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

Monday, September 8, 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,
Fidel Madrigal – 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. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (GC §54956.9(b))
   a. Significant exposure to litigation: one case

2. NEGOTIATIONS (GC §54957)
   a. College of the Sequoias Teachers Association (COSTA)
      Chief Negotiator: Stan Carrizosa
   b. College of the Sequoias Adjunct Faculty Association (COSAFA)
      Chief Negotiator: Stan Carrizosa
   c. 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-DISCUSSION ITEMS)
   a. STUDENT TRUSTEE REPORT
      Mr. Madrigal
   b. BOARD MEMBER REPORTS
   c. FOUNDATION REPORT
      Mr. Foster
d. ACCREDITATION REPORT
   Dr. La Serna

e. SUPERINTENDENT/PRESIDENT’S REPORT
   Mr. Carrizosa

VII REPORTS

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

b. COSTA PRESIDENT’S REPORT/UPDATE
   Mr. Sense

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: September 16, 3:00 p.m., President’s conference room, Visalia campus

b. SCHOOL FACILITIES IMPROVEMENT DISTRICT (SFID) 3 – TULARE AREA (MEASURE J)
   • Next scheduled meeting: September 30, 3:00 p.m., Tulare College Center

IX INFORMATION

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

   Dr. La Serna

2. PRESENTATION OF MANAGEMENT HANDBOOK
   The Office of Human Resources is presenting the Management Handbook which was revised with input from Management Council and finalized by the Superintendent/President on August 29, 2014.

   Mr. Bratsch

3. ANNUAL STAFFING REPORT
   The Office of Human Resources is presenting an annual staffing report of employees currently employed at the College of the Sequoias Community College District.

   Mr. Bratsch

4. QUARTERLY FINANCIAL REPORT CCFS-311Q – 4TH QUARTER FY 2013-2014
   The California College Chancellor’s Office is charged with oversight responsibility for financial accountability for each of the 72 community college district.

   Ms. Statton

5. ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES FOLLOW-UP REPORT
   First read of the Follow-Up Report to be submitted to the Accrediting Commission for Community and Junior Colleges (ACCJC) on October 15, 2014.

   Dr. La Serna

6. 2014 ANNUAL COLLEGE REPORT – EXECUTIVE SUMMARY
   The first Annual College Report on the (existing) Strategic Plan was presented to the board in June 2014. The Executive Summary has been prepared for sharing and distribution throughout the college community.

   Mr. Carrizosa

7. UPDATE: REVIEW OF THE COS MISSION STATEMENT
   Review of the timeline and process for reviewing the District Mission according to the COS Integrated Planning Manual.

   Mr. Calvin

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.
8. **MINUTES OF THE PREVIOUS MEETING:**
   - August 11, 2014 – Regular Meeting

9. **PERSONNEL REPORT 03-2014-2015**

10. **PAYMENT OF BILLS**
    Payment of the District's financial obligations.

11. **RENEWAL OF GENERAL ATTORNEY SERVICES FOR THE DISTRICT**
    The District would like to automatically renew the agreement with Nelson & Rozier for professional services on an annual basis until the agreement is terminated.

**XI ACTION**

12. **CURRICULUM: NEW, MODIFIED, DELETED**
    Approval of new curriculum as required by Title 5.
    
    Dr. La Serna

13. **ANNUAL APPROPRIATION LIMIT (Resolution No. 2014-12)**
    Pursuant to Article XIII-B of the Constitution and Chapter 1205, Statutes of 1980, all community college districts are required to compute an annual appropriation limit. That appropriation limit is adjusted annually for changes in price index, population, and other factors (if applicable).
    
    Roll Call Vote
    Ms. Statton

14. **2014-15 DISTRICT BUDGET**
    The Board of Trustees annually approves final district budget prior to September 15 of each year. The General Fund budget for 2014-2015 totals $59,118,551.
    
    Ms. Statton

15. **APPROVAL OF AGREEMENT: ARCHITECTURAL DESIGN SERVICES FOR THE RENOVATION OF THE LIVE OAK BUILDING**
    The District is requesting authorization to enter into an agreement with Darden Architects for architectural design and engineering services for the Live Oak Building Renovation project.
    
    Ms. Statton

16. **ACTIVITY BENEFITS FEE INCREASE**
    It is recommended that the Board of Trustees approve the increase of the Activity Benefits Fee, which generates income for the Student Senate and Co-Curricular budgets, from $7.50 to $15.00 per semester.
    
    Mr. Calvin

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

II. PUBLIC COMMENT

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

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (GC 54956.9 (b))
   Significant exposure to litigation: one case

2. NEGOTIATIONS (GC §54957)
   a. College of the Sequoias Teachers Association (COSTA)
      Chief Negotiator: Stan Carrizosa
   b. College of the Sequoias Adjunct Faculty Association (COSAFA)
      Chief Negotiator: Stan Carrizosa
   c. 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 5:00 pm.
- Closed Session Reportable Actions:
  o The board voted on a motion made by Trustee Nunes and a second by Trustee Zumwalt to adopt the charging documents supporting the dismissal and suspension without pay for a district faculty member. **AYES: All.** Motion carried unanimously.
  o Pertaining to the same issue, the board also voted on a motion made by Trustee Sherman and a second by Trustee Zumwalt to authorize the
superintendent, or his designee, to take all appropriate actions consistent with
the law to carry out the recommended actions which are in the best interest of
the district. **AYES: All.** Motion carried unanimously.

- Pledge of Allegiance: Student Trustee Fidel Madrigal led the Pledge of Allegiance.

V. PUBLIC COMMENT
Public Comments Concerning Items **ON** the Agenda: None
Public Comments Concerning Items **NOT** on the Agenda: None

VI. BOARD AND EXECUTIVE STAFF REPORTS (NON-DISCUSSION ITEMS)

a. STUDENT TRUSTEE REPORT
   Student Trustee Madrigal reported that Student Senate will host a Constitution Day
event on September 17, Club Social on September 16, and Club Rush on
September 26. Student Senate will have a COS team participate in the Relay-for-
Life at the Rawhide Stadium on September 20-21. He also reported that Vice
President Calvin presented the revised versions of the COS 2.0 planning manuals to
Student Senate.

b. BOARD MEMBER REPORTS
   None.

c. FOUNDATION REPORT
   Tim Foster reported the following:
   1. $140,000 available for district project funds. Applications are due by December
      15.
   2. Donations and ticket sales are online for the COS Theater, the COS Giant
      Athletics Success Campaign, and the COS Baseball Golf Tournament. More
      groups are utilizing the online method for donations and ticket sales.
   3. The Foundation Retreat outcomes:
      a. Members are energized by the positive steps the District has made under
         Superintendent Carrizosa’s and the Board of Trustees’ leadership.
      b. Members are energized by the new Foundation project funding process
         and seeing those resources being put to good use. There is a desire to
         generate even more resources for the District.
      c. Focus will be directed toward developing additional sources of
         contributions primarily through alumni development, an annual campaign,
         and facilitating more grant pursuits with the District.
   4. Upcoming Events:
      a. Crush Party, Tulare, 9/26
      b. Hall of Fame, Porter Field House, 10/2
      c. Baseball Alumni Game, 10/11
      d. Baseball Golf Tournament, 10/12

d. ACCREDITATION REPORT
   Vice President La Serna deferred her report to information item #5.

e. SUPERINTENDENT/PRESIDENT’S REPORT
   Mr. Carrizosa reported that the District is circulating more community/COS
   documents. The Public Information Office launched Giant Talk radio to provide info
on COS. The videos are posted weekly to the COS website. The PIO is also overseeing the social media ambassadors which are a group of student workers who engage with Twitter, Facebook, Instagram about all things COS. Trustee Sherman complimented Kevin McCusker for his good work with the Giant Talk radio program.

In reference to agenda item #16, Mr. Carrizosa reminded the board of the responsibilities and advisory voting rights of the student trustee. The student trustee may be asked to cast an advisory vote first, before other votes are cast, on student-related items.

VII. REPORTS

a. ACADEMIC SENATE PRESIDENT’S REPORT/UPDATE
Dr. Trimble reported that the Academic Senate retreat was well-attended. Title 5, Education Code, Robert’s Rules of Order, the new Academic Senate constitution and bylaws were discussed and reviewed. The constitution and bylaws will go to Academic Senate for a vote, and will then be presented to all faculty for a vote at the January 2015 convocation. A 2/3 vote of all faculty, not just voting faculty, is required.
The Senate approved their annual evaluation and will go to District Governance Senate and to the Board for information. Recommendations to the COS 2.0 planning manuals will be forwarded to District Governance Senate. Dr. Trimble discussed concern over agenda item # 2 – Management Handbook. She has discussed her concerns with Superintendent Carrizosa regarding management hiring procedures. She is concerned that the new process dilutes participation of faculty and staff, and that Senior Management plays a disproportionately larger role in the hiring process. She agrees that the Superintendent should have the final decision in the hiring process, but would prefer that staff and faculty have more input in the process.

b. COSTA PRESIDENT’S REPORT/UPDATE
Mr. Sense commented that faculty appreciates the District’s attention to campus safety.

c. CSEA PRESIDENT’S REPORT/UPDATE
No report.

d. COSAFA PRESIDENT’S REPORT/UPDATE
No report.

VIII. GENERAL OBLIGATION BONDS

a. SCHOOL FACILITIES IMPROVEMENT DISTRICT (SFID) 2 – VISALIA AREA (MEASURE I)
Next scheduled meeting: September 16, 3:00 p.m., President’s conference room, Visalia campus

b. SCHOOL FACILITIES IMPROVEMENT DISTRICT (SFID) 3 – TULARE AREA (MEASURE J)
Next scheduled meeting: September 30, 3:00 p.m., Tulare College Center
IX. INFORMATION

1. LOW ENROLLED CLASSES JUSTIFICATION REPORT – FALL 2014
   In accordance with BP 4071, Vice President La Serna reported the low enrolled and cancelled classes report for fall 2014. The Board requested that the location of the classes be included in the next report.

2. PRESENTATION OF MANAGEMENT HANDBOOK
   Dean Bratsch presented the newly revised Management Handbook. Superintendent Carrizosa explained that managers are not part of a collective bargaining unit and not allowed to negotiate with the District. All negotiable items were removed or revised from the previous version. Also, confidential employees were removed from the handbook and a new Confidential Handbook will be released soon. He also explained that the new handbook was presented at the Management Retreat in June and at two subsequent Management Council meetings allowing managers to provide input.

   Superintendent Carrizosa reviewed the table of contents, and specifically pointed out the Management Employment Philosophy and Code of Ethics. The handbook is aligned with Education Code, Title V, and board policies. Mr. Carrizosa talked about the issue of hiring procedures which was brought up in Dr. Trimble's report. He will meet with Dr. Trimble to discuss further. He will then bring the Management Handbook back to the Board for an update on the issue.

3. ANNUAL STAFFING REPORT
   Dean Bratsch presented the annual employee report. President Cardoza requested to see the trends from year to year and its correlation with FTES and FON. Mr. Bratsch will present this information, and also identify confidential employees at the next regular board meeting.

4. QUARTERLY FINANCIAL REPORT CCFS-311Q – 4TH QUARTER FY 2013-2014
   Vice President Statton reviewed the CCFS-311Q in detail.

   Trustee Zumwalt thanked Ms. Statton for providing solid financial numbers that can be trusted which helps the board feel more confident in making decisions.

5. ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES FOLLOW-UP REPORT
   Vice President La Serna presented a PowerPoint which included a timeline of the accreditation process with the ACCJC. She reviewed the three recommendations which are addressed in the Follow-up Report. Dr. La Serna expressed that the District has exceeded all of the standards, and that we should have a positive visit with the ACCJC team. The final version will be submitted to the board for approval in October.

6. 2014 ANNUAL COLLEGE REPORT – EXECUTIVE SUMMARY
   Superintendent Carrizosa presented the “user-friendly” version of the annual college report. The report explains the eight (8) district objectives and provides stats and
demographics of the District. This summary report will be published and circulated within the community.

7. UPDATE: REVIEW OF THE COS MISSION STATEMENT
Vice President Calvin reviewed the timeline and process for reviewing the mission statement according to the Integrated Planning Manual.

X. CONSENT CALENDAR
Trustee Sherman moved to approve Consent Calendar as presented; Trustee Nunes seconded. **AYES: All. ABSENT: None.** Motion carried unanimously.

8. MINUTES OF THE PREVIOUS MEETING:
August 11, 2014 – Regular Meeting

9. PERSONNEL REPORT 03-2014-2015

10. PAYMENT OF BILLS
Payment of the District’s financial obligations.

11. RENEWAL OF GENERAL ATTORNEY SERVICES FOR THE DISTRICT

XI. ACTION

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

Student Trustee Madrigal moved to approve Curriculum: New, Modified, Deleted as presented; Trustee Zumwalt seconded. **AYES: All. ABSENT: None.** Motion carried unanimously.

13. ANNUAL APPROPRIATION LIMIT (Resolution No. 2014-12)
Vice President Statton presented the annual appropriation limit pursuant to Article XIII-B of the Constitution and Chapter 1205, Statutes of 1980. The appropriation limit is adjusted annually for changes in price index, population, and other factors (if applicable).

Trustee Zumwalt moved to approve the Annual Appropriation Limit, Resolution No. 2014-12, as presented; Trustee Nunes seconded. Motion carried by the following roll call vote:

**AYES:** Zumwalt, Nunes, Mann, Sherman, Cardoza

**NOES:**

**ABSENT:**

14. 2014-15 DISTRICT BUDGET
Vice President Statton presented a PowerPoint detailing the final 2014-15 District budget.
Trustee Sherman moved to approve the 2014-15 District Budget as presented; Trustee Nunes seconded. **AYES: All. ABSENT: None.** Motion carried unanimously.

15. APPROVAL OF AGREEMENT: ARCHITECTURAL DESIGN SERVICES FOR THE RENOVATION OF THE LIVE OAK BUILDING
Vice President Statton presented the agreement which was tabled at the previous meeting in August. The agreement remained the same except for wording changes regarding a fixed rate. There was discussion regarding the language of “a lump sum not to exceed...”. Trustee Zumwalt expressed his understanding that the two terms are mutually exclusive. Ms. Statton assured the board that this language was put in place to establish a fixed rate. She also informed the board that the state is now requiring districts to expend their scheduled maintenance funds by the end of the year; they will not be carried forward. For this reason, the District would like to move up the design schedule to December and have a firm contract in place.

Trustee Nunes moved to approve the Agreement for Architectural Design Services for the Renovation of the Live Oak Building as presented; Trustee Mann seconded. **AYES: All. ABSENT: None.** Motion carried unanimously.

16. ACTIVITY BENEFITS FEE INCREASE
Vice President Calvin deferred to Student Trustee Madrigal to request approval to increase the Activity Benefits Fee. Trustee Madrigal explained that the Student Senate voted to increase the fee from $7.50 to $15.00 which has not been increased since the mid 1980’s. He explained that the fee generates income for the Student Senate and co-curricular budgets. Students do have the option to opt out of paying the fee within the first two weeks of classes.

Student Trustee Madrigal moved to approve the Activity Benefits Fee Increase as presented; Trustee Zumwalt seconded. Student Trustee Advisory Vote: **AYE. AYES: All. ABSENT: None.** Motion carried unanimously.

XI. ADJOURNMENT:
President Cardoza adjourned open session at 6:57 pm.

Respectfully Submitted,

[Signature]
Earl Mann, Clerk