0 in favor of adjournment.

Board President Scott Swendiman adjourned the meeting at 9:25 p.m.

Respectfully submitted,

Andree Blanchier
Recorder
Exhibit A

Governor’s Budget Proposal

Two BIG items

• New Funding Formula ($175 Million).
• California Online College ($100 million one-time, $20 million ongoing)

Funding Formula Proposal

- Base Grant (50% of funding)
  Based on enrollment using a per full-time equivalent student (FTES) funding rate, similar to the current general apportionment calculation

- Supplemental Grant (25% of funding)
  Based on the number of low-income students defined as those who receive a College Promise Grant (formerly Board of Governors) fee waiver or Pell Grant

- Student Success Incentive Grant (25% of funding)
  Based on the number of degrees and certificates granted and the number of students completing them in three years or less, with additional funds for each Associate Degree for Transfer granted

Other Elements of Funding Formula Proposal

- Incorporate the goals for the Vision for Success within each college Educational Master Plan and align with college budget
- Provision to hold each District harmless to the 2017-18 funding level in 2018-19
- Conversation about consolidating categorical programs
Online College Focus
• Vocational training
• Career advancement opportunities
• Credentialing for careers in child development
• Service sector
• Advanced manufacturing
• Healthcare, in-home supportive services, and other areas
• Target working adults that are not currently accessing higher education

Other Budget Items
• $161.2 million increase to fund the estimated 2.51% statutory cost-of-living adjustment (COLA). In a normal year this would be approximately $967,000 to Shasta College
• $60 million increase to fund 1% growth
• $275.2 million in one-time funds for deferred maintenance, instructional equipment. This represents $1.6 million to Shasta College
• $46 million to support the implementation of the California College Promise program. This is potentially $275,000 to Shasta College.
• $44.9 million in Proposition 51 bond funds for 5 new and 15 continuing facilities projects

More Budget Items
• $32.9 million to consolidate the Full-Time Student Success Grant and the Completion Grant programs
• $20 million in one-time funds for the Innovation Awards program for grants focused on enhancing equity
• $7.3 million to fund the 2.51% COLA for Disabled Student Programs and Services, Extended Opportunity Programs and Services, California Work Opportunity and Responsibility to Kids (CalWORKs), and Child Care Tax Bailout programs
• $20.5 million COLA for ABE plus $5 million for data collection
• $2 million for the Chancellor’s Office to fill vacant positions and further support the local colleges in improving student success

Caution for Upcoming Years
• Enrollment is down this year
• Significant unknowns about funding formula impact
• Need to be attentive to potential downturns in the economy
BOARD AGENDA SUPPLEMENT
BOARD AGENDA ITEM NO. 9.10
JANUARY 22, 2018

BACKGROUND

The Project Assignment Amendments to the Architect Master Agreement were requested of the pre-qualified pool of Architectural firms for the Career Technical Education (CTE) Building Project.

STATUS

Four proposals were received and evaluated by a committee comprised largely of members of the Facilities Committee representing facilities, instruction, student services and technology. The committee recommends that Nichols, Melburg and Rossetto be selected for this project.

RECOMMENDATION

The Superintendent/President recommends that the Project Assignment Amendment be approved as presented.
PROJECT ASSIGNMENT AMENDMENT
EXHIBIT A TO
AGREEMENT FOR ON-GOING ARCHITECTURAL SERVICES

This Project Assignment Amendment ("PAA") is entered by and between Shasta-Tehama-Trinity Joint Community College District and Nichols, Melburg & Rossetto ("Architect") as of January 8, 2018.

Whereas, the District entered into a written Agreement entitled Agreement for On-Going Architectural Services ("Agreement") generally establishing terms and conditions for the Architect’s design professional services for Projects assigned by the District to the Architect.

Whereas, this PAA sets forth the specific terms and conditions applicable to the District assignment of the Assigned Project to the Architect for completion of design professional services.

NOW THEREFORE, the District and Architect and agree as follows:

1. Assigned Project Description. The Assigned Project is described as follows: CTE Building and Covered Storage.

2. Assigned Project Construction Budget. The Construction Budget for the Assigned Project is Three Million, Three Hundred and Twenty Thousand and 00/100 Dollars ($3,320,000.00). Breakdown is: ($2,870,000.00 Classroom Building) ($450,000.00 Covered Storage).

3. Assigned Project Basic Services and Design Disciplines. The Basic Services for the Assigned Project and the Design Disciplines/Design Consultant services included within the Basic Services are:

<table>
<thead>
<tr>
<th>Basic Services Phases</th>
<th>Design Disciplines Design Consultants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Design (Programming)</td>
<td>Structural</td>
</tr>
<tr>
<td>Preliminary Plans</td>
<td>Mechanical</td>
</tr>
<tr>
<td>Working Drawings</td>
<td>Plumbing</td>
</tr>
<tr>
<td>Bidding</td>
<td>Electrical</td>
</tr>
<tr>
<td>Construction</td>
<td></td>
</tr>
<tr>
<td>Post-Construction</td>
<td></td>
</tr>
</tbody>
</table>

4. Assigned Project Schedule. The Architect’s Completion of Basic Services for the Assigned Project shall be in accordance with the following:

<table>
<thead>
<tr>
<th>Basic Services Phases</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Design (Programming)</td>
<td>February 2018</td>
</tr>
<tr>
<td>Preliminary Plans</td>
<td>March – April 2018</td>
</tr>
<tr>
<td>Working Drawings</td>
<td>May – October 2018</td>
</tr>
<tr>
<td>Bidding</td>
<td>November – December 2018</td>
</tr>
<tr>
<td>Construction</td>
<td>January – July 2019</td>
</tr>
<tr>
<td>Post-Construction</td>
<td>August 2019</td>
</tr>
</tbody>
</table>
5. **Assigned Project Contract Price.** The Contract Price for completion of the Assigned Project Basic Services is **$240,700** (7-1/4% of construction cost). The Contract Price is allocated to the Basic Services Phases as follows:

<table>
<thead>
<tr>
<th>Basic Services Phases</th>
<th>Contract Price Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Design (Programming)</td>
<td>15%</td>
</tr>
<tr>
<td>Preliminary Plans</td>
<td>35%</td>
</tr>
<tr>
<td>Working Drawings</td>
<td>25%</td>
</tr>
<tr>
<td>Bidding</td>
<td>5%</td>
</tr>
<tr>
<td>Construction</td>
<td>18%</td>
</tr>
<tr>
<td>Post-Construction</td>
<td>2%</td>
</tr>
</tbody>
</table>

6. **Design Consultants.** Design Consultants to the Architect for the design disciplines required for the Assigned Project are as set forth in the Architect’s RFQ Response, except: Civil, Landscape, and Telecommunications services will be provided if accepted by District as additional services based on the following percentages of the project construction cost:

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Fee as Percentage of Construction Cost</th>
<th>Fee in Dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil</td>
<td>7/8%</td>
<td>$29,050</td>
</tr>
<tr>
<td>Telecommunications</td>
<td>3/8%</td>
<td>$12,450</td>
</tr>
<tr>
<td>Landscape</td>
<td>1/8%</td>
<td>$4,150</td>
</tr>
</tbody>
</table>

7. **Agreement Terms.** All terms of the Agreement are incorporated herein and applicable to the Assigned Project, except as modified by the terms of this PAA.

The District and Architect have executed this PAA as of the date set forth above.

"District"
SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT

By: _______________________________
Morris Rodrigue
Title: V.P. Administrative Services

"Architect"
NICHOLS, MELBURG & ROSSETTO

By: _______________________________
Wesley King
Title: Principal