MEETINGS OF THE BOARD OF TRUSTEES

Wednesday
July 8, 2015

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ad Hoc Committee on the Regular Review of Board Policy Meeting</td>
<td>6:15 PM</td>
</tr>
<tr>
<td>Regular Meeting</td>
<td>7:00 PM</td>
</tr>
</tbody>
</table>

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

MISSION STATEMENT

Shasta College provides a diverse student population open access to educational programs and learning opportunities, thereby contributing to the social, cultural, 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 support student learning and personal growth.

SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
MEETING OF THE GOVERNING BOARD’S AD HOC COMMITTEE
ON THE REGULAR REVIEW OF BOARD POLICY
SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
11555 OLD OREGON TRAIL, BUILDING 100, BOARD ROOM
REDDING, CALIFORNIA

WEDNESDAY, JULY 8, 2015
6:15 P.M.

AGENDA

1. CALL TO ORDER

2. ROLL CALL

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

4. REVIEW OF ADMINISTRATIVE PROCEDURE
   The following Administrative Procedure is being presented for second review at the regular meeting of the Governing Board being held on July 8, 2015. The full text of this Administrative Procedure can be found in Item 9.2 of the regular Board meeting agenda.
   - AP 5520  Student Discipline (*Revised*)

5. DISCUSSION OF BOARD POLICIES
   The following Board Policies (attached) are to be reviewed and discussed by the Ad Hoc Committee on the Regular Review of Board Policy:
   - BP 2345  Public Participation at Board Meetings (*Revised*)
   - BP 2430  Delegation of Authority to the Superintendent/President (*Revised*)
   - BP 2715  Code of Ethics/Standards of Practice (*Revised*)

6. COMMENTS FROM THE AUDIENCE

7. ADJOURN
Public Participation at Board Meetings

Reference: Education Code Section 72121.5; Government Code Sections 54954.3 and 54957.5

The Board shall provide opportunities for members of the general public to participate in the business of the Board.

Members of the public may bring matters directly related to the business of the District to the attention of the Board in one of two ways:

1. There will be a time at each regularly scheduled board meeting for the general public to discuss items not on the agenda. Members wishing to present such items shall submit a Speaker Card at the beginning of the meeting to the President of the Board that summarizes the item, and the member may provide his or her name and organizational affiliation, if any. No action may be taken by the Board on such items.

2. Members of the public may place items which directly relate to the business of the District on the prepared agenda in accordance with Board Policy 2340 titled Agendas. A written summary of the item must be submitted to the office of the Superintendent/President no later than 12:00 noon the Wednesday two weeks prior to the regularly scheduled Board meeting. If Thursday and Friday are holidays, the items shall be submitted by 4:00 p.m. the previous Tuesday. The summary must be signed by the initiator, contain the initiator’s residence or business address, and the initiator’s organizational affiliation, if any.

Members of the public also may submit written communications to the Board on items on the agenda and/or speak to agenda items at the Board meeting. Written communication regarding items on the Board’s agenda should reach the office of the Superintendent/President not later than five (5) working days prior to the meeting at which the matter concerned is to be before the Board. All such written communications shall be dated and signed by the author, and shall contain the residence or business address of the author and the author’s organizational affiliation, if any. Members wishing to speak to an item on the agenda shall submit a Speaker Card at the beginning of the meeting to the President of the Board that indicates the agenda item number, and the member may provide his or her name and organizational affiliation, if any.

Please note that members of the public speaking to items on the agenda or not on the agenda are not required to provide their name or address as a condition of speaking. If requested, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

Claims for damages are not considered communications to the Board under this rule, but shall be submitted to the District.

See Administrative Procedure 2345

Board Approved 4/09/03
Public Participation at Board Meetings

Reviewed by the Ad Hoc Committee on Policy 8/08/07
Revisions Submitted by President's Office 2/03/15
Cabinet 1st Reading 2/03/15
Cabinet 2nd Reading 2/10/15
College Council 1st Reading 4/21/15
College Council 2nd Reading 5/05/15
Reviewed by the Ad Hoc Committee on Policy 7/08/15
Delegation of Authority to the Superintendent/President  

**BP 2430**

Reference: *Education Code Sections 70902(d) and 72400; Accreditation Standard IV ACCJC Accreditation Standards IV.B.5, IV.C.12 and IV.D.1*

The Board delegates to the Superintendent/President the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action. The Board delegates authority to the Superintendent/President to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and board policies and administrative procedures have been followed, "Subject to confirmation by the Board."

The Superintendent/President may delegate any powers and duties entrusted to him or her by the Board, including the administration of colleges and centers, but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The Superintendent/President is empowered to reasonably interpret board policy. In situations where there is no board policy direction, the Superintendent/President shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Superintendent/President to inform the Board of such action and to recommend written board policy if one is required.

The Superintendent/President is expected to perform the duties contained in the Superintendent/President job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the Board in consultation with the Superintendent/President.

The Superintendent/President shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

The Superintendent/President shall make available any information or give any report requested by the Board as a whole. Individual trustee requests for information shall be met if, in the opinion of the Superintendent/President, they are not unduly burdensome or disruptive to District operations. Information provided to any trustee shall be available to all trustees. The Superintendent/President shall and provide any pertinent supporting information as to the reasons which constituted the administrative decision or recommendation.

The Superintendent/President shall act as the professional advisor to the Board in policy formation.

**Administrative Leeway in Absence of Board Policy**

When situations arise which require either a governing board or an administrative decision, and there is in existence no specific District College policy to guide the Superintendent/President, the Superintendent/President shall be authorized to act in conformance with the intent of other adopted policies and actions or practices of the past. He or she shall report such actions to the governing board and shall recommend where appropriate, the development of written policies to cover such situations.
Delegation of Authority to the Superintendent/President BP 2430

Board Approved 4/11/01
Board Approved Revisions 6/11/03
Reviewed by the Board Ad Hoc Committee on Policy 8/8/07
Reviewed by the Board Ad Hoc Committee on Policy 11/14/07
Board Approved Revisions 6/11/08
Revisions Submitted By President's Office 1/06/15
Cabinet 1st Reading 1/06/15
Cabinet 2nd Reading 1/12/15
College Council 1st Reading 1/27/15
College Council 2nd Reading 2/17/15
Reviewed by the Ad Hoc Committee on Policy 2/18/15
Board 1st Reading 2/18/15
Board 2nd Reading 4/15/15
Reviewed by the Ad Hoc Committee on Policy 7/08/15
Code of Ethics/Standards of Practice

Reference: Accreditation Standard IV ACCJC Accreditation Standard IV.C.11

The following standards of excellent performance, which have been adopted by the Board of Trustees, establish a norm for trustee performance. Excellence of Board of Trustee functioning is seen as an integral component of the striving for institutional excellence.

Each member of the Board of Trustees will:

1. In all decisions, hold the educational welfare of the students of the District as his/her primary concern. Communicate the Board's interest in and respect for student accomplishments.

2. Ensure the District maintains equality of opportunity for all students regardless of race, creed, sex, religion, age, physical ability or national origin.

3. As an agent of the public -- entrusted with public funds -- protect, advance and promote the interest of all citizens. Maintain independent judgment unbiased by private interest, partisan political groups, or in any other way.

4. Welcome and encourage the active involvement of students, employees, and citizens of the District with respect to establishing policy on current college District operation and proposed future developments, and consider their views in any deliberations and decisions as a Board Member.

5. Through establishment of policies and appointment of administrative personnel, uphold, implement, and enforce all laws and codes applying to the District.

6. Act as a positive change agent through legal and ethical procedures.

7. Recognize and actively communicate that authority rests only with the Board in a legally constituted meeting, not with individual members.

8. Attend and participate in all meetings insofar as possible, having prepared for discussion and decision by studying all agenda materials. Devote adequate time to Board work.

9. Conduct all District business in open public meetings, unless, in the judgment of the Board and only for those purposes permitted by law, it is more appropriate to hold a closed session. Ensure public input into Board deliberations, adhering to the law and spirit of the open meeting laws and regulations.

10. Maintain confidentiality of all Board discussions held in closed session.

11. Avoid any situation that may constitute a conflict of interest or perception of conflict of interest. Inform the entire Board or the Board President when a matter under consideration might involve or appear to involve such a conflict.

12. Enhance his/her ability to function effectively as a Trustee through devotion of time to be informed about the District, study contemporary educational issues, as well as attendance at professional workshops and conferences on the duties and responsibilities of Trustees.
13. Promote and maintain good relations with fellow Board Members by:
   a) Recognizing the importance of keeping an open mind and promoting the opportunity
to think through other facts and points of view which may be presented at the
   legally constituted session of the Board.
   b) Respecting the opinions of others and abiding by the principle of majority rule.
   c) Respectfully working with other Board members in the spirit of harmony and coopera-
tion. Giving each Board member courteous consideration of his/her opinion.

14. Promote a healthy working relationship with the Superintendent/President and his or
her staff by:
   a) Appointing and nurturing an excellent Superintendent/President and supporting his
or her administrative recommendations by maintaining a climate of "no surprises."
   b) Supporting the District personnel in the appropriate performance of their duties and
ensuring that they have the requisite responsibility and necessary authority to per-
form effectively.
   c) Refer complaints and criticisms through the appropriate channels as previously
agreed upon by the Superintendent and the Board.

15. Be an advocate of the District in the community by encouraging support for and in-
terest in Shasta College.

Violations of the Code of Ethics/Standards of Practice

All Governing Board members are expected to maintain the highest standards of conduct and
ethical behavior and to adhere to the Board’s Code of Ethics. The Governing Board will be pre-
pared to investigate the factual basis behind any charge or complaint of Board member miscon-
duct. A Board member may be subject to a resolution of censure by the Governing Board
should it be determined that Board member misconduct has occurred. Censure is an official
expression of disapproval passed by the Governing Board.

1. The CEO Superintendent/President and Board Chair President are authorized to consult
with legal counsel when they become aware of or are informed about there being actual or
perceived violations of pertinent laws and regulations including, but not limited to,
conflicts of interest, open and public meetings, confidentiality of closed session infor-
amation, and use of public resources.

2. Violations of the Code of Ethics will be addressed by the Chair of the Board President,
who will first discuss the actual or perceived violation with the Board member Trustee to
reach a resolution. If resolution is not achieved and further action is deemed necessary,
the Chair Board President may appoint an ad hoc committee composed of two Board
members not subject to the complaint to investigate the matter and recommend further
courses of action to the Board. Sanctions will be determined by the Board officers (or
committee) and may include a recommendation to the Board to censure the Trustee.
In a manner deemed appropriate by the ad hoc committee, a fact-finding process shall
Code of Ethics/Standards of Practice

be initiated and completed within a reasonable period of time to determine the validity of the complaint. The ad hoc committee shall be guided in its inquiry by the standards set forth in the Code of Ethics as defined in Board Policy. The Board member subject to the charge of misconduct shall not be precluded from presenting information to the ad hoc committee. The ad hoc committee shall, within a reasonable period of time, make a report of its findings to the Governing Board for action.

3. If the Chair/Board President is perceived as violating the code, the Board Vice President/Chair or other concerned Board Members are responsible to discuss the perceived violation of the with the Board President/Chair. Further action may be taken if deemed necessary to achieve resolution.

Board Approved 4/09/03
Reviewed by the Board Ad Hoc Committee on Policy 9/12/07
Reviewed by the Board Ad Hoc Committee on Policy 11/14/07
Board Approved Revisions 6/11/08
Revisions Submitted By President’s Office 1/06/15
Cabinet 1st Reading 1/06/15
Cabinet 2nd Reading 1/12/15
College Council 1st Reading 1/27/15
College Council 2nd Reading 2/17/15
Reviewed by the Ad Hoc Committee on Policy 2/18/15
Board 1st Reading 2/18/15
Board 2nd Reading 4/15/15
Reviewed by the Ad Hoc Committee on Policy 7/08/15
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 8, 2015
7:00 P.M.
AGENDA

General Matters

1. CALL TO ORDER .......................................................... 1
2. ROLL CALL ................................................................. 1
3. FLAG SALUTE ............................................................. 1
4. INTRODUCTION OF SPECIAL GUESTS .............................. 1

Public Comment and Reports

5. CALL FOR REQUESTS FROM THE AUDIENCE TO SPEAK TO ANY ITEM .......... 1
   ON THE AGENDA

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, comments should be limited to from 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 web site versus being sent a hard copy. According to District policy, "The public has access to the agenda through the college internet site, by requesting a paper copy, and by viewing a copy 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/309.aspx
- Phone: (530) 242-7510 / Fax: (530) 225-4994 / Email: tmarkword@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.
6. REPORTS

6.1 Faculty Association ................................................................. 2
6.2 Academic Senate ........................................................................ 2
6.3 Classified Employees' Association .......................................... 2
6.4 Student Senate ........................................................................... 2
6.5 Board Members ......................................................................... 2
6.6 Superintendent/President ....................................................... 2
6.7 Shasta College Foundation Quarterly Report ....................... 2
6.8 Instruction .................................................................................... 2
6.9 Student Services ........................................................................ 2
6.10 Administrative Services ........................................................ 5
  ▪ Lease Revenue Bonds Expenditures ......................................... 6
  ▪ Report of Budget to Actuals ....................................................... 7

7. APPROVAL OF MINUTES

7.1 Minutes of the Board's Special Meeting held June 2, 2015 ........ 8
7.2 Minutes of the Board's Regular Meeting held June 10, 2015 ... 12

8. CONSENT/ACTION AGENDA

8.1 Personnel Items – Administrative/Confidential Staff .............. 34
8.2 Personnel Items – Employment – Academic Staff ................ 40
8.3 Personnel Items – Employment – Classified Staff ................ 45
8.4 Donations ...................................................................................... 55
8.5 Staff Travel ................................................................................... 58
8.6 Field Trips .................................................................................... 59
8.7 Ratification of Contracts and Agreements ............................... 69
9. **DISCUSSION/ACTION AGENDA**

9.1 Strategic Plan 2015-2018 for the Shasta-Tehama-Trinity Joint Community College District ........................................... 71

9.2 Authorization to Continue Agreement with Shasta College Foundation ...... 82

9.3 Second Reading of Revised or New Board Policies/Administrative Procedures .......... 83

9.4 Approval to Participate in State Baccalaureate Degree Pilot Program - Health Information Management .......... 99

9.5 2015-2016 Catalog for the Shasta-Tehama-Trinity Joint Community College District ...... 100

**Grants**

9.6 Grant Proposal – Shasta College Natural Resource Restoration Crews ............ 101

9.7 Grant Proposal – NEW Scholarships ........................................................ 104

**Agreements/Contracts**

9.8 Athletic Training Coverage Agreement with Shasta Orthopaedics & Sports Medicine .......... 107

9.9 Personal Services Agreement with Frederick David, M.D................................. 112

9.10 Resolution to enter into Agreement with California Department of Forestry and Fire Protection (No. 2015-16-01) .......... 115

**Other Business**

9.11 Income and Expenditures – Cash Basis ................................................... 139

9.12 Authorization to Award Contract for Dental Hygiene Chairs, Equipment and Installation Project .......... 142

9.13 Donation of Shasta College Dental Hygiene Chairs .................................. 143

9.14 Authorization to Reissue Payroll Check .................................................... 144

9.15 Authorization to Dispose of Surplus Property ............................................. 145

9.16 Authorization to Hold Surplus Property Sale ............................................. 146

9.17 Recycling of District Electronic Property .................................................. 147
10. ANNOUNCEMENTS

10.1 Future Regular Board Meeting Dates
- August 19, 2015 (in lieu of August 12, 2015)
- September 9, 2015
- October 14, 2015

10.2 Other Meeting Dates
- August 22, 2015 (Board Retreat, HSUC – Room 8114)

11. COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD

12. COMMENTS FROM THE AUDIENCE

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

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

13.2 California Government Code Section 3549.1:
COLLECTIVE BARGAINING SESSION

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

14. RECONVENE IN OPEN SESSION

15. ADJOURN
TO: BOARD OF TRUSTEES  DATE: 7/08/2015
FROM: Dr. Joe Wyse, Superintendent/President  ITEM NO.: 6.10
INITIATOR: Morris Rodrigue, Vice President of Administrative Services
SUBJECT: ADMINISTRATIVE SERVICES REPORT

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

- Lease Revenue Bonds Expenditures
- Budget to Actuals – Funds 11 and 12 Combined (General and Categorical Funds) year-to-date through May 31, 2015

RECOMMENDATION
No action is required.
<table>
<thead>
<tr>
<th>Projects</th>
<th>Account # Reference</th>
<th>Budget</th>
<th>Expenses</th>
<th>Balance of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest YTD</td>
<td></td>
<td>107,130</td>
<td>107,130</td>
<td>107,130</td>
</tr>
<tr>
<td><strong>Completed Projects</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shasta Central Plant HVAC Ugrades</td>
<td>7102-620000</td>
<td>1,713,668</td>
<td>4,015 $1,684,854</td>
<td>24,799 $1,713,668</td>
</tr>
<tr>
<td>Shasta Central Plant Lighting Ugrades</td>
<td>7102-620000</td>
<td>55,157</td>
<td></td>
<td>55,157</td>
</tr>
<tr>
<td>Shasta Central Plant Water Heaters</td>
<td>7102-620000</td>
<td>12,987</td>
<td></td>
<td>12,987</td>
</tr>
<tr>
<td>Theatre Remodel</td>
<td>71008-620000</td>
<td>500,000</td>
<td>14,828 354 $472,206</td>
<td>7,812 $501,000</td>
</tr>
<tr>
<td>Football Stadium Pedestrian Walkway</td>
<td>71018-612000</td>
<td>164,079</td>
<td>1,363 2,035 $160,677</td>
<td></td>
</tr>
<tr>
<td>Football Stadium Loud Speaker System</td>
<td>71018-640000</td>
<td>8,641</td>
<td></td>
<td>8,641</td>
</tr>
<tr>
<td>Pool Mechanical Room Roof</td>
<td>71056-620000</td>
<td>184,518</td>
<td></td>
<td>184,518</td>
</tr>
<tr>
<td>Gym Bleachers Refurbishing</td>
<td>71002-620000</td>
<td>207,096</td>
<td>2,695 $205,631</td>
<td>770 $207,096</td>
</tr>
<tr>
<td>Gym Floor Refinishing</td>
<td>71002-620000</td>
<td>33,335</td>
<td></td>
<td>33,335</td>
</tr>
<tr>
<td>Stadium Booth Repairs</td>
<td>71002-620000</td>
<td>9,129</td>
<td></td>
<td>9,129</td>
</tr>
<tr>
<td>Stadium Lighting</td>
<td>71002-620100</td>
<td>8,733</td>
<td>110 $8,623</td>
<td></td>
</tr>
<tr>
<td>Gym Room 1904 Tech Update</td>
<td>71002-620000</td>
<td>1,682</td>
<td></td>
<td>1,682</td>
</tr>
<tr>
<td>Gym HVAC</td>
<td>71002-620000</td>
<td>6,055</td>
<td></td>
<td>6,055</td>
</tr>
<tr>
<td>Gym Locker Room Remodel</td>
<td>71002-620000</td>
<td>59,490</td>
<td></td>
<td>59,490</td>
</tr>
<tr>
<td>Sewer Pond Lift Station</td>
<td>71038-640000</td>
<td>47,634</td>
<td></td>
<td>47,634</td>
</tr>
<tr>
<td>ADA Building Access</td>
<td>71039-620000</td>
<td>45,753</td>
<td></td>
<td>45,753</td>
</tr>
<tr>
<td>ADA Site Access</td>
<td>71039-612000</td>
<td>109,859</td>
<td>35,213 3,328 $62,825</td>
<td>4,493 $109,859</td>
</tr>
<tr>
<td>Gas Line Replacement</td>
<td>71058-612000</td>
<td>146,711</td>
<td>36,702</td>
<td>146,711</td>
</tr>
<tr>
<td>Welding Building Project</td>
<td>71066-620000</td>
<td>263,764</td>
<td>36,581 5,848 $221,091</td>
<td>244 $263,764</td>
</tr>
<tr>
<td>4000 Bldg. Insulation</td>
<td>71091-620000</td>
<td>17,650</td>
<td></td>
<td>17,650</td>
</tr>
<tr>
<td>Pool Deck Repairs</td>
<td>71002-612002</td>
<td>8,274</td>
<td>1,128 7,146</td>
<td></td>
</tr>
<tr>
<td>Gym Locker Room</td>
<td>71002-650000</td>
<td>3,425</td>
<td></td>
<td>3,425</td>
</tr>
<tr>
<td>Library Carpet</td>
<td>71008-620000</td>
<td>30,000</td>
<td></td>
<td>30,000</td>
</tr>
<tr>
<td>Emergency Lock Down, Push Button Conversion</td>
<td>71089-620000</td>
<td>60,297</td>
<td></td>
<td>60,297</td>
</tr>
<tr>
<td>Rat Abatement/Soffit</td>
<td>71084-570000</td>
<td>62,610</td>
<td>4,608 350 $57,452</td>
<td></td>
</tr>
<tr>
<td>Amphitheater Deck</td>
<td>71080-612000</td>
<td>18,630</td>
<td></td>
<td>18,630</td>
</tr>
<tr>
<td><strong>Open Projects</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADA Site/Building Access</td>
<td>71039-620000</td>
<td>14,617</td>
<td></td>
<td>14,617</td>
</tr>
<tr>
<td>Contingency</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2009A/B Lease Revenue Bonds</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projects</td>
<td>Account # Reference</td>
<td>Budget</td>
<td>Expenses</td>
<td>Balance of Budget</td>
</tr>
<tr>
<td>----------</td>
<td>---------------------</td>
<td>--------</td>
<td>----------</td>
<td>------------------</td>
</tr>
<tr>
<td>Bond Issuance Costs</td>
<td></td>
<td>133,054</td>
<td>133,054</td>
<td>133,054</td>
</tr>
<tr>
<td>Transfer to General Fund for LRC Reimb.</td>
<td></td>
<td>3,871,736</td>
<td></td>
<td>3,871,736</td>
</tr>
<tr>
<td>Interfund Transfers (Principal Payment)</td>
<td></td>
<td>460,121</td>
<td></td>
<td>460,121</td>
</tr>
<tr>
<td>Solar Field</td>
<td>71050-612000</td>
<td>7,224,283</td>
<td>50,320 25,960 $7,104,036</td>
<td>43,760 $7,224,283</td>
</tr>
<tr>
<td>Campus Area Irrigation</td>
<td>71096-620000</td>
<td>51,550</td>
<td>51,550</td>
<td></td>
</tr>
<tr>
<td><strong>Open Projects</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Line Replacement</td>
<td>71068-612000</td>
<td>729,745</td>
<td>246,515</td>
<td>246,515 $483,230</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Prepared by Deb Pariseau
June 2015

<table>
<thead>
<tr>
<th></th>
<th>2013/2014 Expenditures</th>
<th>% of Budget</th>
<th>2014/2015 Expenditures</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Instructional</td>
<td>8,678,759</td>
<td>99.63%</td>
<td>8,914,164</td>
<td>98.13%</td>
</tr>
<tr>
<td>Academic Administrators</td>
<td>2,086,603</td>
<td>88.29%</td>
<td>2,120,089</td>
<td>83.76%</td>
</tr>
<tr>
<td>Academic Non Instructional Contract</td>
<td>2,007,743</td>
<td>100.78%</td>
<td>2,000,841</td>
<td>99.97%</td>
</tr>
<tr>
<td>Instructional Hourly</td>
<td>3,796,223</td>
<td>85.41%</td>
<td>3,806,326</td>
<td>100.48%</td>
</tr>
<tr>
<td>Non Instructional Hourly</td>
<td>285,218</td>
<td>66.33%</td>
<td>474,155</td>
<td>72.64%</td>
</tr>
<tr>
<td>Classified Contract</td>
<td>5,501,906</td>
<td>87.02%</td>
<td>5,572,477</td>
<td>83.34%</td>
</tr>
<tr>
<td>Instructional Aides Contract</td>
<td>532,858</td>
<td>86.87%</td>
<td>509,448</td>
<td>89.09%</td>
</tr>
<tr>
<td>Classified Management</td>
<td>1,538,326</td>
<td>86.31%</td>
<td>1,844,146</td>
<td>93.34%</td>
</tr>
<tr>
<td>Non Instructional Hourly</td>
<td>915,678</td>
<td>98.31%</td>
<td>802,279</td>
<td>120.80%</td>
</tr>
<tr>
<td>Instructional Aides Hourly</td>
<td>112,624</td>
<td>80.46%</td>
<td>204,052</td>
<td>88.08%</td>
</tr>
<tr>
<td>Student Hourly</td>
<td>307,388</td>
<td>73.38%</td>
<td>402,864</td>
<td>86.11%</td>
</tr>
<tr>
<td>Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STRS</td>
<td>1,225,864</td>
<td>85.44%</td>
<td>1,352,428</td>
<td>86.97%</td>
</tr>
<tr>
<td>PERS</td>
<td>915,296</td>
<td>86.59%</td>
<td>954,425</td>
<td>84.23%</td>
</tr>
<tr>
<td>Social Security and Medicare</td>
<td>953,306</td>
<td>92.44%</td>
<td>990,607</td>
<td>93.61%</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>3,219,654</td>
<td>79.57%</td>
<td>3,215,956</td>
<td>81.96%</td>
</tr>
<tr>
<td>Unemployment Insurance</td>
<td>39,099</td>
<td>41.04%</td>
<td>45,989</td>
<td>66.14%</td>
</tr>
<tr>
<td>Workers' Comp Insurance</td>
<td>723,676</td>
<td>67.51%</td>
<td>680,230</td>
<td>87.96%</td>
</tr>
<tr>
<td>Other Employee Benefit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retirees Health Benefits</td>
<td>2,726,650</td>
<td>92.23%</td>
<td>2,805,454</td>
<td>103.29%</td>
</tr>
<tr>
<td>Supplies</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructional</td>
<td>421,556</td>
<td>94.01%</td>
<td>553,292</td>
<td>90.21%</td>
</tr>
<tr>
<td>Non Instructional</td>
<td>899,522</td>
<td>74.06%</td>
<td>916,642</td>
<td>74.06%</td>
</tr>
<tr>
<td>Insurance</td>
<td>426,645</td>
<td>91.06%</td>
<td>414,900</td>
<td>97.75%</td>
</tr>
<tr>
<td>Building and Copier Leases</td>
<td>304,069</td>
<td>75.45%</td>
<td>162,555</td>
<td>108.86%</td>
</tr>
<tr>
<td>Repairs</td>
<td>247,256</td>
<td>82.15%</td>
<td>319,247</td>
<td>86.12%</td>
</tr>
<tr>
<td>Utilities / Telephone</td>
<td>869,737</td>
<td>74.75%</td>
<td>829,096</td>
<td>80.21%</td>
</tr>
<tr>
<td>Service Fees / Other Charges</td>
<td>1,310,726</td>
<td>71.26%</td>
<td>2,601,454</td>
<td>37.99%</td>
</tr>
<tr>
<td>Software Licenses</td>
<td>611,827</td>
<td>89.92%</td>
<td>601,700</td>
<td>93.70%</td>
</tr>
<tr>
<td>Other Operating Costs</td>
<td>1,054,670</td>
<td>57.27%</td>
<td>1,532,709</td>
<td>78.97%</td>
</tr>
<tr>
<td>(Advertising, Printing, Staff Development, Audits, Dues, Election, Postage, etc.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Outlay</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library Books</td>
<td>81,347</td>
<td>99.60%</td>
<td>94,398</td>
<td>92.90%</td>
</tr>
<tr>
<td>Equipment</td>
<td>698,109</td>
<td>78.57%</td>
<td>1,092,151</td>
<td>65.76%</td>
</tr>
<tr>
<td>Debt Retirement</td>
<td>107,181</td>
<td>99.98%</td>
<td>107,181</td>
<td>99.98%</td>
</tr>
<tr>
<td>Student Aid</td>
<td>557,315</td>
<td>93.88%</td>
<td>517,540</td>
<td>88.30%</td>
</tr>
<tr>
<td>Interfund Transfers</td>
<td>1,467,641</td>
<td>99.02%</td>
<td>571,526</td>
<td>93.88%</td>
</tr>
<tr>
<td></td>
<td><strong>44,624,498</strong></td>
<td><strong>87.32%</strong></td>
<td><strong>47,090,820</strong></td>
<td><strong>83.69%</strong></td>
</tr>
</tbody>
</table>
TO: BOARD OF TRUSTEES
FROM: Dr. Joe Wyse, Superintendent/President
INITIATOR:
SUBJECT: MINUTES OF THE BOARD’S SPECIAL MEETING HELD JUNE 2, 2015

DATE: 7/08/2015
ITEM NO.: 7.1

BACKGROUND
The unapproved minutes of the Board’s special meeting held June 2, 2015 are attached.

RECOMMENDATION
The Superintendent/President recommends the Board approve the minutes, as submitted.
SPECIAL MEETING OF THE BOARD OF TRUSTEES
OF THE SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
TUESDAY, JUNE 2, 2015

MINUTES

The Board of Trustees of the Shasta-Tehama-Trinity Joint Community College District held a special meeting on Tuesday, June 2, 2015 in room 8114 at the Shasta College Health Sciences and University Center located at 1400 Market Street, Redding, California.

1. CALL TO ORDER

   The meeting was called to order by Mr. Robert Steinacher, Board President, at 5:03 p.m.

2. ROLL CALL

   Roll Call indicated the following:

   Trustees Present
   Dr. Rob Lydon
   Mr. Duane Miller
   Ms. Rhonda Nehr
   Mr. Kendall Pierson
   Mrs. Rayola Pratt
   Mr. Robert Steinacher
   Mr. Scott Swendiman

   Trustees Absent
   Student Trustee

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

   Mr. Steinacher asked if there were any requests from the audience to speak to any item on the agenda. There were no requests.

4. GRANT AWARD – CAREER PATHWAYS TRUST ($5.593 MILLION)

   Ms. Amy Schutter, Director of Grant Development, said the reason we brought this grant award acceptance back to the Board this time is the Board approved this when our old procedure was to get approval for the grant application and then a separate acceptance of the grant award. We’re following through with that even though the procedure has changed now. This grant is one you approved previously. The Career Pathways Trust Grant will provide for career pathways programs between participating high schools and community colleges that lead to a degree or certification. It will focus on the health sector and manufacturing and product development. A lot of the funds are going to the high schools and for equipment. We’re keeping the people doing the programs going. Mr. Pierson asked, regarding the equipment in the high schools, is this going to work in tandem with innovation? Ms. Schutter replied it will. Part of it is dual enrollment. We do have in the budget ITV expansion in Trinity County for increased access. Mr. Pierson said good work. Mr. Steinacher said it’s exciting.

   It was moved by Mr. Kendall Pierson and seconded by Dr. Rob Lydon TO ACCEPT THE CAREER PATHWAYS TRUST GRANT AWARD. The matter passed 7-0.

5. AUTHORIZATION TO AWARD CONTRACT FOR FOAM ROOF RESURFACING, BUILDINGS 100, 2100 AND 2200 PROJECT

   Mr. George Estrada, Director of Physical Plant, said the present project has gone through the preapproval process we have every year for construction projects. We are allowed to go out for quotes to groups for projects up to $186,000. I advertised this project to the group that this project applies to. I didn’t have roofing contractors that applied for preapproval, only general contractors. Five general contractors were advertised to, and two
general contractors came out to quote. One quote came in at $99,744 and the other came in at $164,000. The one at $164,000 did not have the warranty applied. The one for $99,744 did. I met with the subcontractor and product provider and made sure we looked at a roofing product providing a 10-year warranty. I approved all that, and I think this is a good deal. The expense for this project is tied into scheduled maintenance money. Mr. Steinacher asked what kind of roofs are they? Mr. Estrada replied they are foam and acrylic spray on over foam. They are just putting on the acrylic. Mr. Steinacher asked who is the subcontractor? Mr. Estrada replied Harbert Roofing, not Rocky Evans Roofing. They had another product they wanted added in as an alternate. The alternate bid was $164,000. Harbert Roofing is with Gifford Construction. Mr. Steinacher said Fransden includes Rocky Evans Roofing. Mr. Estrada said you may hear he has an issue with the scope of work as he didn’t get the bid. That’s why I had the man come in with the contract to verify that the warranty will apply. It’s a good product.

Mr. Estrada shared a large spreadsheet of projects scheduled for the summer. He said he will send it to the Board electronically. There are lots of projects, but the majority of them will be completed by our staff. This gives you a sense of what we really do. Mr. Steinacher asked do we have a grasp on the bats? Mr. Estrada replied there are five phases, and we are ready for phase 4. This is done incrementally. There are bat houses out in two different areas. We can house up to 6,000 bats. We’ve displaced about 3,500 of them to date. We are only allowed a small window in which to abate them. There are two more phases. Most of the bats are centered about our 2400, 2500 and 2600 compound. From the upper part of campus, we are pushing them down the way. We know we need them for insect control. Mr. Steinacher asked, have some moved in? Mr. Estrada said we haven’t checked for the last three months. The bat houses have been here over a year, but we still get bats in the buildings, so they’re still around. Mr. Pierson asked are there particular parts of the buildings the bats have an affinity for? Mr. Estrada replied they like the eaves where woodpeckers peck holes. Mr. Miller asked is there a batologist reporting on what they do? Mr. Estrada replied we use the abatement group. We had a study completed, and contacted the state of California, who gave us guidelines. We followed those guidelines. Mr. Miller said maybe we should teach it at the college. Mr. Estrada said the phasing was important.

It was moved by Mr. Scott Swendiman and seconded by Dr. Rob Lydon TO AUTHORIZE DISTRICT ADMINISTRATION TO AWARD THE CONTRACT TO GIFFORD CONSTRUCTION FOR THE FOAM ROOF RESURFACING, BUILDINGS 100, 2100 AND 2200 PROJECT. The matter passed 7-0.

6. RECESS TO CLOSED SESSION

Mr. Steinacher recessed the meeting to Closed Session at 5:11 p.m. regarding:

6.1 California Government Code Section 54957:
PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT AND PERFORMANCE EVALUATION
Title: Superintendent/President

6.2 California Government Code Section 54957.6:
CONFERENCE WITH LABOR NEGOTIATOR
Agency negotiator: Board President
Unrepresented employee: Superintendent/President
7. RECONVENE IN OPEN SESSION
   Mr. Steinacher reconvened the meeting in open session at 6:41 p.m. and said with respect to Items 6.1 and 6.2, there is nothing to report.

8. COMMENTS FROM THE AUDIENCE
   Mr. Steinacher asked if there were any comments from the audience. There were no comments.

9. ADJOURN
   It was moved by Mr. Duane Miller and seconded by Dr. Rob Lydon TO ADJOURN THE MEETING. The vote was 7-0 in favor of adjournment.

   Board President Robert Steinacher adjourned the meeting at 6:42 p.m.

   Respectfully submitted,

   Theresa Markword
   Recorder
SHASTA-TEHAMA-TRINITY
JOINT COMMUNITY COLLEGE DISTRICT
11555 Old Oregon Trail
P.O. Box 496006, Redding, CA 96049-6006

<table>
<thead>
<tr>
<th>TO:</th>
<th>BOARD OF TRUSTEES</th>
<th>DATE:</th>
<th>7/08/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM:</td>
<td>Dr. Joe Wyse,</td>
<td>ITEM NO.:</td>
<td>7.2</td>
</tr>
<tr>
<td></td>
<td>Superintendent/President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INITIATOR:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SUBJECT: MINUTES OF THE BOARD'S REGULAR MEETING HELD JUNE 10, 2015

BACKGROUND
The unapproved minutes of the Board's regular meeting held June 10, 2015 are attached.

RECOMMENDATION
The Superintendent/President recommends the Board approve the minutes, as submitted.
MEETING OF THE BOARD OF TRUSTEES
OF THE SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
WEDNESDAY, JUNE 10, 2015

MINUTES

The Board of Trustees of the Shasta-Tehama-Trinity Joint Community College District met in regular session on Wednesday, June 10, 2015, 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. Robert Steinacher, Board President, at 7:00 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>Student Trustee</td>
</tr>
<tr>
<td>Mr. Duane Miller</td>
<td></td>
</tr>
<tr>
<td>Ms. Rhonda Nehr</td>
<td></td>
</tr>
<tr>
<td>Mr. Kendall Pierson</td>
<td></td>
</tr>
<tr>
<td>Mrs. Rayola Pratt</td>
<td></td>
</tr>
<tr>
<td>Mr. Robert Steinacher</td>
<td></td>
</tr>
<tr>
<td>Mr. Scott Swendiman</td>
<td></td>
</tr>
</tbody>
</table>

3. FLAG SALUTE
   Dr. Rob Lydon led the flag salute.

4. INTRODUCTION OF SPECIAL GUESTS
   Superintendent/President Dr. Joe Wyse said we have a special guest here tonight, but we’ll wait until his presentation for the introduction.

5. CALL FOR REQUESTS FROM THE AUDIENCE TO SPEAK TO ANY ITEM ON THE AGENDA
   Mr. Steinacher asked if there were any requests from the audience to speak to any item on the agenda. The following individuals asked to speak to Item 8.1:
   - Dr. Kevin O’Rorke
   - Mrs. Rayola Pratt
   - Dr. Tim Johnston

6. REPORTS

6.1 FACULTY ASSOCIATION REPORT
   Mr. Anthony Eckhardt, Faculty Association President, greeted the Board and said I have no report at this time.

6.2 ACADEMIC SENATE REPORT
   Mr. Robb Lightfoot, Academic Senate President, was unable to attend the Board meeting.
6.3 **CLASSIFIED EMPLOYEES' ASSOCIATION REPORT**

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

There is not a whole lot going on. We’re enjoying our 4-10 schedule as usual thanks to the District continuing that support. Everyone gets a lot of enjoyment out of that. We’re working on negotiations with the District, and it seems to be going pretty good. We had a good session yesterday. I felt good about it. That’s all I have.

6.4 **STUDENT SENATE REPORT**

There was no one present to represent Student Senate.

6.5 **BOARD MEMBER REPORTS**

Mr. Steinacher asked if there were any Board Member reports. There were none.

6.6 **SUPERINTENDENT/PRESIDENT’S REPORT**

Dr. Wyse said I hate to break the string; this could be the fastest Board meeting ever. I have a couple of quick things. Robb Lightfoot did let us know he is out of state and will not be able to get back in time. He is looking forward to serving next year as Academic Senate President.

Briefly, summer enrollment is up compared to last summer by about 5%. This is an encouraging trend. Mr. Pierson asked do classes start on Monday? I thought I heard that on the radio. Dr. Wyse said our electronic sign says Monday. We’re doing some radio ads to help boost enrollment. It seems to be working. Hopefully, it will be a continuing trend.

What a great commencement ceremony we had a couple of weeks back. I’m always fearful about trying to figure out how to make it better from year to year. We had a great speaker, and have received a lot of good feedback. Plus, we had the big screen this year. It will be up to Kevin [O'Rorke] and his staff to figure out how to top it next year. Mr. Pierson said I’d like to comment that it seemed much more organized than in the past. It seems to have gotten better and better. Mrs. Pratt said we finally learned how to do it. This is my 16th commencement, and we’ve had a lot of speakers, but we’ve never had people yell to the speaker from the grandstands and say good job, or shake his hand on the way out. People were, and if he had stopped, they would have mobbed him. People were so pleased with him. He really hit a home run. He was truly amazing. Dr. Wyse said that’s what’s going to be hard to top.

Our play/musical we do each year is coming up in July. This year we’re presenting Guys & Dolls, so watch for the dates on that.

Work continues on the BA in Health Information Management. There is a team of about four heading to Sacramento for a convening by the Chancellor’s Office of all of the participating schools to work on various issues. Title 5 changes will be needed to accommodate this level of education at community colleges. We’ll be involved in that as one of the 15 pilot program colleges.

At the Board’s special meeting, we got to celebrate the $5.6 million Career Pathways Trust Grant which is a great partnership with high schools in 12 counties. We have a great team put together to implement that grant.
6.7 INSTRUCTION REPORT
Ms. Meridith Randall, Vice President of Instruction, said I have just a few things. As Joe [Wyse] mentioned, we start summer school on Monday. We've had very few course cancellations, which is a good sign. Our online classes are particularly strong. We've added sections to accommodate that. 40 instructors so far are moving to our new online system, Canvas. We'll be ready to go for fall. We hope to have all the instructors move to Canvas by next spring. We're still hiring some faculty. There are a few more coming in. Hopefully by the end of summer, we'll have 10 to 11 new full-time faculty. That's really good.

6.8 STUDENT SERVICES REPORT
Dr. Kevin O’Rorke, Vice President of Student Services, said I have no report tonight.

6.9 ADMINISTRATIVE SERVICES REPORT
Mr. Morris Rodrigue, Vice President of Administrative Services, said I will try to make it quick.

Lease Revenue Bonds Expenditures

Mr. Rodrigue said the only action on this report revolves around the water line replacement project you've taken a look at in different board agendas. Only the line showing $94,080 near the bottom is a little higher than it was last time (it was around $85,000 or so). By the end of summer this account will probably be gone as we work through that project.

Report of Budget to Actuals

Mr. Rodrigue said the number at the top - 83.33% - is our target at this time of year. This time last year we were at 80.12%. Our current number is 76.33%. We've talked about this at our last couple of meetings. The line item throwing off this figure is the Service Fees/Other Charges because we're the fiscal agent for a large grant and we have not distributed all the funds yet. We just sent contracts out for the remaining 40%, and we will start distributing that out. My projection when we take that factor out puts us at higher than last year, somewhere between 80% and 83%. It wouldn't surprise me if we were above 82% but less than 83%.

7. APPROVAL OF MINUTES

7.1 MINUTES OF THE BOARD’S REGULAR MEETING HELD MAY 13, 2015
Mrs. Pratt said I have two corrections to the minutes. In the last paragraph on page 22, Elin Glassee should read Elin Klassee. Her last name begins with a K. On the next page in the second paragraph, the phrase “seven of our five children...” should read “five of our seven children...”

It was moved by Mr. Kendall Pierson and seconded by Dr. Rob Lydon TO APPROVE THE MINUTES OF THE BOARD’S REGULAR MEETING HELD MAY 13, 2015 AS CORRECTED. The matter passed 7-0.

8. CONSENT/ACTION AGENDA

Dr. Wyse said a few people wanted to comment on Item 8.1, and then I will introduce the item.

Dr. Kevin O’Rorke said Myra Urbanski is a Staff Secretary in TRIO/SSS, and is really the rock in that program. She will be greatly missed. She did a lot of great things with stu-
dents, and worked really hard. We appreciate her efforts, and wish her well. With Rosie Gilbert-Ahrens, it’s hard to measure the effect she had on students at the Tehama Campus, particularly in the Puente Program. We will miss her, too, and wish her well in her retirement.

Mrs. Pratt said she met Rosie in connection with the Shasta College Foundation. Her husband is on the Foundation board. I was often invited to the little events and parties celebrated in Tehama. She is really a fun, nice person and she threw the best parties. I think Rosie made a really professional impression on students and other people. She is nice, committed, and sensitive, but strong. I really enjoyed her and probably still will.

Dr. Tim Johnston said I worked with Rosie the most closely; she is simply one of the best. Students felt cared for, listened to, and understood, and her colleagues felt the same way. We will miss her and wish her the best in her retirement.

Dr. Wyse said I’d like to add my thanks to their service as well. This is really one of those mixed feelings, where it’s sad to see them go, but they’re ready for the next phase of their lives.

I have two notes regarding corrections or changes. On page 75, there is a title wrong in the middle of that item. Dean Mike Mari’s title should read Athletic Director (not Athletic Trainer). The other change is on page 60 at the bottom. We’ve received a request from CSEA to pull the first two Range 35 substitute items for Paul Burwick, and have him only sub in the Range 40 position. There has been a 60 day vacancy in that position, and they have requested we not sub past 60 days. We are pulling just the first two listings under Short-Term, Hourly Employees. Otherwise, I recommend approval of the consent agenda.

It was moved by Mr. Kendall Pierson and seconded by Mr. Duane Miller TO APPROVE THE CONSENT/ACTION AGENDA as corrected. The matter passed 7-0.

[After the motion passed] Dr. Lydon said he’d like to address Item 8.6. There is a $5,000 price tag listed for a pig. How did they come up with that number? I know the values of pigs, being in the veterinary field. Dr. Wyse said when we thank the donor we inform them that they are liable for any tax implications. The donor is setting the value. If they get audited, they have to justify it. It doesn’t come back on us. Dr. Lydon asked if they say that, can they get a tax break on it? I know the values of pigs; it had better walk on water. Dr. Wyse said the donor is liable for the value estimate. Dr. Lydon replied that’s not in our stewardship then. I would have a very hard time with that.

9. **DISCUSSION/ACTION AGENDA**

Mr. Robert Steinacher announced that to accommodate a special guest presentation, Item 9.12 is being moved prior to Item 9.1.

9.1 **GOVERNING BOARD’S SELF-EVALUATION**

Dr. Wyse said two Trustees [Mr. Duane Miller and Mrs. Rayola Pratt] were appointed to the Ad Hoc Committee on the Governing Board’s Self-Evaluation. When the results are completed, we plan to go over them on August 22 at the Board Retreat. Mrs. Pratt said we have two self-evaluation documents. In the policy and procedure there is one document. We added the individual self-evaluation document for approval. That extra document was not in the procedures. Mr. Miller and Mrs. Pratt said the recommendation from the Ad Hoc Committee is to make no changes to the documents or process.
9.2 **APPROVAL OF SUPERINTENDENT/PRESIDENT’S EMPLOYMENT CONTRACT**

Ms. Laura Cyphers Benson said as you know, as of June 30, the Superintendent/President’s employment contract will expire. We brought to you a request to negotiate this, and this is what was developed. I am asking the Board for approval to renew the Superintendent/President’s employment contract. Mrs. Pratt said thank you for the assistance, Laura [Benson].

It was moved by Mr. Kendall Pierson and seconded by Dr. Rob Lydon TO APPROVE THE SUPERINTENDENT/PRESIDENT’S EMPLOYMENT CONTRACT AS PRESENTED. The matter passed 7-0.

9.3 **CONTRACT CHANGES FOR ADMINISTRATIVE AND CONFIDENTIAL EMPLOYEES**

Dr. Wyse said you can see before you my recommendation of putting what was a one-time, one year compensation amount for administrative and confidential employees on the salary schedule to keep salaries flat. This permanently adds that one-time compensation amount to the salary schedule. The District will add the percentage required to whatever the State funds for COLA to total 2.285% in order to make this permanent. This will be effective July 1 for administrative and confidential employees.

It was moved by Mr. Duane Miller and seconded by Ms. Rhonda Nehr TO APPROVE THE CONTRACT CHANGES FOR THE DISTRICT’S NON-BARGAINING UNIT EMPLOYEES AS PRESENTED. The matter passed 7-0.

9.4 **RECOMMENDATION TO SET ALTERNATE BOARD MEETING DATE**

Dr. Wyse said there is one regular Board meeting date we would like to change. We realized it falls on Veterans Day, November 11. To make sure we honor our veterans and the holiday for the District, we are recommending holding the November regular meeting one week later, on November 18. It’s still a week before Thanksgiving. Mrs. Pratt asked what about moving it up a week? Dr. Wyse replied that’s a very short timeframe to prepare an agenda. Mr. Swendiman said I won’t be able to be there.

It was moved by Dr. Rob Lydon and seconded by Mr. Scott Swendiman TO SET THE ALTERNATE BOARD MEETING DATE TO NOVEMBER 18, 2015 (in lieu of November 11, 2015). The matter passed 7-0.

9.5 **FIRST READING OF REVISED OR NEW BOARD POLICIES/ADMINISTRATIVE PROCEDURES**

Dr. Wyse said we are planning an Ad Hoc Committee on the Regular Review of Board Policy meeting prior to our next Board meeting where we will go over this procedure. It’s presented tonight for information only at this point.

9.6 **GRANT PROPOSALS (RENEWALS ) – DEPUTY SECTOR NAVIGATOR (ADVANCED MANUFACTURING; AGRICULTURE, WATER & ENVIRONMENTAL TECHNOLOGY; AND SMALL BUSINESS)**

Ms. Randall said these are just renewals of three grants we have for three Deputy Sector Navigators. Mrs. Pratt asked do we know what manufacturing we have? Is this our second or third year of the grant? Ms. Randall replied this one would be the second year. We got this one a little later. Mrs. Pratt asked have we started looking at this to determine what is the progress? Ms. Randall said advanced manufacturing is also a big part of the pathways grant we got. Both are going to work together. We do have connections with several of the businesses in town like Knauf and Sierra Pacific Industries. This currently is
in place. We will start some of the programs this coming fall. Mrs. Pratt asked what programs? Ms. Randall said it's called Advanced Manufacturing. We have a certificate in place, and I believe we have a degree. Mrs. Pratt asked is it transferrable? Ms. Randall replied it's not a degree for transfer. Mrs. Pratt asked what about the Agriculture, Water & Environmental Technology grant? Do you have a report on that? Ms. Randall said these grants are to work with the whole region and to do work with our faculty. Dr. Wyse said there are nine counties represented. Ms. Randall said I don’t know specifically. For this particular grant, we've had a lot of trouble hiring a Deputy Sector Navigator. We had one who left, and another was just confirmed. She's getting up to speed on agriculture at this point. I don’t think that one's made as much progress. Small Business took over from a previous grant we had. We are continuing with a lot of work with soft skills in the region. We help with curriculum and a lot of the grant funding helps faculty at different colleges get paid to create the curriculum. If you'd like a full report at the next meeting I could get one for you. Mrs. Pratt said it will be fun to see how we're doing with this. All we know is what's in a little paragraph. It will be fun to see what the real meat is. Mr. Pierson said some work is being done with Sierra Pacific Industries on the advanced manufacturing side in evaluating needs, logic controllers, and some of the more modern things to make sure we're current and up to speed with what's being used out in the field. Our folks in the fabrication shop are pretty happy. Mrs. Pratt said it's really interesting to hear what you had to say. I had no idea what we really are doing. Mr. Pierson said some of the technology moves so fast, that unless there's a good liaison you end up teaching things that are obsolete. It's unfortunate if that happens. Ms. Randall said it's a good question. Since we're getting state funding, there should be some outcomes. At the end of last year they gave me a binder on what each grant had done. I'll try to condense it and report on this next time.

It was moved by Dr. Rob Lydon and seconded by Mr. Kendall Pierson TO APPROVE THESE GRANT PROPOSALS AND AUTHORIZE ACCEPTANCE OF THE GRANT AWARDS. The matter passed 7-0.

9.7 SOONCHUNHYANG UNIVERSITY STUDENT EXCHANGE AGREEMENT

Dr. Kevin O'Rourke said since 2007, almost 60 of our students have been hosted in South Korea. For the first time, four South Korean students are coming this way for a three-week program. Mrs. Pratt asked do you mean Shasta College students or American students? Dr. O'Rourke replied Shasta College students, and they've been hosted in South Korea since 2007. Dr. Wyse added this agreement is for hosting a group of their students for three weeks. They're really happy about it.

It was moved by Mr. Kendall Pierson and seconded by Mr. Duane Miller TO RATIFY THE SOONCHUNHYANG UNIVERSITY STUDENT EXCHANGE MEMORANDUM OF AGREEMENT AS PRESENTED. The matter passed 7-0.

9.8 FACILITIES MASTER PLAN CONSULTANT AGREEMENT AMENDMENT

Mr. Rodrigue said last year you received Phase I of the Facilities Master Plan. We handed it out, and now we're going into Phase 2. Essentially, we're mapping out our facilities and what the inside of our facilities might look like. That's the primary purpose of the architect in this phase. We need to develop that component especially if there is a potential bond measure. Mrs. Pratt asked, does this tie in with facilities planning? Mr. Rodrigue replied yes. This is the second phase which takes place after the first phase. We're consulting with an architect. Dr. Wyse said if you recall, the other proposals we got for just the first phase were more than the total amount for multiple phases with our current architect. Mr. Rodrigue said the highest proposal came in at $185,000, and the others were $75,000 to
$80,000. Dr. Wyse said we are very pleased to work with this architect. Mr. Estrada agreed. Mr. Rodrigue added it's been a pleasure, and has been extremely helpful. We run to his office, and he runs to ours. We have a very good working relationship on this. He does listen to what we have to say. Mr. Pierson asked who is actually doing the work? Mr. Rodrigue replied Wes King.

It was moved by Mr. Kendall Pierson and seconded by Dr. Rob Lydon TO AUTHORIZE DISTRICT ADMINISTRATION TO AMEND THE AGREEMENT FOR ARCHITECTURAL SERVICES WITH NICHOLS, MELBURG AND ROSSETTO, INC. AS PRESENTED. The matter passed 7-0.

9.9 ADOPTION OF AMENDMENT TO THE SECTION 125 FLEXIBLE SPENDING AND DEPENDENT FLEXIBLE SPENDING ACCOUNTS (RESOLUTION NO. 2014-15-20)

Mr. Rodrigue said we learned something new here. In order to have a Section 125 plan, we have to have this plan which we've had for a long time. We're amending it based on the recommendations of our current Section 125 plan provider. They helped us with this. We would like approval for this amendment. Mrs. Pratt said I have a question about Exhibits A and B. I'm guessing Exhibit A is the Summary Plan Description on page 125, and Exhibit B is the Flexible Spending Plan on page 143. Is that the way these exhibits work? Mr. Rodrigue replied yes, that's correct.

It was moved by Ms. Rhonda Nehr and seconded by Mr. Scott Swendiman TO APPROVE THE AMENDMENT DOCUMENTS FOR THE FLEXIBLE SPENDING AND DEPENDENT FLEXIBLE SPENDING ACCOUNTS AS PRESENTED AND ADOPT RESOLUTION NO. 2014-15-20. The matter passed 7-0.

9.10 AUTHORIZATION TO RENEW AGREEMENT WITH SHASTA HEAD START CHILD DEVELOPMENT, INC. (RESOLUTION NO. 2014-15-21)

Mr. Rodrigue said we've had a long time agreement with Shasta Head Start to house a facility here. We basically went in and updated that agreement because we had to renew it and set a timeline. We are asking you to authorize renewal of the contract with the included revisions.

It was moved by Mrs. Rayola Pratt and seconded by Dr. Rob Lydon TO AUTHORIZE DISTRICT ADMINISTRATION TO RENEW THE AGREEMENT WITH SHASTA HEAD START CHILD DEVELOPMENT, INC. AS PRESENTED AND ADOPT RESOLUTION NO. 2014-15-21. The matter passed 7-0.

9.11 AGREEMENT FOR SPECIAL SERVICES

Mr. Rodrigue said this agreement is for one of our legal firms. It's a contract to maintain our relationship with that firm.

It was moved by Mr. Kendall Pierson and seconded by Dr. Rob Lydon TO RATIFY THE AGREEMENT FOR SPECIAL SERVICES WITH ATKINSON, ANDELSON, LOYA, RUUD & ROMO, A PROFESSIONAL LAW CORPORATION, AS PRESENTED. The matter passed 7-0.

9.12 AGREEMENT TO PARTNER WITH SELF-INSURED SCHOOLS OF CALIFORNIA FOR MEDICAL BENEFITS

Moved prior to Item 9.1

Ms. Laura Cyphers Benson said one of the things I have the pleasure of doing is representing Shasta College at our schools insurance group, STSIG, which handles our medical, dental and vision insurance through this JPA of which we are a member. I'm pleased
to introduce Executive Director Brooks Rice who I’ve worked with for almost two years now, and it’s been a pleasure. One of the things I enjoy is he’s so far ahead in thinking creatively, which is something we really need in medical health right now. He’s an out-of-the-box thinker, and is very creative. He will talk tonight about requesting your approval on the agreement being presented.

Mr. Rice greeted the Board, and said right now we’re looking at moving to the Self-Insured Schools of California (SISC). They are a JPA just like ourselves located in Bakersfield. They have the largest benefits pool in the country. Our goal is to use them to get to Anthem. Right now we go direct to Anthem. We want to attach to them and then to Anthem. This will allow us to get the lowest administrative rates in the state of California for Anthem. Because they have the largest benefits pool, they have the negotiating power to get the administrative rates down. Right now, we do not go direct to Delta; we go to a JPA and then to Delta for the same exact reason. How will this affect the members? They will not know we are partnering with SISC. It saves about 20% on the fees we pay Anthem to rent their network. We spend about $1 million per year, and we’ll see about 20% saved, so the savings will be in the $200,000 range. We’ll also be able to join the SISC stop loss pool. Right now we self-fund our stop loss pool. This will cut out the 20% margin we pay the insurance company. When you look at that it allows us to set our stop loss at a lower amount. Right now we’re at $175,000, but it will drop to $150,000 and we’ll still pay about the same amount. It allows us to save about $500,000 per year. When you add it up, we’re looking at $500,000 to $1 million savings on the administrative piece alone. There will be nothing different; it’s the same network. The plans change somewhat. Members will choose plans from SISC, but there are 85 different offerings. Our health benefits committee is sifting through the 85 offerings so we can pick which ones are best for us and rate those within the JPA. We are keeping our own risk, and not going inside them. We’re trying to get a lower administrative rate.

Mr. Rodrigue said one of the reasons we invited Mr. Rice here tonight is we didn’t want any confusion with it looking like Shasta College is becoming part of SISC. We’re part of STSIG, but that pool of folks is latching on to SISC to get the better rates. Mr. Rice said it’s already been done with dental, and we have something similar with the workmen’s compensation pool just for administrative cost savings. Mrs. Pratt asked do the unions have to agree with this as well? Mr. Rice replied not necessarily agree. Mr. Reeves was in the meeting today so they can have their voice in what plans we offer. Mr. Swendiman said is there a potential downside? It sounds like an easy decision. Mr. Rice said the only downside is that right now we can tweak the plan any way we want. This is set standard of what plans are offered. We have to accept that. What I will say is one-third of the school districts in California are already with SISC. They are already that large. That’s one-third of community colleges and K-12 schools. These are plans that typical schools are seeing already. Mr. Swendiman asked does our JPA go there, or do we just latch on? Mr. Rice said we pay them an administrative rate and it’s cheaper to get to the same network. It’s all economy of scale. Mr. Pierson asked with ACA are the plans we offer considered grandfathered plans? Is that in flux? Mr. Rice replied it’s not grandfathered. If we grandfather, there are certain rules to follow that become cumbersome. Being self-funded, that’s not something we want to do. The only thing about ACA is the 2018 Cadillac Tax. Everyone will feel that. We’re all looking at that going down the barrel. Our plans can’t be too rich. ACA is forcing us into a box where we can’t have too little or too much coverage.
What we’re asking you to do is become a member of their JPA. Again, we’re not going inside them; we will just be attached to them. As a JPA we become a member to get the services at less cost. Dr. Wyse said I can see it helping to keep costs down for a little while.

It was moved by Mr. Kendall Pierson and seconded by Dr. Rob Lydon TO AUTHORIZE DISTRICT ADMINISTRATION TO ENTER INTO AN AGREEMENT TO PARTNER WITH SISC AS PRESENTED. The matter passed 7-0.

9.13 ADOPTION OF 2015-2016 TENTATIVE BUDGET

Mr. Rodrigue said tonight we’ll be looking at the tentative budget. In June of each year we present the tentative budget, and in September we present the final budget once we know the final information with the passage of the state budget. A large part of the dollars are based on what the Governor proposes. Mr. Rodrigue provided a Powerpoint presentation [attached hereto as Exhibit A].

Slide 1
Mr. Rodrigue said we are not in a position for growth, so that doesn’t affect us. COLA dropped from 1.58% to 1.02%. Mrs. Pratt asked on what does the Governor base that figure? Mr. Rodrigue replied statutory COLA has certain parameters that revolve around inflation. The number is not determined by the Governor, but what funds it is determined by the Governor. The Basic Allocation helps us out with the operational increases that have occurred over the past number of years where we were not funded, and also the STRS mandate is really adding a big chunk to the budget next year. For the CDCP rate, some non-credit classes are sequenced. Those classes, if approved, will have funding increased from 80% FTES credit to the full funding amount at the same level as a credit course. Mrs. Pratt asked does that have anything to do with the movement of that class last semester? Mr. Rodrigue replied these are non-credit classes, and some are held downtown. Dr. Wyse said this is for the ESL sequence for very beginning English. It will add $2 million in ongoing funding should it stay in.

Slide 2
We’re working out the parameters of this one. Essentially, the faculty obligation number requires us to employ a minimum number of full-time faculty. That number will rise quicker because of this money. How it is eventually applied, we’re not 100% sure. Part of the $450,000 might go into hiring full-time faculty if we’re not at a high enough level in our faculty obligation number.

Slide 3
The $626 million noted today might be dropping a little bit. This is a one-time mandated reimbursement for a block grant, so this is one-time money. We will talk about this again later. Our portion would be $3.5 to $3.7 million. Based on what we heard today, it may be closer to the $3.5 million. This is one-time money, but we don’t know what will happen in 2016-2017. Will they give it again? Proposition 98 spending could force it, but it could be given in a different way. It could be that Proposition 98 spending goes down, and this would be an easy cut because it’s one time dollars. It’s a dicey area of our budget, and the most nerve wracking. Mrs. Pratt said wouldn’t Proposition 98 have some sort of priority on that money? Mr. Rodrigue said yes, that’s why we’re getting this, but how we get it could be completely different. Instructional equipment money counts for Proposition 98 spending, but it has to be spent on equipment. Dr. Wyse said this relates to the $5 million innovation award we just received. $23 million went to community colleges for the innovation awards, so that’s being counted as Proposition 98 money. But, they thought of it after-
wards, not before. This is just an example of how they can change things around.
Mr. Rodrigue said what it boils down to is the money is really in flux. I think the Governor is waiting out Proposition 30. The easiest cut to make is money they only gave once for last year, even if there is no reduction in funding. They may give it the year after, but what about the third year when Proposition 30 expires? If there is not enough income, Proposition 30 is approximately 7% of state dollars. It’s easy money for them to pull out.
$500,000 will be allocated to the water loop project, and $300,000 to other projects.

Slide 4
No discussion.

Slide 5
With the Proposition 39 funding we’ve gotten this year and last year, we’re putting the rest of it toward the Tehama solar array. For Basic Skills, this is a possible grant program for that. We’re not sure of the effect for Shasta College.

Slide 6
For challenges we are looking at STRS in particular. It’s guaranteed to go up. Five years from now we’ll be paying double what we’re paying now. Part of the reason for the Basic Allocation increase is to offset the STRS increases, which are pretty significant. For the Retiree Health Benefits, we’re trying to make sure we’re still funding those areas. Declining enrollment is a major challenge. The last two bullets are our biggest concerns because we can’t plan for those. $3.5 million, or about 8% of our budget, centers around one-time dollars that could go away.

Slide 7
General Fund Income, estimated at $43.8 million, includes $3.5 million in one-time funding. If the $3.5 million goes away, the income figure will drop down to $40.3 million.

Slide 8
General Fund Expenditures are estimated at $43,558,544.

Slide 9
As Joe [Wyse] pointed out, this is the first time you’re seeing a number with a surplus that we’re projecting at this slice in time. Keep in mind that from here to when you are presented the final budget in September, the only thing that is guaranteed is that it will be different. We still have the final budget to pass, and we’re still looking at salary changes and those types of things not included in these figures that could happen between now and September. The great news is that last year we brought you either a $1.8 million or $1.5 million negative at this time. This year, we’re not at a negative at this time with the two caveats just mentioned.

Mr. Pierson said there are a lot of articles written about a couple of things. One is Proposition 98 and what is and is not included regarding preschool and how people are fighting over the pie. The other is the way the revenues for the state are much higher than expected, and how so much of it is from capital gains which are hard to predict. That’s like trying to predict the stock market. The one-time funding as you stressed is a real advantage in the current period, but there’s no guarantee of that at all. It puts you in a tough spot for planning. Mr. Rodrigue said if enrollment wasn’t down it wouldn’t make us as nervous, but when you combine lower enrollment with one-time funding, it’s a pretty significant chunk of funding. That means being cautious and recognizing ways to cut back when 83% or 84% of our budget is salaries, and those types of things. Mr. Pierson asked have you considered using the one-time funds to pay our long-term obligations, such as Retiree
Benefits for the STRS and PERS obligations? Mr. Rodrigue said we always take a look at it when we can. But taking a look at it when we’re sitting in a balanced position right now wouldn’t suggest shifting. You’ll see later on in the agenda about putting part of our fund balance into capital outlay. Certainly if we get to the end of next year and we have the opportunity to do something like that again, we’ll put money elsewhere—into the trust or in capital outlay—to be ready. We’ve had a lot of Lease Revenue Bond projects over the years, but that’s running out. Either capital outlay or the trust are good locations for one-time money. We’ll look at this again at the end of the year, but by getting through the year and seeing what pans out, we’ll be following our cautious stance. Mr. Pierson said I’m very confident in the work you do on the budget and am pleased that scrutiny applies. However, I’m not very confident in Sacramento. Dr. Lydon said I have two concerns. We have declining enrollment numbers, and a number of people asked why is enrollment dropping and what are the specific enrollment areas? Is it across the board, or does it relate to types of programs? Will we be addressing this at some point in a future Board meeting, or is this a good time to bring it up and ask the question now? Mr. Rodrigue said for enrollment, there is speculation on different reasons enrollment is down, from the declining number of students in the high schools, to different changes in law that occurred related to financial aid. Also, any time there is an uptick in employment we always have less students. It’s always a natural down cycle, but it’s exacerbated with other things happening. We have folks working together on enrollment management. Academics and Student Services are working in tandem on these types of things. Dr. O’Rorke said I’m happy to present our Enrollment Management Plan at a future meeting.

It was moved by Mr. Kendall Pierson and seconded by Mr. Duane Miller TO ADOPT THE TENTATIVE BUDGET FOR 2015-2016 AS PRESENTED. The matter passed 7-0.

9.14 INCOME AND EXPENDITURES – CASH BASIS

Mr. Rodrigue said this is the report we bring to you that shows our ending cash balance. We’re doing well in terms of that. We recommend you approve the report.

It was moved by Mr. Scott Swenidman and seconded by Mrs. Rayola Pratt TO APPROVE THE INCOME AND EXPENDITURES – CASH BASIS REPORT AS PRESENTED. The matter passed 7-0.

9.15 APPROVAL OF ADDITIONAL REVISIONS TO STUDENT FEE SCHEDULE

Ms. Randall said there are actually two changes to some optional fees. One is explained by the legislature allowing for a higher student representation fee, which is still optional. The second one is an optional AWS certification fee now that we are a certified welding test center.

It was moved by Mrs. Rayola Pratt and seconded by Dr. Rob Lydon TO APPROVE THE STUDENT FEE SCHEDULE MODIFIED FOR SUMMER AND FALL 2015 AS PRESENTED. The matter passed 7-0.

9.16 AUTHORIZATION TO SUBMIT FIVE-YEAR CONSTRUCTION PLAN AND RESOLUTION AUTHORIZING SUBMITTAL OF THE FINAL PROJECT PROPOSAL FOR THE BUILDING 800 RENOVATION PROJECT (RESOLUTION NO. 2014-15-23)

Mr. Rodrigue said I have George Estrada here to help answer any questions. Attached is our five-year construction plan. If you look on page 231 of the agenda, you’ll see different items reside in the five-year plan. Two of those we are working on right now. The North Water Loop and Tehama Solar projects. The project with the resolution has initial project proposal approval (IPP-Approved) and this year we are submitting the final project pro-
posal for approval on the same building. That’s what the resolution is about. We want to be prepared. If a statewide bond measure passes and we have this project sitting there as a final project proposal and it gets approved, we’ll be ready to roll. Dr. Wyse said one thing I learned 8 years ago is to try and always have a project waiting. We like at least one waiting before we issue a new one. Mr. Rodrigue said this year in particular they said we can’t submit more than one project. Mrs. Pratt asked with the ag classroom, we do have that grant, and that’s not going to cover the whole thing, will it? Mr. Rodrigue replied it’s a donation rather than a grant. When we’re done with the water loop, we will analyze the project cost. The thing we learned about last time is our designation as wildland fire area. Where we’re at we have to have a certain level on the hydrant flow rate. We didn’t have that. We also need a fire retardant exterior like stucco. The modular wasn’t going to have that on it. There were so many modifications required on the modular, that we’re approaching the cost of stick frame construction. If we have $300,000 from the donor, whatever the difference between that and stick frame construction is essentially what it will cost to do that project. All of the preliminary work has been done on the site, so that’s where that stands. We will revisit it after the water loop project is complete.

It was moved by Mr. Scott Swendiman and seconded by Dr. Rob Lydon TO AUTHORIZE DISTRICT ADMINISTRATION TO SUBMIT THE FIVE-YEAR CONSTRUCTION PLAN AS OUTLINED, AND ADOPT RESOLUTION NO. 2014-15-23 AUTHORIZING THE SUBMITTED OF THE FINAL PROJECT PROPOSAL FOR THE BUILDING 800 RENOVATION PROJECT. The matter passed 7-0.

9.17  RESOLUTION FOR TRANSFER OF FUNDS (NO. 2014-15-22)

Mr. Rodrigue said this is something we’ve talked about before, and which I alluded to. Basically, we have a number of big projects rolling. Our Lease Revenue Bond funding is running out. We’re covering on the front end some of the money for the solar project, and we will get reimbursed for most or all of it over the next three years. We’re rolling over $100,000 this year, and next year if we get close to $180,000, then that’s $280,000 we’ll already have to be able to front. The cost is about $600,000. We already have close to half of that with other funds coming in during the following two years to cover the remainder of it or at least close to it. This is a net win when all is said and done to reduce our electricity costs and become more sustainable at the Tehama campus. We have a number of projects at the main campus; we’re trying to keep up with those things. We’re requesting a transfer $1.3 million out of Fund 11 into Fund 41.

It was moved by Mr. Scott Swendiman and seconded by Mrs. Rayola Pratt TO ADOPT RESOLUTION NO. 2014-15-22 AUTHORIZING THE TRANSFER OF $1.3 MILLION INTO CAPITAL OUTLAY FUND 41 FOR THE 2014-2015 FISCAL YEAR. The matter passed 7-0.

9.18  AUTHORIZATION TO REISSUE ACCOUNTS PAYABLE WARRANTS

Mr. Rodrigue said once we get the information from the county that there are stale dated checks, we have to reissue them. We contact the payees to let them know. We would like to reissue these checks. Mrs. Pratt said I’m making friends with the people contacting me.

It was moved by Mr. Kendall Pierson and seconded by Dr. Rob Lydon TO AUTHORIZE THE BUSINESS OFFICE TO REQUEST THAT THE SHAISTA COUNTY AUDITOR DRAW NEW WARRANTS IN FAVOR OF THE PAYEES AS PRESENTED. The matter passed 6-0, and Mrs. Rayola Pratt abstained.
9.19 **AUTHORIZATION TO DISPOSE OF SURPLUS PROPERTY**
Mr. Rodrigue said we brought this to you last month. There was a little confusion because we brought it to you correctly, but we've expanded on Ed Code so you could understand it a little better. We can donate to a charitable organization if the item is valued at less than $5,000. In this case, we are looking to donate the bookshelves to the Shasta Historical Society.

It was moved by Mr. Scott Swendiman and seconded by Mrs. Rayola Pratt TO AUTHORIZE DISTRICT ADMINISTRATION TO DONATE THE SURPLUS ITEMS AS SUBMITTED. The matter passed 7-0.

10. **ANNOUNCEMENTS**

10.1 **FUTURE REGULAR BOARD MEETING DATES**
Mr. Steinacher announced the future regular Board Meeting dates as:
- July 8, 2015
- August 19, 2015 *(in lieu of August 12, 2015)*
- September 9, 2015

10.2 **OTHER MEETING DATES**
- August 22, 2015 *(Board Retreat, HSUC – Room 8114)*

11. **COMMENTS FROM INDIVIDUAL MEMBERS OF THE BOARD**
Mr. Steinacher asked if there were any comments from the individual members of the Board.

Mr. Swendiman said I was talking to Jay Thompson who runs the Shasta Historical Society and I can't believe they want those shelves. They are almost impossible to use.

Mrs. Pratt said I mentioned to Theresa [Markword] that I thought she did a good job reporting the comments from the art students and other people that came to the meeting last month to address the Board regarding art classes. I also really like the interaction between George [Estrada] and Morris [Rodrigue]. You work well together.

12. **COMMENTS FROM THE AUDIENCE**
Mr. Steinacher asked if there were any comments from the audience. There were no comments.

13. **RECESS TO CLOSED SESSION**
Mr. Steinacher recessed the meeting to Closed Session at 8:10 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 3549.1:*
COLLECTIVE BARGAINING SESSION
13.3 *California Government Code Section 54957:*

a) PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

b) PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Superintendent/President

14. **RECONVENE IN OPEN SESSION**

Mr. Steinacher reconvened the meeting in open session at 8:51 p.m. and reported the following:

With respect to Items 13.1 and 13.2, there is nothing to report.

With respect to Item 13.3 (a) – PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE, there is one item to report.

- By a 7 to 0 vote, the Governing Board in closed session accepted the recommendation of the Superintendent/President to dismiss one probationary Classified bargaining unit member: Campus Safety Officer effective June 10, 2015. The roll call vote was as follows:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Lydon</td>
<td>YES</td>
</tr>
<tr>
<td>Mr. Miller</td>
<td>YES</td>
</tr>
<tr>
<td>Ms. Nehr</td>
<td>YES</td>
</tr>
<tr>
<td>Mr. Pierson</td>
<td>YES</td>
</tr>
<tr>
<td>Mrs. Pratt</td>
<td>YES</td>
</tr>
<tr>
<td>Mr. Steinacher</td>
<td>YES</td>
</tr>
<tr>
<td>Mr. Swendiman</td>
<td>YES</td>
</tr>
</tbody>
</table>

With respect to Item 13.3 (b) – PUBLIC EMPLOYEE PERFORMANCE EVALUATION, the Superintendent/President’s employee performance evaluation has been completed.

15. **ADJOURN**

It was moved by Mr. Duane Miller and seconded by Ms. Rhonda Nehr TO ADJOURN THE MEETING. The vote was 7-0 in favor of adjournment.

Board President Robert Steinacher adjourned the meeting at 8:53 p.m.

Respectfully submitted,

[Signature]

Theresa Markword
Recorder
2015-16 TENTATIVE BUDGET
June 10, 2015

Governor’s Budget Proposal

- $156.5 million for Growth
- $60.9 million for 1.02% COLA
- $266.7 million Basic Allocation increase
- $49 million to increase the CDCP non-credit funding rate to the same level as credit classes

These items represent approximately $2 million in ongoing funding for the District.
Governor's Budget Proposal

- $75 million for increasing the ratio of full-time to part-time faculty

This represents a potential $450,000 ongoing to the District. There are potential hiring requirements tied to this.

Governor's Budget Proposal

- $626 million for a one-time Mandate Reimbursement Block Grant

This represents $3.5 to $3.7 million in one-time funds for the District.

- $100 million for Instructional Equipment or Deferred Maintenance

This represents $600,000 in onetime funds for the District.
Governor's Budget Proposal

- $100 million for increasing Student Success funding
- $115 million for increasing Student Equity

Combined the District may receive up to $1.46 million depending on students served and funding formulas.

Governor's Budget Proposal

- $38.7 million for continued Proposition 39 funding

This is to fund the third year of a five year funding cycle for energy projects.

- $60 million to Increase Basic Skills
Continuing Budget Challenges

- Projected increased employer contribution for PERS and STRS
- Retiree Health Benefits
- Declining Enrollment (Impact is approximately $1.3 million of ongoing funding)
- Governor's Budget includes significant one-time funds in anticipation of the loss of Prop 30 funds or other major revenue declines
General Fund Income-Unrestricted
$43,807,291
General Fund Expenditures - Unrestricted
$43,558,544

- Capital Outlay
  $643,927
  1.5%

- Other Outgo
  $977,855
  2.2%

- Academic Salaries
  $16,802,517
  38.6%

- Classified Salaries
  $8,773,633
  20.1%

- Benefits Active Employees
  $7,937,001
  18.2%

- Retiree Health Benefits
  $2,500,000
  5.7%

- Supplies
  $1,057,953
  2.4%

- Other Operating Expenses
  $4,865,658
  11.2%
Estimated Income less Estimated Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income</td>
<td>$43,807,291</td>
</tr>
<tr>
<td>Expenditures</td>
<td>$43,558,544</td>
</tr>
<tr>
<td>Net Surplus</td>
<td>$248,747</td>
</tr>
</tbody>
</table>
SHASTA-TEHAMA-TRINITY
JOINT COMMUNITY COLLEGE DISTRICT
11555 Old Oregon Trail
P.O. Box 496006, Redding, CA 96049-6006

TO: BOARD OF TRUSTEES
FROM: Dr. Joe Wyse, Superintendent/President
INITIATOR: Laura Cyphers Benson, Associate Vice President of Human Resources
SUBJECT: CONSENT AGENDA
PERSONNEL ITEMS – EMPLOYMENT ADMINISTRATIVE/CONFIDENTIAL STAFF

DATE: 7/08/2015
ITEM NO.: 8.1

BACKGROUND

New Position Description

Attached is a new position description for Director of Health Information Technology and Health Information Management Programs, an educational administrator position, up to 8 hours per day, up to 40 hours per week, up to 12 months per year, Range 30, $68,822 to $83,654 on the Administrative/Confidential Salary Schedule. The appropriate parties have reviewed this position description.

New Hires/Promotions

Classified Administrators

Becky McCall, Director of Financial Aid and Veteran Services, received her Master of Arts in Educational Leadership from California State University, East Bay in 2014 and her Bachelor of Arts in Liberal Studies from Humboldt State University in 2007. Ms. McCall is currently the Interim Special Projects and Grants Fiscal Analyst for Shasta College. Prior to this position, Ms. McCall had spent the last four years serving Shasta College students as Admissions and Records Fee Technician II and Financial Aid Technician. Ms. McCall comes well qualified to assume her responsibilities as Director of Financial Aid and Veteran Services, a full-time, 12 month, classified administrator position beginning on July 9, 2015 at an annual salary of $75,892, Range 35, Step 1 on the Administrative/Confidential Salary Schedule.

David Rothrock, Information Technology Programmer/Analyst, received his Associate of Arts degree in General Education from Shasta College in 2000. Mr. Rothrock began his employment with Shasta College as a part-time instructor in the BAITS Division in August 2000. In addition, he has held the position of Computer Applications Technician since May 2012. Mr. Rothrock has been working in the Information Technology field for 30 years and comes well qualified to assume his responsibilities as Information Technology Programmer/Analyst, a full-time, 12 month, classified administrator position beginning on July 9, 2015 at an annual salary of $62,314, Range 20, Step 1 on the Administrative/Confidential Salary Schedule.
Educational Administrator

Janet Daley Janus, Interim Program Director of Health Information Technology and Health Information Management Programs, received a Bachelor of Arts Degree in Psychology from UC Santa Barbara and a post-baccalaureate certificate in Health Information from Seattle University. Ms. Janus's most recent employment was at San Diego Mesa College from 2010 to 2013 as Program Director of Health Information Technology. She comes well qualified to assume her responsibilities as the Interim Program Director of Health Information Technology and Health Information Management Programs, a full-time, 12-month educational administrator position beginning on or about July 13, 2015, at an annual salary of $68,822, Range 30, Step 1 on the Administrative/Confidential Salary Schedule.

Amber Perez, Project Director (College to Career Program, Grant Funded), received her Bachelor of Arts degree in Psychology/Ethnic Studies from University of California, Berkeley in May 2001 and her Master of Arts degree in Education Counseling and Student Personnel in August 2006. Ms. Perez’s previous employment includes Administrator at Paradigm Adult Services and Coordinator of Career Development at the California State University Monterey Bay Career Development Office. Ms. Perez comes well qualified to assume her responsibilities as Project Director (College to Career Program, Grant Funded), a full-time, 12-month, educational administrator position beginning on July 9, 2015 at an annual salary of $55,548 $50,891, Range 15, Step 1 on the Administrative/Confidential Salary Schedule.

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>PURPOSE</th>
<th>DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sharon Brisolara</td>
<td>Associate Dean of Access and Equity</td>
<td>Range 50/ $51.46</td>
<td>Substitute for vacant position</td>
<td>July 1, 2015 through July 5, 2015</td>
</tr>
<tr>
<td>Sheree Whaley</td>
<td>Director of Admissions and Records</td>
<td>Range 20/ $36.41</td>
<td>Working Out of Class 40%</td>
<td>July 1, 2015 through June 30, 2016</td>
</tr>
</tbody>
</table>

RECOMMENDATION

The Superintendent/President recommends the employment items be approved/ratified as submitted.
# SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
## POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>Director of Health Information Technology and Health Information Management Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOB CLASSIFICATION:</td>
<td>x Administrator - Educational</td>
</tr>
<tr>
<td></td>
<td>____ Administrator - Classified</td>
</tr>
<tr>
<td></td>
<td>____ Faculty</td>
</tr>
<tr>
<td>RANGE:</td>
<td>30</td>
</tr>
<tr>
<td>HOURS PER DAY:</td>
<td>Up to 8</td>
</tr>
<tr>
<td>HOURS PER WEEK:</td>
<td>Up to 40</td>
</tr>
<tr>
<td>MONTHS PER YEAR:</td>
<td>Up to 12</td>
</tr>
<tr>
<td>REPORTS TO:</td>
<td>Dean of Instructional Division or designee</td>
</tr>
</tbody>
</table>

## DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES
To provide leadership, coordination, management, and supervision of the Shasta College Health Information Technology (HIT) and Health Information Management (HIM) Programs, including the baccalaureate degree. Employees in this classification receive limited supervision within a broad framework of policies and procedures, and hire, train, assign, schedule, supervise, and formally evaluate the work of others. This is an educational supervisory position and operates in an overtime exempt supervisory classification. This position requires a thorough working knowledge of various district procedures, board polices, and federal and state regulations.

## TYPICAL DUTIES

* **Essential Functions:**
  - Plans, organizes, coordinates, manages, and evaluates the day-to-day activities and functions of the Shasta College HIT and HIM programs.
  - Assists in screening, selecting and supervising support staff and faculty.
  - Coordinates faculty assignments in the HIT and HIM programs.
  - Using input derived from faculty, advisory committees, and oversight organizations, develops, updates and modifies or submits for deletion program and/or curriculum forms and supporting documents so that the program courses and degrees meet or exceed all state and national training standards, while simultaneously meeting the needs of the tri-county emergency services community.
  - Plans, develops, submits, and modifies current and future course schedules.
  - Provides for the day-to-day management and supervision of all program students, and students’ records.
  - Ensures that the HIT/HIM programs have well-structured websites that include current program, degree and course information.
  - Serves as designated liaison with CAHIIM and other relevant organizations.
  - Monitors enrollments, recruitment, retention, problem solving, testing, test control, student welfare and safety, and new student orientation.
Serves as designated Director of the HIT and HIM programs.
- Implements, reviews, modifies and complies with HIT/HIM program standard operating procedures, guidelines, goals, and mission statements.
- Acts as a liaison for Shasta College with local, county, and state and federal HIM agencies.
- Seeks out and applies for grants, donations, and other funds which will supplement the current and future HIT/HIM course deliveries.
- Coordinates with the college’s Financial Aid Office to maintain currency with federal and state financial aid requirements.
- Oversees the purchasing, inventory management/tracking, security, and operational safety of the equipment, supplies for the HIT/HIM programs.
- Oversees the maintenance and repair of equipment for the HIT/HIM programs; approves or prepares work orders for repairs.
- Complies with all established personnel standards.
- Select, supervises, and evaluates the performance of program aides and volunteers.
- In conjunction with the division dean receives, reviews, investigates, forwards and/or reports on all student, faculty and staff complaints.
- Resolves personnel issues at the lowest possible level within the organization.
- Ensures that training and personnel records are accurately maintained.
- Complies with local, state and federal training mandates and recordkeeping standards.
- In conjunction with the division dean, support staff, and full-time faculty, develops, proposes, justifies, and modifies, program budgets and new budget requests.
- As required, approves the timely processing of purchase orders and time records for compliance with the college’s policies and procedures and state and federal codes, regulations, standards or laws.
- Assists in the development or modification of contracts, facility leases, and rental agreements.
- Participates in a variety of committees and meetings related to the HIT/HIM programs, which may involve travel outside the district or state.
- Performs and/or assists in special projects and assignments as directed.
- Completion of other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:
- Federal, state and district policies, procedures, and regulations related to HIT/HIM programs and training delivery.
- Current methodology, pedagogy, and andragogy concepts related to vocational CTE training and education.
- CAHIIM, AHIMA and other applicable requirements.
- Principles and practices associated with the maintenance of records, including computerized electronic data collection and reporting techniques.
- Current managerial and supervisorial techniques for effective and efficient supervision, management and leadership of faculty, staff and classified personnel.
SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT

POSITION DESCRIPTION

POSITION TITLE: Director of Health Information Technology and Health Information Management Programs

- Computer technology, online course management systems, and technology based education systems.
- Grant writing techniques.
- Program, degree, and course development and evaluation procedures.
- Student learning objectives.
- Risk management assessment and techniques.
- California Title 5 regulations related to program, degree and course development/delivery.

Ability to:

- Plan and organize complex tasks/projects.
- Plan and administer complex, highly regulated HIT/HIM programs.
- Solve complex program and course delivery problems in a timely, effective and efficient manner.
- Communicate clearly, both orally and in writing.
- Make sound operational decisions.
- Organize and prioritize work.
- Professionally represent Shasta College and the HIT/HIM programs in the local and statewide community.
- Supervise, mentor and evaluate the work of assigned staff.
- Effectively participate with federal, state and local agencies.
- Demonstrate sensitivity to, and respect for a diverse population.
- Chair committee meetings.
- Interpret and apply district policies and procedures, national safety standards, laws and regulations.
- Prepare and administer Shasta College HIT/HIM programs budgets.
- Prepare written operating procedures and program standards.
- Effectively work with people at all levels, internal and external to the organization.
- Communicate effectively both orally and in writing.
- Utilize computer technology.
- Accurately estimate resources required to accomplish goals and work within project schedules.
- Work independently in the absence of specific instructions.
- Manage and inventory department equipment and supplies.
- Exercise discretion and tact in the handling and processing of sensitive administrative activities and operations.
- Hire, train, schedule, coordinate, and formally evaluate the work of others.
- Continuously monitor changes in regulations, policies and technology related to overall needs of the program.
QUALIFICATIONS

Education Required:
- Master's degree in Health Information Management and RHIA certification.

Experience Required:
- One year experience managing a HIT or HIM program.

Other Required or Preferred Qualifications:
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.

APPROVALS

Date Created/Revised: 6/15
Cabinet Reviewed:
Board Approved:

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)
TO: BOARD OF TRUSTEES  
FROM: Dr. Joe Wyse, Superintendent/President  
INITIATOR: Laura Cyphers Benson, Associate Vice President of Human Resources  
SUBJECT: CONSENT AGENDA  
PERSONNEL ITEMS – EMPLOYMENT ACADEMIC STAFF  
DATE: 7/08/2015  
ITEM NO.: 8.2

**BACKGROUND**

**Probationary/Regular**

**New Hires**

Valerie Ambrose, Reading Instructor, received her Master of Arts in Reading and Language Arts from Rider University in 2006 and her Bachelor of Arts in English Literature from Queen’s University in 2004. Ms. Ambrose also has Graduate Level Teacher Preparation Certification, Secondary English from Rider University and Adult Education Certification from Portland State University. In addition, Ms. Ambrose is currently enrolled in a doctoral program at University of Tennessee, Knoxville, studying Educational Psychology, Adult Learning. Ms. Ambrose has been a community college Reading Instructor since 2009. Ms. Ambrose comes well qualified to assume her responsibilities as Reading Instructor beginning with the 2015 Fall semester on or about August 14, 2015. The starting annual salary range is $43,217 - $78,648 (175 day assignment) commensurate with previous education and experience.

Kylee Duran-Cox, English Instructor, received her Master of Arts in English with an emphasis in American Literature from California State University, Chico in 2010 and her Bachelor of Arts in Liberal Studies from National University in 2004. Ms. Duran-Cox has been a part-time English Instructor with Shasta College since January 2011 and has served as a Puente Project Coordinator since August 2012. She received the Shasta College Excellent Part-Time Teacher of the Year Award in 2014. Ms. Duran-Cox comes well qualified to assume her responsibilities as English Instructor beginning with the 2015 Fall semester on or about August 14, 2015. The starting annual salary range is $43,217 - $78,648 (175 day assignment) commensurate with previous education and experience.

Bryon Hamilton, Kinesiology Instructor/Head Track & Field Coach/Assistant Football Coach, received his Bachelor of Arts in Physical Education from Long Beach State University in 1992 and his California State Teaching Credential in Physical Education with a Supplemental Credential in Life Science from Simpson University in 1993. Mr. Hamilton is scheduled to receive his Master of Arts in Coaching and Athletic Administration from Concordia University in July 2015. Mr. Hamilton has been a Physical Education and Science Teacher at Foothill High School for 23 years as well as a part-time Physical Education and Athletics Instructor with Shasta College for 18 years.
Mr. Hamilton comes well qualified to assume his responsibilities as Kinesiology Instructor/Head Track & Field Coach/Assistant Football Coach beginning with the 2015 Fall semester on or about August 14, 2015. The starting annual salary range is $43,217 - $78,648 (175 day assignment) commensurate with previous education and experience.

Ken Hill, Theatre Arts Instructor, received his Master of Arts in Theatre (Directing) from San Francisco State University in 1988 and his Bachelor of Arts in English from Bethany University in 1986. Mr. Hill has been the Extended Education Site Supervisor for the Shasta College Trinity Campus since 2007 as well as an Executive Board of Regents Member for the Shasta College Foundation since 2008. In addition, Mr. Hill has taught Theatre Arts, Humanities and English courses as a part-time instructor for Shasta College. Mr. Hill's previous employment includes Owner/CEO of the Trinity Theatre (and Prime Cinemas) LLC as well as Department Chair for Theatre and Performing Arts at Valley Christian Schools. Mr. Hill comes well qualified to assume his responsibilities as Theatre Arts Instructor beginning with the 2015 Fall semester on or about August 14, 2015. The starting annual salary range is $43,217 - $78,648 (175 day assignment) commensurate with previous education and experience.

Jessica Tyson, Anatomy and Physiology Instructor, received her Master of Science in Biology from California State University, Fresno in 2013 and her Bachelor of Science in Cellular and Developmental Biology from University of California, Davis in 2010. Ms. Tyson has been a part-time instructor/lecturer with Clovis Community College Center and California State University, Fresno for the past two years. In addition, she has worked as a lab assistant for the UC Davis Medical Center Department of Hematology/Oncology and the UC Davis Center for Health and the Environment. Ms. Tyson comes well qualified to assume her responsibilities as Anatomy and Physiology Instructor beginning with the 2015 Fall semester on or about August 14, 2015. The starting annual salary range is $43,217 - $78,648 (175 day assignment) commensurate with previous education and experience.
2015-2016 Non Instructional, Part-Time, Temporary Hourly Faculty/Extra Assignment:
Placement on the applicable hourly faculty salary schedule commensurate with previous education and experience: $41.80 - $61.37 per hour (the following positions are non-benefitted and are a maximum of 28 hours per week):

Counselors:
- Laura Barbeau, CalWORKs
- Amanda Henderson
- Idalia Huckman-Crye
- Irma Leal-Cervantes
- Roneita Lepage
- Rob McCandless
- Nicole McGarry
- Megan McQueen, CalWORKs
- Michael O’Leary
- Donna Pratt
- Daljit Randhawa
- Lisa Riggs
- Rebecka Renfer
- Michelle Saelee

Librarians:
- Cheryl Cruse
- Kathryn Leach
- Bradley Shackleford
- Carolyn Singh
- Kate Williamson

Fall 2015 Fire Academy Instructors: Placement on the applicable hourly faculty salary schedule commensurate with previous education and experience: $41.80 - $61.37 per hour (the following positions are non-benefitted and are a maximum of 28 hours per week):

- Patrick Bailey
- Christopher Baker
- John Bruno

Fall 2015 Non Course Based Nursing Clinical Instructors: Placement on the applicable hourly faculty salary schedule commensurate with previous education and experience: $41.80 - $61.37 per hour (the following positions are non-benefitted and are a maximum of 28 hours per week):

- Stephanie Bethel
- Cathy Borgel
- Julie Caley
- Nicole Cossedey
- Teresa Degnan
- Candace Gaeddert
- Tracy Hiebert
- Elizabeth Karns
- Karen Kynaston
- Linda Lorenz
- Anitta Martinez
- Tammy Maxey
- Lori McCaughey
- Michele Newman
- Amy O’Sullivan
- Kristi O’Sullivan
- Charles Reynolds
- Jacob Rice
- Alison Russell
- Jaclyn Sabanovich
- Jane Shelby
- Holly Verdugo
- Debra Weaver
- Emilee Wertz
Substitute Personnel as listed below. Placement on the applicable hourly faculty salary schedule commensurate with previous education and experience: $41.80 - $61.37 per hour (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>PURPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laurie Bish</td>
<td>Nursing Instructor</td>
<td>Substitute as needed for Susan Westler from April 1, 2015 through May 22, 2015</td>
</tr>
<tr>
<td>Kellee Cropley</td>
<td>Nursing Instructor</td>
<td>Substitute as needed for Susan Westler from April 1, 2015 through May 22, 2015</td>
</tr>
<tr>
<td>Charles Doherty</td>
<td>Nursing Instructor</td>
<td>Substitute as needed for Susan Westler from April 1, 2015 through May 22, 2015</td>
</tr>
<tr>
<td>Carel Mountain</td>
<td>Nursing Instructor</td>
<td>Substitute as needed for Susan Westler from April 1, 2015 through May 22, 2015</td>
</tr>
<tr>
<td>Roxanne Redd</td>
<td>Nursing Instructor</td>
<td>Substitute as needed for Susan Westler from April 1, 2015 through May 22, 2015</td>
</tr>
<tr>
<td>Terrie Snow</td>
<td>Nursing Instructor</td>
<td>Substitute as needed for Susan Westler from April 1, 2015 through May 22, 2015</td>
</tr>
<tr>
<td>Linda Thomas</td>
<td>Nursing Instructor</td>
<td>Substitute as needed for Susan Westler from April 1, 2015 through May 22, 2015</td>
</tr>
</tbody>
</table>

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>Ray Atkins</td>
<td>Assistant Football Coach – August 1, 2015 through December 1, 2015</td>
<td>$4,200</td>
</tr>
<tr>
<td>Steve Campos</td>
<td>Assistant Football Coach at Coordinator Stipend Level – August 1, 2015 through December 1, 2015</td>
<td>$6,700</td>
</tr>
<tr>
<td>Anthony Cavalli</td>
<td>Assistant Football Coach – August 1, 2015 through December 1, 2015</td>
<td>$4,000</td>
</tr>
<tr>
<td>Charles Cort</td>
<td>2015-2016 Faculty Coordinator Stipend, Health Sciences</td>
<td>$4,500</td>
</tr>
<tr>
<td>Matthew Diskin</td>
<td>Assistant Football Coach – August 1, 2015 through December 1, 2015</td>
<td>$4,400</td>
</tr>
<tr>
<td>David Gentry</td>
<td>2015-2016 Faculty Coordinator Stipend, ACSS</td>
<td>$2,250</td>
</tr>
<tr>
<td>Roger Gerard</td>
<td>2015-2016 Faculty Coordinator Stipend, ACSS</td>
<td>$3,375</td>
</tr>
<tr>
<td>Larry Grandy</td>
<td>2015-2016 Faculty Coordinator Stipend, ACSS</td>
<td>$2,250</td>
</tr>
<tr>
<td>Lorraine Haas</td>
<td>2015-2016 Faculty Coordinator Stipend, ACSS</td>
<td>$4,500</td>
</tr>
<tr>
<td>NAME</td>
<td>WORK PERFORMED</td>
<td>AMOUNT</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Nancy Hickson</td>
<td>Academic Senate Part-Time Instructor Representative – January 21, 2015 through May 22, 2015</td>
<td>$250</td>
</tr>
<tr>
<td>Madeline Hofferber</td>
<td>Assistant Soccer Coach – August 1, 2015 through December 1, 2015</td>
<td>$3,800</td>
</tr>
<tr>
<td>Cherie Hunt</td>
<td>Completion of Canvas Course – May 2015</td>
<td>$100</td>
</tr>
<tr>
<td>Melinda Kashuba</td>
<td>Distance Education Part-Time Instructor Committee Representative – Spring 2015</td>
<td>$250</td>
</tr>
<tr>
<td>Andrew Patterson-Tutschka</td>
<td>2015-2016 Art Gallery Co-Director</td>
<td>$1,500</td>
</tr>
<tr>
<td>Shelly Presnell</td>
<td>2015-2016 Faculty Coordinator Stipend, ACSS</td>
<td>$4,500</td>
</tr>
<tr>
<td>Susan Schimke</td>
<td>2015-2016 Art Gallery Co-Director</td>
<td>$1,500</td>
</tr>
<tr>
<td>Lew Schmitt</td>
<td>Completion of Canvas Course – May 2015</td>
<td>$100</td>
</tr>
<tr>
<td>Scott Shaddix</td>
<td>Assistant Wrestling Coach – August 1, 2015 through December 1, 2015</td>
<td>$3,800</td>
</tr>
<tr>
<td>Beverly Smith</td>
<td>Completion of Canvas Course – May 2015</td>
<td>$100</td>
</tr>
<tr>
<td>Jeannette Veich</td>
<td>Academic Senate Part-Time Instructor Representative – January 21, 2015 through May 22, 2015</td>
<td>$250</td>
</tr>
<tr>
<td>Ben Weaver</td>
<td>Assistant Football Coach at Coordinator Stipend Level – August 1, 2015 through December 1, 2015</td>
<td>$6,600</td>
</tr>
<tr>
<td>Heather Wylie</td>
<td>2015-2016 Faculty Coordinator Stipend, ACSS</td>
<td>$4,500</td>
</tr>
<tr>
<td>Ron Zimmerman</td>
<td>Distance Education Part-Time Instructor Committee Representative – Spring 2015</td>
<td>$250</td>
</tr>
</tbody>
</table>

**RECOMMENDATION**

The Superintendent/President recommends the employment items be approved/ratified as submitted.
BACKGROUND

New Hires/Promotions

Alexandra Hancock, Administrative Secretary I – Student Equity/Student Services, Range 33, $17.76, 40 hours per week, 12 months per year, beginning on or about June 29, 2015.

Wendy Petersen, Preschool Teacher, Range 29, $16.09 per hour, 40 hours per week, 9.5 months per year, beginning on or about August 10, 2015.

Administrative Transfer

Cari Kunde, Administrative Assistant (Business, Agriculture, Industry, Technology & Safety), Range 33, Administrative Transfer to Administrative Secretary I (Economic and Workforce Development), Range 33 effective on or about July 20, 2015.

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>PURPOSE</th>
<th>DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Janet Bittner</td>
<td>Student Services</td>
<td>Range 24/ $17.33</td>
<td>Extra time as needed in current position</td>
<td>July 1, 2015 through June 30, 2016</td>
</tr>
<tr>
<td></td>
<td>Assistant</td>
<td></td>
<td>Sub for vacant position</td>
<td></td>
</tr>
<tr>
<td>April Castillo</td>
<td>Head Resident</td>
<td>Range 23/ $14.41</td>
<td>Extra time as needed in current position</td>
<td>July 1, 2015 through July 31, 2015</td>
</tr>
<tr>
<td>Eula Chaplin</td>
<td>Student Services</td>
<td>Range 24/ $15.10</td>
<td>Extra time as needed in current position</td>
<td>July 1, 2015 through June 30, 2016</td>
</tr>
<tr>
<td></td>
<td>Assistant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elsie Day</td>
<td>Head Resident</td>
<td>Range 23/ $17.73</td>
<td>Extra time as needed in current position</td>
<td>July 1, 2015 through July 31, 2015</td>
</tr>
<tr>
<td>Carol deMoll-Broome</td>
<td>Student Services Assistant</td>
<td>Range 24/ $15.68</td>
<td>Extra time as needed in current position</td>
<td>July 1, 2015 through June 30, 2016</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sub for vacant position</td>
<td></td>
</tr>
<tr>
<td>NAME</td>
<td>POSITION</td>
<td>RANGE/ HRLY RATE</td>
<td>PURPOSE</td>
<td>DATES</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------------------------</td>
<td>------------------------</td>
<td>----------------------------------------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>Patt Funderburg</td>
<td>Student Services Assistant</td>
<td>Range 24/ $18.20</td>
<td>Extra time as needed in current position</td>
<td>July 1, 2015 through June 30, 2016</td>
</tr>
<tr>
<td>Matthew Gallmeister</td>
<td>Student Services Assistant</td>
<td>Range 24/ $14.25</td>
<td>Extra time as needed in current position</td>
<td>July 1, 2015 through June 30, 2016</td>
</tr>
<tr>
<td>Renee Garcia</td>
<td>Financial Aid Technician</td>
<td>Range 30/ $20.02</td>
<td>Substitute for Becky McCall as needed</td>
<td>July 1, 2015 through June 30, 2016</td>
</tr>
<tr>
<td>Kimberly Giles</td>
<td>Nursing Skills Lab Coordinator</td>
<td>Range 35/ $21.65</td>
<td>Extra time as needed in current position</td>
<td>July 1, 2015 through June 30, 2016</td>
</tr>
<tr>
<td>Lyra Gray</td>
<td>Library Information Technician</td>
<td>Range 26/ $15.01</td>
<td>Substitute for vacant position</td>
<td>July 1, 2015 through June 30, 2016</td>
</tr>
<tr>
<td>Mary Beth Griffin</td>
<td>Staff Secretary (CalWORKs)</td>
<td>Range 25/ $19.54</td>
<td>Extra time as needed in current position</td>
<td>July 1, 2015 through June 30, 2016</td>
</tr>
<tr>
<td>Albany Hudson</td>
<td>Financial Aid Assistant</td>
<td>Range 24/ $16.49</td>
<td>Extra time as needed in current position</td>
<td>July 1, 2015 through June 30, 2016</td>
</tr>
<tr>
<td>Wern Lee</td>
<td>Student Services Assistant</td>
<td>Range 24/ $19.35</td>
<td>Extra time as needed in current position/</td>
<td>July 1, 2015 through June 30, 2016</td>
</tr>
<tr>
<td>Justina Meeder</td>
<td>Staff Secretary – Positive Child Guidance</td>
<td>Range 25/ $14.68</td>
<td>Extra time as needed in current position</td>
<td>May 27, 2015 through June 3, 2015</td>
</tr>
<tr>
<td>Marlene Pero</td>
<td>Library Information Technician</td>
<td>Range 26/ $19.17</td>
<td>Substitute for vacant position</td>
<td>July 1, 2015 through June 30, 2016</td>
</tr>
<tr>
<td>Sandra Roberts</td>
<td>Extended Education Secretary (Tehama)</td>
<td>Range 25/ $17.76</td>
<td>Substitute for vacant position</td>
<td>June 1, 2015 through June 30, 2015</td>
</tr>
<tr>
<td>Tracy Shoemaker</td>
<td>Theatre Events Coordinator</td>
<td>Range 24/ $17.33</td>
<td>Extra time as needed in current position</td>
<td>July 1, 2015 through June 30, 2016</td>
</tr>
<tr>
<td>Mary Ellen Southard</td>
<td>Instructional Paraprofessional (Music)</td>
<td>Range 28/ $22.95</td>
<td>Extra time as needed in current position</td>
<td>July 1, 2015 through June 30, 2016</td>
</tr>
<tr>
<td>Dawn Toibert</td>
<td>Student Services Assistant</td>
<td>Range 24/ $15.06</td>
<td>Extra time as needed in current position</td>
<td>July 1, 2015 through June 30, 2016</td>
</tr>
<tr>
<td>Anthony Venis</td>
<td>Theatre Technician</td>
<td>Range 30/ $22.25</td>
<td>Extra time as needed in current position</td>
<td>July 1, 2015 through June 30, 2016</td>
</tr>
</tbody>
</table>
CONSENT AGENDA
PERSONNEL ITEMS – EMPLOYMENT – CLASSIFIED STAFF
JULY 8, 2015
Page Three

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
<th>RANGE/HRLY RATE</th>
<th>PURPOSE</th>
<th>DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hilly Wallis</td>
<td>Employment Development Services Technician (CalWORKs)</td>
<td>Range 32/ $17.33</td>
<td>Extra time as needed in current position</td>
<td>July 1, 2015 through June 30, 2016</td>
</tr>
<tr>
<td>Danelle Wyand</td>
<td>Head Resident</td>
<td>Range 23/ $15.15</td>
<td>Extra time as needed in current position</td>
<td>June 2, 2015 through June 30, 2015</td>
</tr>
<tr>
<td>Danelle Wyand</td>
<td>Head Resident</td>
<td>Range 23/ $15.15</td>
<td>Extra time as needed in current position</td>
<td>July 1, 2015 through July 31, 2015</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/HRLY RATE</th>
<th>PURPOSE</th>
<th>DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Burnham</td>
<td>Motor Pool Mechanic</td>
<td>Range 37/ $19.60</td>
<td>Substitute for vacant position or Mike Bushnell as needed</td>
<td>June 4, 2015 through June 30, 2015</td>
</tr>
<tr>
<td>Mary Burnham</td>
<td>Motor Pool Mechanic</td>
<td>Range 37/ $19.60</td>
<td>Substitute for vacant position or Mike Bushnell as needed</td>
<td>July 1, 2015 through June 30, 2016</td>
</tr>
<tr>
<td>Levi Hilton</td>
<td>Custodian</td>
<td>Range 24/ $14.21</td>
<td>Substitute for Custodians as needed</td>
<td>July 1, 2015 through June 30, 2016</td>
</tr>
<tr>
<td>Thomas Hood</td>
<td>Custodian</td>
<td>Range 24/ $14.21</td>
<td>Substitute for Custodians as needed</td>
<td>July 1, 2015 through June 30, 2016</td>
</tr>
<tr>
<td>Derik Husa</td>
<td>Delivery Driver</td>
<td>Range 24/ $14.21</td>
<td>Substitute for Cathlin Ryan as needed</td>
<td>July 1, 2015 through June 30, 2016</td>
</tr>
<tr>
<td>NAME</td>
<td>POSITION</td>
<td>RANGE/HRLY RATE</td>
<td>PURPOSE</td>
<td>DATES</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------------</td>
<td>-----------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>Derik Husa</td>
<td>Groundskeeper</td>
<td>Range 25/14.57</td>
<td>Substitute for Aaron Mangrum, Steve White and Michael Worstman as needed</td>
<td>July 1, 2015 through June 30, 2016</td>
</tr>
<tr>
<td>Derik Husa</td>
<td>Utility Worker</td>
<td>Range 26/14.92</td>
<td>Substitute for Mike Parisot as needed</td>
<td>May 1, 2015 through June 30, 2015</td>
</tr>
<tr>
<td>Derik Husa</td>
<td>Warehouse Worker</td>
<td>Range 29/16.09</td>
<td>Substitute for Dave Gaskey as needed</td>
<td>July 1, 2015 through June 30, 2016</td>
</tr>
<tr>
<td>Michelle Kempley</td>
<td>Administrative Assistant (SLAM)</td>
<td>Range 33/17.76</td>
<td>Substitute for vacant position</td>
<td>June 8, 2015 through June 30, 2015</td>
</tr>
<tr>
<td>Lydia Marvel</td>
<td>Extended Education Secretary (Trinity)</td>
<td>Range 25/14.57</td>
<td>Substitute for vacant position or Cheryl Yacoub as needed</td>
<td>June 8, 2015 through June 30, 2015</td>
</tr>
<tr>
<td>Brandt Mayer</td>
<td>Motor Pool Driver</td>
<td>Range 25/14.57</td>
<td>Substitute for Tom Gerald and Dave Himbert as needed</td>
<td>July 1, 2015 through June 30, 2016</td>
</tr>
<tr>
<td>Sean McCune</td>
<td>Groundskeeper</td>
<td>Range 25/14.57</td>
<td>Substitute for Aaron Mangrum, Steve White and Michael Worstman as needed</td>
<td>July 1, 2015 through June 30, 2016</td>
</tr>
<tr>
<td>Tyler McIntosh</td>
<td>Custodian</td>
<td>Range 24/14.21</td>
<td>Substitute for Custodians as needed</td>
<td>July 1, 2015 through June 30, 2016</td>
</tr>
<tr>
<td>Bill Mullins</td>
<td>Delivery Driver</td>
<td>Range 24/19.06</td>
<td>Substitute for Cathlin Ryan as needed</td>
<td>July 1, 2015 through June 30, 2016</td>
</tr>
<tr>
<td>Bill Mullins</td>
<td>Motor Pool Driver</td>
<td>Range 25/19.53</td>
<td>Substitute for Tom Gerald and Dave Himbert as needed</td>
<td>July 1, 2015 through June 30, 2016</td>
</tr>
<tr>
<td>NAME</td>
<td>POSITION</td>
<td>RANGE/ HRLY RATE</td>
<td>PURPOSE</td>
<td>DATES</td>
</tr>
<tr>
<td>-----------------</td>
<td>-------------------------------</td>
<td>-----------------</td>
<td>-------------------------------------------------------------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>Corena Peters</td>
<td>Senior Staff Secretary</td>
<td>Range 29/ $16.09</td>
<td>Substitute for SheyeAnne Bailey as needed</td>
<td>June 1, 2015 through June 30, 2015</td>
</tr>
<tr>
<td>Corena Peters</td>
<td>Senior Staff Secretary</td>
<td>Range 29/ $16.09</td>
<td>Substitute for SheyeAnne Bailey as needed</td>
<td>July 1, 2015 through June 30, 2016</td>
</tr>
<tr>
<td>Arianna Reiter</td>
<td>Extended Education Secretary</td>
<td>Range 25/ $14.57</td>
<td>Substitute for vacant position or Cheryl Yacoub as needed</td>
<td>June 8, 2015 through June 30, 2015</td>
</tr>
<tr>
<td>Allen Silveria</td>
<td>Utility Worker</td>
<td>Range 26/ $16.49</td>
<td>Substitute for Mike Parisot as needed</td>
<td>May 1, 2015 through June 30, 2015</td>
</tr>
<tr>
<td>Allen Silveria</td>
<td>Warehouse Worker</td>
<td>Range 29/ $17.76</td>
<td>Substitute for Dave Gaskey as needed</td>
<td>July 1, 2015 through June 30, 2016</td>
</tr>
<tr>
<td>Sara Stokes</td>
<td>Custodian</td>
<td>Range 24/ $14.21</td>
<td>Substitute for Custodians as needed</td>
<td>July 1, 2015 through June 30, 2016</td>
</tr>
<tr>
<td>Justin Sybesma</td>
<td>Groundskeeper</td>
<td>Range 25/ $14.57</td>
<td>Substitute for Aaron Mangrum, Steve White and Michael Worstman as needed</td>
<td>July 1, 2015 through June 30, 2016</td>
</tr>
<tr>
<td>Justin Sybesma</td>
<td>Utility Worker</td>
<td>Range 26/ $14.92</td>
<td>Substitute for Mike Parisot as needed</td>
<td>May 1, 2015 through June 30, 2015</td>
</tr>
<tr>
<td>Carmen Lidia</td>
<td>Staff Secretary (TRIO)</td>
<td>Range 25/ $14.57</td>
<td>Substitute for vacant position</td>
<td>June 17, 2015 through June 30, 2015</td>
</tr>
<tr>
<td>Carmen Lidia</td>
<td>Staff Secretary (TRIO)</td>
<td>Range 25/ $14.57</td>
<td>Substitute for vacant position</td>
<td>July 1, 2015 through September 30, 2015</td>
</tr>
<tr>
<td>Trystan Thomas</td>
<td>Motor Pool Driver</td>
<td>Range 25/ $14.57</td>
<td>Substitute for Tom Gerald and Dave Himbert as needed</td>
<td>July 1, 2015 through June 30, 2016</td>
</tr>
<tr>
<td>NAME</td>
<td>POSITION</td>
<td>RANGE/ HRLY RATE</td>
<td>PURPOSE</td>
<td>DATES</td>
</tr>
<tr>
<td>-----------------</td>
<td>---------------------------</td>
<td>------------------------</td>
<td>------------------------------------------------------------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>Iva Weidenkeller</td>
<td>Financial Aid Assistant</td>
<td>Range 24/ $14.21</td>
<td>Substitute for Renee Garcia or Richard Robinson as needed</td>
<td>July 1, 2015 through June 30, 2016</td>
</tr>
<tr>
<td>Adam Zamudio</td>
<td>Campus Safety Officer I</td>
<td>Range 38/ $22.09</td>
<td>Substitute for vacant positions or Wes Blair as needed</td>
<td>June 8, 2015 through June 30, 2015</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):*

**07-15-100.** Interpreter/Transliterator I, Range 28, $15.68 per hour, beginning July 20, 2015 through June 30, 2016 for additional interpreter needs on campus.

- Identified employees are Imelda Goedecke and Mary Pierce

**07-15-101.** Interpreter/Transliterator III, Range 43, $22.71 per hour, beginning July 20, 2015 through June 30, 2016 for additional interpreter needs on campus.

- Identified employees are Hannah Brophy and Alison Rideout

**07-15-102.** Head Resident, Range 23, $13.86 per hour, beginning August 1, 2015 through May 31, 2016 for extra hours, not to exceed 40 annually, to train personnel so that they may be utilized as Substitute Head Residents.

- Identified employees are Oscar Cisneros and David Toth

**Employee Identification of Prior Approved Temporary Assignment**

**07-14-100.** Campus Safety Officer, Range 38, $20.09 per hour, beginning July 1, 2014 through June 30, 2015, to cover special events and extra patrol as needed.

- Identified employees are Ryan Henroulle and Adam Zamudio

**07-14-102.** Student Services Clerk – Admissions & Records, Range 14, $11.10 per hour, beginning July 1, 2014 through June 30, 2015, for help with registration, processing adds and drops, cashier, mailings, answer phones, make counseling appointments, filing and data entry.

- Identified employee is Kayla Holmes
07-14-103. Student Services Clerk – Trinity Campus, Range 14, $11.10 per hour, beginning July 1, 2014 through June 30, 2015, to help with registration, process BOGG’s, adds and drops, cashier, check paperwork, and answer phones for Summer, Fall, and Spring registration.

- Identified employees are Lydia Marvel and Arianna Reiter

06-15-101. Student Services Clerk – Admissions and Records, Range 14, $11.10 per hour, beginning July 1, 2015 through June 30, 2016, to help with registration, processing, add/drops, cashier, mailings, answer phones, schedule counseling appointments, filing and data entry.

- Identified employees are Kirsten Gordon and Kayla Holmes

06-15-103. Campus Safety Officer I, Range 38, $20.09 per hour, beginning July 1, 2015 through December 31, 2015, for extra patrol and special events.

- Identified employees is Adam Zamudio

06-15-104. Student Services Assistant (Tehama), Range 24, $14.21 per hour beginning July 1, 2015 through June 30, 2016, for processing new student applications, BOG Fee Waivers and registration paperwork; sell parking passes; collect fees; answer phones; schedule counseling, assessment and orientation appointments during peak registration periods; proctor ITV exams.

- Identified employees is Arianna Reiter

06-15-106. Student Services Assistant (Weaverville), Range 24, $14.21 per hour beginning July 1, 2015 through June 30, 2016, for processing new student applications, BOG Fee Waivers and registration paperwork; sell parking passes; collect fees; answer phones; schedule counseling, assessment and orientation appointments during peak registration periods; proctor ITV exams.

- Identified employees are Lydia Marvel and Arianna Reiter

Short-Term Instructional/Non-Instructional Assistant, $9.00 per hour, to work as needed during the 2014-2015 school year (the following positions are non-benefitted and are a maximum of 28 hours per week):

<table>
<thead>
<tr>
<th>NAME</th>
<th>WORK PERFORMED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marissa Anderson</td>
<td>ESL Tutor – May 6, 2015</td>
</tr>
</tbody>
</table>
Special Services Provider, $11.00 per hour, to work as needed during the 2014-2015 and 2015-2016 school years (the following positions are non-benefitted and are a maximum of 28 hours per week):

<table>
<thead>
<tr>
<th>NAME</th>
<th>WORK PERFORMED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sharon Anderson</td>
<td>ESL/GED/English 350 Class Assistant – August 17, 2015 through June 30, 2016</td>
</tr>
<tr>
<td>Lacy Asdourian</td>
<td>Community Education, Assist Kelly Brazil with Volleyball Summer Camps – July 1, 2015 through July 30, 2015</td>
</tr>
<tr>
<td>Juniata Bartalos</td>
<td>ESL/GED/English 350 Class Assistant – August 17, 2015 through June 30, 2016</td>
</tr>
<tr>
<td>Angie Bruic</td>
<td>Master Science Tutor – June 8, 2015 through June 30, 2015</td>
</tr>
<tr>
<td>Iva Lynnette Crowe</td>
<td>EMT-CPR Skills Coach/Aide – July 1, 2015 through June 30, 2016</td>
</tr>
<tr>
<td>Maria Dionicio</td>
<td>Advisor for Upward Bound Summer Academy – June 11, 2015 through June 30, 2015</td>
</tr>
<tr>
<td>Maria Dionicio</td>
<td>Advisor for Upward Bound Summer Academy – July 1, 2015 through July 23, 2015</td>
</tr>
<tr>
<td>Michelle Dulon</td>
<td>ESL/GED/English 350 Class Assistant – August 17, 2015 through June 30, 2016</td>
</tr>
<tr>
<td>Janet Hering</td>
<td>ESL/GED/English 350 Class Assistant – August 17, 2015 through June 30, 2016</td>
</tr>
<tr>
<td>Whitney Kenney</td>
<td>Community Education, Assist Kelly Brazil with Volleyball Summer Camps – June 5, 2015 through June 30, 2015</td>
</tr>
<tr>
<td>Whitney Kenney</td>
<td>Community Education, Assist Kelly Brazil with Volleyball Summer Camps – July 1, 2015 through July 30, 2015</td>
</tr>
<tr>
<td>NAME</td>
<td>WORK PERFORMED</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Cassidy Lee</td>
<td>Community Education, Assist Kelly Brazil with Volleyball Summer Camps – July 1, 2015 through July 30, 2015</td>
</tr>
<tr>
<td>Riley Light</td>
<td>Teacher Assistant, ASL – June 22, 2015 through June 30, 2015</td>
</tr>
<tr>
<td>Brian Long</td>
<td>ESL/GED/English 350 Class Assistant – August 17, 2015 through June 30, 2016</td>
</tr>
<tr>
<td>Autumn McLeod</td>
<td>Master Tutor for CRAM Nights – May 12, 2015 through May 13, 2015</td>
</tr>
<tr>
<td>Kristoffer Rafferty</td>
<td>EMT-CPR Skills Coach/Aide – July 1, 2015 through June 30, 2016</td>
</tr>
<tr>
<td>Stephanie Schaefer</td>
<td>Teacher Assistant, ASL – June 15, 2015 through June 30, 2015</td>
</tr>
<tr>
<td>Stephanie Schaefer</td>
<td>Teacher Assistant, ASL – July 1, 2015 through July 29, 2015</td>
</tr>
<tr>
<td>Lauren Swetland</td>
<td>Community Education, Assist Kelly Brazil with Volleyball Summer Camps – June 5, 2015 through June 30, 2015</td>
</tr>
<tr>
<td>Lauren Swetland</td>
<td>Community Education, Assist Kelly Brazil with Volleyball Summer Camps – July 1, 2015 through July 30, 2015</td>
</tr>
<tr>
<td>Grace Trumbly</td>
<td>EMT-CPR Skills Coach/Aide – July 1, 2015 through June 30, 2016</td>
</tr>
<tr>
<td>Alexis Williams</td>
<td>EMT-CPR Skills Coach/Aide – July 1, 2015 through June 30, 2016</td>
</tr>
</tbody>
</table>

Specialists: $18.00 per hour; Consultants/Community Education Presenters: $20.00 per hour; Professional Experts/Contract & Community Education Professionals/Consultants: $35.00 - $50.00 per hour; to work as needed during the 2014-2015 and 2015-2016 school years (the following positions are non-benefitted and are a maximum of 28 hours per week):

<table>
<thead>
<tr>
<th>NAME</th>
<th>WORK PERFORMED</th>
<th>HOURLY RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scott Gordon</td>
<td>Professional Expert, Teach International University Students Excel, PowerPoint, Blogging and Business Topics – July 6, 2015 through July 13, 2015</td>
<td>$50</td>
</tr>
</tbody>
</table>
NAME | WORK PERFORMED | HOURLY RATE
--- | --- | ---
Darcy Kinnison | Professional Expert, District Dozer/Transport Operator for CAL FIRE Contract – July 1, 2015 through June 30, 2016 | $35
Janmarie Malik | Professional Expert, Assist in the development of the Bachelor of Arts in Health Information Management – May 26, 2015 through June 30, 2015 | $50
Janmarie Malik | Professional Expert, Assist in the development of the Bachelor of Arts in Health Information Management – July 1, 2015 through August 13, 2015 | $50
Stacy Mizuta | Instructional Presenter, Community Education, Assist with Basketball Summer Camps – June 22, 2015 through June 30, 2015 | $20
Stacy Mizuta | Instructional Presenter, Community Education, Assist with Basketball Summer Camps – July 1, 2015 through July 16, 2015 | $20
Darlene Montgomery | Instructional Presenter, Community Education Class, Floral Design – August 18, 2015 through November 18, 2015 | $20
Rhonda Nelson | Professional Expert, Community Education Class, Get Fit! – July 1, 2015 through December 30, 2015 | $35
Debbie Parisot | Professional Expert, Capital & Special Projects Analyst – July 1, 2015 through June 30, 2016 | $43.28
Kathy Rodriguez | Instructional Presenter, Attend AB86 Meeting as Instructional Professional – May 29, 2015 | $20
Tom Wallis | Professional Expert, CalWORKs Access Database – June 1, 2015 through June 30, 2015 | $50
Tom Wallis | Professional Expert, CalWORKs Access Database – July 1, 2015 through June 30, 2016 | $50

Resignation

Elizabeth Ames-Molthop, Administrative Assistant (Physical Education and Athletics, Part-Time) has resigned effective July 7, 2015.

**RECOMMENDATION**

The Superintendent/President recommends the employment items be approved/ratified as submitted.
SHASTA-TEHAMA-TRINITY
JOINT COMMUNITY COLLEGE DISTRICT
11555 Old Oregon Trail
P.O. Box 496006, Redding, CA 96049-6006

<table>
<thead>
<tr>
<th>TO:</th>
<th>BOARD OF TRUSTEES</th>
<th>DATE:</th>
<th>7/08/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM:</td>
<td>Dr. Joe Wyse,</td>
<td>ITEM NO.:</td>
<td>8.4</td>
</tr>
<tr>
<td></td>
<td>Superintendent/President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INITIATOR:</td>
<td>President's Cabinet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUBJECT:</td>
<td>CONSENT AGENDA</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>DONATIONS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BACKGROUND**

Attached is a list of donations valued by their respective donors at less than $500 which were accepted by the Superintendent/President during the 2014-2015 fiscal year. The appropriate letter of appreciation has been sent to each donor.

**RECOMMENDATION**

The Superintendent/President recommends that the Board acknowledge receipt of the 2014-2015 donations list.
### 2014-2015 DONATIONS
Shasta-Tehama-Trinity Joint Community College District
Accepted by Superintendent/President
(Value < $500.00 Per BP/AP 3820)

**Fiscal Year July 2014 – June 2015**

<table>
<thead>
<tr>
<th>Date</th>
<th>Donor</th>
<th>Address</th>
<th>Item</th>
<th>Value</th>
<th>Department</th>
<th>TY Letter Sent</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/9/14</td>
<td>James Costello</td>
<td>5855 N. Bank Road Crescent City, CA 95531</td>
<td>$100.00 (ck#1150)</td>
<td>$100.00</td>
<td>SPECS Division Football</td>
<td>9/9/14</td>
</tr>
<tr>
<td>9/9/14</td>
<td>James Costello</td>
<td>5855 N. Bank Road Crescent City, CA 95531</td>
<td>$75.00 (ck#1156)</td>
<td>$75.00</td>
<td>SPECS Division Football</td>
<td>9/9/14</td>
</tr>
<tr>
<td>9/9/14</td>
<td>Jamba Juice</td>
<td>913 Dana Dr. #3A Redding, CA 96003</td>
<td>Gift cards</td>
<td>$9.00</td>
<td>SLAM Division Math Camp</td>
<td>9/9/14</td>
</tr>
<tr>
<td>9/9/14</td>
<td>Margaret Rooker</td>
<td>215 Lake Blvd. #353 Redding, CA 96003</td>
<td>$50.00 (ck#5333)</td>
<td>$50.00</td>
<td>ACSS Division Choral</td>
<td>9/9/14</td>
</tr>
<tr>
<td>10/17/14</td>
<td>Ray Vandiest</td>
<td>655 Cream Bush Way Redding, CA 96003</td>
<td>$100.00 (ck#6270)</td>
<td>$100.00</td>
<td>ACSS Symphony Orchestra</td>
<td>10/17/14</td>
</tr>
<tr>
<td>10/21/14</td>
<td>E.J. Knowles/M.E. Russell</td>
<td>P.O. Box 615 Palo Cedro, CA 96073</td>
<td>$50.00 (ck#5702)</td>
<td>$50.00</td>
<td>ACSS Div. Choral</td>
<td>10/21/14</td>
</tr>
<tr>
<td>10/21/14</td>
<td>E.J. Knowles/M.E. Russell</td>
<td>P.O. Box 615 Palo Cedro, CA 96073</td>
<td>$50.00 (ck#5703)</td>
<td>$50.00</td>
<td>ACSS Symphony Orchestra</td>
<td>10/21/14</td>
</tr>
<tr>
<td>10/30/14</td>
<td>Anonymous</td>
<td>N/A</td>
<td>$300.00</td>
<td>$300.00</td>
<td>ACSS Division Choral/Vocal</td>
<td>10/20/14</td>
</tr>
<tr>
<td>10/30/14</td>
<td>WARPTWO.COM</td>
<td>20171 Copper Canyon Rd Redding, CA 96003</td>
<td>$50.00 (ck#1291)</td>
<td>$50.00</td>
<td>ACSS Division Advertising</td>
<td>10/30/14</td>
</tr>
<tr>
<td>11/24/14</td>
<td>Gerlinger Steel</td>
<td>1527 Sacramento St. Redding, CA 96001</td>
<td>450 lbs. steel for cut-outs</td>
<td>$300.00</td>
<td>BAITS Division Welding Club</td>
<td>11/24/14</td>
</tr>
<tr>
<td>12/15/14</td>
<td>James Costello</td>
<td>5855 N. Bank Road Crescent City, CA 95531</td>
<td>$50.00 (ck#1163)</td>
<td>$50.00</td>
<td>SPECS Division Football</td>
<td>12/15/14</td>
</tr>
<tr>
<td>12/15/14</td>
<td>Dr. Richard Fiske</td>
<td>1884 Strauss Lane Redding, CA 96003</td>
<td>$40.00 (cash)</td>
<td>$40.00</td>
<td>ACSS Youth Symphony Orchestra</td>
<td>12/15/14</td>
</tr>
<tr>
<td>2/4/15</td>
<td>Roxanne Cabral-Hayes</td>
<td>2808 Uranium Court Redding, CA 96003</td>
<td>$50.00 (ck#5073)</td>
<td>$50.00</td>
<td>ACSS Youth Symphony Orchestra</td>
<td>2/4/15</td>
</tr>
<tr>
<td>2/4/15</td>
<td>James Costello</td>
<td>5855 N. Bank Road Crescent City, CA 95531</td>
<td>$75.00 (ck#1168)</td>
<td>$75.00</td>
<td>SPECS Division Football</td>
<td>2/4/15</td>
</tr>
<tr>
<td>2/4/15</td>
<td>John Busby</td>
<td>3673 Elizabeth Way Redding, CA 96001</td>
<td>$150.00 (ck#1660)</td>
<td>$150.00</td>
<td>ACSS Symphony Orchestra</td>
<td>2/4/15</td>
</tr>
<tr>
<td>3/18/15</td>
<td>James Costello</td>
<td>5855 N. Bank Road Crescent City, CA 95531</td>
<td>$75.00 (ck#1177)</td>
<td>$75.00</td>
<td>SPECS Division Football</td>
<td>3/18/15</td>
</tr>
<tr>
<td>3/18/15</td>
<td>Alex Von Dachenhausen</td>
<td>1791 Edgewood Dr. Redding, CA 96003</td>
<td>$100.00 (ck#6038)</td>
<td>$100.00</td>
<td>SPECS Division SC Athletics</td>
<td>3/18/15</td>
</tr>
<tr>
<td>Date</td>
<td>Name</td>
<td>Address</td>
<td>Amount</td>
<td>Amount</td>
<td>Category</td>
<td>Date</td>
</tr>
<tr>
<td>----------</td>
<td>--------------------------------</td>
<td>--------------------------------</td>
<td>------------</td>
<td>------------</td>
<td>-----------------------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>3/18/15</td>
<td>Barbara &amp; Emmet Pennebaker</td>
<td>4955 Freshwater Road Williams, CA 95987</td>
<td>$200.00</td>
<td>$200.00</td>
<td>SPECS Division Baseball</td>
<td>3/18/15</td>
</tr>
<tr>
<td>3/18/15</td>
<td>Ann Coffman</td>
<td>280 Agua Verdi Drive Red Bluff, CA 96080</td>
<td>$10.00</td>
<td>$10.00</td>
<td>ACSS Youth Symphony Orchestra</td>
<td>3/18/15</td>
</tr>
<tr>
<td>3/18/15</td>
<td>Anonymous</td>
<td>N/A</td>
<td>$80.00</td>
<td>$80.00</td>
<td>ACSS Youth Symphony Orchestra</td>
<td>N/A</td>
</tr>
<tr>
<td>4/1/15</td>
<td>Diane Welsh</td>
<td>6564 Whispering Cyn Dr. Anderson, CA 96007</td>
<td>$100.00</td>
<td>$100.00</td>
<td>ACSS Symphony Orchestra</td>
<td>4/1/15</td>
</tr>
<tr>
<td>4/2/15</td>
<td>Richard L. Franks</td>
<td>3923 Eagle Parkway Redding, CA 96001</td>
<td>29 books</td>
<td>$379.09</td>
<td>Shasta College</td>
<td>4/2/15</td>
</tr>
<tr>
<td>6/1/15</td>
<td>Robert &amp; Miriam Weissberg</td>
<td>1431 Spaniel Court Redding, CA 96003</td>
<td>$200.00</td>
<td>$200.00</td>
<td>ACSS Music Dept.</td>
<td>6/1/15</td>
</tr>
<tr>
<td>6/1/15</td>
<td>Susan Meacham</td>
<td>1725 Strauss Lane Redding, CA 96003</td>
<td>$100.00</td>
<td>$100.00</td>
<td>SPECS Celebrity Dinner Auction</td>
<td>6/1/15</td>
</tr>
<tr>
<td>6/1/15</td>
<td>Ed Stevens / Ed's Honda Specialties</td>
<td>1301 E. Cypress Ave. #7 Redding, CA 96002</td>
<td>Lawn chairs</td>
<td>$40.00</td>
<td>BAITS Division Diesel 4 x 4 Club</td>
<td>6/1/15</td>
</tr>
<tr>
<td>6/1/15</td>
<td>Matt &amp; Leslie Miles</td>
<td>2106 Terra Nova Dr. Redding, CA 96003</td>
<td>$100.00</td>
<td>$100.00</td>
<td>SPECS Celebrity Dinner Auction</td>
<td>6/1/15</td>
</tr>
<tr>
<td>6/1/15</td>
<td>Ken Westrick</td>
<td>655 Hilltop Dr. #75 Redding, CA 96003</td>
<td>$204.00 (cash)</td>
<td>$204.00</td>
<td>ACSS Music Dept.</td>
<td>6/1/15</td>
</tr>
</tbody>
</table>
BACKGROUND

The following staff travel is submitted for Board ratification:

<table>
<thead>
<tr>
<th>Staff Member</th>
<th>Event</th>
<th>Destination</th>
<th>Date(s)</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>William Breitbach, Dean of Library Services and Educational Technology</td>
<td>InstructureCon 2015 (Professional Development/Canvas LMS Implementation)</td>
<td>Park City, UT</td>
<td>6/16-6/19, 2015</td>
<td>District Funded</td>
</tr>
</tbody>
</table>

RECOMMENDATION

The Superintendent/President recommends that the Board ratify the staff travel.
SHASTA-TEHAMA-TRINITY
JOINT COMMUNITY COLLEGE DISTRICT
11555 Old Oregon Trail
P.O. Box 496006, Redding, CA 96049-6006

TO: BOARD OF TRUSTEES
DATE: 7/08/2015

FROM: Dr. Joe Wyse,
Superintendent/President
ITEM NO.: 8.6

INITIATOR: President's Cabinet

SUBJECT: CONSENT AGENDA
FIELD TRIPS

BACKGROUND

The following field trips are submitted for Board approval/ratification:

<table>
<thead>
<tr>
<th>Facilitator</th>
<th>Course/Area</th>
<th>Destination</th>
<th>Date(s)</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Kelly Brazil,</strong> Volleyball Coach</td>
<td>Intercollegiate Volleyball</td>
<td>Fall 2015 Schedule</td>
<td>8/29/2015 – 12/06/2015</td>
<td>District Funded</td>
</tr>
<tr>
<td><strong>Keith Brookshaw,</strong> EOPS/International Student Counselor</td>
<td>Korean Students</td>
<td>Old Shasta Museum Shasta, CA Student Activity</td>
<td>7/10/2015</td>
<td>District Funded</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lassen Park Susanville, CA Student Activity</td>
<td>7/11/2015</td>
<td>District Funded</td>
</tr>
<tr>
<td><strong>Jerry Brown,</strong> Basketball Coach (Women's)</td>
<td>Intercollegiate Women's Basketball</td>
<td>2015-16 Schedule</td>
<td>11/06/2015 – 2/17/2016</td>
<td>District Funded</td>
</tr>
<tr>
<td><strong>Katy Cottrell,</strong> Cross Country Coach</td>
<td>Intercollegiate Men's and Women's Cross-Country</td>
<td>Fall 2015 Schedule</td>
<td>8/29/2015 – 11/21/2015</td>
<td>District Funded</td>
</tr>
<tr>
<td><strong>Kele Fitzhugh,</strong> Basketball Coach (Men's)</td>
<td>Intercollegiate Men's Basketball</td>
<td>2015-16 Schedule</td>
<td>11/07/2015 – 2/17/2016</td>
<td>District Funded</td>
</tr>
<tr>
<td><strong>Dan Fults,</strong> Soccer Coach (Women's)</td>
<td>Intercollegiate Women's Soccer</td>
<td>Fall 2015 Schedule</td>
<td>8/22/2015 – 12/06/2015</td>
<td>District Funded</td>
</tr>
<tr>
<td><strong>Randy Reed,</strong> Earth Sciences Instructor</td>
<td>ESC 9</td>
<td>Lassen, Hat Creek, Fall River, Burney Falls</td>
<td>7/15/15</td>
<td>District Funded</td>
</tr>
<tr>
<td><strong>Sylvia Ruano,</strong> TRIO/Upward Bound Program Director</td>
<td>Upward Bound Students</td>
<td>Cinemark Theatre-Movies 14 Redding, CA Student Activity</td>
<td>6/26/2015</td>
<td>Grant Funded</td>
</tr>
<tr>
<td><strong>Matt Thomas,</strong> Wrestling Coach</td>
<td>Intercollegiate Wrestling</td>
<td>Fall 2015 Schedule</td>
<td>9/16/2015 – 12/12/2015</td>
<td>District Funded</td>
</tr>
</tbody>
</table>
## CONSENT AGENDA
FIELD TRIPS
JULY 8, 2015
Page Two

<table>
<thead>
<tr>
<th>Facilitator</th>
<th>Course/Area</th>
<th>Destination</th>
<th>Date(s)</th>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Craig Thompson,</strong> Football Coach</td>
<td>Intercollegiate Football</td>
<td>Fall 2015 Schedule</td>
<td>9/05/2015 – 11/14/2015</td>
<td>District Funded</td>
</tr>
<tr>
<td><strong>Daniel Valdivia,</strong> Soccer Coach (Men's)</td>
<td>Intercollegiate Men's Soccer</td>
<td>Fall 2015 Schedule</td>
<td>8/22/15 – 12/08/2015</td>
<td>District Funded</td>
</tr>
</tbody>
</table>

Attached are the sports schedules for 2015-2016.

### RECOMMENDATION

The Superintendent/President recommends that the Board approve/ratify these field trips.
## Men's Basketball Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/7/15 -</td>
<td>Saturday-</td>
<td>Cabrillo Tournament</td>
<td>Cabrillo College, Santa Cruz</td>
<td>TBA</td>
</tr>
<tr>
<td>11/8/15</td>
<td>Sunday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/13/15</td>
<td>Friday -</td>
<td>Solano Tournament</td>
<td>Solano College, Fairfield</td>
<td>TBA</td>
</tr>
<tr>
<td>11/15/15</td>
<td>Sunday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11/20/15</td>
<td>Friday-</td>
<td>Shasta College Invitational</td>
<td>Shasta College</td>
<td>TBA</td>
</tr>
<tr>
<td>11/22/15</td>
<td>Sunday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/4/15</td>
<td>Friday -</td>
<td>College of Redwoods Tournament</td>
<td>College of Redwoods, Eureka</td>
<td>TBA</td>
</tr>
<tr>
<td>12/5/15</td>
<td>Saturday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/12/15</td>
<td>Saturday</td>
<td>TBA</td>
<td>Shasta College</td>
<td>6:00PM</td>
</tr>
<tr>
<td>12/18/15</td>
<td>Friday -</td>
<td>College of Sequoias Tournament</td>
<td>College of Sequoias, Visalia</td>
<td>TBA</td>
</tr>
<tr>
<td>12/20/15</td>
<td>Sunday</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12/28/15 &amp;</td>
<td>Monday -</td>
<td>Siskiyou Classic</td>
<td>College of Siskiyou, Weed</td>
<td>TBA</td>
</tr>
<tr>
<td>12/29/15</td>
<td>Tuesday</td>
<td>Umpqua, Lane</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1/2/16</td>
<td>Saturday</td>
<td>Ohlone College</td>
<td>Ohlone College, Fremont</td>
<td>TBA</td>
</tr>
</tbody>
</table>

**Golden Valley Conference**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan.13</td>
<td>Wed</td>
<td>Feather River College**</td>
<td>Feather River College</td>
<td>5:30 PM</td>
</tr>
<tr>
<td>Jan. 16</td>
<td>Sat</td>
<td>Butte College**</td>
<td>Shasta College</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>Jan. 20</td>
<td>Wed</td>
<td>Lassen**</td>
<td>Shasta College</td>
<td>5:30 PM</td>
</tr>
<tr>
<td>Jan. 23</td>
<td>Sat</td>
<td>College of Siskiyou**</td>
<td>College of Siskiyou</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>Jan. 27</td>
<td>Wed</td>
<td>College of Redwoods**</td>
<td>Shasta College</td>
<td>5:30 PM</td>
</tr>
<tr>
<td>Jan. 30</td>
<td>Sat</td>
<td>Feather River College**</td>
<td>Shasta College</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>Feb. 6</td>
<td>Sat</td>
<td>Butte College**</td>
<td>Butte College</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>Feb. 10</td>
<td>Wed</td>
<td>Lassen College**</td>
<td>Lassen College</td>
<td>5:30 PM</td>
</tr>
<tr>
<td>Feb.13</td>
<td>Sat</td>
<td>College of Siskiyou**</td>
<td>Shasta College</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>Feb.17</td>
<td>Wed</td>
<td>College of Redwoods</td>
<td>College of Redwoods</td>
<td>5:30 PM</td>
</tr>
</tbody>
</table>

** = Conference Games  
BOLD = Home Games

---

**Head Coach:** Kele Fitzhugh  
**Phone:** (530)242-2283

**Assistant Coaches:**

**Athletic Director:** Mike Mari  
**Phone:** (530)242-7595

**Mascot/Colors:** KNIGHTS  
**Colors:** Green, White, Grey

---

**Division of Physical Education & Athletics**
11555 Old Oregon Trail * P.O. Box 496006 * Redding CA 96049-6006  
Office (530) 242-7590 * FAX (530) 225-4920  
http://www.shastaclude.edu/athletics

Rev. 6/30/2015 12:24:00 PM
### Shasta College College Athletics
#### 2015-2016
##### WOMEN'S BASKETBALL SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Opponent/Event</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov. 6-8</td>
<td>Fri-Sun</td>
<td>Delta Tournament</td>
<td>Stockton</td>
<td>TBA</td>
</tr>
<tr>
<td>Nov. 12-14</td>
<td>Thurs-Sat</td>
<td>CRC Tournament</td>
<td>Sacramento</td>
<td>TBA</td>
</tr>
<tr>
<td>Nov. 24</td>
<td>Tues</td>
<td>American River College</td>
<td>Shasta College</td>
<td>5:00 PM</td>
</tr>
<tr>
<td>Nov. 28</td>
<td>Sat</td>
<td>Marin College</td>
<td>Shasta College</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>Dec. 4-6</td>
<td>Fri-Sun</td>
<td>Shasta Crossover</td>
<td>Shasta College</td>
<td>TBA</td>
</tr>
<tr>
<td>Dec. 11-13</td>
<td>Fri-Sun</td>
<td>Solano Tournament</td>
<td>Solano College, Fairfield</td>
<td>TBA</td>
</tr>
<tr>
<td>Dec. 18-20</td>
<td>Fri-Sun</td>
<td>San Mateo Tournament</td>
<td>San Mateo College</td>
<td>TBA</td>
</tr>
<tr>
<td>Jan. 6</td>
<td>Wed</td>
<td>Simpson JV</td>
<td>Shasta College</td>
<td>6:00 PM</td>
</tr>
<tr>
<td>Jan. 13</td>
<td>Wed</td>
<td>Feather River College**</td>
<td>Feather River College</td>
<td>7:30 PM</td>
</tr>
<tr>
<td>Jan. 16</td>
<td>Sat</td>
<td>Butte College**</td>
<td>Shasta College</td>
<td>6:00 PM</td>
</tr>
<tr>
<td>Jan. 20</td>
<td>Wed</td>
<td>Lassen**</td>
<td>Shasta College</td>
<td>7:30 PM</td>
</tr>
<tr>
<td>Jan. 23</td>
<td>Sat</td>
<td>College of Siskiyou**</td>
<td>College of Siskiyou</td>
<td>6:00 PM</td>
</tr>
<tr>
<td>Jan. 27</td>
<td>Wed</td>
<td>College of Redwoods**</td>
<td>Shasta College</td>
<td>7:30 PM</td>
</tr>
<tr>
<td>Jan. 30</td>
<td>Sat</td>
<td>Feather River College**</td>
<td>Shasta College</td>
<td>6:00 PM</td>
</tr>
<tr>
<td>Feb. 6</td>
<td>Sat</td>
<td>Butte College**</td>
<td>Butte College</td>
<td>6:00 PM</td>
</tr>
<tr>
<td>Feb. 10</td>
<td>Wed</td>
<td>Lassen College**</td>
<td>Lassen College</td>
<td>7:30 PM</td>
</tr>
<tr>
<td>Feb. 13</td>
<td>Sat</td>
<td>College of Siskiyou**</td>
<td>Shasta College</td>
<td>6:00 PM</td>
</tr>
<tr>
<td>Feb. 17</td>
<td>Wed</td>
<td>College of Redwoods</td>
<td>College of Redwoods</td>
<td>7:30 PM</td>
</tr>
</tbody>
</table>

**BOLD** = Home Games  ** = Conference Game

---

**HEAD COACH:**  Jerry Brown  
**Assistant Coach:**  Stacy Mizuta  
**ATHLETIC DIRECTOR:**  Mike Mari  
**Mascot/Colors:**  Knights  

**Office Phone:** (530) 242-2275  
**Office Phone:** (530) 242-7595  

---

*Division of Physical Education & Athletics*  
11555 Old Oregon Trail  
**P.O. Box 496006**  
Redding CA 96049-6006  
**Office (530) 242-7590**  
**FAX (530) 225-4920**  
[http://www.shastacollege.edu/athletics](http://www.shastacollege.edu/athletics)
# Shasta College Athletics
## Men’s & Women’s Cross-Country
### 2015 Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Meet/Opponent</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/29/15</td>
<td>Sat.</td>
<td>College of the Redwoods</td>
<td>College of the Redwoods</td>
<td>TBA</td>
</tr>
<tr>
<td>9/4/15</td>
<td>Fri</td>
<td>Central Coast XC Classic</td>
<td>Toro Park, Salinas</td>
<td>3:30w/4:30m</td>
</tr>
<tr>
<td>9/12/15</td>
<td>Sat.</td>
<td>Eagle Invitational</td>
<td>College of the Siskiyous</td>
<td>TBA</td>
</tr>
<tr>
<td>9/18/15</td>
<td>Fri</td>
<td>Pat Ryan Invitational</td>
<td>Spring Lake Park, Santa Rosa</td>
<td>2:30m/3:30w</td>
</tr>
<tr>
<td>9/24/15</td>
<td>Thurs.</td>
<td>Lou Vasquez Invitational - CCSF</td>
<td>GG Park (Polo Fields)</td>
<td>3:30w/4:30m</td>
</tr>
<tr>
<td>10/16/15</td>
<td>Fri</td>
<td>Jim Middleton Invitational</td>
<td>Shasta College</td>
<td>2:30w/3:30m</td>
</tr>
<tr>
<td>10/23/15</td>
<td>Fri</td>
<td>Butte Invitational</td>
<td>Oroville Fore Bay</td>
<td>TBA</td>
</tr>
<tr>
<td>10/29/15</td>
<td>Thursday</td>
<td>Golden Valley Conference</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>11/6/15</td>
<td>Fri</td>
<td>NorCal Championships</td>
<td>Toro Park, Salinas</td>
<td>TBA</td>
</tr>
<tr>
<td>11/21/2015</td>
<td>Sat</td>
<td>California State XC Championships</td>
<td>Woodward Park, Fresno</td>
<td>TBA</td>
</tr>
</tbody>
</table>

**Head Coach:** Katy Cottrell 530-410-2359 kcottrell@shastacollege.edu  
**Athletic Director:** Mike Mari 530-242-7595  
**Mascot:** Knights  
**Colors:** Green, White, Gray
# Shasta College Athletics

## FOOTBALL
### 2015 SCHEDULE
Tentative – Pending Board Approval

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>OPPONENT</th>
<th>LOCATION</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/5/2015</td>
<td>Saturday</td>
<td>Gavilan College</td>
<td>Shasta College</td>
<td>1:00 PM</td>
</tr>
<tr>
<td>9/12/2015</td>
<td>Saturday</td>
<td>Cabrillo College</td>
<td>Cabrillo College</td>
<td>1:00 PM</td>
</tr>
<tr>
<td>9/19/2015</td>
<td>Saturday</td>
<td>Merced College</td>
<td>Shasta College</td>
<td>5:00 PM</td>
</tr>
<tr>
<td>9/26/2015</td>
<td>Saturday</td>
<td>* College of the Redwoods</td>
<td>College of the Redwoods</td>
<td>2:00 PM</td>
</tr>
<tr>
<td>10/3/2015</td>
<td>Saturday</td>
<td>Feather River College</td>
<td>Feather River College</td>
<td>5:00 PM</td>
</tr>
<tr>
<td>10/10/2015</td>
<td></td>
<td>BYE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/17/2015</td>
<td>Saturday</td>
<td>* Mendocino College</td>
<td>Shasta College</td>
<td>6:00 PM</td>
</tr>
<tr>
<td>10/24/2015</td>
<td>Saturday</td>
<td>* San Jose City College</td>
<td>San Jose City College</td>
<td>3:00 PM</td>
</tr>
<tr>
<td>10/31/2015</td>
<td>Saturday</td>
<td>* Contra Costa College (Hall of Fame and Homecoming Game)</td>
<td>Shasta College</td>
<td>6:00 PM</td>
</tr>
<tr>
<td>11/7/2015</td>
<td>Saturday</td>
<td>* Los Medanos College</td>
<td>Los Medanos College</td>
<td>3:00 PM</td>
</tr>
<tr>
<td>11/14/2015</td>
<td>Saturday</td>
<td>* Yuba College</td>
<td>Shasta College</td>
<td>5:00 PM</td>
</tr>
</tbody>
</table>

**BOLD = HOME GAME**

**= Pacific 7 League Game**

---

**HEAD COACH**

Craig Thompson

Office Phone: (530) 242-2292

Assistant Head Coach: Byron Hamilton 242-2282

Head Athletic Trainer: Mike Davis 242-2280

Division Dean - Athletic Director: Mike Mari 242-7595

---

Division of Physical Education & Athletics

11555 Old Oregon Trail • P.O. Box 496006 • Redding, CA 96049-6006

Office: (530) 242-7592 • FAX: (530) 225-4920

http://www.shastacollege.edu/athletics

Rev 6/18/2015
# Shasta College Athletics

## MEN’S SOCCER

### 2015 Schedule

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>OPPONENT</th>
<th>LOCATION</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/22/15</td>
<td>Sat</td>
<td>Humboldt State – (Scrimmage)</td>
<td>Shasta College</td>
<td>3:00 PM</td>
</tr>
<tr>
<td>8/27/15</td>
<td>Thur</td>
<td>Contra Costa College</td>
<td>Shasta College</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>8/29/15</td>
<td>Sat</td>
<td>College of the Sequoias</td>
<td>Shasta College</td>
<td>11:00 AM</td>
</tr>
<tr>
<td>9/1/15</td>
<td>Tues</td>
<td>Ohlone College</td>
<td>Ohlone College</td>
<td>4:30 PM</td>
</tr>
<tr>
<td>9/5/15</td>
<td>Sat</td>
<td>San Joaquin Delta College</td>
<td>Shasta College</td>
<td>2:00 PM</td>
</tr>
<tr>
<td>9/11/15</td>
<td>Fri</td>
<td>Napa College</td>
<td>Napa College</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>9/13/15</td>
<td>Sun</td>
<td>West Hills College</td>
<td>Cosumnes River College</td>
<td>1:00 PM</td>
</tr>
<tr>
<td>9/15/15</td>
<td>Tues</td>
<td>Folsom College</td>
<td>Folsom College</td>
<td>2:00 PM</td>
</tr>
<tr>
<td>9/18/15</td>
<td>Fri</td>
<td>Yuba College</td>
<td>Yuba College</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>9/29/15</td>
<td>Tues</td>
<td>Butte College *</td>
<td>Butte College</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>10/2/15</td>
<td>Fri</td>
<td>Feather River College *</td>
<td>Shasta College</td>
<td>2:00 PM</td>
</tr>
<tr>
<td>10/6/15</td>
<td>Tues</td>
<td>College of the Siskiyous *</td>
<td>College of the Siskiyous</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>10/13/15</td>
<td>Tues</td>
<td>Lassen College *</td>
<td>Shasta College</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>10/16/15</td>
<td>Fri</td>
<td>College of the Redwoods*</td>
<td>Shasta College</td>
<td>2:00 PM</td>
</tr>
<tr>
<td>10/20/15</td>
<td>Tues</td>
<td>Lake Tahoe College *</td>
<td>Lake Tahoe College</td>
<td>TBD</td>
</tr>
<tr>
<td>10/23/15</td>
<td>Fri</td>
<td>Feather River College *</td>
<td>Feather River College</td>
<td>2:00 PM</td>
</tr>
<tr>
<td>10/27/15</td>
<td>Tues</td>
<td>Butte College *</td>
<td>Shasta College</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>11/6/15</td>
<td>Fri</td>
<td>Lassen College *</td>
<td>Lassen College</td>
<td>12:00 PM</td>
</tr>
<tr>
<td>11/10/15</td>
<td>Tues</td>
<td>College of the Redwoods*</td>
<td>College of the Redwoods</td>
<td>2:00 PM</td>
</tr>
<tr>
<td>11/13/15</td>
<td>Fri</td>
<td>Lake Tahoe College *</td>
<td>Shasta College</td>
<td>12:00 PM</td>
</tr>
<tr>
<td>11/21/15</td>
<td>Sat</td>
<td>Region Qrt-Finals</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>11/24/15</td>
<td>Tues</td>
<td>Region Semi-Finals</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>11/28/15</td>
<td>Sat</td>
<td>Region Finals</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>12/4 - 6</td>
<td>Fri-Sun</td>
<td>State Championship</td>
<td>TBD</td>
<td>TBD</td>
</tr>
</tbody>
</table>

* Conference Matches   BOLD = Home Games

### Head Coach:
Daniel Valdivia

### Assistant Coach:
Jesse Banda

### Volunteer Assistant Coach:
Keith Stewart

### Volunteer Assistant Coach:
Kenny Breidlov

### Dean/Athletic Director:
Mike Mari

### Phone:
(530) 242-7585

### Colors:
Knights Green, White and Gray

---

**Shasta College Athletic Department**

11555 Old Oregon Trail • P.O. Box 496006 • Redding, CA 96049-6006

Office (530) 242-7590 • FAX (530) 225-4920

[http://www.shastacollege.edu/athletics](http://www.shastacollege.edu/athletics)

Golden Valley Conference
## Shasta College Athletics
### WOMEN’S SOCCER
#### 2015 Schedule

<table>
<thead>
<tr>
<th>DATE</th>
<th>DAY</th>
<th>OPPONENT</th>
<th>LOCATION</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/22/15</td>
<td>Sat</td>
<td>Oregon Institute of Technology (scrimmage)</td>
<td>Klamath Falls, OR</td>
<td>2:00 PM</td>
</tr>
<tr>
<td>8/27/15</td>
<td>Thur</td>
<td>Contra Costa College</td>
<td>Shasta College</td>
<td>2:00 PM</td>
</tr>
<tr>
<td>8/29/15</td>
<td>Sat</td>
<td>Chabot College</td>
<td>Chabot College</td>
<td>11:00 AM</td>
</tr>
<tr>
<td>9/1/15</td>
<td>Tues</td>
<td>Ohlone College</td>
<td>Ohlone College</td>
<td>6:30 PM</td>
</tr>
<tr>
<td>9/4/15</td>
<td>Fri</td>
<td>Napa Valley College</td>
<td>Shasta College</td>
<td>2:00 PM</td>
</tr>
<tr>
<td>TBA</td>
<td>Tues</td>
<td>Merritt College</td>
<td>Merritt College</td>
<td>TBA</td>
</tr>
<tr>
<td>9/29/15</td>
<td>Tues</td>
<td>Butte College *</td>
<td>Butte College</td>
<td>2:00 PM</td>
</tr>
<tr>
<td>10/2/15</td>
<td>Fri</td>
<td>Feather River College *</td>
<td>Shasta College</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>10/13/15</td>
<td>Tues</td>
<td>Lassen College *</td>
<td>Shasta College</td>
<td>2:00 PM</td>
</tr>
<tr>
<td>10/16/15</td>
<td>Fri</td>
<td>College of the Redwoods</td>
<td>Shasta College</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>10/20/15</td>
<td>Tues</td>
<td>Lake Tahoe College *</td>
<td>Lake Tahoe College</td>
<td>TBD</td>
</tr>
<tr>
<td>10/23/15</td>
<td>Fri</td>
<td>Feather River College *</td>
<td>Feather River College</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>10/27/15</td>
<td>Tues</td>
<td>Butte College *</td>
<td>Shasta College</td>
<td>2:00 PM</td>
</tr>
<tr>
<td>11/6/15</td>
<td>Fri</td>
<td>Lassen College *</td>
<td>Lassen College</td>
<td>2:00 PM</td>
</tr>
<tr>
<td>11/10/15</td>
<td>Tues</td>
<td>College of the Redwoods *</td>
<td>College of the Redwoods</td>
<td>12:00 PM</td>
</tr>
<tr>
<td>11/13/15</td>
<td>Fri</td>
<td>Lake Tahoe College *</td>
<td>Shasta College</td>
<td>2:00 PM</td>
</tr>
<tr>
<td>11/21/15</td>
<td>Sat</td>
<td>Region Qtr-Finals</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>11/24/15</td>
<td>Tues</td>
<td>Region Semi-Finals</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>11/28/15</td>
<td>Sat</td>
<td>Region Finals</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>12/4 - 6</td>
<td>Fri-Sun</td>
<td>State Championship</td>
<td>TBD</td>
<td>TBD</td>
</tr>
</tbody>
</table>

* Conference Matches  
BOLD = Home Games

HEAD COACH: Dan Fults  
Phone (916) 267-1250 (cell)

ASSISTANT COACH:  

VOLUNTEER ASSISTANT COACH: John D’Falco  
VOLUNTEER ASSISTANT COACH: Roger Hatton  
DEAN/ATHLETIC DIRECTOR: Mike Mari  
Mascot/Colors: Knights  
Green, White and Gray

Shasta College Athletic Department  
11555 Old Oregon Trail ♦ P.O. Box 496006 ♦ Redding, CA 96049-6006  
Office (530) 242-7590 ♦ FAX (530) 225-4920  
http://www.shastacollege.edu/athletics
Golden Valley Conference  
Rev: 4/29/15
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Opponent</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/29/15</td>
<td>Sat</td>
<td>Simpson University JV</td>
<td>Shasta College</td>
<td>10:00 AM</td>
</tr>
<tr>
<td>8/29/15</td>
<td>Sat</td>
<td>Simpson v. Skyline</td>
<td>Shasta College</td>
<td>12:00 PM</td>
</tr>
<tr>
<td>8/29/15</td>
<td>Sat</td>
<td>Skyline College</td>
<td>Shasta College</td>
<td>2:00 PM</td>
</tr>
<tr>
<td>9/4/15</td>
<td>Fri</td>
<td>Diablo Valley</td>
<td>Diablo Valley College</td>
<td>2:00 PM</td>
</tr>
<tr>
<td>9/4/15</td>
<td>Fri</td>
<td>Santa Rosa</td>
<td>Diablo Valley College</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>9/5/15</td>
<td>Sat</td>
<td>Umpqua (Oregon)</td>
<td>Shasta College</td>
<td>11:00 AM</td>
</tr>
<tr>
<td>9/5/15</td>
<td>Sat</td>
<td>TBA</td>
<td>Shasta College</td>
<td>1:00 PM</td>
</tr>
<tr>
<td>9/9/15</td>
<td>Wed</td>
<td>Napa Jr. College</td>
<td>Sierra College</td>
<td>TBA</td>
</tr>
<tr>
<td>9/9/15</td>
<td>Wed</td>
<td>Sierra College</td>
<td>Sierra College</td>
<td>TBA</td>
</tr>
<tr>
<td>9/11-12/15</td>
<td>F/Sa</td>
<td>San Joaquin Delta</td>
<td>Delta College</td>
<td>TBA</td>
</tr>
<tr>
<td>9/16/15</td>
<td>Wed</td>
<td>West Valley College</td>
<td>West Valley College</td>
<td>2:00 PM</td>
</tr>
<tr>
<td>9/16/15</td>
<td>Wed</td>
<td>Taft College</td>
<td>West Valley College</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>9/18/15</td>
<td>Fri</td>
<td>DeAnza College</td>
<td>Sacramento City College</td>
<td>1:00 PM</td>
</tr>
<tr>
<td>9/18/15</td>
<td>Fri</td>
<td>Sacramento City</td>
<td>Sacramento City College</td>
<td>3:00 PM</td>
</tr>
<tr>
<td>9/23/15</td>
<td>Wed</td>
<td>Santa Rosa Jr. College</td>
<td>Santa Rosa Jr. College</td>
<td>2:00 PM</td>
</tr>
<tr>
<td>9/23/15</td>
<td>Wed</td>
<td>Hartnell College</td>
<td>Santa Rosa Jr. College</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>9/25/15</td>
<td>Fri</td>
<td>Shasta College Alumni</td>
<td>Shasta College</td>
<td>6:00 PM</td>
</tr>
<tr>
<td>10/3/15</td>
<td>Sat</td>
<td>Umpqua (Oregon)</td>
<td>Umpqua College</td>
<td>2:00 PM</td>
</tr>
<tr>
<td>10/3/15</td>
<td>Sat</td>
<td>Centralia (Washington)</td>
<td>Umpqua College</td>
<td>4:00 PM</td>
</tr>
<tr>
<td>10/9/15</td>
<td>Fri</td>
<td>Feather River*</td>
<td>Feather River College</td>
<td>6:00 PM</td>
</tr>
<tr>
<td>10/14/15</td>
<td>Wed</td>
<td>Siskiyou*</td>
<td>Shasta College</td>
<td>6:00 PM</td>
</tr>
<tr>
<td>10/17/15</td>
<td>Sat</td>
<td>Redwoods*</td>
<td>Shasta College</td>
<td>1:00 PM</td>
</tr>
<tr>
<td>10/21/15</td>
<td>Wed</td>
<td>Lassen*</td>
<td>Shasta College</td>
<td>6:00 PM</td>
</tr>
<tr>
<td>10/23/15</td>
<td>Fri</td>
<td>Butte*</td>
<td>Butte College</td>
<td>6:00 PM</td>
</tr>
<tr>
<td>10/30/15</td>
<td>Fri</td>
<td>Feather River*</td>
<td>Shasta College</td>
<td>6:00 PM</td>
</tr>
<tr>
<td>11/4/15</td>
<td>Wed</td>
<td>Siskiyou*</td>
<td>College of Siskiyou</td>
<td>6:00 PM</td>
</tr>
<tr>
<td>11/6/15</td>
<td>Fri</td>
<td>Butte*</td>
<td>Shasta College</td>
<td>6:00 PM</td>
</tr>
<tr>
<td>11/11/15</td>
<td>Wed</td>
<td>Lassen*</td>
<td>Lassen College</td>
<td>6:00 PM</td>
</tr>
<tr>
<td>11/13/15</td>
<td>Fri</td>
<td>Redwoods*</td>
<td>College of Redwoods</td>
<td>6:00 PM</td>
</tr>
<tr>
<td>11/24/15</td>
<td>Tues</td>
<td>Play-Off Round 1</td>
<td>TBA</td>
<td>7:00 PM</td>
</tr>
<tr>
<td>11/28/15</td>
<td>Sat</td>
<td>Play-Off Round 2</td>
<td>TBA</td>
<td>7:00 PM</td>
</tr>
<tr>
<td>12/1/15</td>
<td>Tues</td>
<td>Play-Off Round 3</td>
<td>TBA</td>
<td>7:00 PM</td>
</tr>
<tr>
<td>12/5-6/15</td>
<td>Sat/Sun</td>
<td>Final Four State</td>
<td>TBA</td>
<td></td>
</tr>
</tbody>
</table>

Bold = HOME MATCH

HEAD COACH: KELLY BRAZIL  Phone: (530) 242-2274
Assistant Coach: Whitney Kenny
Volunteer Assistant Coach: Pablo Lana
Athletic Director: Mike Mari  Phone: (530) 242-7595

Mascot/Colors: KNIGHTS  Green, White & Gray
## Shasta College Athletics
### WRESTLING
#### 2015 SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Opponent</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/16/15</td>
<td>Wed</td>
<td>Chabot College and Santa Rosa College Tri-Dual</td>
<td>Delta Community College</td>
<td>6:00pm</td>
</tr>
<tr>
<td>9/19/15</td>
<td>Sat</td>
<td>Sacramento City Tournament</td>
<td>Sacramento City College</td>
<td>9:00am</td>
</tr>
<tr>
<td>9/26/15</td>
<td>Sat</td>
<td>West Hills Jr. College Tournament</td>
<td>West Hills Jr. College</td>
<td>9:00am</td>
</tr>
<tr>
<td>10/10/15</td>
<td>Sat</td>
<td>Modesto Jr. College Tournament</td>
<td>Modesto Jr. College</td>
<td>9:00am</td>
</tr>
<tr>
<td>10/17/15</td>
<td>Sat</td>
<td>North Regional Dual Tournament</td>
<td>Santa Rosa Jr. College</td>
<td>10:00am</td>
</tr>
<tr>
<td>10/21/15</td>
<td>Wed</td>
<td>Delta Community College*</td>
<td>Shasta College</td>
<td>7:00pm</td>
</tr>
<tr>
<td>10/28/15</td>
<td>Wed</td>
<td>Sierra College*</td>
<td>Shasta College</td>
<td>7:00pm</td>
</tr>
<tr>
<td>11/1/15</td>
<td>Sun</td>
<td>San Francisco State 21 &amp; under Collegiate Open</td>
<td>San Francisco State University</td>
<td>9:00am</td>
</tr>
<tr>
<td>11/4/15</td>
<td>Wed</td>
<td>Lassen College*</td>
<td>Lassen College</td>
<td>7:00pm</td>
</tr>
<tr>
<td>11/7/15</td>
<td>Sat</td>
<td>Bill Musick Open</td>
<td>Fresno City College</td>
<td>9:00am</td>
</tr>
<tr>
<td>11/11/15</td>
<td>Wed</td>
<td>Sacramento City College*</td>
<td>Sacramento City College</td>
<td>7:00pm</td>
</tr>
<tr>
<td>11/14/15</td>
<td>Sat</td>
<td>Nor-Cal Dual Tournament</td>
<td>Simpson University/ Shasta College</td>
<td>9:00am</td>
</tr>
<tr>
<td>11/21/15</td>
<td>Sat</td>
<td>Nor-Cal Collegiate Open</td>
<td>Simpson University</td>
<td>9:00am</td>
</tr>
<tr>
<td>12/5/15</td>
<td>Sat</td>
<td>North Regional Tournament</td>
<td></td>
<td>10:00am</td>
</tr>
<tr>
<td>12/11/15-</td>
<td>Fri-Sat</td>
<td>California Community College State Wrestling Championships</td>
<td></td>
<td>10:00am</td>
</tr>
<tr>
<td>12/12/15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**HEAD COACH**
Matt Thomas
Office Phone: (530) 242-2276

**ASSISTANT COACH**
Greg Gibson

**VOLUNTEER COACH**
Blake Mosher

**Athletic Director**
Mike Mari

**Athletic Trainer**
Mike Davis

**School Mascot & Colors:** KNIGHTS Green, White & Grey

---

Division of Physical Education & Athletics
11555 Old Oregon Trail • P.O. Box 496006 • Redding, CA 96049-6006
Office (530) 242-7590 • FAX (530) 225-4920
http://www.shastacollege.edu/athletics
SHASTA-TEHAMA-TRINITY  
JOINT COMMUNITY COLLEGE DISTRICT  
11555 Old Oregon Trail  
P.O. Box 496006, Redding, CA 96049-6006

<table>
<thead>
<tr>
<th>TO:</th>
<th>BOARD OF TRUSTEES</th>
<th>DATE:</th>
<th>7/08/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM:</td>
<td>Dr. Joe Wyse,</td>
<td>ITEM NO.:</td>
<td>8.7</td>
</tr>
<tr>
<td></td>
<td>Superintendent/President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INITIATOR:</td>
<td>Morris Rodrigue, Vice President of Administrative Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUBJECT:</td>
<td>CONSENT AGENDA</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>RATIFICATION OF CONTRACTS AND AGREEMENTS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BACKGROUND**

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

**RECOMMENDATION**

The Superintendent/President recommends that the Board ratify the contracts and agreements on the attached list for the month of June 2015.
<table>
<thead>
<tr>
<th>Contract/Agreement/MOU</th>
<th>Start</th>
<th>End</th>
<th>Consideration</th>
<th>Fund</th>
<th>Background</th>
</tr>
</thead>
<tbody>
<tr>
<td>PACE Engineering</td>
<td>6/2/2015</td>
<td>12/31/2015</td>
<td>$21,454.00</td>
<td>41</td>
<td>Engineering services - relocation of the automotive lifts from 2400 building to the 5200 building.</td>
</tr>
<tr>
<td>PACE Engineering</td>
<td>6/2/2015</td>
<td>8/31/2015</td>
<td>$5,900.00</td>
<td>41</td>
<td>Engineering services - design 8-foot tall interior metal partition wall inside of the 1200 building.</td>
</tr>
<tr>
<td>PACE Engineering</td>
<td>6/8/2015</td>
<td>8/31/2015</td>
<td>$5,700.00</td>
<td>41</td>
<td>Engineering services - accessibility improvements to building 5000.</td>
</tr>
<tr>
<td>IMPACT Marketing</td>
<td>6/15/2015</td>
<td>6/14/2016</td>
<td>$5,975.00</td>
<td>11</td>
<td>Advertising Agreement/Mt. Shasta Mall - advertising display panel.</td>
</tr>
<tr>
<td>COCCC Student Right to Know Reporting</td>
<td>7/1/2015</td>
<td>6/30/2015</td>
<td>$7,800.00</td>
<td>11</td>
<td>Student-Right-To-Know Reporting Subscription 15 REC 71. Facilitates compliance by community college districts with the information reporting requirements of the Student-Right-To-Know-Act.</td>
</tr>
<tr>
<td>Design Innovation – Digital Cinema Advertising</td>
<td>7/1/2015</td>
<td>8/17/2015</td>
<td>$1,701.00</td>
<td>11</td>
<td>Cinema advertising promoting Fall enrollment.</td>
</tr>
<tr>
<td>KWCA Mix 101.1</td>
<td>7/1/2015</td>
<td>6/30/2016</td>
<td>$12,600.00</td>
<td>11</td>
<td>Monthly Advertising Services</td>
</tr>
<tr>
<td>Costco Pharmacy #133</td>
<td>10/6/2015</td>
<td>10/6/2015</td>
<td>$15.00</td>
<td>11</td>
<td>MOU - Employee Flu Shot Clinic 10/6/15, $15.00 per shot administered not covered by insurance.</td>
</tr>
</tbody>
</table>
SHASTA-TEHAMA-TRINITY
JOINT COMMUNITY COLLEGE DISTRICT
11555 Old Oregon Trail
P.O. Box 496006, Redding, CA 96049-6006

<table>
<thead>
<tr>
<th>TO:</th>
<th>BOARD OF TRUSTEES</th>
<th>DATE:</th>
<th>7/08/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM:</td>
<td>Dr. Joe Wyse,</td>
<td>ITEM NO.:</td>
<td>9.1</td>
</tr>
<tr>
<td></td>
<td>Superintendent/President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INITIATOR:</td>
<td>Dr. Joe Wyse,</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Superintendent/President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUBJECT:</td>
<td>STRATEGIC PLAN 2015-2018 FOR THE SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BACKGROUND**

The Strategic Plan 2015-2018 for the Shasta-Tehama-Trinity Joint Community College District is a critical component of the integrated planning cycle at Shasta College. It is the short-term planning document that derives from the 2012-2030 Educational Master Plan and the Institutional Goals. The role of the Strategic Plan in the College's integrated planning cycle is outlined in the Integrated Planning Manual. All college constituencies participated in the formation of the 2015-2018 Strategic Plan. The final version recommended by College Council and the Superintendent/President is attached.

**RECOMMENDATION**

The Superintendent/President recommends that the Board acknowledge receipt of the 2015-2018 Strategic Plan, as presented.
STRATEGIC PLAN

2015-2018
Shasta-Tehama-Trinity Joint Community College District

Mission Statement
Shasta College provides a diverse student population open access to educational programs and learning opportunities, thereby contributing to the social, cultural, 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 support student learning and personal growth.

(Approved by the Board of Trustees 7/9/2014)

Institutional Goals 2012-2030

1. Shasta-Tehama-Trinity Joint Community College District will use innovative best practices in instruction and student services for transfer, career technical, and basic skills students to increase the rate at which students complete degrees, certificates, and transfer requirements.

2. Shasta-Tehama-Trinity Joint Community College District will use technology and other innovations to provide students with improved access to instruction and student services across the District’s large geographic area.

3. Shasta-Tehama-Trinity Joint Community College District will increase students’ academic and career success through civic and community engagement with educational institutions, businesses and organizations.

4. Shasta-Tehama-Trinity Joint Community College District will institutionalize effective planning practices through the implementation, assessment, and periodic revision of integrated planning processes that are transparent and participatory and that link the allocation of resources to planning priorities.

(Approved by the Board of Trustees 6/13/2012)
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development of the 2015-2018 Strategic Plan</td>
<td>4</td>
</tr>
<tr>
<td>Institutional Goal 1</td>
<td>5</td>
</tr>
<tr>
<td>Institutional Goal 2</td>
<td>6</td>
</tr>
<tr>
<td>Institutional Goal 3</td>
<td>7</td>
</tr>
<tr>
<td>Institutional Goal 4</td>
<td>8</td>
</tr>
<tr>
<td>Relation to Other Planning Processes</td>
<td>10</td>
</tr>
</tbody>
</table>
Development of the 2015-2018 Strategic Plan

The Strategic Plan is a critical component of the integrated planning cycle at Shasta College. It is the short-term planning document that derives from the 2012-2030 Educational Master Plan and the Institutional Goals. The role of the Strategic Plan in the College’s integrated planning cycle is outlined in the Integrated Planning Manual.

To develop this 2015-2018 Strategic Plan, College Council authorized the formation of a task force consisting of faculty, classified staff and administrators in fall 2014. The Director of Research and Planning served as a resource person to the task force. Over several meetings, this group reviewed the Educational Master Plan, annual reports on the 2012-15 Strategic Plan and other related research documents in order to develop Institutional Objectives and a draft 2015-2018 Strategic Plan. College Council provided feedback to revise the draft in early spring 2015.

This draft of the Strategic Plan was distributed District-wide to the various constituency groups for input in April 2015. That input was considered at College Council, appropriate revisions were made, and the plan was finalized and approved on May 5, 2015. It was subsequently presented to Academic Senate and the Board of Trustees.
Institutional Goal 1

Shasta-Tehama-Trinity Joint Community College District will use innovative best practices in instruction and student services for transfer, career technical, and basic skills students to increase the rate at which students complete degrees, certificates, and transfer requirements.

**Institutional Objective 1.1**
Increase the rate of students who progress through the foundational skills sequence into degree-applicable courses. (Use internal tracking data to assess results.)

Activities:

a. Implement best practices in developmental education such as accelerated and flexible course options and English and math success academies.

b. Investigate the feasibility of providing diagnostic assessments of college readiness to high school students, and, if feasible, implement a pilot program and assess results.

**Institutional Objective 1.2**
Increase the rate of students attaining associate degrees and certificates each academic year. (Rate is defined as the unduplicated number of scorecard eligible students who complete divided by the total unduplicated number of scorecard eligible students.)

Activities:

a. Implement best practices such as first-year experience learning communities, alternative course scheduling and supplemental instruction to increase the rate of student attainment.

b. Implement the Enrollment Management Plan and report results to College Council.

c. Promote the Center for Excellence in Learning and Teaching as a hub for faculty interaction and innovation.

d. Streamline and strengthen pathways to degrees and certificates and report to College Council.

**Institutional Objective 1.3**
Increase the number of students who transfer and/or are transfer prepared. (Use National Student Loan Clearinghouse, Student Success Scorecard, and internally collected data to assess results.)

Activities:

a. Increase the number of students who annually attain ADT (Associate Degree for Transfer) degrees through promotional efforts that include success stories of transfer students, especially those from disproportionately impacted groups.

b. In cooperation with K-12 partners, implement transfer pathways such as a college honors program, accelerated scheduling, and expanded dual and concurrent enrollment.

c. Develop required services and begin to offer upper division courses to the first cohort of students in the pilot Health Information Management baccalaureate degree program.
Institutional Goal 2

Shasta-Tehama-Trinity Joint Community College District will use technology and other innovations to provide students with improved access to instruction and student services across the District's large geographic area.

Institutional Objective 2.1
Improve access to instruction through a variety of innovative practices.

Activities:
- a. Implement technology improvements that support instruction such as increased offerings and use of the Learning Management System and the creation of additional internet hot spots.
- b. Implement and assess a modern integrated library system to improve discovery and access to research material for students and faculty.
- c. Implement expanded academic support strategies such as online tutoring for basic skills and general education.

Institutional Objective 2.2
Improve access to student services through a variety of innovative practices.

Activities:
- a. Implement innovative technology-enabled student support services to ease access to existing on-line student support services.
- b. Implement technology innovations such as a mobile app and redesigned website to improve access.
- d. Develop and implement marketing strategies to increase the overall student participation rate of students living in outlying areas who take online or traditional courses.
Institutional Goal 3

Shasta-Tehama-Trinity Joint Community College District will increase students' academic and career success through civic and community engagement with educational institutions, businesses and organizations.

Institutional Objective 3.1
Enhance student success through the cultivation of collaborative partnerships with three sectors: K-12 partners, four-year institutions, and business and industry.

Activities:
- a. Create linkages between academic segments and career fields to provide clearly defined career pathways leading to living wage jobs with career ladder opportunities as evidenced by completions and labor market information.
- b. Increase participation in collaborative efforts to improve college readiness as measured by local high school graduates' college going rates, remediation rates and Shasta College's transfer rates to four-year institutions.
- c. Identify additional local opportunities to obtain BA and BS degrees via partnerships with four-year colleges/universities and develop additional partnerships with four-year institutions to increase student transfer opportunities.
- d. Enhance student success through involvement in civic and community engagement opportunities as measured by the number of students involved, faculty adding civic and community engagement opportunities to their courses, higher student persistence and raised scores on the student engagement survey.

Institutional Objective 3.2
Develop an infrastructure to increase collaboration with local businesses and agencies to increase student work-based and experiential-based learning (e.g., apprenticeships, internships, work experience, education mentoring, volunteering, clinical experience, work study programs and service learning).

Activities:
- a. Develop an online portal/platform which will serve as a civic and community engagement database (to track offerings and participation) for students, faculty, staff and community partners to share and track information about opportunities.
- b. Develop a communications plan for the community engagement web portal relevant to students, schools, businesses and other community partners resulting in a 10% increase in student work-based learning experiences.
Institutional Goal 4

Shasta-Tehama-Trinity Joint Community College District will institutionalize effective planning practices through the implementation, assessment, and periodic revision of integrated planning processes that are transparent and participatory and that link the allocation of resources to planning priorities.

Institutional Objective 4.1
Continue implementation and assessment of the integrated planning cycle as described in the Integrated Planning Manual and update other plans and manuals as needed.

Activities:

a. Complete and/or update all necessary plans that support institutional effectiveness, such as the Technology Plan and the second phase of the Facilities Master Plan.

b. Update the Participatory Governance Manual and assess representative groups’ participation levels and understanding of the institution’s participatory governance and planning processes.

c. Update the Staff and Faculty Diversity Plan and then assess the effects of the efforts outlined in the plan as it relates to demographics of the various employee groups.

Institutional Objective 4.2
Ensure continued compliance with all Accrediting Commission for Community and Junior Colleges’ standards, with special effort on professional development to excel at those standards related to student learning and planning.

Activities:

a. Develop, assess and appropriately publicize all course-level Student Learning Outcomes and Program Learning Outcomes on an identified cycle with Annual Area Plans and Program Reviews.

b. Through the Annual Area Plan and Program Review process, assess student attainment of Student Learning Outcomes and Program Learning Outcomes, implement changes to improve results to select outcomes, and assess the implemented changes.

c. Plan for, develop and complete the Institutional Self-Evaluation in preparation for the next comprehensive accreditation visit in October 2017.

d. Obtain specialized and regional accreditation for the baccalaureate in Health Information Management.

e. Offer professional development activities for faculty and staff which facilitate improvements in such things as pedagogic methods, staff efficiency, leadership development and succession planning, student equity, and student learning and report to College Council, the Academic Senate and the Professional Development Committee on results.
**Institutional Objective 4.3**

Provide fiscal support for maintaining programs and priorities that are developed through the established participatory planning processes.

Activities:

a. Ensure that the fiscal health of the District is maintained at a level which meets longer term obligations (e.g., OPEB contributions, STRS and PERS employer contributions, the projected effects of the Proposition 30 temporary taxes expiring) while maintaining adequate reserves at a level which does not require special borrowing (e.g., TRANs borrowing).

b. Pursue special funding sources outside of State funding (e.g., grants, categorical funding, general fundraising activities in partnership with the Shasta College Foundation) to enhance the District's mission.
Relation to Other Planning Processes

As described in the Integrated Planning Manual, the 2015-2018 Strategic Plan is derived from the 2012-2030 Educational Master Plan (EMP) and the four Institutional Goals that are based on the EMP. Through the strategic planning process, Institutional Objectives were developed as well as specific Activities to support those objectives. The Strategic Plan informs the Annual Area Plans and Program Reviews. In those documents, Initiatives will be developed that describe how an area or program will contribute to the achievement of the Institutional Goals and/or Objectives directly or through support of the Activities outlined in the Strategic Plan.

The Management Group will meet and discuss which administrators will be responsible for implementation, tracking and reporting on the progress of each Activity and Institutional Objective. Periodic mid-year reports to College Council are allowed if warranted. Annually, a Progress Report on the Strategic Plan will be produced, reviewed and disseminated. These progress reports will be used to develop subsequent strategic plans and will inform the development of Annual Area Plans.
SHASTA-TEHAMA-TRINITY
JOINT COMMUNITY COLLEGE DISTRICT
11555 Old Oregon Trail
P.O. Box 496006, Redding, CA 96049-6006

<table>
<thead>
<tr>
<th>TO:</th>
<th>BOARD OF TRUSTEES</th>
<th>DATE:</th>
<th>7/08/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM:</td>
<td>Dr. Joe Wyse,</td>
<td>ITEM NO.:</td>
<td>9.2</td>
</tr>
<tr>
<td></td>
<td>Superintendent/President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INITIATOR:</td>
<td>Dr. Joe Wyse,</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Superintendent/President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUBJECT:</td>
<td>AUTHORIZATION TO CONTINUE AGREEMENT WITH SHASTA COLLEGE FOUNDATION</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BACKGROUND**

In order to complete the final budget for 2015-2016, 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 authorize the continuance of the agreement between the District and the Shasta College Foundation for a maximum of $40,000 for the 2015-2016 fiscal year.
SHASTA-TEHAMA-TRINITY
JOINT COMMUNITY COLLEGE DISTRICT
11555 Old Oregon Trail
P.O. Box 496006, Redding, CA 96049-6006

<table>
<thead>
<tr>
<th>TO:</th>
<th>BOARD OF TRUSTEES</th>
<th>DATE:</th>
<th>7/08/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM:</td>
<td>Dr. Joe Wyse,</td>
<td>ITEM NO.:</td>
<td>9.3</td>
</tr>
<tr>
<td></td>
<td>Superintendent/President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INITIATOR:</td>
<td>Dr. Joe Wyse,</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Superintendent/President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUBJECT:</td>
<td>SECOND READING OF REVISED OR NEW BOARD POLICIES/ ADMINISTRATIVE PROCEDURES</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

BACKGROUND

Attached is a copy of proposed revisions to the following Administrative Procedure:

- AP 5520 Student Discipline *(Revised)*

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

As administrative procedures are provided for information only, there is no action required.
Student Discipline

AP 5520

Reference: *Education Code Sections 66017, 66300, 66301, 72122, 76120, 76220, 76234, and 76030 et seq.; Penal Code Sections 626.2 and 626.4; Title 5, Section 59410; Accreditation Standard II.A.7b; Clery Act; VAWA*

The purpose of these administrative procedures is to provide a means to address violations of the Standards of Conduct set forth in Board Policy 5500 (BP 5500).

**These administrative procedures will include a prompt, fair, and impartial process from the initial investigation to the final result, and** These administrative procedures are not intended to substitute for criminal or civil proceedings that may be initiated by other agencies. **These procedures and will be used in a fair and equitable manner, and not for purposes of retaliation. These procedures are not considered a legal proceeding. Therefore, students do not have a right to counsel during a student disciplinary hearing.**

I. DEFINITIONS

**Discipline Officer:** The Dean of Students or such other official so designated by the Superintendent/President.

**Hearing Authority:** The Vice President of Student Services or such other official so designated by the Superintendent/President and with responsibility for the first appeal level.

**District:** The Shasta-Tehama-Trinity Joint Community College District.

**School Day:** Any day during which the District is in session and regular classes are held, excluding Saturdays and Sundays.

**Receipt of Notice:** A mailed notice is presumed received three (3) calendar days after mailing or earlier if verified by a U.S. Postal Service return receipt signed by the student/individual for whom the notice is intended. A personally delivered notice is presumed received on the date indicated on the delivery acknowledgement signed by the student/individual for whom the notice is intended.

**Student:** Any person enrolled in any program at the District, either full-time or part-time. Persons who withdraw after allegedly violating the Standards of Conduct are considered "students" for the purposes of these procedures. The Standards of Conduct apply to all locations and activities of the District, including online courses and District-sponsored events.

**Instructor:** Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.

**Educational Administrator:** Any administrator who provides leadership and direction for the operations of the District whose responsibilities include supervision of managers, staff or instructors and the management of the institutional relations among students, faculty and staff.

**Expulsion:** Permanent separation of the student by the Board of Trustees from all courses and activities offered by the District.
Good Cause: Any offense defined by Education Code section 76033 and such other causes as set forth in the Standards of Conduct.

Removal from Class: Exclusion of the student by an instructor for the day of the removal and the next class meeting.

Reprimand (Written or Verbal): An admonition to the student to cease and desist from conduct determined to violate the Standards of Conduct.

Immediate Interim Suspension (Education Code Section 66017): The immediate suspension of a student when the Discipline Officer or any educational administrator concludes that immediate suspension is required to protect students or others from injury, to protect property, or to ensure the maintenance of order at the District provided that a reasonable opportunity for a hearing be afforded the suspended student within ten (10) school days.

Short-Term Suspension: Exclusion of the student for good cause from one or more classes, school activities, and/or all District facilities for a period of up to and including five (5) ten (10) school days.

Long-Term Suspension: Exclusion of the student for good cause from one or more classes, school activities and/or all District facilities for more than five (5) ten (10) school days.

Withdrawal of Consent to Remain on Campus: Withdrawal of consent by the Discipline Officer or other officials so designated by the Superintendent/President for any person to remain on campus in accordance with California Penal Code Sections 626.2 and 626.4 where the Discipline Officer has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

Reinstatement: In the case of long-term suspensions, a person/student may be required to meet with the Discipline Officer to evaluate their suitability for enrollment or reenrollment. If the Discipline Officer determines that the person/student is not yet suitable for enrollment or reenrollment, a new sanction of suspension may be imposed. If the person/student does not agree with the sanction of suspension, they may submit a written appeal in accordance with Section VII and VIII of these procedures.

II. EXPECTED STUDENT CONDUCT

The Standards of Conduct are set forth in BP 5500 and apply to conduct that relates to District activity or District attendance, including conduct that occurs while at District campuses or facilities, or at District-sponsored activities, including before classes begin, after classes end, during the academic year, and during periods between terms of actual enrollment and conduct described in section VI of these procedures. The Standards of Conduct shall apply even if the student withdraws from school while a disciplinary matter is pending.
III. SANCTIONS

One or more of the following sanctions may be imposed upon any student found to be in violation of the Standards of Conduct:

1. **Warning:** Verbal notice to the student by the Discipline Officer that the student is violating or has violated the District's Standards of Conduct and that a continuation of the specified conduct by the student may lead to further disciplinary action. The warning will be documented by the Discipline Officer and may become part of the student's record.

2. **Reprimand:** A written or verbal admonition to the student by the Discipline Officer to cease and desist from conduct determined to violate the Standards of Conduct. A record that a reprimand has been given shall be documented and may become part of a student's record.

3. **Disciplinary Probation:** A written reprimand by the Discipline Officer for violation of a specific provision of the Standards of Conduct that invokes probation for a designated period of time, which includes the possibility of more severe disciplinary sanctions should the student violate any of the Standards of Conduct during the probationary period.

4. **Restitution:** Reimbursement by the student for damage(s), injury or misappropriation of District property or to instructional materials/equipment caused by the students' misconduct. Restitution/reimbursement may be one or more of the following: appropriate service, monetary or material replacement. Pursuant to Title 5 of the California Code of Regulations, Section 59410, students who fail to provide the required restitution will have their grades, transcripts, diplomas, and registration privileges withheld until the financial obligation to the District is satisfied. The Discipline Officer shall provide the student with an opportunity to be heard prior to the imposition of a restitution order.

5. **Removal from Class or Instruction-Related Activity:** Any instructor may order a student removed from his or her class or instructional activity for the day of the removal and the next class or activity meeting. The instructor shall immediately report the removal to the Discipline Officer. The Discipline Officer will arrange for a meeting with the student regarding the removal. The student shall not be allowed to return to the class or instructional activity during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Discipline Officer from further disciplinary sanctions in accordance with these procedures, and based on the facts which led to the removal. If the student removed is a minor, the Discipline Officer shall ask the parent or guardian of the student to attend a parent conference regarding the removal as soon as possible. If the instructor or the parent/guardian so requests, the Discipline Officer shall attend the conference.

6. **Loss of Privileges:** Denial of privileges that do not involve restrictions on class attendance for a designated period of time.
7. **Residence Halls Suspension**: Separation of the student from the Residence Halls for a definite period of time for violation of the Student Residential Housing Agreement or Standards of Conduct after which the student is eligible to return. Conditions for readmission to the Residence Halls may be specified.

8. **Residence Halls Contract Revocation**: Permanent separation of the student from the Residence Halls for continued or serious violations of the Student Residential Housing Agreement or Standards of Conduct without possibility of readmission, which may also include revoking the privilege to be in or near the Residence Halls for any reason.

9. **District Suspension**: Subject to notice and appeal hearing requirements, separation of the student for good cause from all classes, school activities and/or all District campuses for a definite period of time after which the student may be eligible to return. In the case of long-term suspensions, a person/student may be required to meet with the Discipline Officer to evaluate their suitability for enrollment or reenrollment. If the Discipline Officer determines that the person/student is not yet suitable for enrollment or reenrollment, a new sanction of suspension may be imposed. If the person/student does not agree with the sanction of suspension, they may submit a written appeal in accordance with Section VII and VIII of these procedures.

10. **District Expulsion**: Permanent separation of the student by action of the Board of Trustees from all courses and activities offered by the District.

11. **Revocation of Degree or Certificate**: A degree or certificate awarded by the District may be revoked for fraud, misrepresentation, or other violation of District standards in obtaining the degree or certificate. Such a revocation shall be by action of the Board of Trustees.

12. **Withholding of Degree or Certificate**: The District may withhold awarding a degree or certificate otherwise earned until the completion of the process set forth in these procedures, including the completion of all sanctions imposed, if accusations of misconduct affect the student's entitlement to the degree or certificate. Withholding of a degree or certificate shall be by action of the Board of Trustees.

13. **Withdrawal of Consent to Remain on Campus**: The Discipline Officer or other officials so designated by the Superintendent/President may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus. If consent is withdrawn the Superintendent/President will be notified immediately. The person from whom consent has been withdrawn may submit a written appeal to the Discipline Officer in accordance with Sections VI and VII of these procedures. In no case shall consent be withdrawn for longer than 14 days from the date upon which consent was initially withdrawn.
Student Discipline

Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to attend a hearing, is subject to arrest (Penal Code sections 626.2 and 626.4).

14. **Discretionary Sanctions**: Work assignments, essays, service to the District, or other related discretionary assignments that are determined to be appropriate by the Discipline Officer to remedy a violation of the Standards of Conduct or that serve as an educational lesson in response to such a violation.

**IV. DISCIPLINE INVOLVING STUDENT GROUPS**
Sanctions upon student groups or organizations may be imposed as follows:

1. Those relevant sanctions listed in Section III of these procedures.
2. Loss of selected rights and privileges for a specified period of time.
3. Deactivation: Loss of all privileges, including District recognition, for a specified period of time.

Accusations that a student group or organization has collectively violated the Standards of Conduct, terms that govern the group or organization, or any conditions of District operations, shall be initially reviewed by the Discipline Officer who shall have authority to impose sanctions on the group or organization.

No sanctions shall be imposed until the Discipline Officer has provided the group or organization with a written statement of the accusations and given the group or organization an opportunity to respond.

**V. RECORDS OF DISCIPLINARY ACTION**

In accordance with Education Code section 76220, the District shall establish, maintain and destroy student records according to regulations adopted by the Board of Governors of the California Community Colleges. The Discipline Officer will create a record of disciplinary actions, along with relevant supporting documents and evidence. This record shall be maintained as a confidential student disciplinary record and may not be released without the permission of the student, except as permitted by law. The student shall have the right to inspect the record and to challenge the contents. Disciplinary records shall be retained in a manner consistent with state law.

In accordance with Education Code section 76234, whenever there is included in any student record, information concerning any disciplinary action taken by the District in connection with any alleged sexual assault or physical abuse or any conduct that threatens the health and safety of the alleged victim, the alleged victim of the sexual assault or physical abuse shall be informed within three (3) days of the results of any disciplinary action by the District and the results of any appeal.
In accordance with the Jeanne Clery Act, the District will disclose the results of any disciplinary proceeding conducted by the District against a student who is the alleged perpetrator of any crime of violence or a non-forcible sex offense to:

- The alleged victim; or
- The alleged victim's next of kin, if the victim is deceased.

VI. DISCIPLINARY ACTION INVOLVING VIOLENCE, STALKING AND SEX CRIMES

Procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking will follow a similar process as outlined in AP 5520. All proceedings will be conducted by officials who receive annual training on the issues related to dating violence, domestic violence, sexual assault and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. The accused and the accuser will both be afforded the same opportunities to have others present, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. The accused and accuser will be notified simultaneously, in writing, of the result of any institutional disciplinary proceeding, the institution’s procedures for the accused and the victim to appeal the result, any changes to the result, and when the results become final.

VI VII. SUSPENSION/EXPULSION-DISCIPLINE OFFICER'S PROCEDURES

The following procedures shall be followed before any suspension or recommendation of expulsion sanctions are imposed except in the event that an emergency/interim suspension is imposed as set forth herein.

A. Administration. The Discipline Officer shall administer these procedures and take appropriate action, subject to the approval of the District Superintendent/President and the Governing Board if required herein or otherwise by law.

B. Reporting of conduct. Alleged student misconduct shall be reported to the Discipline Officer.

C. Investigation. Upon receiving a report of alleged student misconduct, the Discipline Officer shall initiate an investigation.

D. Notice. Before imposing this discipline, the Discipline Officer shall make reasonable efforts to give the student written notice of the potential Student Code of Conduct violation(s), and shall offer the student an opportunity to attend a meeting. The notice will be sent via personal delivery or certified mail to the student’s last known address. The student will be given five (5) school days to respond to the notice. Reason for the proposed disciplinary action. If the student is a minor, the Discipline Officer shall also notify the parent or guardian of the investigation and charges. Potential Student Code of Conduct violation(s).
E. Opportunity to be Heard. The student must contact the Discipline Officer within five (5) school days (as stated above) to schedule a meeting. Within a reasonable period of time following the delivery to the student of the notice referred to above, the Discipline Officer shall offer the student an opportunity to attend a meeting at which time At the scheduled meeting, the student may present a rebuttal to the accusation or otherwise offer relevant comment on the reported violation(s), proposed suspension or recommendation of expulsion. If the student fails to arrange such a meeting (or fails to appear for a meeting the student arranged), the decision of the Discipline Officer shall be made without input from the student.

F. Determination after Meeting. The Discipline Officer shall decide whether or not to proceed with the proposed suspension or recommendation of expulsion sanction(s) after hearing the student's explanation and considering all of the information. The Discipline Officer shall send the student a written notice of the determination within three (3) school days after the meeting via personal delivery or certified mail to the student's last known address, as set forth in subsection (H) below.

G. Short-Term Suspension Notification. The Discipline Officer shall send the student a written notice of determination within three (3) school days after the meeting described in subsection (E). The notice shall inform the student of the decision and the length of the suspension, if any. The notice shall also inform the student that the decision is final. The notice shall be hand delivered or sent via certified mail to the student's last known address.

H. Notice to the District's Hearing Authority. The Discipline Officer shall report any disciplinary action, all suspensions, recommendations of expulsion, and recommendations to revoke or withhold a degree or certificate to the District's Hearing Authority (the Vice President of Student Services or such other official so designated by the Superintendent/President.)

II. Long-Term Suspension, and/or Recommendation for Expulsion, Recommendation to Revoke or Withhold a Degree or Certificate, and/or Withdrawal of Consent to Remain on Campus Notification. The Discipline Officer shall send the student a written notice of determination within five (5) school days after the meeting described in subsection(s) (E and F). The notice shall be hand delivered or sent via certified mail to the student's last known address. The notification shall include:

1. A statement of the charges, the reason for the recommended sanctions, suspension or recommended expulsion, and a description of facts related to the misconduct, including the evidence against the student, the date of the incident(s), time of the incident(s), and location of the offense(s);

2. A copy of the Standards of Conduct;
3. An explanation that the student for whom sanctions have been recommended who has been suspended is entitled to appeal the decision and has a right to an appeal hearing. ("appeal hearing"). The notification shall also state that a request for an appeal hearing shall must be filed within five (5) school days of the receipt of the notification. Mailed notice is presumed received three calendar days after mailing. The written request for an appeal hearing must be submitted to received by the Hearing Authority within five (5) school days and must cite the specific ground(s) for the appeal (from those listed below) as described in section VIII.-A. of these procedures and provide information which substantiates the ground(s) on which the appeal is being made. The failure to request a an appeal hearing in a timely manner shall constitute a waiver of the right to a an appeal hearing.

4. Grounds for appeal: A student may appeal the decision of the Discipline Officer on the grounds that:

i. fair consideration was not provided to the student (i.e., there is evidence that some aspect of the meeting described in subsection (E) was prejudicial, arbitrary, or capricious); or

ii. new and significant information, not reasonably available at the time of the initial meeting, has become available; or

iii. the sanction or remedy imposed is not in due proportion to the nature and seriousness of the offense. Any evidence supporting these grounds must be included in the request for an appeal hearing.

4. A statement that the student has the right to be accompanied at an appeal hearing by a willing on-campus advisor of his or her choice. If the student decides to be accompanied by an advisor, the name and address of that advisor shall be submitted to the Hearing Authority at the time the appeal is filed.

H. Notice to the District's Hearing Authority. The Discipline Officer shall report all long-term suspensions, recommendations of expulsion, recommendations to revoke or withhold a degree or certificate, and withdrawals of consent to remain on campus to the District's Hearing Authority (the Vice President of Student Services or such other official so designated by the Superintendent/President) and the Superintendent/President within five (5) school days of determination.

J. Schedule of Hearing. The Hearing Authority shall schedule an appeal hearing no later than ten (10) school days after a timely written request for a hearing is received by the District.
K. **J. Reinstatement.** In the case of long-term suspensions, a person/student may be required to meet with the Discipline Officer to evaluate their suitability for enrollment or reenrollment. If it is determined that the person/student is not yet suitable for enrollment or reenrollment, a new sanction of suspension may be imposed. If the person/student does not agree with the sanction of suspension they may submit a written appeal in accordance with Section VII and VIII of these procedures.

L. **K.** In cases not resulting in long-term suspension, expulsion, or revoking or withholding a degree or certificate, the decision of the Discipline Officer shall be final.

**VII VIII. HEARING AUTHORITY’S APPEAL PROCEDURES**

A. Sanctions of long-term suspensions, expulsions, and/or revoking or withholding a degree or certificate, and/or withdrawal of consent to remain on campus imposed Sanctions recommended by the Discipline Officer may be appealed, by the student charged, to the Hearing Authority (the Vice President of Student Services/InSTRUCTION Student Services or such other official so designated by the Superintendent/President). The request for an appeal must be in writing, and must cite the specific ground(s) for the appeal, and must provide information which substantiates the ground(s) on which the appeal is being made, and The request must be received by the Hearing Authority within five (5) school days of the student’s receipt of notification of the right to appeal.

B. Upon receipt from the student of a request to appeal within the time stated above, the Hearing Authority will review the facts of the Discipline Officer’s findings and recommended sanctions. Sanctions recommended by the Discipline Officer may or may not be suspended until such time as the appeal hearing is held.

**Grounds for appeal:** A student may appeal the decision of the Discipline Officer on the grounds that:

I. fair consideration was not provided to the student (i.e., there is evidence that some aspect of the meeting with the Discipline Officer was prejudicial, arbitrary, or capricious); or

II. new and significant information, not reasonably available at the time of the initial meeting, has become available; or

III. the sanction or remedy imposed is not in due proportion to the nature and seriousness of the offense. Any evidence supporting these grounds must be included in the request for an appeal hearing.

B. Upon receipt from the student of a request to appeal within the time stated above, the Hearing Authority will review the grounds for an appeal, the facts of the Discipline Officer’s findings, and the imposed and/or recommended sanctions. Sanctions imposed and/or recommended by the Discipline Officer may or may not be suspended until such time as the appeal hearing is held.
Student Discipline

C. If after the review, the Hearing Authority determines that an appeal is warranted, then the appeal hearing will be conducted with the student within ten (10) school days of receipt of the request to appeal.

D. If after the review, the Hearing Authority determines that an appeal is not warranted in the case of a long-term suspension, the sanctions imposed by the Discipline Officer shall be upheld, and the decision shall be final. The Hearing Authority's determination shall be sent via certified or registered mail to the student's last known address.

E. Additional parties and/or witnesses to the violation(s) may be requested by the Hearing Authority to meet with the Hearing Authority to verify information obtained from the hearing held with the Discipline Officer, him or her.

F. The Hearing Authority may uphold, modify or reject any or all disciplinary sanctions imposed and/or recommended by the Discipline Officer. If the Hearing Authority modifies or rejects any or all sanctions imposed and/or recommended, the Hearing Authority shall prepare a new written decision which contains specific factual findings and conclusions. The Hearing Authority's decision to uphold, modify or reject the recommended or imposed sanctions shall be sent via certified or registered mail to the student's last known address. The Hearing Authority shall report all suspensions, recommendations of expulsion, and recommendations to revoke or withhold a degree or certificate to the Superintendent/President within five (5) school days.

G. If the student fails to attend the appeal hearing without prior notice of cancellation, or without rescheduling another hearing, the Hearing Authority may uphold, modify, or reject the disciplinary sanctions imposed and/or recommended by the Discipline Officer without input from the student. Sanctions imposed by the Hearing Authority could result in suspension, the recommendation of expulsion, and/or revoking or withholding a degree or certificate. In the case of long-term suspension, the Hearing Authority's decision shall be final.

G. In cases not resulting in long-term suspension, expulsion, or revoking or withholding of a degree or certificate, the decision of the Hearing Authority shall be final.

H. In cases where a recommendation of long-term suspension, expulsion, or the recommendation for revoking or withholding of a degree or certificate has been rendered, notice shall be forwarded immediately to the Superintendent/President.

H. The Hearing Authority shall report all long-term suspensions, recommendations of expulsion, and recommendations to revoke or withhold a degree or certificate for which the Hearing Authority granted and conducted an appeal hearing, to the Superintendent/President within five (5) school days of the hearing. If no hearing is held, the Discipline Officer will report.
VIII-IX. EMERGENCY INTERIM SUSPENSION

A. The Discipline Officer or any educational administrator may impose an emergency/summary suspension if deemed warranted. It is an extraordinary measure and shall be utilized only when necessary to protect individuals from injury or death, or damage to property, or to ensure the maintenance of order pending an opportunity for the student to be heard.

B. A meeting shall be provided to the student within five (5) school days of an emergency/summary suspension (Education Code section 66017). The procedures set forth in sections VI and VII—VII and VIII shall apply to the meeting and any appeal hearing.

C. An emergency/summary suspension shall be reported immediately to the Superintendent/President and to the Board of Trustees at its next regular meeting after such suspension has been imposed.

IX-X. SUPERINTENDENT/PRESIDENT

In cases where a sanction of a long-term suspension or withdrawal of consent to remain on campus is imposed, or expulsion and/or revoking or withholding a degree or certificate is recommended, the following shall apply:

I. Long-Term Suspension: If the Hearing Authority grants and conducts an appeal hearing, the student/individual may appeal the imposed sanction of long-term suspension by the Hearing Authority to the Superintendent/President. The written request for an appeal must be received by the Superintendent/President within five (5) school days of receipt of notification of right to appeal. The written request for an appeal must cite the specific ground(s) for the appeal (listed below), and provide information which substantiates the ground(s) on which the appeal is being made. The failure to request an appeal within the five (5) school days shall constitute a waiver of the right to an appeal.

Grounds for appeal: A student may appeal the decision of the Hearing Authority on the grounds that:

i. fair consideration was not provided to the student (i.e., there is evidence that some aspect of the Hearing Authority’s meeting was prejudicial, arbitrary, or capricious); or

ii. new and significant information, not reasonably available at the time of the Hearing Authority’s meeting, has become available; or

iii. the sanction or remedy imposed is not in due proportion to the nature and seriousness of the offense. Any evidence supporting these grounds must be included in the request for an appeal.
Within ten (10) school days following receipt of the recommended decision, request for an appeal, the Superintendent/President shall render a final written decision. The Superintendent/President may uphold, modify or reject the disciplinary sanctions recommended long-term suspension imposed by the Hearing Authority. If the Superintendent/President modifies or rejects the suspension recommendation imposed sanction, the Superintendent/President shall review the record of the hearings, and prepare a new written decision which contains specific factual findings and conclusions. The decision of the Superintendent/President to uphold, modify or reject the recommended or imposed sanction shall be final, except as to expulsions or revoking or withholding of a degree or certificate. The final decision shall be sent via certified or registered mail to the student’s last known address. The Superintendent/President shall report all student suspensions whether short- or long-term, of any student to the Board of Trustees in closed session at its next regular meeting after the suspension has been imposed he or she has received notification of the suspension.

A. Expulsion and/or Revoking or Withholding a Degree or Certificate: The student may appeal the recommended sanction of expulsion and/or revoking or withholding a degree or certificate by the Hearing Authority to the Superintendent/President. The appeal must be in writing and received by the Superintendent/President within five (5) school days of receipt of notification of right to appeal. The Superintendent/President may uphold, modify or reject the disciplinary sanctions recommended expulsion and/or revoking or withholding a degree or certificate by the Hearing Authority. If the Superintendent/President modifies or rejects the expulsion recommendation; and/or the recommendation to revoke or withhold a degree or certificate, the Superintendent/President shall within ten (10) school days review the record of the hearings and prepare a new written decision which contains specific factual findings and conclusions. The written decision to uphold, modify or reject the recommended expulsion and/or revoking or withholding a degree or certificate shall include the right of the student to request a formal hearing by the Board of Trustees, and shall be sent via certified or registered mail to the student's last known address within 10 school days of receipt of the appeal. The Superintendent/President’s written decision shall be forwarded to the Board of Trustees.

X. XI. BOARD OF TRUSTEES

In cases where expulsion and/or revoking or withholding a degree or certificate is recommended, the following shall apply:

A. The Board of Trustees shall consider any recommendation from the Superintendent/President for expulsion and/or revoking or withholding a degree or certificate at its next regularly scheduled meeting or as soon thereafter as is practicable. The Board of Trustees shall consider an expulsion recommendation in closed session, unless the student requests the matter be heard in open session in accordance with these procedures and Education Code section 72122. The Board may expel a student for good cause when other means of correction fail to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of the student or others (Education Code section 76030).
B. The student shall be notified in writing, by registered or certified mail or by personal service, at least five (5) school days prior to the meeting, of the date, time, and place of the meeting of the Board of Trustees. The student may, within forty-eight (48) hours after receipt of the notice, request that the hearing be held in open session. Even if a student has requested that the Board of Trustees hear an expulsion and/or revoking or withholding a degree or certificate recommendation in open session, the Board of Trustees may deliberate in closed session in accordance with Education Code section 72122.

C. A closed hearing will be closed to everyone except the following:

1. the student charged;
2. an advisor/advocate for the student charged, if so desired. If the student chooses to be accompanied by an attorney, the student must notify the District in writing of his/her intent to bring an attorney at least two (2) school days prior to the hearing. Failure to notify the District will result in a postponement of the hearing;
3. the District Superintendent/President and/or President's designee;
4. the Board of Trustees;
5. Counsel for the District;
6. the student's parent(s) or guardian, if the student is a minor;
7. Campus SafetySecurity or such other law enforcement personnel deemed necessary for the safety of meeting participants.

D. The hearing shall be conducted in accordance with the following procedures:

1. The President of the Board of Trustees will serve as chair of the hearing, and will rule on all questions of procedure and admission of evidence.
2. Hearings need not be conducted in accordance with strict rules of evidence or the formality of a court hearing.
3. Before commencement of the hearing, the Board of Trustees shall review a description of the charges, notices, evidence, findings, and a copy of the proposed decision from the college-level disciplinary appeal hearing. The Board of Trustees shall consider no evidence other than that evidence received in the hearing process.
4. The District Superintendent/President or designee shall make a brief statement to the Board of Trustees, referring to relevant evidence regarding the alleged misconduct.
5. The accused student may then make a brief statement to the Board of Trustees and present any relevant evidence.
6. The statements shall be limited to five (5) minutes each.

7. Upon completion of these statements, the Board of Trustees will have an opportunity to ask questions of both the student and the District Superintendent/President or designee.

8. The Board of Trustees will conclude the hearing, dismiss the parties, and privately deliberate as to a decision.

9. The Board of Trustees shall issue a statement of decision including findings of fact and a determination that the accused student did or did not commit the act(s) charged, a finding that the student's act(s) did or did not constitute a violation of the Standards of Conduct, and a decision as to whether the expulsion and/or revoking or withholding a degree or certificate proposed by the District Superintendent/President will be upheld or modified. The Board of Trustees may also recommend further investigation. Pursuant to Education Code section 72122, regardless of whether the matter is heard in open or closed session, the final action of the Board of Trustees shall be taken in open session, and the result of the action shall be a public record. The name of the student, however, shall not be released.

10. The hearing (but not the deliberations of the Board of Trustees) shall be recorded either in written format or electronically. The record shall be the property of the District. The student may read the record or listen to the tape at a mutually agreeable location at the District. An accused student may, upon request, be provided a copy of the written record or electronic recording at his or her own expense.

11. A written statement of the Board of Trustees' decision shall be sent via certified or registered mail to the student's last known address within three (3) school days after the conclusion of the hearing.

12. If the Board of Trustees’ decision is unfavorable to the student, the student shall have the right to submit a written statement of his/her objections to the decision. This statement shall become a part of the student's records.

13. The decision of the Board of Trustees is final and not subject to further appeal.

**xii. NOTIFICATION**

The District Superintendent/President or designee shall, upon suspension or expulsion of any student, notify the appropriate law enforcement authorities of the county or city in which the District is situated of any acts of the student that may be in violation of section 245 of the Penal Code (Education Code section 76035).
XII. XIII. EXTENSIONS OF TIME

Calendar restraints may be extended with the agreement of both parties.

Board Reviewed 4/13/11
Board Reviewed 10/09/13
Reviewed by the Board’s Ad Hoc Committee on Board Policy 6/11/14
Board Reviewed Revisions 7/09/14
Revisions submitted by Student Services 12/09/14
Revisions submitted by Student Services 4/21/15
Cabinet 1st Reading 4/21/15
Cabinet 2nd Reading 5/05/15
College Council 2nd Reading 5/19/15
Board 1st Review 6/10/15
Board 2nd Review 7/08/15
TO: BOARD OF TRUSTEES
FROM: Dr. Joe Wyse, Superintendent/President
INITIATOR: Meridith Randall, Vice President of Instruction
SUBJECT: APPROVAL TO PARTICIPATE IN STATE BACCALAUREATE DEGREE PILOT PROGRAM – HEALTH INFORMATION MANAGEMENT

DATE: 7/08/2015
ITEM NO.: 9.4

BACKGROUND

In Fall 2014, the state legislature authorized up to 15 community colleges to participate in a pilot program to offer baccalaureate degrees not currently available at California state universities (CSUs). After obtaining local Academic Senate approval, Shasta College submitted an application to offer a continuation to its two-year Health Information Management (HIM) degree and was chosen to participate. That selection was confirmed by the Board of Governors in May 2015.

At this point, the College has identified a Program Director for both the Health Information Technology (HiT) and HIM programs, and requires Board approval to begin the substantive change process for accreditation as well as finalizing curriculum and gaining federal financial aid clearance. Unlike most community college programs, because the state and local Academic Senate approved it first, the usual route through the Curriculum Committee to the Academic Senate was reversed. In Fall 2015, upper division curricula for the already-approved program will be reviewed by the Curriculum Committee.

RECOMMENDATION

The Superintendent/President recommends that the Board approve this pilot baccalaureate program in Health Information Management.
TO: BOARD OF TRUSTEES
FROM: Dr. Joe Wyse, Superintendent/President
INITIATOR: Meridith Randall, Vice President of Instruction
SUBJECT: 2015-2016 CATALOG FOR THE SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT

DATE: 7/08/2015
ITEM NO.: 9.5

BACKGROUND

As part of the Chancellor’s Office guidelines concerning curriculum approval and the delegation of local Board decision-making in these procedures, the 2015-2016 Shasta College Catalog is being brought to the Board for approval. The 2015-2016 Catalog has been distributed, and is available on the College’s website at www.shastacollege.edu. For ease of use, the online catalog may be viewed as one complete document, or may be accessed by individual chapters. Necessary updates and corrections will be made to the online catalog to provide the most current information to our students and staff.

RECOMMENDATION

The Superintendent/President recommends that the Board approve the 2015-2016 Shasta College Catalog as presented.
TO: BOARD OF TRUSTEES
FROM: Dr. Joe Wyse, Superintendent/President
INITIATOR: Meridith Randall, Vice President of Instruction
SUBJECT: GRANT PROPOSAL – SHASTA COLLEGE NATURAL RESOURCE RESTORATION CREWS

DATE: 7/08/2015
ITEM NO.: 9.6

BACKGROUND

This is a one year grant that provides paid environmental work-based learning for students in the Natural Resources field. Two crews of 6 will complete work in the Shasta-Trinity National Forest in the following project areas: fish habitat restoration, trail maintenance, wildlife habitat restoration, control of noxious weeds, fuels management and fire prevention.

The grant amount is $81,798 and runs October 1, 2015 through September 30, 2017. The project administrator will be Eva Jimenez.

RECOMMENDATION

The Superintendent/President recommends that the Board approve this grant proposal and authorize acceptance of the funds should Shasta College be selected to receive this grant award.
GRANT PROPOSAL FORM

Proposal Date: 6/15/2015
Submission Due Date: 7/31/2015
Grant Title: Shasta College Natural Resource Restoration Crews
Federal/State/Local Funding: Federal
Administrator/Dean: Eva Jimenez
Project Director and/or Coordinator: TBD
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>$78,652</td>
<td>$3,146</td>
<td>$12,623</td>
</tr>
<tr>
<td>Collaborative Partners</td>
<td>-0-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL GRANT DOLLARS:</td>
<td>$78,652</td>
<td>$3,146</td>
<td></td>
</tr>
</tbody>
</table>

Grant Overview as it pertains to the College Strategic Plan:

This is a one year grant that provides paid environmental work-based learning for students in the Natural Resources field. Two crews of 6 will complete work in the Shasta-Trinity National Forest in the following project areas: fish habitat restoration, trail maintenance, wildlife habitat restoration, control of noxious weeds, fuels management and fire prevention.

This is aligned with Goal 1: STTJCCD will use innovative best practices in instruction and student services for transfer, career technical, and basic skills students to increase the rate at which students complete degrees, certificates, and transfer requirements.

APPROVALS - SIGNATURES

DIRECTOR OF GRANTS

ADMINISTRATOR/DEAN

Vice President: Meredith Baldwin

CABINET APPROVAL SIGNATURES REQUIRED

Approved: [ ] Yes [ ] No

Signature

Vice President of Administrative Services

Date: 6/3/15

Signature

Superintendent/President

Date: 6/30/15

BUDGET SUMMARY

List items that impact the Shasta College Budget. Please list specific details (i.e. match- stipends @ $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>TOTAL BUDGET:</td>
</tr>
<tr>
<td>Expenditure Object Code</td>
</tr>
<tr>
<td>------------------------</td>
</tr>
<tr>
<td>DIRECT COSTS:</td>
</tr>
<tr>
<td>1000</td>
</tr>
<tr>
<td>2000</td>
</tr>
<tr>
<td>3000</td>
</tr>
<tr>
<td>4000</td>
</tr>
<tr>
<td>5000</td>
</tr>
<tr>
<td>6000</td>
</tr>
<tr>
<td>7000</td>
</tr>
<tr>
<td><strong>TOTAL DIRECT COSTS</strong></td>
</tr>
<tr>
<td>INDIRECT COSTS:</td>
</tr>
<tr>
<td>7701</td>
</tr>
<tr>
<td><strong>TOTAL INDIRECT COSTS</strong></td>
</tr>
<tr>
<td><strong>TOTAL DISTRICT COSTS</strong></td>
</tr>
<tr>
<td>TOTAL IN-KIND</td>
</tr>
<tr>
<td>TOTAL CASH MATCH</td>
</tr>
<tr>
<td><strong>TOTAL BUDGET</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>District In-Kind and/or Cash Match Sources</th>
<th>District and/or Partner(s) In-Kind and/or Cash Match Sources</th>
<th>In-Kind</th>
<th>Cash Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shasta College – existing equipment, admin oversight</td>
<td>$8,623</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shasta-Trinity National Forest-equipment, oversight</td>
<td>$17,903</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Grant Proposal: Revised 2/2015
SHASTA-TEHAMA-TRINITY
JOINT COMMUNITY COLLEGE DISTRICT
11555 Old Oregon Trail
P.O. Box 496006, Redding, CA 96049-6006

<table>
<thead>
<tr>
<th>TO:</th>
<th>BOARD OF TRUSTEES</th>
<th>DATE:</th>
<th>7/08/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM:</td>
<td>Dr. Joe Wyse,</td>
<td>ITEM NO.:</td>
<td>9.7</td>
</tr>
<tr>
<td></td>
<td>Superintendent/President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INITIATOR:</td>
<td>Meridith Randall,</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vice President of Instruction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUBJECT:</td>
<td>GRANT PROPOSAL – NEW SCHOLARSHIPS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

BACKGROUND

The purpose of this grant is to provide ten $1,000 scholarships to low income female students pursuing degrees and/or career technical certificates in non-traditional employment fields such as welding, fire, administration of justice, automotive technology, heavy equipment operations, diesel technology, and advanced manufacturing. It is anticipated that these scholarships will cover a significant portion of materials costs charged for these programs which are not covered by BOGG fee waivers. The In Kind contribution will be covered by the annual NEW Event, which is coordinated by the EWD Division.

The grant amount is $10,000 and runs October 1, 2015, through June 30, 2016. The project administrator will be Eva Jimenez.

RECOMMENDATION

The Superintendent/President recommends that the Board approve this grant proposal and authorize acceptance of the funds should Shasta College be selected to receive this grant award.
# GRANT PROPOSAL FORM

**Proposed Date:** 6/12/2015  
**Submission Due Date:** 8/5/2015  
**Grant Title:** NEW Scholarships  
**Term of Grant:** 10/1/2015-6/30/2016  
**Federal/State/Local Funding:** Local  
**Source of Funds:** Shasta Regional Community Foundation Women’s Fund  
**Administrator/Dean:** Eva Jimenez  
**RFA Specification No.:**  
**Project Director and/or Coordinator:** Eva Jimenez  
**Lead Faculty:** N/A  
**Grant Dollars Amount**  
<table>
<thead>
<tr>
<th>Component</th>
<th>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>$10,000.00</td>
<td>$400.00</td>
<td>$15,000</td>
<td></td>
</tr>
<tr>
<td>Collaborative Partners</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL GRANT DOLLARS:</strong></td>
<td>$10,400.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Grant Overview as it pertains to the College Strategic Plan:**
Provide ten $1,000 scholarships to low income female students pursuing degrees and/or career technical certificates in non-traditional employment fields such as welding, fire, administration of justice, automotive technology, heavy equipment operations, diesel technology, and advanced manufacturing. It is anticipated that these scholarships will cover a significant portion of materials costs charged for these programs which are not covered by BOGG fee waivers. In kind contribution will the annual NEW Event coordinated by the EWD Division.

This proposal is aligned with institutional goal 1 STTJCCD will use innovative best practices in instruction and student services for transfer, career technical, and basic skills students to increase the rate at which students complete degrees, certificates, and transfer requirements.

## APPRAISALS - SIGNATURES

**DIRECTOR OF GRANTS:**  
**ADMINISTRATOR/DEAN:**  
**VICE PRESIDENT:**  

**CABINET APPROVAL SIGNATURES REQUIRED**

- Approved: [x] Yes [ ] No

**Signature**  
Vice President of Administrative Services  
**Date:** 6/30/15  

**Signature**  
Superintendent/President  
**Date:** 6/30/15

## BUDGET SUMMARY

<table>
<thead>
<tr>
<th>Category</th>
<th>Budget Summary Per Category (from Worksheet)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Benefits</td>
<td></td>
</tr>
<tr>
<td>(1000, 2000, 3000)</td>
<td></td>
</tr>
<tr>
<td>Supplies &amp; Materials</td>
<td></td>
</tr>
<tr>
<td>(4000)</td>
<td></td>
</tr>
<tr>
<td>Operating Expenses</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>(5000)</td>
<td></td>
</tr>
<tr>
<td>Capital Outlay/Equipment</td>
<td></td>
</tr>
<tr>
<td>(6000)</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL BUDGET:</strong></td>
<td>$10,000.00</td>
</tr>
</tbody>
</table>
# District Budget Development Worksheet

<table>
<thead>
<tr>
<th>Expenditure Object Code</th>
<th>Description</th>
<th>Category Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DIRECT COSTS:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1000</td>
<td>Academic Salaries</td>
<td>$</td>
</tr>
<tr>
<td>2000</td>
<td>Classified Salaries</td>
<td>$</td>
</tr>
<tr>
<td>3000</td>
<td>Employee Benefits</td>
<td>$</td>
</tr>
<tr>
<td>4000</td>
<td>Supplies &amp; Materials</td>
<td>$</td>
</tr>
<tr>
<td>5000</td>
<td>Operating Expenses</td>
<td>$10,400.00</td>
</tr>
<tr>
<td>6000</td>
<td>Capital Outlay/Equipment</td>
<td>$</td>
</tr>
<tr>
<td>7000</td>
<td>Student Financial Aid</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL DIRECT COSTS</strong></td>
<td></td>
<td>$10,000.00</td>
</tr>
</tbody>
</table>

| **INDIRECT COSTS:**    |                              |                |
| 7701                   | Indirect Cost @ 4%           | $400.00        |
| **TOTAL INDIRECT COSTS** |                          | $400.00        |

**TOTAL DISTRICT COSTS**: $10,400.00

| TOTAL IN-KIND           | See detail below            | $15,000.00     |
| TOTAL CASH MATCH        | See detail below            | $              |

**TOTAL BUDGET**: $15,000.00

<table>
<thead>
<tr>
<th>District In-Kind and/or Cash Match Sources</th>
<th>and/or Partner(s) In-Kind and/or Cash Match Sources</th>
<th>In-Kind</th>
<th>Cash Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shasta College EWD Division – NEW Event time and supplies</td>
<td>$15,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

***After Cabinet approval, form returned to appropriate Vice President for inclusion on next board agenda.***
<table>
<thead>
<tr>
<th>TO:</th>
<th>BOARD OF TRUSTEES</th>
<th>DATE:</th>
<th>7/08/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM:</td>
<td>Dr. Joe Wyse, Superintendent/President</td>
<td>ITEM NO.:</td>
<td>9.8</td>
</tr>
<tr>
<td>INITIATOR:</td>
<td>Meridith Randall, Vice President of Instruction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUBJECT:</td>
<td>ATHLETIC TRAINING COVERAGE AGREEMENT WITH SHASTA ORTHOPAEDICS &amp; SPORTS MEDICINE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BACKGROUND**

Shasta Orthopaedics & Sports Medicine has agreed to provide athletic trainer services to the District for the 2015-2016 academic year. Services include immediate access for evaluation and/or physical therapy for injured Shasta College athletes. Compensation for these services will be paid at the rate of $42.50 per hour.

**STATUS**

The attached renewal outlines the full scope of services to be provided and method of payment by the District. The term of this agreement is August 10, 2015 through May 22, 2016.

**RECOMMENDATION**

The Superintendent/President recommends that the Board approve the renewal agreement with Shasta Orthopaedics & Sports Medicine for athletic training coverage.
ATHLETIC TRAINING COVERAGE AGREEMENT
BETWEEN
SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
AND
SHASTA ORTHOPAEDICS & SPORTS MEDICINE

1) Parties

This Agreement is made and entered into by and between the Shasta-Tehama-Trinity Joint Community College District, hereinafter referred to as "District", and Shasta Orthopaedics & Sports Medicine, hereinafter referred to as "SOSM".

2) Purpose

To provide athletic training services to the District as requested consistent with the scope of certification of a Board Certified Athletic Trainer ("ATC").

3) Term

This Agreement covers the period beginning August 10, 2015 and ending May 22, 2016.

4) Statement of Responsibilities

a) SOSM Responsibilities:

- Provide an ATC when available to provide services consistent with the scope of certification of an ATC as requested by the District.
- Coaches will be kept informed of injured athletes' status on a daily basis, when necessary, by phone or email. Injury forms are to be completed by Trainer with one copy to coach and one to the Athletic Department. If a catastrophic injury occurs, coaches, athletic direct and school nurse shall be notified, along with the student-athlete's designated emergency contact person(s).
- Athletes will be provided immediate access (the next business day) to an ATC or Provider for evaluation and/or physical therapy, when necessary.
- Athletes will receive a maximum of three (3) therapy visits free of charge, if necessary. Athletes will then be re-evaluated and if necessary, sent to a physician. If the physician prescribes continued physical therapy, billing for physical therapy services will begin at that time.
- ATC will maintain/re-stock all team medical bags.
- ATC or Provider will arrange for physician services free of charge for team physicals, and be present at team physical two (2) days per year.
- An additional ATC or Provider will be supplied to cover a second same-day home contest when available.
- SOSM shall provide District with their Certificate of Insurance.
- SOSM shall provide District a mileage report to confirm mileage paid to ATC by SOSM at the time of invoice.
b) District Responsibilities:

- Display SOSM banner in the gym and football stadium, and make public address announcements acknowledging SOSM and trainer at all home contests.
- Provide training room with basic equipment and supplies.
- Provide a budget for supply purchases.
- Provide transportation, room and board if Trainer travels with team(s) to away contest.
- SOSM will not be obligated to provide coverage if it does not have the staff to do so from time to time.
- For fulfilling the responsibilities of this agreement the District shall pay SOSM an hourly rate of $42.50 per hour. District shall sign off on a work time log to confirm hours worked and guarantee payment. Further, District will remit the invoice amount to SOSM within ten (10) day of receiving service invoice.
- Reimburse mileage for trips that require ATC to drive a personal vehicle when providing athletic training services under this agreement. Mileage is only reimbursed for trips that originate at SOSM. Reimbursement rate shall be the IRS standard mileage rate in effect at the time of the trip.

5) Confidentiality

To the extent permitted by law, each party shall keep all information that is exchanged between them in the strictest confidence and to make such information available to their own employees only on a “need-to-know” basis.

6) Termination of Agreement

Either party may terminate this Agreement upon thirty (30) days written notice.

7) Assignment of Agreement

Inasmuch as this Agreement is intended to secure the specialized services of SOSM, SOSM may not assign, transfer, delegate or sublet any interest herein without the prior written consent of the District.

8) Indemnification

District shall save harmless and indemnify SOSM against all claims, demands, suits, judgments, expenses and costs of any and every kin on account of injury to or death of persons or loss of or damage to property due to the sole negligence of District, its officers or employees under the terms of this Agreement. SOSM shall save harmless and indemnify District against all claims, demands, suits, judgments, expenses and costs of any and every kind, however, caused, on account of injury to or death of persons or loss of or damage to property arising out of any act or omission of SOSM, its officers or employees under the terms of this Agreement.
9) Insurance

The following insurance requirements shall be maintained throughout the term of this Agreement:

SOSM and the District shall each secure and maintain, in full force and effect during the full term of this Agreement, liability insurance or participation in a self-insurance program in amounts of not less than one million dollars ($1,000,000) in the aggregate. Insurance policies shall be written by carriers satisfactory to each party. On request, a certificate evidencing the insurance requirements of this section shall be provided.

10) Non-Discrimination

Neither SOSM nor District shall discriminate against any person because of race, color, religion, sex, marital status, national origin, age, disability or medical condition as provided by law.

11) Governing Laws

The laws of the State of California shall govern this Agreement.

12) Completeness of Agreement

This Agreement constitutes the entire understanding of the parties and any changes shall be mutually agreed to in writing.

13) Status of Contractor

This is not an employment contract. SOSM is an independent contractor. SOSM is responsible for providing Unemployment Insurance and Worker's Compensation coverage for their employees and for payment of all federal, state and local payroll taxes for and on behalf of SOSM's employees.

14) Notices

All notices provided for under this Agreement shall be in writing and either personally delivered during normal business hours or sent by US mail (certified, return receipt required) with postage paid to the other party at the address set forth below:

Shasta-Tehama-Trinity Joint Community College District:
Morris Rodrigue,
Vice President of Administrative Services
Shasta College
P.O. Box 496006
Redding, CA 96049-6006
Shasta Orthopaedics &
Sports Medicine:

Gary Whiteaker, Administrator
Shasta Orthopaedics & Sports Medicine
1255 Liberty Street
Redding, CA 96001

Notice shall be effective when received if personally serviced, or, if mailed, three days after mailing. Either party may give written notice of a change in address.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates shown below.

SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT

By: ___________________________ Date: ________________

Morris Rodrigue
Vice President of Administrative Services

SHASTA ORTHOPAEDICS & SPORTS MEDICINE

By: ___________________________ Date: ________________

Gary Whiteaker
Administrator
TO: \hspace{10pt} BOARD OF TRUSTEES \hspace{10pt} \hspace{10pt} DATE: \hspace{10pt} 7/08/2015
FROM: \hspace{10pt} Dr. Joe Wyse, \hspace{10pt} Dr. Joe Wyse, Superintendent/President \hspace{10pt} Superintendent/President
\hspace{10pt} \hspace{10pt} ITEM NO.: \hspace{10pt} 9.9
INITIATOR: \hspace{10pt} Morris Rodrigue, \hspace{10pt} Morris Rodrigue, Vice President of Administrative Services Vice President of Administrative Services
SUBJECT: \hspace{10pt} PERSONAL SERVICES AGREEMENT WITH FREDERICK DAVID, M.D.

BACKGROUND

Each year the District contracts with a physician to provide health care services through the Health and Wellness Office at the Shasta College main campus. Since 2011, Dr. Frederick David has provided these valuable services to our students.

STATUS

The attached agreement outlines the full scope of services to be provided during the 2015-2016 academic year. The term of this agreement is August 19, 2015 through May 19, 2016.

RECOMMENDATION

The Superintendent/President recommends that the Board approve the personal services agreement with Frederick David, M.D.
AGREEMENT WITH CONTRACTOR

THIS AGREEMENT is made and entered into as of the 19th day of August, 2015, by and between Shasta-Tehama-Trinity Joint Community College District, hereinafter referred to as "District", and Frederick David, MD, hereinafter referred to as "Contractor", and is made with reference to the following facts:

A. Whereas, the District is a community college district duly authorized and organized under the laws of California and in the business of providing a variety of educational services.

B. Consultant desires to perform certain services, as delineated in this agreement, for the District.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS;

1. Consultant shall perform the following services for the District as set forth in Exhibit "A".

2. Term: This agreement shall remain in force and effect from August 19, 2015, through May 19, 2016, but may be terminated prior thereto, unilaterally, without reason, by either party hereto, upon giving written notice to the other party.

3. Hours and Compensation: As compensation for the services to be performed hereunder, District agrees to pay to Consultant the sum of One Hundred dollars per hour ($100.00) per Exhibit "A".

4. Expenses: Contractor shall be responsible for payment of expenses, however, the District shall reimburse Contractor for expenses incurred as authorized in advance.

5. Governing Law: This agreement shall be governed by the laws of the State of California, the Education Code and District policies and procedures EXECUTED as of the day and year first hereinabove written.

6. Proof of Medical License and Malpractice Insurance: Contractor shall provide proof of medical license and malpractice insurance.

_________________________________________  ______________________________________
CONSULTANT                               DISTRICT

_________________________________________  ______________________________________
DATE                                     DATE
EXHIBIT A

Name: Frederick David, MD

Address: 21680 Arden Way
          Anderson, CA  96007

Phone: 530-365-2949

Federal I.D. #: 541-56-7761

Assignment: Provide health care services for students from 8:00am to 12:00 pm and 1:00 pm to 4:00 pm on agreed clinic days for a maximum of 231 hours:

2015  
8/19, 8/27, 9/2, 9/10, 9/16, 9/24, 9/30, 10/8, 10/14, 10/22, 10/28,  
11/5, 11/12, 11/18, 12/3, 12/9, 12/17

2016  
1/28, 2/3, 2/11, 2/17, 2/25, 3/2, 3/10, 3/16, 3/24, 4/7, 4/13, 4/27,  
5/5, 5/11, 5/19

Though total contracted hours for the year will not change, either party may propose and negotiate a mutually acceptable change in the actual day of service.

Compensation: Compensation shall be paid at the rate of One Hundred dollars ($100.00) per hour for a maximum of $23,100.00.

Account#:  12-00-35-307-64400-530000

FOR OFFICE USE ONLY:

__________________________________________
Associate Vice President of Human Resources

__________________________________________
Date
SHASTA-TEHAMA-TRINITY
JOINT COMMUNITY COLLEGE DISTRICT
11555 Old Oregon Trail
P.O. Box 496006, Redding, CA 96049-6006

<table>
<thead>
<tr>
<th>TO:</th>
<th>BOARD OF TRUSTEES</th>
<th>DATE:</th>
<th>7/08/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM:</td>
<td>Dr. Joe Wyse,</td>
<td>ITEM NO.:</td>
<td>9.10</td>
</tr>
<tr>
<td></td>
<td>Superintendent/President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INITIATOR:</td>
<td>Morris Rodrigue,</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vice President of Administrative Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUBJECT:</td>
<td>RESOLUTION TO ENTER INTO AGREEMENT WITH CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION (NO. 2015-16-01)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BACKGROUND**

The California Department of Forestry and Fire Protection (CAL FIRE) has provided staffing to the Shasta College Fire Department for a number of years. An agreement with CAL FIRE provides staffing to the Shasta College Fire Department utilizing the "Amador" concept as provided by the Public Resources Code, Section 4144. The "Amador" contract allows the District to pay only the additional costs associated with keeping permanent CAL FIRE employees on an "immediate response assignment" and some fixed operating costs for the use of the CAL FIRE engine.

**STATUS**

Attached is a new agreement for the period July 1, 2015 through June 30, 2016 to allow for continued staffing by CAL FIRE at Shasta College. The cost of the agreement to the District for the term will be at a maximum of $177,795, but actual costs are typically less than this maximum amount.

Resolution No. 2015-16-01 is also attached requesting Board approval of the agreement and authorizing District administration to sign on behalf of the District.

**RECOMMENDATION**

The Superintendent/President recommends that the Board approve the California Department of Forestry and Fire Protection agreement as presented. It is further recommended that the Board adopt Resolution No. 2015-16-01 approving the agreement for the period July 1, 2015 through June 30, 2016.
RESOLUTION NO. 2015-16-01

Shasta-Tehama-Trinity Joint Community College District
COUNTY OF SHASTA, STATE OF CALIFORNIA

IN THE MATTER OF:

APPROVING THE DEPARTMENT OF FORESTRY AND FIRE PROTECTION AGREEMENT #2CA02713 FOR SERVICES FROM JULY 1, 2015 TO JUNE 30, 2016

BE IT RESOLVED by the Governing Board of the Shasta-Tehama-Trinity Joint Community College District that said Board does hereby approve the agreement with the California Department of Forestry and Fire Protection (CAL FIRE) dated July 1, 2015. This agreement provides Cooperative Fire Protection during the State fiscal year 2015/2016 in the amount of $177,795.

BE IT FURTHER RESOLVED that the Board President, Robert Steinacher, of said Board, be and hereby authorizes Shasta College Vice President of Administrative Services, Morris Rodrigue, to sign and execute said agreement on behalf of the Shasta-Tehama-Trinity Joint Community College District.

The foregoing resolution was duly passed and adopted by the Governing Board of the Shasta-Tehama-Trinity Joint Community College District at their regular meeting thereof, held on the 8th day of July, 2015 by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTIONS:

Robert Steinacher, President
Governing Board of the Shasta-Tehama-Trinity
Joint Community College District

~~~~~CERTIFICATION OF RESOLUTION~~~~~

ATTEST:

I, Rhonda E. Nehr, Clerk of the Shasta-Tehama-Trinity Joint Community College District, Redding, California do hereby certify that this is a true and correct copy of the original Resolution approving the Department of Forestry and Fire Protection Agreement for Services from July 1, 2015 to June 30, 2016.

WITNESS MY HAND OR THE SEAL OF THE SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT, STATE OF CALIFORNIA, on this 8th day of July 2015.

Rhonda E. Nehr, Clerk
Governing Board of the Shasta-Tehama-Trinity
Joint Community College District

Revision 12/11/02
S.C.M. 3.05 - Contracts with local government
COOPERATIVE FIRE PROGRAMS
FIRE PROTECTION REIMBURSEMENT AGREEMENT
LG-1 REV. 01/2015

AGREEMENT NUMBER 2CA02713
REGISTRATION NUMBER:

1. This Agreement is entered into between the State Agency and the Local Agency named below:

STATE AGENCY'S NAME
California Department of Forestry and Fire Protection – (CAL FIRE)

LOCAL AGENCY'S NAME
SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE

2. The term of this Agreement is: July 1, 2015 through June 30, 2016

3. The maximum amount of this Agreement is: $177,795.00
   One Hundred Seventy Seven Thousand - Seven Hundred Ninety Five Dollars
   and No Cents

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

<table>
<thead>
<tr>
<th>Exhibit</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibit A – Scope of Work</td>
<td>5</td>
</tr>
<tr>
<td>Exhibit B – Budget Detail and Payment Provisions</td>
<td>2</td>
</tr>
<tr>
<td>Exhibit C – General Terms and Conditions</td>
<td>6</td>
</tr>
<tr>
<td>Exhibit D – Additional Provisions</td>
<td>8</td>
</tr>
<tr>
<td>Exhibit E – Description of Other Services</td>
<td>0</td>
</tr>
</tbody>
</table>

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereof.

LOCAL AGENCY

<table>
<thead>
<tr>
<th>LOCAL AGENCY'S NAME</th>
<th>DATE SIGNED (Do not type)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shasta Tehama Trinity Joint Community College</td>
<td></td>
</tr>
<tr>
<td>BY (Authorized Signature)</td>
<td></td>
</tr>
</tbody>
</table>

PRINTED NAME AND TITLE OF PERSON SIGNING
Morris Rodrigue, Vice President of Administrative Services

ADDRESS
P.O. Box 496006

STATE OF CALIFORNIA

<table>
<thead>
<tr>
<th>AGENCY NAME</th>
<th>DATE SIGNED (Do not type)</th>
</tr>
</thead>
<tbody>
<tr>
<td>California Department of Forestry and Fire Protection</td>
<td></td>
</tr>
<tr>
<td>BY (Authorized Signature)</td>
<td></td>
</tr>
</tbody>
</table>

PRINTED NAME AND TITLE OF PERSON SIGNING
Phyllis Branducci, Assistant Deputy Director, Cooperative Fire Protection, Training & Safety

ADDRESS P.O. Box 944246, Sacramento, CA 94244-2460
EXHIBIT A
COOPERATIVE FIRE PROGRAMS
FIRE PROTECTION REIMBURSEMENT AGREEMENT

The project representatives during the term of this agreement will be:

CAL FIRE Unit Chief: Shasta-Trinity  Local Agency: Shasta College
Name: Mike Hebrard  Name: Morris Rodrigue
Phone: (530) 225-2400  Phone: (530) 242-7510
Fax: (530) 225-2514  Fax: (530) 225-4995

All required correspondence shall be sent through U.S. Postal Service by certified mail and directed to:

CAL FIRE Unit Chief: Mike Hebrard  Local Agency: Shasta College
Section/Unit: Shasta-Trinity  Section/Unit: Administrative Services
Attention: Donna McCain  Attention: Morris Rodrigue
Address: 875 Cypress Ave.,  Address: P.O. Box 496006 Redding,
          Redding, CA 96001  CA 96049-6006
Phone: (530) 225-2402  Phone: (530) 242-7525
Fax: (530) 225-2514  Fax: (530) 225-4994

Send an additional copy of all correspondence to:

CAL FIRE
Cooperative Fire Services
P.O. Box 944246
Sacramento, CA 94244-2460

AUTHORIZATION

As used herein, Director shall mean Director of CAL FIRE. This agreement, its terms and conditions are authorized under the Public Resources Code Sections 4141, 4142, 4143 and 4144, as applicable.
EXHIBIT A
SCOPE OF WORK

Under Public Resources Code Section 4114 and other provisions of law, STATE maintains fire prevention and fire suppression forces including the necessary equipment, personnel, and facilities required to prevent and extinguish forest fires.

The purpose of this agreement is to provide mutually advantageous fire and emergency services through an effective consolidated organization, wherein the STATE is primarily financially responsible for protecting natural resources from vegetation fires and the LOCAL AGENCY is primarily financially responsible for protecting life and property from fires and other emergencies. The LOCAL AGENCY shall have sole authority to establish the fire protection organization and structure needed to meet the determined level of service. This level of service may be based on the LOCAL AGENCY governing board’s established fiscal parameters and assessment of risks and hazards. LOCAL AGENCY personnel providing services under this agreement may include any one or a combination of the following: regular employees, persons temporarily employed and commonly known as volunteers, paid-call firefighters, or others temporarily employed to perform any emergency work or emergency service including, but not limited to, fire prevention, fire suppression and emergency medical response.

To comply with the STATE’s mandate for full cost recovery of goods and services provided for others, the LOCAL AGENCY shall be responsible for all STATE costs, both direct and indirect, required to execute the terms of this agreement. These costs shall include, but not be limited to, required training and associated post coverage, employee uniform and Personal Protective Equipment (PPE) costs.

1. FIRE PROTECTION SERVICES TO BE PROVIDED BY THE STATE

STATE provides a modern, full service fire protection and emergency incident management agency that provides comprehensive fire protection and other emergency incident response. STATE designs regional fire protection solutions for urban and rural communities by efficiently utilizing all emergency protection resources. Regional solutions provide the most effective method of protecting the citizens of California at local, county and state levels.

Fire protection services to be provided by STATE under this agreement shall include the following: (check boxes below that apply)

☒ 1) Emergency Fire Protection, Medical and Rescue Response: services include commercial, residential, and wildland fire protection, prevention and investigation; hazardous materials incident response; emergency vehicle extrication; hazardous conditions response (flooding, downed power lines, earthquake, terrorist incident, etc.); emergency medical and rescue response; and public service assistance. Also included are management support services that include fire department administration, training and safety, personnel, finance and logistical support.

☒ 2) Basic Life Support Services: emergency medical technician (EMT) level emergency medical response providing first aid, basic life support (BLS), airway management, administration of oxygen, bleeding control, and life support system stabilization until patients are transported to the nearest emergency care facility.

☐ 3) Advanced Life Support Services: paramedic level emergency medical response providing early advanced airway management, intravenous drug therapy, and life support system stabilization until patients are transported to the nearest emergency care facility.
4) Dispatch Services: provide fire department 9-1-1 emergency dispatch by CAL FIRE Fire/Emergency Command Center (ECC). CAL FIRE will be responsible for fire/emergency dispatching emergency resource units covered under this agreement. The CAL FIRE ECC is staffed with a Battalion Chief, three or more Fire Captains and Communications Operators to provide 24/7 year-round coverage. There is always an officer of Captain rank or higher to serve as the shift supervisor and command officer. CAL FIRE uses an integrated Computer Aided Dispatch (CAD) system using the latest technology, to direct the closest available resources to all emergency incidents.

5) Fire Code Inspection, Prevention and Enforcement Services: CAL FIRE has staff Fire Inspectors serving under the direction of the LOCAL AGENCY Fire Marshal to provide services to the area covered by this agreement. Fire Code Enforcement will normally be available five days per week, with emergency or scheduled enforcement inspections available seven days per week. Fire Prevention and Investigation services will be provided by CAL FIRE Prevention Officers trained in arson, commercial, and wildland fire investigation. Officers are available by appointment for site visits and consultations. Officers are trained at CAL FIRE’s Peace Officer Standard Training (POST) certified law enforcement training academy and they cooperate effectively with all local, state and federal law enforcement agencies.

6) Land Use/ Pre-Fire Planning Services – CAL FIRE staff will provide community land use planning, administration of Pre-Fire project work, including community outreach, development of community education programs, project quality control, maintenance of project records and submittal of progress reports, completion of required environmental documentation, acquisition of required permits and completion of other associated administrative duties.

7) Disaster planning services (listed in Exhibit E, Description of Other Services, attached hereto and made a part of this agreement)

8) Specific service descriptions and staffing coverage, by station (listed in Exhibit E, Description of Other Services, attached hereto and made a part of this agreement)

9) Extended Fire Protection Service Availability (Amador)

2. ADMINISTRATION

Under the requirements of California Public Resources Code Section 4114 and other provisions of law, STATE maintains fire prevention and firefighting services as outlined in Exhibit D, Schedule B of this agreement.

A. Director shall select and employ a Region Chief who shall, under the direction of the Director/Chief Deputy Director, manage all aspects of fire prevention and fire protection services and forestry-related programs.

B. Director will select and employ a Unit Chief who shall, under the supervision and direction of Director/Region Chief or a lawful representative, have charge of the organization described in Exhibit D, Schedules A, B and C included hereto and made a part of this agreement.

C. LOCAL AGENCY shall appoint the Unit Chief as the LOCAL AGENCY Fire Chief for all Emergency Fire Protection, Medical and Rescue Response Agreements, pursuant to applicable statutory authority. The Unit Chief may delegate this responsibility to qualified staff.

D. The Unit Chief may dispatch personnel and equipment listed in Exhibit D, Schedules A, B and C from the assigned station or location under guidelines established by LOCAL AGENCY and approved by STATE. Personnel and/or equipment listed in Exhibit D, Schedule B may be dispatched at the sole discretion of STATE.
E. The Unit Chief shall exercise professional judgment consistent with STATE policy and his or her employment by STATE in authorizing or making any assignments to emergencies and other responses, including assignments made in response to requests for mutual aid.

F. Except as may be otherwise provided for in this agreement, STATE shall not incur any obligation on the part of LOCAL AGENCY to pay for any labor, materials, supplies or services beyond the total set forth in the respective Exhibit D, Schedules A and C, as to the services to be rendered pursuant to each Schedule.

G. Nothing herein shall alter or amend or be construed to alter or amend any Collective Bargaining Agreement or Memorandum of Understanding between the State of California and its employees under the State Employer-Employee Relations Act.

3. SUPPRESSION COST RECOVERY

As provided in Health and Safety Code (H&SC) Section 13009, STATE may bring an action for collection of suppression costs of any fire caused by negligence, violation of law, or failure to correct noticed fire safety violations. When using LOCAL AGENCY equipment and personnel under the terms of this agreement, STATE may, at the request of LOCAL AGENCY, bring such an action for collection of costs incurred by LOCAL AGENCY. In such a case LOCAL AGENCY appoints and designates STATE as its agent in said collection proceedings. In the event of recovery, STATE shall deduct fees and litigation costs in a proportional percentage amount based on verifiable and justifiable suppression costs for the fire at issue. These recovery costs are for services provided which are beyond the scope of those covered by the local government administrative fee.

In all such instances, STATE shall give timely notice of the possible application of H&SC Section 13009 to the representative designated by LOCAL AGENCY.

4. MUTUAL AID

When rendering mutual aid or assistance as authorized in H&SC Sections 13050 and 13054, STATE may, at the request of LOCAL AGENCY, demand payment of charges and seek reimbursement of LOCAL AGENCY costs for personnel, equipment and operating expenses as funded herein, under authority given by H&SC Sections 13051 and 13054. STATE, in seeking said reimbursement pursuant to such request of LOCAL AGENCY, shall represent LOCAL AGENCY by following the procedures set forth in H&SC Section 13052. Any recovery of LOCAL AGENCY costs, less expenses, shall be paid or credited to LOCAL AGENCY, as directed by LOCAL AGENCY.

In all such instances, STATE shall give timely notice of the possible application of H&SC Sections 13051 and 13054 to the officer designated by LOCAL AGENCY.

5. PROPERTY PURCHASE AND ACCOUNTING

LOCAL AGENCY shall be responsible for all costs associated with property required by personnel to carry out this agreement. Employee uniform costs will be assessed to the LOCAL AGENCY through the agreement billing process. Personal Protective Equipment (PPE) costs shall be the responsibility of the LOCAL AGENCY. By mutual agreement, PPE meeting the minimum specifications established by the STATE may be purchased directly by the LOCAL AGENCY. Alternately, the STATE will supply all PPE and the LOCAL AGENCY will be billed for costs incurred.
All property provided by LOCAL AGENCY and by STATE for the purpose of providing fire protection services shall be marked and accounted for by the Unit Chief in such a manner as to conform to the regulations, if any, established by the parties for the segregation, care, and use of the respective properties.
EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS

1. PAYMENT FOR SERVICES

A. LOCAL AGENCY shall pay STATE actual cost for fire protection services pursuant to this agreement an amount not to exceed that set forth in Exhibit D, Schedule A for each fiscal year. STATE shall prepare an Exhibit D, Schedule A each year, which shall be the basis for payment for the entire fiscal year for which services are provided.

B. Any other funds designated by LOCAL AGENCY to be expended under the supervision of or for use by a Unit Chief for fire protection services shall be set forth in Exhibit D, Schedule C. This clause shall not limit the right of LOCAL AGENCY to make additional expenditures, whether under Exhibit D, Schedule C or otherwise.

C. STATE shall invoice LOCAL AGENCY for the cost of fire protection services on a quarterly basis as follows:

1) For actual services rendered by STATE during the period of July 1 through September 30, by an invoice filed with LOCAL AGENCY on or after December 10.

2) For actual services rendered by STATE during the period October 1 through December 31, by an invoice filed with LOCAL AGENCY on or after December 31.

3) For actual services rendered by STATE during the period January 1 through March 31, by an invoice filed with LOCAL AGENCY on or after March 31.

4) For the estimated cost of services during the period April 1 through June 30, by an invoice filed in advance with LOCAL AGENCY on or after March 1.

5) A final statement shall be filed with LOCAL AGENCY by October 1 following the close of the fiscal year, reconciling the payments made by LOCAL AGENCY with the cost of the actual services rendered by STATE and including any other costs as provided herein, giving credit for all payments made by LOCAL AGENCY and claiming the balance due to STATE, if any, or refunding to LOCAL AGENCY the amount of any overpayment.

6) All payments by LOCAL AGENCY shall be made within thirty (30) days of receipt of invoice from STATE, or within thirty (30) days after the filing dates specified above, whichever is later.

7) The STATE reserves the right to adjust the frequency of billing and payment to a monthly cycle with a thirty (30) day written notice to the LOCAL AGENCY when:

a. The Director predicts a cash flow shortage, or

b. When determined by the Region Chief, after consulting with the Unit Chief and the LOCAL AGENCY Contract Administrator, that the LOCAL AGENCY may not have the financial ability to support the contract at the contract level.

D. Invoices shall include actual or estimated costs as provided herein of salaries and employee benefits for those personnel employed, charges for operating expenses and equipment and the administrative charge in accordance with Exhibit D, Schedule A. When "contractual rates" are indicated, the rate shall be based on an average salary plus all benefits. "Contractual rates" means an all-inclusive rate established in Exhibit
D. Schedule A for total costs to STATE, per specified position, for 24-hour fire protection services during the period covered.

E. STATE shall credit the LOCAL AGENCY, or cover behind at no cost, for the costs of Non-post (e.g. Fire Marshal, Training Officer, etc.) positions and equipment assigned to STATE responsibility fires or other STATE funded emergency incidents. The STATE shall notify the LOCAL AGENCY when this occurs.

2. **COST OF OPERATING AND MAINTAINING EQUIPMENT AND PROPERTY**

The cost of maintaining, operating, and replacing any and all property and equipment, real or personal, furnished by the parties hereto for fire protection purposes, shall be borne by the party owning or furnishing such property or equipment unless otherwise provided for herein or by separate written agreement.

3. **BUDGET CONTINGENCY CLAUSE**

A. If the LOCAL AGENCY’s governing authority does not appropriate sufficient funds for the current year or any subsequent years covered under this Agreement, which results in an inability to pay the STATE for the services specified in this Agreement, the LOCAL AGENCY shall promptly notify the STATE and this Agreement will terminate pursuant to the notice periods required herein.

B. If funding for any fiscal year is reduced or deleted by the LOCAL AGENCY for purposes of this program, the LOCAL AGENCY shall promptly notify the STATE, and the STATE shall have the option to either cancel this Agreement with no liability occurring to the STATE, or offer an agreement amendment to LOCAL AGENCY to reflect the reduced amount, pursuant to the notice terms herein.

C. If the STATE Budget Act does not appropriate sufficient funds to provide the services for the current year or any subsequent years covered under this Agreement, which results in an inability to provide the services specified in this Agreement to the LOCAL AGENCY, the STATE shall promptly notify the LOCAL AGENCY, and this Agreement will terminate pursuant to the notice periods required herein.

D. If funding for any fiscal year is reduced or deleted by the STATE Budget Act for purposes of this program, the STATE shall promptly notify the LOCAL AGENCY, and the LOCAL AGENCY shall have the option to either cancel this Agreement with no liability occurring to the LOCAL AGENCY, or offer an agreement amendment to LOCAL AGENCY to reflect the reduced services, pursuant to the notice terms herein.

E. Notwithstanding the foregoing provisions in paragraphs A and B above, the LOCAL AGENCY shall remain responsible for payment for all services actually rendered by the STATE under this Agreement regardless of LOCAL AGENCY funding being reduced, deleted or not otherwise appropriated for this program. The LOCAL AGENCY shall promptly notify the STATE in writing of any budgetary changes that would impact this Agreement.

F. LOCAL AGENCY and STATE agree that this Budget Contingency Clause shall not relieve or excuse either party from its obligation(s) to provide timely notice as may be required elsewhere in this Agreement.
EXHIBIT C
GENERAL TERMS AND CONDITIONS

1. APPROVAL: This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. STATE will not commence performance until such approval has been obtained.

2. AMENDMENT: This agreement may be amended by mutual consent of LOCAL AGENCY and STATE. No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.

If during the term of this agreement LOCAL AGENCY shall desire a reduction in STATE civil service employees assigned to the organization provided for in Exhibit D, Schedule A, LOCAL AGENCY shall provide 120 days written notice of the requested reduction. Notification shall include the following: (1) The total amount of reduction; (2) The firm effective date of the reduction; and (3) The number of employees, by classification, affected by a reduction. If such notice is not provided, LOCAL AGENCY shall reimburse STATE for relocation costs incurred by STATE as a result of the reduction. Personnel reductions resulting solely from an increase in STATE employee salaries or STATE expenses occurring after signing this agreement and set forth in Exhibit D, Schedule A to this agreement shall not be subject to relocation expense reimbursement by LOCAL AGENCY.

If during the term of this agreement costs to LOCAL AGENCY set forth in any Exhibit D, Schedule A to this agreement increase and LOCAL AGENCY, in its sole discretion, determines it cannot meet such increase without reducing services provided by STATE, LOCAL AGENCY shall within one hundred twenty (120) days of receipt of such Schedule notify STATE and designate which adjustments shall be made to bring costs to the necessary level. If such designation is not received by STATE within the period specified, STATE shall reduce services in its sole discretion to permit continued operation within available funds.

3. ASSIGNMENT: This Agreement is not assignable by the LOCAL AGENCY either in whole or in part, without the consent of the STATE in the form of a formal written amendment.

4. EXTENSION OF AGREEMENT:

A. One year prior to the date of expiration of this agreement, LOCAL AGENCY shall give STATE written notice of whether LOCAL AGENCY will extend or enter into a new agreement with STATE for fire protection services and, if so, whether LOCAL AGENCY intends to change the level of fire protection services from that provided by this agreement. If this agreement is executed with less than one year remaining on the term of the agreement, LOCAL AGENCY shall provide this written notice at the time it signs the agreement and the one year notice requirement shall not apply.

B. If LOCAL AGENCY fails to provide the notice, as defined above in (A), STATE shall have the option to extend this agreement for a period of up to one year from the original termination date and to continue providing services at the same or reduced level as STATE determines would be appropriate during the extended period of this agreement. Six months prior to the date of expiration of this agreement, or any extension hereof, STATE shall give written notice to LOCAL AGENCY of any extension of this agreement and any change in the level of fire protection services STATE will provide during the extended period of this agreement. Services provided and obligations incurred by STATE during an extended period shall be accepted by LOCAL AGENCY as services and obligations under the terms of this agreement.
C. The cost of services provided by STATE during the extended period shall be based upon the amounts that would have been charged LOCAL AGENCY during the fiscal year in which the extended period falls had the agreement been extended pursuant hereto. Payment by LOCAL AGENCY for services rendered by STATE during the extended period shall be as provided in Exhibit B, Section 1, B of this agreement.

5. **AUDIT:** STATE, including the Department of General Services and the Bureau of State Audits, and LOCAL AGENCY agree that their designated representative shall have the right to review and to copy any records and supporting documentation of the other party hereto, pertaining to the performance of this agreement. STATE and LOCAL AGENCY agree to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated, and to allow the auditor(s) of the other party access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. STATE and LOCAL AGENCY agree to a similar right to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code § 8546.7, Pub. Contract Code § 10115 et seq., CCR Title 2, Section 1896).

6. **INDEMNIFICATION:** Each party, to the extent permitted by law, agrees to indemnify, defend and save harmless the other party, its officers, agents and employees from (1) any and all claims for economic losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers and any other person, firm, or corporation furnishing or supplying work services, materials or supplies to that party and (2) from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by that party, in the performance of any activities of that party under this agreement, except where such injury or damage arose from the sole negligence or willful misconduct attributable to the other party or from acts not within the scope of duties to be performed pursuant to this agreement; and (3) each party shall be responsible for any and all claims that may arise from the behavior and/or performance of its respective employees during and in the course of their employment to this cooperative agreement.

7. **DISPUTES:** LOCAL AGENCY shall select and appoint a "Contract Administrator" who shall, under the supervision and direction of LOCAL AGENCY, be available for contract resolution or policy intervention with the STATE's Region Chief when, upon determination by the designated STATE representative, the Unit Chief acting as LOCAL AGENCY’s Fire Chief under this agreement faces a situation in which a decision to serve the interest of LOCAL AGENCY has the potential to conflict with STATE interest or policy. Any dispute concerning a question of fact arising under the terms of this agreement which is not disposed of within a reasonable period of time by the LOCAL AGENCY and STATE employees normally responsible for the administration of this agreement shall be brought to the attention of the CAL FIRE Director or designee and the Chief Executive Officer (or designated representative) of the LOCAL AGENCY for joint resolution. For purposes of this provision, a “reasonable period of time” shall be ten (10) calendar days or less. STATE and LOCAL AGENCY agree to continue with the responsibilities under this Agreement during any dispute.

8. **TERMINATION FOR CAUSE/CANCELLATION:**
   A. If LOCAL AGENCY fails to remit payments in accordance with any part of this agreement, STATE may terminate this agreement and all related services upon 60 days written notice to LOCAL AGENCY. Termination of this agreement does not relieve LOCAL AGENCY from providing STATE full compensation in accordance with terms of this agreement for services actually rendered by STATE pursuant to this agreement.
B. This agreement may be cancelled at the option of either STATE or LOCAL AGENCY at any time during its term, with or without cause, on giving one year's written notice to the other party. Either LOCAL AGENCY or STATE electing to cancel this agreement shall give one year's written notice to the other party prior to cancellation.

9. **INDEPENDENT CONTRACTOR:** Unless otherwise provided in this agreement LOCAL AGENCY and the agents and employees of LOCAL AGENCY, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the STATE.

10. **NON-DISCRIMINATION CLAUSE:** During the performance of this agreement, LOCAL AGENCY shall be an equal opportunity employer and shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS) mental disability, medical condition (e.g. cancer), age (over 40), marital status, denial of family care leave, veteran status, sexual orientation, and sexual identity. LOCAL AGENCY shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. LOCAL AGENCY shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code § 12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. LOCAL AGENCY shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.

In addition, LOCAL AGENCY acknowledges that it has obligations relating to ethics, Equal Employment Opportunity (EEO), the Fire Fighter's Bill of Rights Act (FFBOR), and the Peace Officer's Bill of Rights Act (POBOR). LOCAL AGENCY shall ensure that its employees comply with all the legal obligations relating to these areas. LOCAL AGENCY shall ensure that its employees are provided appropriate training.

11. **TIMELINESS:** Time is of the essence in the performance of this agreement.

12. **COMPENSATION:** The consideration to be paid STATE, as provided herein, shall be in compensation for all of STATE's expenses incurred in the performance hereof, including travel, per Diem, and taxes, unless otherwise expressly so provided.

13. **GOVERNING LAW:** This agreement is governed by and shall be interpreted in accordance with the laws of the State of California.

14. **CHILD SUPPORT COMPLIANCE ACT:** "For any Agreement in excess of $100,000, the LOCAL AGENCY acknowledges in accordance with Public Contract Code 7110, that:

A. The LOCAL AGENCY recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and

B. The LOCAL AGENCY, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department."
15. **UNENFORCEABLE PROVISION**: In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

16. **COMPLIANCE WITH THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

The STATE and LOCAL AGENCY have a responsibility to comply with the provisions of the 1996 Federal Health Insurance Portability and Accountability Act (HIPAA) and the 2001 State Health Insurance Portability and Accountability Implementation Act. HIPAA provisions become applicable once the association and relationships of the health care providers are determined by the LOCAL AGENCY. It is the LOCAL AGENCY'S responsibility to determine their status as a "covered entity" and the relationships of personnel as "health care providers", "health care clearinghouse", "hybrid entities", business associates", or "trading partners". STATE personnel assigned to fill the LOCAL AGENCY'S positions within this Agreement, and their supervisors, may fall under the requirements of HIPAA based on the LOCAL AGENCY'S status. It is the LOCAL AGENCY'S responsibility to identify, notify, train, and provide all necessary policy and procedures to the STATE personnel that fall under HIPAA requirements so that they can comply with the required security and privacy standards of the act.

17. **LIABILITY INSURANCE**

The STATE and LOCAL AGENCY shall each provide proof of insurance in a form acceptable to the other party at no cost one to the other, to cover all services provided and use of local government facilities covered by this agreement. If LOCAL AGENCY is insured and/or self-insured in whole or in part for any losses, LOCAL AGENCY shall provide a completed Certification of Self Insurance (Exhibit D, Schedule E) or certificate of insurance, executed by a duly authorized officer of LOCAL AGENCY. Upon request of LOCAL AGENCY the STATE shall provide a letter from DGS, Office Risk and Insurance Management executed by a duly authorized officer of STATE. If commercially insured in whole or in part, a certificate of such coverage executed by the insurer or its authorized representative shall be provided.

Said commercial insurance or self-insurance coverage of the LOCAL AGENCY shall include the following:

A. Fire protection and emergency services - Any commercial insurance shall provide at least general liability for $5,000,000 combined single limit per occurrence.

B. Dispatch services – Any commercial insurance shall provide at least general liability for $1,000,000 combined single limit per occurrence.

C. The CAL FIRE, State of California, its officers, agents, employees, and servants are included as additional insured's for purposes of this contract.

D. The STATE shall receive thirty (30) days prior written notice of any cancellation or change to the policy at the addresses listed on page 2 of this agreement.

18. **WORKERS COMPENSATION**: (only applies where local government employees/volunteers are supervised by CAL FIRE, as listed in Exhibit D Schedule C. STATE contract employees' workers compensation is included as part of the contract personnel benefit rate).

A. Workers' Compensation and related benefits for those persons, whose use or employment is contemplated herein, shall be provided in the manner prescribed by California Labor Codes, State Interagency Agreements and other related laws, rules, insurance policies, collective bargaining agreements, and memorandums of understanding.
B. The STATE Unit Chief administering the organization provided for in this agreement shall not use, dispatch or direct any non STATE employees, on any work which is deemed to be the responsibility of LOCAL AGENCY, unless and until LOCAL AGENCY provides for Workers' Compensation benefits at no cost to STATE. In the event STATE is held liable, in whole or in part, for the payment of any Worker's Compensation claim or award arising from the injury or death of any such worker, LOCAL AGENCY agrees to compensate STATE for the full amount of such liability.

C. The STATE /LOCAL AGENCY shall receive proof of Worker's Compensation coverage and shall be notified of any cancellation and change of coverage at the addresses listed in Section 1.

19. CONFLICT OF INTEREST: LOCAL AGENCY needs to be aware of the following provisions regarding current or former state employees. If LOCAL AGENCY has any questions on the status of any person rendering services or involved with the Agreement, the STATE must be contacted immediately for clarification.

Current State Employees (Public Contract Code §10410):

1) No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2) No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Public Contract Code §10411):

1) For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

2) For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If LOCAL AGENCY violates any provisions of above paragraphs, such action by LOCAL AGENCY shall render this Agreement void. (Public Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Public Contract Code §10430 (e))

20. LABOR CODE/WORKERS' COMPENSATION: LOCAL AGENCY needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and LOCAL AGENCY affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

21. AMERICANS WITH DISABILITIES ACT: LOCAL AGENCY assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the
basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

22. LOCAL AGENCY NAME CHANGE: An amendment is required to change the LOCAL AGENCY'S name as listed on this Agreement. Upon receipt of legal documentation of the name change the STATE will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

23. RESOLUTION: A county, city, district, or other local public body must provide the STATE with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

24. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the LOCAL AGENCY shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

25. ENTIRE AGREEMENT: This agreement contains the whole agreement between the Parties. It cancels and supersedes any previous agreement for the same or similar services.
EXHIBIT D
ADDITIONAL PROVISIONS

EXCISE TAX: State of California is exempt from federal excise taxes, and no payment will be made for any taxes levied on employees' wages. STATE will pay any applicable State of California or local sales or use taxes on the services rendered or equipment or parts supplied pursuant to this agreement. The STATE may pay any applicable sales and use tax imposed by another state.

Schedules
The following Schedules are included as part of this agreement (check boxes if they apply):

☑ A. Fiscal Display, PRC 4142 AND/OR PRC 4144 - STATE provided LOCAL AGENCY funded fire protection services. STATE-owned vehicles shall be operated and maintained in accordance with policies of STATE at rates listed in Exhibit D, Schedule A.

☑ B. STATE Funded Resource - A listing of personnel, crews and major facilities of the STATE overlapping or adjacent to the local agency area that may form a reciprocal part of this agreement.

☐ C. LOCAL AGENCY Provided Local Funded Resources - A listing of services, personnel, equipment and expenses, which are paid directly by the local agency, but which are under the supervision of the Unit Chief.

☐ D. LOCAL AGENCY Owned STATE Maintained Vehicles - Vehicle information pertaining to maintenance responsibilities and procedures for local agency-owned vehicles that may be a part of the agreement.

LOCAL AGENCY-owned firefighting vehicles shall meet and be maintained to meet minimum safety standards set forth in Title 49, Code of Federal Regulations; and Titles 8 and 13, California Code of Regulations.

LOCAL AGENCY-owned vehicles that are furnished to the STATE shall be maintained and operated in accordance to LOCAL AGENCY policies. In the event LOCAL AGENCY does not have such policies, LOCAL AGENCY-owned vehicles shall be maintained and operated in accordance with STATE policies. The cost of said vehicle maintenance and operation shall be at actual cost or at rates listed in Exhibit D, Schedule D.

Exhibit D, Schedule D is incorporated into this section if LOCAL AGENCY-owned vehicles listed in Exhibit D, Schedule D are to be operated, maintained, and repaired by STATE.

LOCAL AGENCY assumes full responsibility for all liabilities associated therewith in accordance with California Vehicle Code Sections 17000, 17001 et seq. STATE employees operating LOCAL AGENCY-owned vehicles shall be deemed employees of LOCAL AGENCY, as defined in Vehicle Code Section 17000. Except where LOCAL AGENCY would have no duty to indemnify STATE under Exhibit C, Section 6 for all LOCAL AGENCY-owned vehicles operated or used by employees of STATE under this agreement.

LOCAL AGENCY employees, who are under the supervision of the Unit Chief and operating STATE-owned motor vehicles, as a part of the duties and in connection
Contractor Name: SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE  
Contract No.: 2CA02713  
Page No.: 16

with fire protection and other emergency services, shall be deemed employees of STATE, as defined in Vehicle Code Section 17000 for acts or omissions in the use of such vehicles. Except where STATE would have no duty to indemnify LOCAL AGENCY under Exhibit C, Section 6.

E. Certification of Insurance - Provider Insurance Certification and/or proof of self-insurance.
This is a Schedule A - 4142 of the Cooperative Agreement, dated July 1, 2015 between Shasta Tehama Trinity Joint Community College and The California Department of Forestry and Fire Protection (CAL FIRE)

<table>
<thead>
<tr>
<th>Number of Positions</th>
<th>Classification/Adj-Cons (Pick From List)</th>
<th>RET.</th>
<th>Period</th>
<th>Salary Months</th>
<th>Salary Rate</th>
<th>Total Salary</th>
<th>EDWC Rate</th>
<th>Total EDWC</th>
<th>Salary Benefits</th>
<th>FFI UI</th>
<th>EDWC Benefits</th>
<th>Total Salary &amp; Benefits</th>
<th>Total Position Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Firefighter I</td>
<td>POP</td>
<td>7/15-6/30/16</td>
<td>7</td>
<td>$3,689</td>
<td>$51,648</td>
<td>$1,564</td>
<td>7</td>
<td>$21,890</td>
<td>$41,062</td>
<td>$5,966</td>
<td>$130,259</td>
<td>$130,869</td>
</tr>
<tr>
<td>2</td>
<td>FFI Oversee</td>
<td>POP</td>
<td>7/15-6/30/16</td>
<td>150</td>
<td>$19</td>
<td>$5,700</td>
<td></td>
<td></td>
<td>$03</td>
<td>$925</td>
<td></td>
<td>$8,408</td>
<td></td>
</tr>
</tbody>
</table>
**Exhibit D, Schedule A**  
**Fiscal Year 2015/16**

<table>
<thead>
<tr>
<th>Uniform Allowance</th>
<th>Number</th>
<th>Rate</th>
<th>Sub-Total</th>
<th>Uniform Benefits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIFORM ALLOWANCE</td>
<td>Fire Fighter II</td>
<td>2.00</td>
<td>$70.00</td>
<td>$800</td>
<td>$396</td>
</tr>
</tbody>
</table>

This is Schedule A - 4142 of the Cooperative Agreement, dated July 1, 2015 between Shasta Tehama Trinity Joint Community College and the California Department of Forestry and Fire Protection (CAL FIRE).
<table>
<thead>
<tr>
<th>Position</th>
<th>Classification</th>
<th>RET</th>
<th>Period</th>
<th>Salary Months</th>
<th>Salary Rate</th>
<th>Total Salary</th>
<th>EDWC Rate</th>
<th>EDWC Products</th>
<th>Total EDWC</th>
<th>Salary Benefits</th>
<th>FPP IEI</th>
<th>EDWC Benefits</th>
<th>Total Salary &amp; EDWC</th>
<th>Total Position Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Fire Captain, Engine A</td>
<td>POF</td>
<td>7</td>
<td></td>
<td>70</td>
<td>$22</td>
<td>$1,540</td>
<td></td>
<td></td>
<td></td>
<td>$70</td>
<td></td>
<td></td>
<td></td>
<td>$1,610</td>
</tr>
<tr>
<td>2 Fire Apparatus Engineer</td>
<td>POF</td>
<td>7</td>
<td></td>
<td>70</td>
<td>$22</td>
<td>$1,540</td>
<td></td>
<td></td>
<td></td>
<td>$70</td>
<td></td>
<td></td>
<td></td>
<td>$1,610</td>
</tr>
<tr>
<td>3 Overha</td>
<td>POF</td>
<td>7</td>
<td></td>
<td>70</td>
<td>$22</td>
<td>$1,540</td>
<td></td>
<td></td>
<td></td>
<td>$70</td>
<td></td>
<td></td>
<td></td>
<td>$1,610</td>
</tr>
</tbody>
</table>
## Exhibit D, Schedule A
### Fiscal Year 2015/16

<table>
<thead>
<tr>
<th>Category</th>
<th>Item Description</th>
<th>Number</th>
<th>Months</th>
<th>Rate</th>
<th>Sub-Total</th>
<th>Uniform Benefits</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMUNICATIONS</td>
<td>BASE STATION</td>
<td>1.00</td>
<td>7.00</td>
<td>$66.31</td>
<td>$464</td>
<td>$464</td>
<td>$464</td>
</tr>
<tr>
<td>COMMUNICATIONS</td>
<td>MOBILE RADIO</td>
<td>1.00</td>
<td>7.00</td>
<td>$137</td>
<td>$96</td>
<td>$96</td>
<td>$96</td>
</tr>
<tr>
<td>COMMUNICATIONS</td>
<td>HANDI-TALKIE</td>
<td>2.00</td>
<td>7.00</td>
<td>$7.42</td>
<td>$104</td>
<td>$104</td>
<td>$104</td>
</tr>
<tr>
<td>EQUIPMENT</td>
<td>ELECTRONIC SIREN</td>
<td>1.00</td>
<td>7.00</td>
<td>$62.00</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>EQUIPMENT</td>
<td>VEHICAL OPERATION</td>
<td>1.00</td>
<td>7.00</td>
<td>$1,431.00</td>
<td>$10,017</td>
<td>$10,017</td>
<td>$10,017</td>
</tr>
</tbody>
</table>
EXHIBIT D, SCHEDULE B

STATE FUNDED RESOURCES

NAME OF LOCAL AGENCY: Shasta Tehama Trinity Joint Community College

This is Schedule B of Cooperative Agreement originally dated July 1, 2015, by and between CAL FIRE of the State of California and LOCAL AGENCY.

Fiscal Year: 2015/16

Shasta-Trinity Unit

1. **Staff**
   - Unit Chief
   - Deputy Chief
   - Division Chiefs (5)
   - Battalion Chiefs (13)
   - Administrative Support (6.5)

2. **Engine Companies**
   **Shasta County**
   - Big Bend
   - Burney
   - Buckhorn
   - Diddy Wells
   - Hillcrest
   - Ono
   - Redding
   - Shasta
   - Shingletown
   - Whitmore
   **Trinity County**
   - Fawn Lodge
   - Hayfork
   - Weaverville

3. **Bulldozer Units**
   **Shasta County**
   - Burney
   - Sugar Pine Camp
   - Shasta
EXHIBIT D, SCHEDULE E

This is Schedule E of Cooperative Agreement originally dated July 1, 2015, by and between the CAL FIRE of the State of Shasta Tehama Trinity Joint Community College.

NAME OF LOCAL AGENCY: Shasta Tehama Trinity Joint Community College District

The CAL FIRE, State of California and its officers, agents, employees, and servants are included as additional insureds for the purposes of this contract. The State shall receive thirty (30) days prior written notice of any cancellation or change to the policy at the addresses listed in LG1, Page 2.

FISCAL YEAR: 2015/2016

SELF-INSURANCE CERTIFICATION BY LOCAL AGENCY FOR TORT LIABILITY

This is to certify that LOCAL AGENCY has elected to be self-insured under the self-insurance provision provided in Exhibit C, Section 17.

By: ___________________________________________ Signature ____________________________ Printed Name ____________________________

Title ____________________________ Date ____________________________

SELF-INSURANCE CERTIFICATION BY LOCAL AGENCY FOR WORKER'S COMPENSATION BENEFITS

This is to certify that LOCAL AGENCY has elected to be self-insured for Workers' Compensation benefits which comply with Labor Code Section 3700 as provided in Exhibit C, Section 17.

By: ___________________________________________ Signature ____________________________ Printed Name ____________________________

Title ____________________________ Date ____________________________

SELF-INSURANCE CERTIFICATION BY LOCAL AGENCY FOR LOCAL AGENCY-OWNED VEHICLES

This is to certify that LOCAL AGENCY has elected to be self-insured for local agency-owned vehicles under the self-insurance provision provided in Exhibit D, Schedule D.

By: ___________________________________________ Signature ____________________________ Printed Name ____________________________

Title ____________________________ Date ____________________________

(LG1 REV. 01/2015)
SHASTA-TEHAMA-TRINITY
JOINT COMMUNITY COLLEGE DISTRICT
11555 Old Oregon Trail
P.O. Box 498006, Redding, CA 96049-6006

<table>
<thead>
<tr>
<th>TO:</th>
<th>BOARD OF TRUSTEES</th>
<th>DATE:</th>
<th>7/08/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM:</td>
<td>Dr. Joe Wyse,</td>
<td>ITEM NO.:</td>
<td>9.11</td>
</tr>
<tr>
<td></td>
<td>Superintendent/President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INITIATOR:</td>
<td>Morris Rodrigue,</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vice President of Administrative Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUBJECT:</td>
<td>INCOME AND EXPENDITURES – CASH BASIS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

BACKGROUND

In accordance with Board Policy 6330 – Purchasing, the Superintendent/President (or designee) is delegated the authority to purchase supplies, material, 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 approve the Income and Expenditures – Cash Basis Report for the month of May 2015. 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, 2015

<table>
<thead>
<tr>
<th></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>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beginning Cash Balance</strong></td>
<td>14,677,997</td>
<td>25,000</td>
<td>2,148,890</td>
<td>15,771</td>
<td>1,340,659</td>
<td>287,893</td>
<td>328,635</td>
<td>684,117</td>
<td>2,073,901</td>
</tr>
<tr>
<td><strong>Cash Received (+)</strong></td>
<td>7,558,930</td>
<td>265,422</td>
<td></td>
<td>122,376</td>
<td></td>
<td>41,101</td>
<td></td>
<td></td>
<td>15,000</td>
</tr>
<tr>
<td><strong>Cash Disbursed (-)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll</td>
<td>1,762,713</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Benefits</td>
<td>1,542,388</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Operating Expenses</td>
<td>970,432</td>
<td></td>
<td>143,472</td>
<td>52,512</td>
<td>2,450</td>
<td>25,300</td>
<td>(1,949)</td>
<td>34,811</td>
<td></td>
</tr>
<tr>
<td><strong>Total Operating Disbursements</strong></td>
<td>4,275,533</td>
<td></td>
<td>143,472</td>
<td>52,512</td>
<td>2,450</td>
<td>25,300</td>
<td>(1,949)</td>
<td>34,811</td>
<td></td>
</tr>
<tr>
<td>Interfund Transfers In/Out</td>
<td>21,410</td>
<td></td>
<td>143,472</td>
<td>(17,333)</td>
<td></td>
<td></td>
<td></td>
<td>(151)</td>
<td></td>
</tr>
<tr>
<td><strong>Ending Cash Balance</strong></td>
<td>17,982,804</td>
<td>25,000</td>
<td>2,414,312</td>
<td>15,771</td>
<td>1,393,190</td>
<td>285,443</td>
<td>344,436</td>
<td>685,915</td>
<td>2,054,090</td>
</tr>
</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, 2015

<table>
<thead>
<tr>
<th></th>
<th>Lease Revenue Bond 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>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Cash Balance</td>
<td>263,774</td>
<td>190,570</td>
<td>81,486</td>
<td>5,721</td>
<td>18,855</td>
<td>229,332</td>
<td>103,176</td>
<td>4,187</td>
<td>22,479,964</td>
</tr>
<tr>
<td>Cash Received (+)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash Disbursed (-)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Operating Expenses</td>
<td>13,280</td>
<td>13,131</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>22,158</td>
<td>913</td>
<td>4,581,611</td>
</tr>
<tr>
<td>Total Operating Disbursements</td>
<td>13,280</td>
<td>-</td>
<td>13,131</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>22,158</td>
<td>913</td>
<td>4,581,611</td>
</tr>
<tr>
<td>Interfund Transfers In(Out)</td>
<td></td>
<td>(147,398)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ending Cash Balance</td>
<td>250,494</td>
<td>190,570</td>
<td>68,509</td>
<td>5,721</td>
<td>28,583</td>
<td>229,332</td>
<td>96,737</td>
<td>3,854</td>
<td>26,074,761</td>
</tr>
</tbody>
</table>
SHASTA-TEHAMA-TRINITY
JOINT COMMUNITY COLLEGE DISTRICT
11555 Old Oregon Trail
P.O. Box 496006, Redding, CA 96049-6006

<table>
<thead>
<tr>
<th>TO:</th>
<th>BOARD OF TRUSTEES</th>
<th>DATE:</th>
<th>7/08/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM:</td>
<td>Dr. Joe Wyse,</td>
<td>ITEM NO.:</td>
<td>9.12</td>
</tr>
<tr>
<td></td>
<td>Superintendent/President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INITIATOR:</td>
<td>Morris Rodrigue,</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vice President of Administrative Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUBJECT:</td>
<td>AUTHORIZATION TO AWARD CONTRACT FOR DENTAL HYGIENE CHAIRS, EQUIPMENT AND INSTALLATION PROJECT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

BACKGROUND

Shasta College’s Dental Hygiene Associate of Science Degree Program prepares students to function within the scope of dental hygiene as defined by the State of California Dental Hygiene Practice Act. Currently, the dental hygiene equipment is in need of upgrades to enable the ability to implement skills on current equipment which will improve core indicators in the program and prepare students to enter the workforce. The upgraded equipment will allow students to use their skills from various classes within the program and perform essential dental hygiene professional responsibilities. A portion of the project is being funded through the CTE-Enhancement Fund with a portion being funded by the Shasta College Foundation.

STATUS

Due to the amount of the project, District administration requested bids through the formal bid process. The sealed bids were opened on Thursday, June 25, 2015 at 1:00 p.m. Two bids were received with both of the bidders considered responsive. The results of the eligible bids are as follows:

- Patterson Dental $218,612.00
- Henry Schein Dental $223,337.70

An evaluation was completed to validate the quality of the equipment based on the specifications in the bid package. During the evaluation it was found that Patterson Dental was the lowest qualified bidder. District Administration is therefore recommending that the bid be approved and the project be awarded to Patterson Dental.

RECOMMENDATION

The Superintendent/President recommends that the Board authorize Administration to award a contract to the lowest qualified bidder, Patterson Dental, for the Dental Hygiene Chairs, Equipment and Installation Project.
**SHASTA-TEHAMA-TRINITY**  
**JOINT COMMUNITY COLLEGE DISTRICT**  
11555 Old Oregon Trail  
P.O. Box 496006, Redding, CA 96049-6006

<table>
<thead>
<tr>
<th>TO:</th>
<th>BOARD OF TRUSTEES</th>
<th>DATE:</th>
<th>7/08/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM:</td>
<td>Dr. Joe Wyse,</td>
<td>ITEM NO.:</td>
<td>9.13</td>
</tr>
<tr>
<td></td>
<td>Superintendent/President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INITIATOR:</td>
<td>Morris Rodrigue,</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vice President of Administrative Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUBJECT:</td>
<td>DONATION OF SHASTA COLLEGE DENTAL HYGIENE CHAIRS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BACKGROUND**

The Shasta College Dental Hygiene Program has determined that their current dental hygiene chairs, lights and clinician chairs are no longer useable by the District and will be replaced with newer equipment. Grant funds and donations have been received to make this upgrade of equipment possible.

**STATUS**

The Shasta Union High School District has submitted a Letter of Interest in receiving the donation of six (6) of the dental hygiene chair units for use in their CTE Dental Assisting Program. The request has been reviewed and it is the desire of the Dental Hygiene Program to offer the chair units to the Shasta Union High School District CTE Dental Assisting Program.

**RECOMMENDATION**

The Superintendent/President recommends that the Board authorize Administration to donate the six (6) Shasta College Dental Hygiene chairs and equipment to the Shasta Union High School District CTE Dental Assisting Program as presented.
<table>
<thead>
<tr>
<th>TO:</th>
<th>BOARD OF TRUSTEES</th>
<th>DATE:</th>
<th>7/08/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM:</td>
<td>Dr. Joe Wyse, Superintendent/President</td>
<td>ITEM NO.:</td>
<td>9.14</td>
</tr>
<tr>
<td>INITIATOR:</td>
<td>Morris Rodrigue, Vice President of Administrative Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUBJECT:</td>
<td>AUTHORIZATION TO REISSUE PAYROLL CHECK</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BACKGROUND**

Payroll Check #533704 dated July 10, 2014 in the amount of $147.17 was issued to Jamie L. Schmidt but was not cashed within the six-month time period allowed by Government Code Section 29802. Ms. Schmidt has requested that a new check be issued to replace the stale-dated check.

**RECOMMENDATION**

The Superintendent/President recommends that the Business Office be authorized to draw a new payroll check in the amount of $147.17 to Jaime L. Schmidt to replace the original stale-dated check.
SHASTA-TEHAMA-TRINITY  
JOINT COMMUNITY COLLEGE DISTRICT  
11555 Old Oregon Trail  
P.O. Box 496006, Redding, CA 96049-6006

TO: BOARD OF TRUSTEESS  
DATE: 7/08/2015

FROM: Dr. Joe Wyse,  
Superintendent/President

ITEM NO.: 9.15

INITIATOR: Morris Rodrigue,  
Vice President of Administrative Services

SUBJECT: AUTHORIZATION TO DISPOSE OF SURPLUS PROPERTY

BACKGROUND

Pursuant to Education Code Section 81452(a)(c), upon approval of the Board, one or more items deemed no longer usable by the district, with a total value of not more than $5,000, may be sold at private sale or disposed of in a manner such as recycling.

STATUS

District Administration has determined the following vehicles are no longer useable by the District due to repairs needed. The cost of those repairs would exceed the current recycle value of the vehicles:

- 2002 Dodge Intrepid
- 1998 Kia Sportage
- 1995 Dodge Caravan
- 1995 Ford Contour
- 1994 Plymouth Voyager
- Sun Engine Diagnostic Machine, Model TUT-1015, Serial Number 9670
- Sun Battery Tester, Model PTS-17, Serial Number 1187E3009

RECOMMENDATION

The Superintendent/President recommends that the Board authorize Administration to dispose of the surplus property as submitted.
TO: BOARD OF TRUSTEES
FROM: Dr. Joe Wyse,
Superintendent/President
INITIATOR: Morris Rodrigue,
Vice President of Administrative Services
SUBJECT: AUTHORIZATION TO HOLD SURPLUS PROPERTY SALE

DATE: 7/08/2015
ITEM NO.: 9.16

BACKGROUND

Various departments on campus have accumulated personal property inventory that is recommended for sale because the items are obsolete and no longer needed.

STATUS

Below is a list of district vehicles proposed for surplus sale. These items will first be offered to all campus departments. Any items remaining will be disposed of at a surplus sale or auction according to Education Code Section 81450.

- 1990 Ford Ranger
- 1988 GMC Pickup
- 1979 Ford Pickup
- 1977 Chevy Bucket Truck
- 1971 Jeep DJ5B

RECOMMENDATION

The Superintendent/President recommends that the Board authorize Administration to dispose of the surplus personal property through the means of a surplus sale or auction and finalize the sale of the items based on the highest acceptable bid per item.
SHASTA-TEHAMA-TRINITY
JOINT COMMUNITY COLLEGE DISTRICT
11555 Old Oregon Trail
P.O. Box 496006, Redding, CA 96049-6006

TO: BOARD OF TRUSTEES
FROM: Dr. Joe Wyse,
      Superintendent/President
INITIATOR: Morris Rodrigue,
           Vice President of Administrative Services
SUBJECT: RECYCLING OF DISTRICT ELECTRONIC PROPERTY

DATE: 7/08/2015
ITEM NO.: 9.17

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 is 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 approve the recycling of eligible District electronic property as submitted.
## Technology Surplus For Recycle - Summary

**June 24, 2015**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Brand Name</th>
<th>Model#</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Camcorder</td>
<td>Sony</td>
<td>HandyCam LCH-VX1000</td>
<td>Obsolete. Determined no longer useful to the district.</td>
</tr>
<tr>
<td>2</td>
<td>Camera</td>
<td>Sony</td>
<td>Mavica MVC-CD500 (1), Cybershot DSC-S85 (1)</td>
<td>Obsolete. Determined no longer useful to the district.</td>
</tr>
<tr>
<td>1</td>
<td>CD Player</td>
<td>JVC</td>
<td>XL-V118</td>
<td>Obsolete. Determined no longer useful to the district.</td>
</tr>
<tr>
<td>2</td>
<td>Computer-tower</td>
<td>Dell</td>
<td>Optiplex GX150 (Pentium III)</td>
<td>Obsolete, purchased 2001, hard drive erased or removed. Determined no longer useful to the district.</td>
</tr>
<tr>
<td>2</td>
<td>Computer-tower</td>
<td>Dell</td>
<td>Optiplex GX240 (Pentium 4)</td>
<td>Obsolete, purchased 2004, hard drive erased or removed. Determined no longer useful to the district.</td>
</tr>
<tr>
<td>2</td>
<td>Computer-tower</td>
<td>Dell</td>
<td>Optiplex GX270 (Pentium 4)</td>
<td>Obsolete, purchased 2004, hard drive erased or removed. Determined no longer useful to the district.</td>
</tr>
<tr>
<td>6</td>
<td>Computer-tower</td>
<td>Dell</td>
<td>Optiplex GX620 (Pentium 4)</td>
<td>Obsolete, purchased 2005, hard drive erased or removed. Determined no longer useful to the district.</td>
</tr>
<tr>
<td>4</td>
<td>Docking station-laptop</td>
<td>Dell</td>
<td>D/Port, DiDock</td>
<td>Obsolete. Determined no longer useful to the district.</td>
</tr>
<tr>
<td>2</td>
<td>Document camera</td>
<td>Various</td>
<td>Canon Visualizer RE-455X (1), Elmo HV-110XG (1)</td>
<td>Obsolete or non-functional. Determined no longer useful to the district.</td>
</tr>
<tr>
<td>2</td>
<td>Monitor-CRT</td>
<td>Dell</td>
<td>15&quot; E550, 17&quot; P780</td>
<td>Obsolete-CRT style, Replaced with flat panel monitor. Determined no longer useful to the district.</td>
</tr>
<tr>
<td>1</td>
<td>Monitor-flat panel</td>
<td>Dell</td>
<td>17&quot; 1703FP</td>
<td>At end-of-life. Determined no longer useful to the district.</td>
</tr>
<tr>
<td>6</td>
<td>Monitor-flat panel</td>
<td>Dell</td>
<td>Models 1707FP, 1708FP, 1907FP, 1908FP</td>
<td>Non-functional. Determined no longer useful to the district.</td>
</tr>
<tr>
<td>11</td>
<td>Printer-inkjet</td>
<td>HP</td>
<td>Deskjet 720C (1), 722C (4), 930C (2), 990CXI (1), Officejet Pro 8600 (1), Officejet Pro L7780 (2)</td>
<td>Non-functional or obsolete. Determined no longer useful to the district.</td>
</tr>
<tr>
<td>1</td>
<td>Printer-laser Color</td>
<td>HP</td>
<td>LaserJet 4650N</td>
<td>Non-functional or unreliable. Determined no longer useful to the district.</td>
</tr>
<tr>
<td>5</td>
<td>Radio-compact 2-way</td>
<td>Various</td>
<td>Midland 70-C02 (1), Motorola Radius GP300 (2), Radius P12225-LS (1), RLD1009B (1)</td>
<td>Obsolete. Determined no longer useful to the district.</td>
</tr>
<tr>
<td>1</td>
<td>Receiver-audio</td>
<td>JVC</td>
<td>RX-6000V</td>
<td>Obsolete. Determined no longer useful to the district.</td>
</tr>
<tr>
<td>1</td>
<td>TV-CRT</td>
<td>Zenith</td>
<td>27&quot; A27A11D</td>
<td>Obsolete. Determined no longer useful to the district.</td>
</tr>
<tr>
<td>1</td>
<td>UPS</td>
<td>APC</td>
<td>APC SUA1500RM2U</td>
<td>Non-functional or unreliable. Determined no longer useful to the district.</td>
</tr>
</tbody>
</table>
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.