MEETING OF THE BOARD OF TRUSTEES
OF THE
COLLEGE OF THE SEQUOIAS COMMUNITY COLLEGE DISTRICT

Monday, February 10, 2014

4:00 pm - Closed Session – President’s Conference Room
5:00 pm - Regular Session – COS Board Room

Board of Trustees
Lori Cardoza, Earl Mann, Kenneth Nunes, Greg Sherman, John A. Zumwalt,
Diana Garcia – Student Trustee, Stan A. Carrizosa – Superintendent/President

A G E N D A

4:00 PM – President’s Conference Room

I CALL TO ORDER

II PUBLIC COMMENT
(Per Board Policy 2350, any person may address the Board at this time either on an agenda item or other matters of interest to the public that are within the subject matter jurisdiction of the Board. A maximum of 5 minutes is allowed for each speaker, with a maximum time of 15 minutes per item unless otherwise extended by the Board.)
- Public Comments Concerning Items On the Closed Session Agenda

III RECESS TO CLOSED SESSION
(The board will report on any reportable action/s taken during Closed Session.)

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (GC §54957)
Title: Superintendent/President – Mid-Year Review

2. NEGOTIATIONS (GC §54957)
   a. College of the Sequoias Teachers Association (COSTA)
      Chief Negotiator: Stan Carrizosa
   b. California School Employees Association, Chapter 408 (CSEA)
      Chief Negotiator: Stan Carrizosa

5:00 PM – Board Room

IV RECONVENE TO OPEN SESSION
- Closed Session Reportable Actions
- Pledge of Allegiance

V PUBLIC COMMENT
(Per Board Policy 2350, any person may address the Board at this time either on an agenda item or other matters of interest to the public that are within the subject matter jurisdiction of the Board. A maximum of 5 minutes is allowed for each speaker, with a maximum time of 15 minutes per item unless otherwise extended by the Board.)
- Public Comments Concerning Items On Agenda
- Public Comments Concerning Items Not on the Agenda

VI BOARD AND EXECUTIVE STAFF REPORTS (NON-DISCUSION ITEMS)

a. STUDENT TRUSTEE REPORT
   Diana Garcia

b. BOARD MEMBER REPORTS

c. FOUNDATION REPORT
   Mr. Foster

d. ACCREDITATION REPORT
   Dr. La Serna
   1. Introduction of Accreditation Evidence Team
e. SUPERINTENDENT/PRESIDENT’S REPORT
   1. Introduction of new faculty member: Joe D’Agostino, Assistant Football Coach/P.E. Health Instructor

VII REPORTS

a. ACADEMIC SENATE PRESIDENT’S REPORT/UPDATE
   Dr. Trimble

b. COSTA PRESIDENT’S REPORT/UPDATE
   Ms. Greer

c. CSEA PRESIDENT’S REPORT/UPDATE
   Mr. LaMar

d. COSAFA PRESIDENT’S/UPDATE
   Mr. Nikkel

VIII GENERAL OBLIGATION BONDS

a. SCHOOL FACILITIES IMPROVEMENT DISTRICT (SFID) 2 – VISALIA AREA (MEASURE I)
   • Next scheduled meeting: March 4, 3:00 p.m., President’s Conference Room, Visalia campus

b. SCHOOL FACILITIES IMPROVEMENT DISTRICT (SFID) 3 – TULARE AREA (MEASURE J)
   • Next scheduled meeting: March 18, 3:00 p.m., Tulare College Center

IX INFORMATION

1 2012-2013 AUDIT REPORT
   The accounting firm of Vavrinek, Trine, Day & Co., LLP will present a summary of the District’s 2012-2013 Annual Financial and Proposition 39 audit reports.

2 QUARTERLY UPDATE TO BUDGET ACCOUNTABILITY
   Quarterly budget accountability report which reflects changes to revenue and expenditure budgets with descriptions included for the largest components of those changes.

3 QUARTERLY FINANCIAL REPORT CCFS-311Q – 2ND QUARTER FY 2013-14
   California Education Code requires that the Chief Executive Officer of each community college district, prepare quarterly financial condition reports for the governing board to review and enter into the minutes of its meetings.

4 ADMINISTRATIVE PROCEDURE – Revised
   • AP 6250: Budget Management

5 LOW ENROLLED CLASSES JUSTIFICATION REPORT – SPRING 2014
   Board Policy 4071 – Minimum Class Size requires that a report to the Board of Trustees on low-enrolled courses be submitted each semester.

6 ANNUAL REPORT ON THE MASTER PLAN

X CONSENT CALENDAR

All items listed on the Consent Calendar are considered routine and will be enacted by one motion. An item may be removed from the Consent Calendar at the request of any member of the Board of Trustees or any person in the audience and considered as a separate agenda item.

7 MINUTES OF THE PREVIOUS MEETING:
   • January 13, 2014 – Regular Meeting
   • January 24-25, 2014 – Board Retreat

8 PERSONNEL REPORT 08-2013-2014
9  PAYMENT OF BILLS
Payment of the District’s financial obligations.

10  2013-2014 WORKING BUDGET APPROVAL (July 1, 2013 to January 17, 2014)
The Tulare County Office of Education requests that the Board approve working budgets periodically throughout the year when expenditures exceed the previously approved expenditure budgets by major account (object) code. Due to new grants, programs and budget changes between account (object) codes, the working budget increases and decreases by major account (object) code.

XI  ACTION

11  INSTITUTION-SET STANDARDS
The Accrediting Commission for Community and Junior Colleges (ACCJC) Annual Report requires each institution to report on student success data metrics and the institution-set standards for these metrics.

12  COS BOARD PRIORITIES 2014
It is recommended that the Board of Trustees approve the updated and ongoing Board Priorities for 2014 as established at the Annual Planning Retreat of January 25, 2014.

13  DISTRICT AND COS ADJUNCT FACULTY ASSOCIATION’S COLLECTIVE BARGAINING PROPOSALS ON REOPENERS
It is recommended the Board of Trustees acknowledge receipt of both the District and COSAFA’s collective bargaining proposals on reopeners; announce the availability of these proposals in the Human Resources Office for public review; AND announce a public hearing on the District and COSAFA’s collective bargaining proposals on reopeners to be scheduled at the March 10, 2014 Board of Trustees meeting.

14  CURRICULUM: NEW, MODIFIED, DELETED
Approval of curriculum as required by Title 5.

XII  ADJOURNMENT
In compliance with the American Disabilities Act, if you need special assistance to participate in meetings call (559) 730-3745 48-hours in advance of the meeting. For Deaf and Hard of Hearing - call videophone at (559) 302-9976 48-hours in advance of the scheduled meeting time to request interpreter services. All reasonable efforts will be made to accommodate those with disabilities. Any writings or documents that are public records and are provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection in the District Office located at 915 S. Mooney Blvd., Visalia, CA  93277 during normal business hours. In addition, such writings and documents may be posted on the District’s web site at www.cos.edu.
MINUTES OF THE BOARD OF TRUSTEES
OF THE
COLLEGE OF THE SEQUOIAS COMMUNITY COLLEGE DISTRICT

Monday, February 10, 2014

4:00 pm – Closed Session – President’s Conference Room
5:00 pm - Regular Session – Board Room

Board of Trustees
Lori Cardoza, Earl Mann, Kenneth Nunes, Greg Sherman, John A. Zumwalt,
Diana Garcia – Student Trustee, Stan Carrizosa – Superintendent/President

MEMBERS PRESENT:  Lori Cardoza, Earl Mann, Kenneth Nunes, Greg Sherman,
John A. Zumwalt, Diana Garcia

MEMBERS ABSENT: None

COS STAFF PRESENT: Stan Carrizosa, Brent Calvin, Jennifer Vega La Serna,
Christine Statton, Mehmet Ozturk, John Bratsch, Tim Foster

I. CALL TO ORDER
President Cardoza called the meeting to order at 4:00 pm.

II. PUBLIC COMMENT
None.

III. RECESS TO CLOSED SESSION – PRESIDENT’S CONFERENCE ROOM

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (GC §54957)
Title: Superintendent/President – Mid-year Review

2. NEGOTIATIONS (GC §54957)
   a. College of the Sequoias Teachers Association (COSTA)
      Chief Negotiator: Stan Carrizosa
   b. California School Employees Association, Chapter 408 (CSEA)
      Chief Negotiator: Stan Carrizosa

IV. RECONVENE TO OPEN SESSION
President Cardoza reconvened the meeting into open session at 5:04 pm.
• Closed Session Reportable Actions: None
• Pledge of Allegiance: Student Trustee Garcia led the Pledge of Allegiance.

V. PUBLIC COMMENT
Public Comments Concerning Items ON the Agenda: None
Public Comments Concerning Items NOT on the Agenda: Steve LaMar reported
that the Midsummer Night’s Dream fundraiser event earned enough funds for the
field trip to the Kennedy Center American College Theater Festival on February
13, 2014.
VI. BOARD AND EXECUTIVE STAFF REPORTS (NON-DISCUSSION ITEMS)

a. STUDENT TRUSTEE REPORT
Ms. Garcia reported that Student Senate is looking into the possibility of live-streaming their meetings. Director of Research, Planning and Institutional Effectiveness Dr. Ozturk and Vice President Calvin recently presented to Student Senate the institution-set standards and the timeline and process for the 2015-2025 Master Plan, respectively. She also announced upcoming events – Club Social, Club Rush, and March in March (Lobby Day) in Sacramento.

b. BOARD MEMBER REPORTS
Trustee Sherman attended the men’s basketball game and encouraged people to attend. Trustee Nunes attended the VIP production of “A Midsummer Night’s Dream” and was impressed by the awesome performance. Trustee Cardoza reported on the Annual Board Retreat (Jan 24-25) and thanked the administration for their detailed presentations.

c. FOUNDATION REPORT
Mr. Foster reported a $9.5M balance in the foundation budget. The Foundation Office is using the online professional network LinkedIn to communicate with COS individuals and alumni to announce events and programs. Mr. Foster also reported the following:
   1. 2014-15 scholarship application process and evaluation.
   2. 31 applications received for the Foundation mini-grants, totaling over a half million dollars.
   3. Raised $17,109 for the Theater department with the Midsummer Night’s Dream fundraiser.
   4. COS Foundation Board annual meeting – 13 new members elected; resolutions approving a Core Message, an organizational chart, and board member job description, and revised bylaws. Board accepted the 2012-13 audited financial statements which reflected solid investment performance and included “unqualified opinion”.
   6. Announced the President’s Cup Golf Tournament on May 2.

d. ACCREDITATION REPORT
Dr. La Serna introduced the Accreditation Evidence Team and Mr. Carrizosa presented each member with a certificate of appreciation for their dedication and hard work. Dr. La Serna reported that the ACCJC Visiting Team was impressed by the organization and accessibility of the evidence in both hard copy binders and on the COS website. The Accreditation Team will begin writing the next report which is due October 15, 2014 and will include responses to three (3) recommendations and 25 standards.

e. SUPERINTENDENT/PRESIDENT’S REPORT
New Faculty Member: Athletic Director Brent Davis introduced Joe D’Agostino as the new Assistant Football Coach/P.E. Health Instructor.

VII. REPORTS

a. ACADEMIC SENATE PRESIDENT’S REPORT/UPDATE
   Dr. Trimble thanked the Accreditation Evidence Team for their hard work. She reported on her recent meeting with Mr. Carrizosa to clarify the approval process of Board Policies and Administrative Procedures. They also clarified the process of 10+1 items.

b. COSTA PRESIDENT’S REPORT/UPDATE
   No report.

c. CSEA PRESIDENT’S REPORT/UPDATE
   Mr. LaMar reported that negotiations with the District will begin soon.

d. COSAFA PRESIDENT’S REPORT/UPDATE
   Mr. Nikkel not present – no report.

VIII. GENERAL OBLIGATION BONDS

President Cardoza announced the dates of the bond meetings:

- SCHOOL FACILITIES IMPROVEMENT DISTRICT (SFID) 2 – VISALIA AREA (MEASURE I) Next scheduled meeting: March 4, 3:00 p.m., President’s Conference Room, Visalia campus
- SCHOOL FACILITIES IMPROVEMENT DISTRICT (SFID) 3 – TULARE AREA (MEASURE J) Next scheduled meeting: March 18, 3:00 p.m., Tulare College Center

IX. INFORMATION ITEMS AND DISCUSSION ITEMS

1. 2012-2013 AUDIT REPORT
   Ms. Statton introduced Bill Williams, with the accounting firm Vavrinek, Trine, Day & Co., LLP, who presented a summary of the District’s 2012-2013 Annual Financial and Proposition 39 audit reports. Mr. Williams reviewed the organization and layout of the report, and terminology changes. After a brief review of the report, Mr. Williams reported that the report was “clean” and contained no findings. He commented that the District has good systems in place and manages budgets well.

2. QUARTERLY UPDATE TO BUDGET ACCOUNTABILITY
   Ms. Miller-Hernandez presented the quarterly budget accountability report which reflects changes to revenue and expenditure budgets. She reviewed the report in detail. Some discussion followed.

3. QUARTERLY FINANCIAL REPORT CCFS-311Q – 2ND QUARTER FY 2013-2014
   Ms. Miller-Hernandez presented the CCFS-311Q report in detail which compares budget projections with budget actuals.
4. **ADMINISTRATIVE PROCEDURE – REVISED**

5. **LOW ENROLLED CLASSES JUSTIFICATION REPORT – SPRING 2014**
Dr. La Serna presented the low enrolled report per BP 4071: Minimum Class Size. She reported that some of the low enrolled classes were allowed to remain open in order to increase FTES. Dr. La Serna explained that some sections were mistakenly left off of the report and will be included in the 2-10-14 agenda packet. Some discussion followed.

6. **ANNUAL REPORT ON THE MASTER PLAN**
Mr. Calvin presented a timeline and process for developing the COS 2014 Annual Report on the Master Plan. The report is for the current COS Master Plan on file, and will report on the Strategic Plan and the eight (8) district objectives. This report is not to be confused with the 2015-2025 Master Plan.

X. **CONSENT CALENDAR**
Items on the Consent Calendar are considered routine and are enacted by one motion.

Trustee Sherman moved to approve the Consent Calendar as presented. Trustee Mann seconded. Ayes: All. Motion carried unanimously.

7. **MINUTES OF THE PREVIOUS MEETING:**
   - January 13, 2014 – Regular Meeting
   - January 24-25, 2014 – Board Retreat

8. **PERSONNEL REPORT 08-2013-2014**

9. **PAYMENT OF BILLS**

10. **2013-2014 WORKING BUDGET APPROVAL (July 1, 2013 to January 17, 2013)**

XI. **ACTION**

11. **INSTITUTION-SET STANDARDS**
Dr. Ozturk presented a brief overview of the standards which are now required by the ACCJC. Discussion followed about the difference between these standards and the Chancellor’s Office Student Success Scorecard. Carrizosa explained that the institution-set standards are a minimum standard while the Student Success Scorecard contains benchmark standards.

   Trustee Zumwalt moved to approve the Institution-set Standards as presented. Trustee Nunes seconded. Ayes: All. Motion carried
unanimously.

12. COS BOARD PRIORITIES 2014
Mr. Carrizosa presented the board priorities which were updated at the Annual Planning Retreat of January 25, 2014. Discussion followed regarding priority #5 and the Linwood reserve. Trustee Zumwalt stated that he has changed his previous opinion to not use the Linwood funds for anything outside of the farm, but now believes that the District has fulfilled its obligation to build the Tulare campus so the Linwood funds can be used for other projects.

President Cardoza tabled the item to allow for further discussion at a second reading.

13. DISTRICT AND COS ADJUNCT FACULTY ASSOCIATION’S COLLECTIVE BARGAINING PROPOSALS ON REOPENERS
Ms. Bratsch presented the proposals to the board which contain reopeners on salary and one (1) non-economic item. The board officially accepted receipt of the proposals and announced that these proposals are available in the COS Human Resources Office for public review. A public hearing will be held at the March 10 board meeting.

Trustee Zumwalt moved to accept the District and COSAFA’s Collective Bargaining Proposals on Reopeners as presented. Trustee Mann seconded. Ayes: All. Motion carried unanimously.

14. CURRICULUM: NEW, MODIFIED, DELETED
Vice President La Serna presented new, modified, and deleted curriculum as required by Title 5.

Trustee Nunes moved to approve Curriculum: New, Modified, Deleted as presented. Trustee Sherman seconded. Ayes: All. Motion carried unanimously.

XI. ADJOURNMENT:
President Cardoza adjourned open session at 6:38 pm.

Respectfully Submitted,

[Signature]

Date: [Signature]

Earl Mann, Clerk