

COLLEGE OF THE SEQUOIAS COMMUNITY COLLEGE DISTRICT
Board of Trustees Meeting
November 9, 2015

QUARTER UPDATE TO BUDGET ACCOUNTABILITY
(Quarter Ending September 30, 2015)

1

Status: **Information**

Presented by: Christine Statton
Vice President, Administrative Services

Issue

COS Administration presents quarterly budget accountability reports for the Board's review. These reports will reflect changes to revenue and expenditure budgets with descriptions included for the largest components of those changes. The reports provide additional accountability for the District budget process.

Recommended Action

The Office of Administrative Services will continue to provide accountability for the budget process to the Governing Board.

College of the Sequoias
Unrestricted General Fund Fiscal Year 2014/15
Final Budget v Actuals

	Final Adopted	Final Working	Year End Actuals	
Revenue Limit	46,624,731	46,278,642	46,278,826	a
Other Revenue	2,449,212	2,862,335	3,281,990	b
Total Revenue	49,073,943	49,140,977	49,560,816	
Certificated Salaries	21,167,775	21,191,591	20,861,686	
Contract Faculty	12,881,662	13,015,051	12,917,706	
Faculty Overload	1,600,000	1,597,000	1,733,141	
Adjunct Faculty	2,987,774	3,014,163	2,746,924	
Summer School	788,097	805,203	750,573	
Administrator	1,863,300	1,821,744	1,829,648	
Hourly Counselor/Librarian	184,700	164,150	176,539	
Retiree Incentive	410,272	317,743	304,603	
Classified Salaries	9,002,208	9,094,959	8,835,521	
Classified	5,821,142	5,821,870	5,609,322	
Student Help	353,280	352,820	352,290	
Administrator	1,626,501	1,626,311	1,583,401	
Confidential	669,164	672,780	642,681	
Professional Expert	279,991	290,193	270,963	
Retiree Incentive	93,000	185,529	189,145	
Employee Benefits	10,833,476	10,687,459	10,211,516	
Books and Supplies	956,993	1,051,107	871,708	
Services & Other Operating	5,921,127	6,725,520	5,822,143	
Capital Outlay	913,909	857,659	532,400	
Other Outgo	268,408	433,433	447,358	
Total Expense	49,063,896	50,041,728	47,582,331	
Total Surplus/(Deficit)	10,047	(900,751)	1,978,485	

Ending Fund Balance \$7,109,168.21 (14.94%)

Less Designated Fund Balance \$840,761

Total Unrestricted Ending Fund Balance \$6,268,407.21 (13.17%)

The District ended the year with a fund balance of \$7,109,168.21. The ending percentage of 14.94% is calculated by dividing the ending fund balance by the total unrestricted expenditures. The Board of Trustees mandates that the College have a 6% fund balance with a priority of 10%. The State of California Community College Chancellor's Office has deemed a minimum prudent fund balance of 5% and that an institution with a fund balance of less than 3% is in fiscal distress.

Designated Fund Balance: Facilities C/F \$88,000, Technology C/F \$75,000, Ag Repair \$50,000

MAA C/F \$234,096, Live Oak Mold Remediation \$260,000, Above Base C/F \$104,639

Various departments C/F \$29,026

(a) Revenue Limit

The Revenue Limit year end equals P2 revenue calculation of 8870 FTES and less estimated deficit factor of \$147,591.

The final recalculation for FY14/15 revenue limit will not be until P1 in February 2016.

(b) Other Revenue

The major increase in other revenue was due to one-time mandate cost reimbursement of \$397,587, and Lottery \$254,078.

2015/16 General Fund Budget

	10/12/15 Unrestricted Budget	11/9/15 Unrestricted Budget	Variance		10/12/15 Restricted Budget	11/9/15 Restricted Budget	Variance	
Revenue Limit	50,187,193	50,187,193	-		-	-	-	
Other Revenue	2,374,909	2,418,218	43,309	(a)	14,867,228	15,443,868	576,640	(h)
MAA Fund Balance Draw 88988	234,096	234,096	-		-	-	-	
Total Revenue	52,796,198	52,839,507	43,309		14,867,228	15,443,868	576,640	
Academic Salaries 10000	22,183,291	22,242,663	59,372		1,417,534	1,546,963	129,429	
Contract Faculty	13,509,462	13,568,834	59,372	(b)	909,199	984,593	75,394	
Faculty Overload	1,733,000	1,733,000	-		36,675	38,354	1,679	
Adjunct Faculty	3,005,233	3,005,233	-		1,375	1,375	-	
Summer School	885,640	885,640	-		-	-	-	
Administrator	1,854,026	1,854,026	-		190,329	190,329	-	
Hourly Counselor/Librarian	199,538	199,538	-		262,706	262,706	-	
Retiree Incentive	426,232	426,232	-		-	-	-	
Classified Salaries 20000	9,537,584	9,539,781	2,197		3,677,916	4,076,472	398,556	
Classified	6,141,830	6,144,027	2,197	(c)	2,208,904	2,402,708	193,804	
Student Help	382,478	382,478	-		453,995	501,181	47,186	
Administrator	1,747,652	1,747,652	-		724,770	880,377	155,607	
Confidential	580,172	580,172	-		-	-	-	
Professional Expert	312,677	312,677	-		188,925	188,925	-	
Retiree Incentive	213,871	213,871	-		-	-	-	
Benefits 30000	11,751,168	11,751,229	61		2,063,176	2,196,171	132,995	
Supplies 40000	1,055,523	1,034,273	(21,250)	(d)	2,693,668	2,325,287	(368,381)	
Services 50000	5,683,941	5,756,926	72,985	(e)	2,337,603	2,427,092	89,489	
Capital Outlay 60000	1,428,610	1,391,943	(36,667)	(f)	1,721,759	1,641,891	(79,868)	
Other Outgo 70000	256,487	257,729	1,242	(g)	955,572	1,229,992	274,420	
Total Expenses	51,896,604	51,974,544	77,940		14,867,228	15,443,868	576,640	
General Fund Surplus/(Deficit)	899,594	864,963			-	-		

Surplus/(Deficit)	
Final Adopted Surplus	1,358,872
C/F Facilities	(88,000)
C/F Above Base	(93,139)

C/F Live Oak	(260,000)
C/F Student Lab computer refresh	(75,000)
C/F Ag Repair/Remodel	(50,000)
C/F Misc Departments	(39,396)
Law School Pathway membership dues	(5,000)
Property Liability Insurance savings	151,257
General Fund Surplus 10/12/15	899,594
Misc adjustments academic salaries	(61,881)
Misc adjustments classified salaries	251
New grant CCPT#2 indirects	26,999
General Fund Surplus 11/9/15	864,963

Revenue Changes 10/12/15	Unrestricted	Restricted
MAA Reserve budgets increase	234,096	
Categorical carryforward		
Kings/Tulare WIA		117,222
Vets		11,207
PELL/FWS/SEOG Admin Allowance		2,961
TRIO		76,880
MSEIP		265,385
Lottery Prop 20		450,938
Valley Can Air		19,044
Basic Skills		116,692
Student Equity Plan		563,092
SSSP Student Success		299,884
DSN Health Care		2,167
DSN Health Care Local		5,925
DSN Advanced Manufacturing		72,830
YCCD Drought Relief		57,068
Health Center		83,965
Parking		13,245
Healthy Community match		65,688
Constitution Testing		11,270
Walmart Business Internship		3,577
Project House Small House project		4,340
BFAP allocation increase		53,571
Revenue Changes 11/9/15		
(a) NASA Scholarship increase	1,242	
Testing revenue increase	4,160	
Instructional material fees increase	37,907	
(h) TAACCCT C6 augmentation increase		17,778
Federal Workstudy augmentation increase		50,000
Student Equity reduce to actual allocation		(156,998)

New grant CCPT#2 increase	587,110
New grant CA Depart of Social Services increase	3,750
YCCD Drought Relief increase	75,000

Unrestricted Major Expense Changes 10/12/15

MAA Fund Balance Draw	1,590
Unrestricted C/F	92,729
MAA Fund Balance Draw	15,000
Expense transfer fr Supplies to Services	(4,000)
MAA Fund Balance Draw	217,506
Property & Liability insurance savings	(151,257)
Unrestricted C/F	498,646

Unrestricted Major Expense Changes 11/9/15

(b) Contract Faculty: (2) Instructors removed from reduced workload (1) put on reduced workload increase	45,329
Misc adjustments contract faculty increase	14,043
(c) Classified: Misc adjustments classified staff increase	2,197
(d) Supplies: Facilities expense transfer to Services decrease	(53,904)
Facilities expense transfer to Capital Outlay decrease	(10,333)
Health and Drama expense transfer from Services increase	10,080
Instructional material fees increase	37,907
VP Admin Svc expense transfer to Services	(5,000)
(e) Services: Facilities expense transfer from Supplies increase	53,904
Facilities expense transfer from Capital Outlay	47,000
Health and Drama expense transfer to Supplies decrease	(10,080)
VP Admin Svc expense transfer from Supplies	5,000
New grant CCPT#2 indirect increase	(26,999)
Testing revenue increase	4,160
(f) Capital Outlay: Facilities expense transfer to Services decrease	(47,000)
Facilities expense transfer from Supplies increase	10,333
(g) Other Outgo: NASA scholarship increase	1,242

COS FINANCIAL REPORT

Prepared
08/27/15

Quarter Ending June 30, 2015

<i>Fund Numbers</i>	11000-19250	41000-48009	48010	48015	62000	62100	79500	39100	53010-53130	75000-75090	79000-79499	81000-81880	
	General Fund	Capital Projects	Farm Spec. Res.	Linwood Res	Retiree H&W	Banked Leave	H.S.I. Trust	Business Industry	Farm	Student Loans	Trust	Clubs/CoCurr	Total
Beginning Fund Bal 4/1/2015	7,327,671	2,477,959	1,255,373	1,456,504	463,813	855,502	902,754	608,842	405,564	92,186	578,801	480,413	16,905,382
Receipts	13,720,302	(109,594)	3,592	3,742	1,327	2,448	2,583	80,522	271,793	213	(66,371)	(37,491)	13,873,065
Expenditures	14,044,017	970,147		281,587		101		182,587	312,809		183,177	99,719	16,074,145
A/P & A/R Adj	105,212							15	262,316	(1)	(20)	16	367,538
Ending Fund Bal 6/30/2015	7,109,168	1,398,217	1,258,965	1,178,659	465,140	857,848	905,337	506,792	626,863	92,398	329,233	343,219	15,071,839
Fund Bal Prior Year 6/30/2014	4,709,679	1,538,381	1,245,336	2,470,001	460,104	848,660	910,482	665,501	389,760	92,071	318,361	272,354	13,920,690
+ <> Difference	2,399,488	(140,164)	13,629	(1,291,342)	5,036	9,188	(5,145)	(158,709)	237,103	327	10,872	70,865	1,151,149
Cash Balances													
Citizen Bank								521,126					521,126
Valley Business Bank										41,099	210,531	412,525	664,156
Union Bank	50,000								531,551				581,551
L.A.I.F.									3,467	28,000	70,000	60,000	161,467
County Treasury	8,826,119	1,941,964	1,258,965	1,178,659	465,140	857,848	905,337						15,434,032
SUBTOTAL	8,876,119	1,941,964	1,258,965	1,178,659	465,140	857,848	905,337	521,126	535,018	69,099	280,531	472,525	17,362,331
Cash on Hand	8,000										1,150	3,000	12,150
Total Cash	8,884,119	1,941,964	1,258,965	1,178,659	465,140	857,848	905,337	521,126	535,018	69,099	281,681	475,525	17,374,481

COS FINANCIAL REPORT

Prepared
10/13/15

Quarter Ending September 30, 2015

<i>Fund Numbers</i>	11000-19250	41000-48009	48010	48015	62000	62100	79500	39100	53010-53130	75000-75090	79000-79499	81000-81880	
	General Fund	Capital Projects	Farm Spec. Res.	Linwood Res	Retiree H&W	Banked Leave	H.S.I. Trust	Business Industry	Farm	Student Loans	Trust	Clubs/CoCurr	Total
Beginning Fund Bal 7/1/2015	7,109,168	1,398,217	1,258,965	1,178,659	465,140	857,848	905,337	506,792	626,863	92,398	329,233	343,219	15,071,839
Receipts	16,642,966	1,428,347	204,255	3,238	1,278	2,357	2,487	49,793	240,714	32	202,302	210,303	18,988,071
Expenditures	14,891,890	571,588						61,733	381,428		40,944	111,863	16,059,445
A/P & A/R Adj											(2)	(1)	(3)
Ending Fund Bal 9/30/2015	8,860,244	2,254,977	1,463,219	1,181,897	466,418	860,205	907,824	494,852	486,150	92,430	490,590	441,658	18,000,462
Fund Bal Prior Year 9/30/2014	5,328,936	2,107,176	1,248,569	2,474,517	461,299	850,865	912,846	631,341	290,536	92,127	472,433	318,910	15,189,556
+ <> Difference	3,531,308	147,801	214,651	(1,292,620)	5,119	9,340	(5,022)	(136,490)	195,614	303	18,156	122,748	2,810,906
Cash Balances													
Citizen Bank								441,519					441,519
Valley Business Bank										41,094	266,383	378,767	686,244
Union Bank	50,000								365,165				415,165
L.A.I.F.									3,467	28,000	70,000	60,000	161,467
County Treasury	8,448,101	1,354,471	1,463,220	1,181,897	466,418	860,205	907,824						14,682,136
SUBTOTAL	8,498,101	1,354,471	1,463,220	1,181,897	466,418	860,205	907,824	441,519	368,632	69,094	336,383	438,767	16,386,531
Cash on Hand	8,000										1,150	3,000	12,150
Total Cash	8,506,101	1,354,471	1,463,220	1,181,897	466,418	860,205	907,824	441,519	368,632	69,094	337,533	441,767	16,398,681

COLLEGE OF THE SEQUOIAS COMMUNITY COLLEGE DISTRICT
Board of Trustees Meeting
February 8, 2016

QUARTER UPDATE TO BUDGET ACCOUNTABILITY **2**
(Quarter Ending December 31, 2015)

Status: **Information**

Presented by: Christine Statton
Vice President, Administrative Services

Issue

COS Administration presents quarterly budget accountability reports for the Board's review. These reports will reflect changes to revenue and expenditure budgets with descriptions included for the largest components of those changes. The reports provide additional accountability for the District budget process.

Recommended Action

The Office of Administrative Services will continue to provide accountability for the budget process to the Governing Board.

2015/16 General Fund Budget

	1/11/16 Unrestricted Budget	2/8/16 Unrestricted Budget	Variance		1/11/16 Restricted Budget	2/8/16 Restricted Budget	Variance
Revenue Limit	50,187,193	50,187,193	-		-	-	-
Other Revenue	2,452,179	2,454,129	1,950	(a)	15,582,203	15,599,818	17,615
MAA Fund Balance Draw 88988	234,096	234,096	-		-	-	-
Total Revenue	52,873,468	52,875,418	1,950		15,582,203	15,599,818	17,615
Academic Salaries 10000	22,389,783	22,389,783	-		1,718,070	1,718,070	-
Contract Faculty	13,568,834	13,568,834	-		974,657	974,657	-
Faculty Overload	1,733,000	1,733,000	-		47,152	47,152	-
Adjunct Faculty	3,005,233	3,005,233	-		1,375	1,375	-
Summer School	885,640	885,640	-		-	-	-
Administrator	1,831,146	1,831,146	-		215,074	215,074	-
Hourly Counselor/Librarian	199,538	199,538	-		422,706	422,706	-
Retiree Incentive	596,232	596,232	-		-	-	-
Classified Salaries 20000	9,517,686	9,498,588	(19,098)		4,142,539	4,072,290	(70,249)
Classified	6,121,932	6,112,452	(9,480)	(b)	2,418,570	2,422,813	4,243
Student Help	382,478	382,478	-		495,181	477,617	(17,564)
Administrator	1,747,652	1,747,652	-		940,377	883,449	(56,928)
Confidential	580,172	570,554	(9,618)	(c)	-	-	-
Professional Expert	312,677	312,677	-		185,925	185,925	-
Retiree Incentive	213,871	213,871	-		-	-	-
Benefits 30000	11,568,875	12,129,816	560,941	(d)	2,204,614	2,173,660	(30,954)
Supplies 40000	1,024,353	1,018,168	(6,185)	(e)	2,250,912	2,287,981	37,069
Services 50000	5,932,035	5,957,870	25,835	(f)	2,534,915	2,594,237	59,322
Capital Outlay 60000	1,408,703	1,391,003	(17,700)	(g)	1,501,161	1,507,161	6,000
Other Outgo 70000	257,729	257,729	-		1,229,992	1,246,419	16,427
Total Expenses	52,099,164	52,642,957	543,793		15,582,203	15,599,818	17,615
General Fund Surplus/(Deficit)	774,304	232,461			-	-	

Surplus/(Deficit)			
Final Adopted Surplus	1,358,872	FY16/17 STRS/PERS	(565,925)
C/F Facilities	(88,000)	Misc classified savings	12,421
C/F Above Base	(93,139)	Misc confidential savings	11,661
C/F Live Oak	(260,000)	General Fund Surplus 2/8/16	232,461

C/F Student Lab computer refresh	(75,000)
C/F Ag Repair/Remodel	(50,000)
C/F Misc Departments	(39,396)
Law School Pathway membership dues	(5,000)
Property Liability Insurance savings	151,257
General Fund Surplus 10/12/15	899,594
Misc adjustments academic salaries	(61,881)
Misc adjustments classified salaries	251
New grant CCPT#2 indirects	26,999
General Fund Surplus 11/9/15	864,963
Misc adjustments classified salaries	32,983
Misc adjustments Administrator salaries	24,346
Categorical indirect increase	2,012
General Fund Surplus 12/14/15	924,304
Rent facilities at TCOVE	(15,000)
Legal settlement Pinheiro Dairy	(135,000)
General Fund Surplus 1/11/16	774,304

Revenue Changes 10/12/15	Unrestricted	Restricted
MAA Reserve budgets increase	234,096	
Categorical carryforward		
Kings/Tulare WIA		117,222
Vets		11,207
PELL/FWS/SEOG Admin Allowance		2,961
TRIO		76,880
MSEIP		265,385
Lottery Prop 20		450,938
Valley Can Air		19,044
Basic Skills		116,692
Student Equity Plan		563,092
SSSP Student Success		299,884
DSN Health Care		2,167
DSN Health Care Local		5,925
DSN Advanced Manufacturing		72,830
YCCD Drought Relief		57,068
Health Center		83,965
Parking		13,245
Healthy Community match		65,688
Constitution Testing		11,270
Walmart Business Internship		3,577
Project House Small House project		4,340
BFAP allocation increase		53,571
Revenue Changes 11/9/15		
NASA Scholarship increase	1,242	
Testing revenue increase	4,160	

Instructional material fees increase	37,907	
TAACCCT C6 augmentation increase		17,778
Federal Workstudy augmentation increase		50,000
Student Equity reduce to actual allocation		(156,998)
New grant CCPT#2 increase		587,110
New grant CA Depart of Social Services increase		3,750
YCCD Drought Relief increase		75,000
Revenue Changes 12/14/15		
Testing revenue to actual increase	931	
Contribution from COS Foundation increase	22,350	
Rental revenue to actual increase	10,680	
Decrease SSSP allocation		(62,102)
New grant CTE Enhancement Regional increase		140,529
Foster Youth CCAS augmentation increase		4,320
Revenue Changes 1/11/16		
Decrease AAC allocation		(1,831)
KCCD Prop 39 yr 2		57,419
Revenue Changes 2/8/16		
(a) Misc income from Kiosk advertising	1,950	
(h) CalWorks augmentation increase		10,843
TANF augmentation increase		6,772

Unrestricted Major Expense Changes 10/12/15		
MAA Fund Balance Draw		1,590
Unrestricted C/F		92,729
MAA Fund Balance Draw		15,000
Expense transfer fr Supplies to Services		(4,000)
MAA Fund Balance Draw		217,506
Property & Liability insurance savings		(151,257)
Unrestricted C/F		498,646
Unrestricted Major Expense Changes 11/9/15		
Contract Faculty: (2) Instructors removed from reduced workload (1) put on reduced workload increase		45,329
Misc adjustments contract faculty increase		14,043
Classified: Misc adjustments classified staff increase		2,197
Supplies: Facilities expense transfer to Services decrease		(53,904)
Facilities expense transfer to Capital Outlay decrease		(10,333)
Health and Drama expense transfer from Services increase		10,080
Instructional material fees increase		37,907
VP Admin Svc expense transfer to Services		(5,000)
Services: Facilities expense transfer from Supplies increase		53,904
Facilities expense transfer from Capital Outlay		47,000
Health and Drama expense transfer to Supplies decrease		(10,080)

VP Admin Svc expense transfer from Supplies	5,000
New grant CCPT#2 indirect increase	(26,999)
Testing revenue increase	4,160
Capital Outlay: Facilities expense transfer to Services decrease	(47,000)
Facilities expense transfer from Supplies increase	10,333
Other Outgo: NASA scholarship increase	1,242
Unrestricted Major Expense Changes 12/14/15	
Administrator: Dean salaries to actual decrease	(22,880)
Retiree Incentive: Expense transfer from Benefits to cover STRS golden handshake pay off increase	170,000
Classified: Savings from date of hire decrease	(22,095)
Benefits: Expense transfer to cover STRS Golden handshake pay off decrease	(170,000)
Benefit adjustment on misc salary adjustments	(12,354)
Supplies: Expense transfer to Capital decrease	(1,410)
Expense transfer fr Services increase	6,895
True up testing revenue increase	931
Services: Expense transfer to Supplies decrease	(6,895)
Categorical indirect increase decrease services budget	(2,012)
Rental revenue increase, increase services budget	10,680
Expense transfer from Capital increase	7,000
Capital: Expense transfer to Services decrease	(7,000)
Expense transfer fr Supplies increase	1,410
Contribution from COS Foundation increase	22,350
Unrestricted Major Expense Changes 1/11/16	
Supplies: Nursing expense transfer to Instruction Contract Serv decrease	(5,600)
VP Admin expense transer to Facilities Student Center Furniture decrease	(5,000)
VP Admin expense transer from Non-Instr supplies to Contract labor decrease	(5,736)
Services: VP expense transfer fr Non-Instr supplies increase	5,736
Nursing expense transfer fr Instructional supplies to Instructional Contract services increase	5,600
Legal settlement Pihneiro Dairy increase	135,000
Rent facilities from TJUHS for TCOVE rooms increase	15,000
VP expense transfer from Non-Instructional supplies to Facilities Student Center Furniture increase	5,000
Unrestricted Major Expense Changes 2/8/16	
(b) Classified: Savings on replacement position decrease	(9,480)
(c) Confidential: Savings on replacement position decrease	(9,618)
(d) Benefits: FY2016/2017 STRS & PERS increase placeholder	565,925
Savings on replacement positions decrease	(4,984)
(e) Supplies: Expense transfer to Services decrease	(8,135)
Increase supply budget for Kiosk rental income	1,950
(f) Services: Expense transfer from Supplies increase	8,135
Expense transfer from Capital increase	17,700
(g) Capital: Expense transfer to Services decrease	(17,700)

College of the Sequoias
Unrestricted General Fund
Annualized Revenue Projections 2015/2016 Fiscal Year
As of 1/20/2016

Revenue Category	Adopted Budget	Annual Projection As of 1/20/2016	Collected as of 12/31/2015	Net Annual Change	Percent Collected
Federal Revenue	\$ 7,000	\$ 7,000	\$ 19,838	-	283.40%
State Revenue	38,030,032	42,974,651	22,113,851	4,944,619	51.46%
State Apportionment	27,966,064	27,966,064	15,539,484	-	55.57%
EPA Proceeds	8,165,990	8,165,990	4,107,984	-	50.31%
Property Taxes	165,192	165,192	151	-	0.09%
Other State Income	396,802	396,802	192,468	-	48.50%
Mandate Cost	235,984	5,180,603	2,257,440	4,944,619	43.57%
Lottery	1,100,000	1,100,000	16,324	-	1.48%
Local Revenue	14,525,070	14,635,299	7,580,463	110,229	51.80%
Property Taxes	11,901,096	11,901,096	4,457,527	-	37.45%
Interest/Investments	75,000	75,000	37,958	-	50.61%
Enrollment-Student Fees	1,988,851	1,988,851	2,308,156	-	116.05%
Other Local Income	160,123	270,352	321,805	110,229	119.03%
Non-Resident Tuition	400,000	400,000	455,017	-	113.75%
Totals	\$ 52,562,102	\$ 57,616,950	\$ 29,714,152	5,054,848	51.57%

Notes:

Federal Revenue

MAA settlement for FY10/11 through FY13/14 \$19,328

State Revenue

1st Qtr lottery received January 2016

Mandate Cost one-time funds estimated \$4,931,189. Received to date \$2,008,026 all will be received by April 2016.

Local Revenue

Instructional material fees received \$68,916

NASA Scholarship \$1,242

In-Kind contributions from COS Foundation \$22,350

Increase rental income \$10,680

Increase testing income \$5,091

College of the Sequoias

Summary Expenditure Estimates Unrestricted General Fund Fiscal Year 2015/2016 Year to Date through 12/31/2015

Major Category	Adopted Budget	Working Budget	Annualized Projection	Variance Working Budget	Year to Date Spent as of 12/31/2015	Percent Spent
10000 Academic Salaries	\$ 22,180,384	\$ 22,389,783	\$ 22,303,415	\$ 86,368	11,204,668	50.04%
Contract Faculty	13,509,462	13,568,834	13,516,461	52,373	6,787,696	50.02%
Faculty Overload	1,733,000	1,733,000	1,719,646	13,354	865,995	49.97%
Adjunct Faculty	3,005,233	3,005,233	2,953,692	51,541	1,504,918	50.08%
Summer School	885,640	885,640	884,396	1,244	405,536	45.79%
Administrator	1,854,026	1,831,146	1,811,308	19,838	882,259	48.18%
20000 Classified Salaries	9,534,973	9,498,588	9,372,627	125,961	4,764,429	50.16%
Classified	6,141,830	6,112,452	5,900,368	212,084	2,912,073	47.64%
Student Help	379,867	382,478	369,966	12,512	195,279	51.06%
Administrator	1,747,652	1,747,652	1,731,847	15,805	865,924	49.55%
30000 Benefits	11,751,075	12,129,816	11,028,239	1,101,577	5,532,222	45.61%
40000 Supplies	957,834	1,018,168	953,145	65,023	475,506	46.70%
50000 Services	5,592,513	5,957,870	5,617,054	340,816	3,094,884	51.95%
60000 Capital Outlay	929,964	1,391,003	1,120,680	270,323	478,310	34.39%
70000 Other Outgo	256,487	257,729	253,525	4,204	1,920	0.74%
Total Expenditures	\$ 51,203,230	\$ 52,642,957	\$ 50,648,685	\$ 1,994,272	\$ 25,551,939	48.54%

Benefits budget includes \$565,925 placeholder for FY2016/2017 STRS & PERS estimated increase.

COS FINANCIAL REPORT

Prepared
01/19/16

Quarter Ending December 31, 2015

<i>Fund Numbers</i>	11000-19250	41000-48009	48010	48015	62000	62100	79500	39100	53010-53160	75000-75090	79000-79499	81000-81880	
	General Fund	Capital Projects	Farm Spec. Res.	Linwood Res	Retiree H&W	Banked Leave	H.S.I. Trust	Business Industry	Farm	Student Loans	Trust	Clubs/CoCurr	Total
Beginning Fund Bal 10/1/2015	8,860,244	2,254,977	1,463,219	1,181,897	466,418	860,205	907,824	494,852	486,150	92,430	490,590	441,658	18,000,462
Receipts	19,975,563	682,473		3,445	1,360	2,508	2,612	74,207	144,563	79	165,235	137,722	21,189,766
Expenditures	16,460,983	1,695,466					15,000	88,027	168,272		18,573	72,680	18,519,000
A/P & A/R Adj	(195,639)				(1)						(73)	45	(195,668)
Ending Fund Bal 12/31/2015	12,179,184	1,241,983	1,463,219	1,185,343	467,777	862,712	895,436	481,032	462,441	92,508	637,179	506,746	20,475,560
Fund Bal Prior Year 12/31/2014	8,021,635	2,433,253	1,257,870	2,481,361	462,574	853,218	900,344	692,613	499,877	92,156	563,004	422,083	18,679,987
+ <> Difference	4,157,549	(1,191,270)	205,350	(1,296,018)	5,203	9,494	(4,908)	(211,581)	(37,436)	352	74,175	84,663	1,795,573
Cash Balances													
Citizen Bank								431,090					431,090
Valley Business Bank										41,996	356,186	443,857	842,039
Union Bank	50,000								341,419				391,419
L.A.I.F.									3,467	28,000	70,000	60,000	161,467
County Treasury	11,427,424	341,626	1,463,219	1,185,343	467,777	862,712	895,436						16,643,537
SUBTOTAL	11,477,424	341,626	1,463,219	1,185,343	467,777	862,712	895,436	431,090	344,885	69,996	426,186	503,857	18,469,552
Cash on Hand	8,000										1,150	3,000	12,150
Total Cash	11,485,424	341,626	1,463,219	1,185,343	467,777	862,712	895,436	431,090	344,885	69,996	427,336	506,857	18,481,702

Ending Fund Balance is current ending balance and is highly dependent on receipt of revenue from State. This is not a projection of year end fund balance.

COLLEGE OF THE SEQUOIAS COMMUNITY COLLEGE DISTRICT
Board of Trustees Meeting
November 14, 2016

QUARTERLY UPDATE - BUDGET ACCOUNTABILITY

2

(Quarter Ending September 30, 2016)

Status: Information

Presented by: Christine Statton
Vice President, Administrative Services

Issue

COS Administration presents quarterly budget accountability reports for the Board's review. These reports will reflect changes to revenue and expenditure budgets with descriptions included for the largest components of those changes. The reports provide additional accountability for the District budget process.

Recommended Action

The Office of Administrative Services will continue to provide accountability for the budget process to the Governing Board.

College of the Sequoias
Unrestricted General Fund Fiscal Year 2015/16
Final Budget v Actuals

	Final Adopted	Final Working	Year End Actuals	
Revenue Limit	50,187,193	52,145,297	52,455,982	a
Other Revenue	2,374,909	7,455,639	8,166,638	b
Total Revenue	52,562,102	59,600,936	60,622,619	
Certificated Salaries	22,180,384	22,354,783	22,308,267	
Contract Faculty	13,509,462	13,568,834	13,371,736	
Faculty Overload	1,733,000	1,733,000	1,748,408	
Adjunct Faculty	3,005,233	3,005,233	3,076,056	
Summer School	885,640	885,640	991,793	
Administrator	1,854,026	1,831,146	1,796,965	
Hourly Counselor/Librarian	199,538	164,538	157,323	
Retiree Incentive	426,232	596,232	627,403	
Classified Salaries	9,534,973	9,444,068	9,212,880	c
Classified	6,141,830	6,042,851	5,840,827	
Student Help	379,867	384,786	434,081	
Administrator	1,747,652	1,747,652	1,776,848	
Confidential	580,172	570,554	570,830	
Professional Expert	312,677	316,974	210,534	
Retiree Incentive	213,871	213,871	173,958	
Employee Benefits	11,751,075	12,096,884	11,055,966	
Books and Supplies	957,834	1,087,918	936,683	
Services & Other Operating	5,592,513	6,079,048	5,633,104	
Capital Outlay	929,964	1,870,308	1,457,006	
Other Outgo	256,487	4,457,729	4,441,915	
Total Expense	51,203,230	57,390,738	55,045,821	
Total Surplus/(Deficit)	1,358,872	2,210,198	5,576,798	

Ending Fund Balance \$12,626,587 (22.94%)

Less Designated Fund Balance \$431,160

Total Unrestricted Ending Fund Balance \$12,195,427 (22.16%)

The District ended the year with a fund balance of \$12,626,587. The ending percentage of 22.94% is calculated by dividing the ending fund balance by the total unrestricted expenditures. The Board of Trustees mandates that the College have a 6% fund balance with a priority of 15%. The State of California Community College Chancellor's Office has deemed a minimum prudent fund balance of 5% and that an institution with a fund balance of less than 3% is in fiscal distress.

Designated Fund Balance: Ag Repair \$50,000, Inst'l Equipment \$200,000, Rm 1 remodel \$85,000, Live Oak Mold Remediation \$49,876, Above Base C/F \$15,000, Various departments C/F \$11,512, Safety C/F \$7,772, Way-finding signage \$12,000

(a) Revenue Limit

The Revenue Limit year end equals P2 revenue calculation of 9,399.66 FTES and less deficit factor of \$0.

The final recalculation for FY15/16 revenue limit will not be until P1 in February 2017.

The FY15/16 Adopted Budget was 9,010.

(b) Other Revenue

The major increase in other revenue was due to one-time mandate cost reimbursement of \$4,931,189, Lottery \$286,804, and Edison Solar rebates \$118,375.

(c) Benefits

The benefit budget includes \$671,000 of PERS/STRS increased employers costs for FY16/17; budgeted as a placeholder in FY15/16.

Uses of one-time mandate cost: OPEB Trust contribution \$1,000,000

Capital Projects contribution \$1,000,000
Hanford Quad \$1,250,000
Hanford Modular \$200,000
Pool Renovations \$750,000
Inst'l Equipment \$200,000
Firewall/Core switch \$340,000
Increase to General Fund balance \$191,189

2016/17 General Fund Budget

	10/10/16 Unrestricted Budget	11/14/16 Unrestricted Budget	Variance		10/10/16 Restricted Budget	11/14/16 Restricted Budget	Variance
Revenue Limit	52,938,913	52,938,913	-		-	-	-
Other Revenue	2,656,318	2,660,578	4,260	(a)	18,353,007	19,675,819	1,322,812 (f)
Total Revenue	55,595,231	55,599,491	4,260		18,353,007	19,675,819	1,322,812
Academic Salaries 10000	23,667,551	23,750,568	83,017		1,835,758	1,944,828	109,070
Contract Faculty	14,795,090	14,791,416	(3,674)	(b)	1,323,303	1,363,613	40,310
Faculty Overload	1,856,311	1,856,311	-		31,041	65,041	34,000
Adjunct Faculty	3,023,591	3,023,591	-		11,247	11,247	-
Summer School	955,640	955,640	-		22,500	7,500	(15,000)
Administrator	1,977,978	2,061,043	83,065	(b)	185,006	201,766	16,760
Hourly Counselor/Librarian	209,338	209,338	-		205,485	223,485	18,000
Retiree Incentive	262,843	262,843	-		-	-	-
Classified Salaries 20000	10,438,777	10,264,168	(174,609)		4,603,613	4,737,459	133,846
Classified	6,846,063	6,776,747	(69,316)	(b)	2,989,458	3,067,163	77,705
Student Help	412,896	412,896	-		422,827	481,544	58,717
Administrator	1,963,502	1,886,381	(77,121)	(b)	962,639	960,063	(2,576)
Confidential	524,159	524,159	-		-	-	-
Professional Expert	338,265	310,093	(28,172)	(b)	135,011	135,011	-
Retiree Incentive	175,467	175,467	-		-	-	-
Benefits 30000	12,763,581	12,719,611	(43,970)	(b)	2,671,685	2,721,357	49,672
Supplies 40000	962,019	970,451	8,432	(c)	2,443,538	2,563,389	119,851
Services 50000	5,927,154	6,036,293	109,139	(d)	3,957,520	4,625,115	667,595
Capital Outlay 60000	1,066,033	1,325,957	259,924	(e)	1,741,436	1,739,593	(1,843)
Other Outgo 70000	440,994	440,994	-		1,099,457	1,344,078	244,621
Total Expenses	55,266,109	55,508,042	241,933		18,353,007	19,675,819	1,322,812
General Fund Surplus/(Deficit)	329,122	91,449			-	-	

Surplus/(Deficit)	
Final Adopted Surplus	637,836
One-time augmentation Tutorial Ctr VTEA backfil	(36,738)
C/F MAA	(256,976)
C/F Above Base LRC signage	(15,000)
General Fund Surplus 10/10/16	329,122
One-time augmentation FEC	(3,626)
C/F Safety Budget	(7,772)
C/F Food Service & Welcome Ctr Remod	(32,055)
C/F Live Oak	(49,876)
C/F Campus Signage	(12,000)

C/F Department Budgets	(12,096)
C/F TRIO Remodel	(10,048)
C/F Tulare AG Repair	(50,000)
C/F Instructional Equipment	(200,000)
Misc Salary Adjustments Certificated	12,767
Misc Salary Adjustments Classified	93,995
Misc Salary Adjustments Management	33,038
General Fund Surplus 11/14/16	91,449

Revenue Changes 10/16/16	Unrestricted	Restricted
Categorical C/F		
Kings/Tulare WIA		100,615
PELL/FWS/SEOG Admin Allowance		5,625
TRIO		56,734
MSEIP		70,369
Lottery Prop 20		728,030
Basic Skills		91,516
Student Equity Plan		898,190
SSSP Student Success		868,329
Adult Ed		66,843
DSN Health Care		95,529
DSN Health Care Local		6,225
DSN Advanced Manufacturing		92,054
DSN Advanced Manufacturing Local		14,688
Health Center		20,186
Parking		3,535
Healthy Community match		65,688
Constitution Testing		12,890
FWS Local		1,621
True up CCPT #1 allocation		(11,782)
New grant RSCCD CTE Data Unlock		50,000
New grant KCCD CTE		11,000
Faculty Staff Diversity augmentation		54,894
TRIO augmentation		35,297
Revenue Changes 11/14/16		
(a) Testing Revenue increased to Actuals	4,260	
(f) New Grant STEM-REALM increase		647,934
C/F Federal Workstudy, Veterans, Health Center		28,224
EOPS & CARE to final allocation increase		98,790
New Grant Strong Workforce - Regional increase		519,254
CTE Hlth FY17 allocation increase		100,000
SEP to final allocation increase		58,425
Correct C/f CTE Advance Manufacturing and Hlth decrease		(200,000)
C/F Valley Can Air increase		22,685
FY17 KCCD Prop 39 increase		45,500
FY17 KCCD CTE		2,000

Unrestricted Major Expense Changes 10/10/16	
Student: One-time budget augmentation tutorial ctr	36,738
C/F MAA	1,590
Supplies: C/F MAA	8,135
Services: C/F MAA	233,482
Capital: C/F MAA	13,769
C/F Above Base LRC signage	15,000
Unrestricted Major Expense Changes 11/14/16	
(b) Misc Salary adjustments Certificated, Classified, Managers decrease	(139,800)
(c) Supplies: C/F Safety increase	7,772
Increase for Testing Revenue	3,760
Expense transfer to Services decrease	(3,100)
(d) Services: Expense transfer from Supplies	3,100
C/F Department Budgets increase	11,484
C/F Campus Signage increase	12,000
C/F Food Service Remodel increase	10,000
C/F AG Repair increase	50,000
C/F Welcome Center Remodel increase	22,055
Increase for Testing Revenue	500
(e) Capital: C/F Instructional Equipment increase	200,000
C/F Live Oak increase	49,876
C/F TRIO Remodel increase	10,048

COS FINANCIAL REPORT

Prepared
09/13/16

Quarter Ending June 30, 2016

Fund Numbers	11000-19250	41000-48009	48010	48015	62000	62100	79500	39100	53010-53170	75000-75090	79000-79499	81000-81880	
	General Fund	Capital Projects	Farm Spec. Res.	Linwood Res	Retiree H&W	Banked Leave	H.S.I. Trust	Business Industry	Farm	Student Loans	Trust	Clubs/CoCurr	Total
Beginning Fund Bal 4/1/2016	15,843,642	2,296,493	1,471,799	1,188,832	469,154	865,252	898,073	454,167	389,035	92,582	596,490	511,105	25,076,624
Receipts	17,049,766	3,070,049	(173,695)	4,028	1,001,863	2,731	2,835	124,325	281,634	126	(35,000)	(11,483)	21,317,179
Expenditures	20,351,594	949,639	309,724		1,000,000	22,188		146,694	111,393		184,386	73,235	23,148,853
A/P & A/R Adj	84,773			998,177	1		(1)	6,808	45,426	(1)	(64)		1,135,119
Ending Fund Bal 6/30/2016	12,626,587	4,416,903	988,381	2,191,037	471,017	845,795	900,907	438,606	604,702	92,707	377,040	426,387	24,380,069
Fund Bal Prior Year 6/30/2015	7,109,168	1,398,217	1,258,965	1,178,659	465,140	857,848	905,337	506,792	626,863	92,398	329,233	343,219	15,071,839
+ <> Difference	5,517,419	3,018,685	(270,584)	1,012,377	5,877	(12,053)	(4,431)	(68,186)	(22,161)	310	47,807	83,168	9,308,229
Cash Balances													
Citizen Bank								416,263					416,263
Valley Business Bank										44,964	262,912	507,687	815,563
Union Bank	50,000								1,144,255				1,194,255
L.A.I.F.									3,467	28,000	70,000	60,000	161,467
County Treasury	17,181,755	5,257,072	405,638	2,191,037	471,017	845,795	900,907						27,253,221
SUBTOTAL	17,231,755	5,257,072	405,638	2,191,037	471,017	845,795	900,907	416,263	1,147,722	72,964	332,912	567,687	29,840,769
Cash on Hand	8,000										1,150	3,000	12,150
Total Cash	17,239,755	5,257,072	405,638	2,191,037	471,017	845,795	900,907	416,263	1,147,722	72,964	334,062	570,687	29,852,919

COS FINANCIAL REPORT

Prepared
10/11/16

Quarter Ending September 30, 2016

Fund Numbers	11000-19250	41000-48009	48010	48015	62000	62100	79500	39100	53010-53170	75000-75090	79000-79499	81000-81880	
	General Fund	Capital Projects	Farm Spec. Res.	Linwood Res	Retiree H&W	Banked Leave	H.S.I. Trust	Business Industry	Farm	Student Loans	Trust	Clubs/CoCurr	Total
Beginning Fund Bal 7/1/2016	12,626,587	4,416,903	988,381	2,191,037	471,017	845,795	900,907	438,606	604,702	92,707	377,040	426,387	24,380,069
Receipts	20,262,205	829,210	1,238	6,841	1,472	2,647	2,815	78,334	126,042	60	208,241	210,891	21,729,996
Expenditures	16,055,029	640,092						17,203	93,096		55,149	138,985	16,999,554
A/P & A/R Adj					(1)		1			2	1		3
Ending Fund Bal 9/30/2016	16,833,763	4,606,021	989,619	2,197,878	472,488	848,442	903,723	499,737	637,648	92,769	530,132	498,292	29,110,513
Fund Bal Prior Year 9/30/2015	8,860,244	2,254,977	1,463,219	1,181,897	466,418	860,205	907,824	494,852	486,150	92,430	490,590	441,658	18,000,462
+ <> Difference	7,973,520	2,351,044	(473,601)	1,015,981	6,070	(11,762)	(4,102)	4,885	151,499	340	39,543	56,634	11,110,051
Cash Balances													
Citizen Bank								442,727					442,727
Valley Business Bank										43,864	287,835	435,393	767,092
Union Bank	50,000								1,142,191				1,192,191
L.A.I.F.									3,467	28,000	70,000	60,000	161,467
County Treasury	17,237,946	4,614,836	385,477	2,197,878	472,488	848,442	903,723						26,660,790
SUBTOTAL	17,287,946	4,614,836	385,477	2,197,878	472,488	848,442	903,723	442,727	1,145,658	71,864	357,835	495,393	29,224,267
Cash on Hand	8,000										1,150	3,000	12,150
Total Cash	17,295,946	4,614,836	385,477	2,197,878	472,488	848,442	903,723	442,727	1,145,658	71,864	358,985	498,393	29,236,417

COLLEGE OF THE SEQUOIAS COMMUNITY COLLEGE DISTRICT
Board of Trustees Meeting
February 12, 2018

QUARTERLY UPDATE - BUDGET ACCOUNTABILITY
(Quarter Ending December 31, 2017)

2

Status: **Information**

Presented by: Christine Statton
Vice President, Administrative Services

Issue

COS Administration presents quarterly budget accountability reports for the Board's review. These reports will reflect changes to revenue and expenditure budgets with descriptions included for the largest components of those changes. The reports provide additional accountability for the District budget process.

Recommended Action

The Office of Administrative Services will continue to provide accountability for the budget process to the Governing Board.

2017/18 General Fund Budget

	1/8/18 Unrestricted Budget	2/12/18 Unrestricted Budget	Variance		1/8/18 Restricted Budget	2/12/18 Restricted Budget	Variance
Revenue Limit	57,244,798	57,244,798	-		-	-	-
Other Revenue	2,966,286	2,966,286	-		21,409,650	21,532,150	122,500 (f)
Total Revenue	60,211,084	60,211,084	-		21,409,650	21,532,150	122,500
Academic Salaries 10000	25,502,703	25,502,703	-		2,725,609	2,725,609	-
Contract Faculty	15,787,151	15,787,151	-		1,889,127	1,889,127	-
Faculty Overload	1,898,530	1,898,530	-		50,932	50,932	-
Adjunct Faculty	3,525,526	3,525,526	-		11,247	11,247	-
Summer School	896,751	896,751	-		15,000	15,000	-
Administrator	2,299,111	2,299,111	-		258,442	258,442	-
Hourly Counselor/Librarian	233,028	233,028	-		458,823	458,823	-
Retiree Incentive	266,206	266,206	-		-	-	-
Classified Salaries 20000	10,786,704	10,749,262	(37,442)		5,150,066	5,155,276	5,210
Classified	7,149,837	7,111,395	(38,442)	(a)	3,327,228	3,328,404	1,176
Student Help	472,609	472,609			553,124	555,785	2,661
Administrator	1,906,250	1,906,250	-		1,010,232	1,006,230	(4,002)
Confidential	595,819	595,819	-		-	-	-
Professional Expert	308,881	308,881	-		165,804	165,804	-
Retiree Incentive	188,244	188,244	-		-	-	-
Benefits 30000	15,112,598	14,217,159	(895,439)	(b)	3,157,432	3,163,438	6,006
Supplies 40000	1,000,747	998,987	(1,760)	(c)	2,470,994	2,524,982	53,988
Services 50000	6,237,935	6,726,195	488,260	(d)	3,641,834	3,571,130	(70,704)
Capital Outlay 60000	1,074,006	1,475,506	401,500	(e)	2,581,718	2,709,718	128,000
Other Outgo 70000	437,714	437,714	-		1,681,997	1,681,997	-
Total Expenses	60,152,407	60,107,526	(44,881)		21,409,650	21,532,150	122,500
General Fund Surplus/(Deficit)	58,677	103,558			-	-	

Surplus/(Deficit)			
Final Adopted Surplus	1,939,081	Rental income increase Mooney Commercial	55,384
C/F MAA	(106,131)	M&O expense increase Mooney Commercial	(27,692)
C/F Above Base	(138,407)	General Fund Surplus 1/8/18	58,677
C/F Technology	(158,501)	Misc Classified salary changes	44,881
C/F Hanford Center one-time funds	(86,500)	General Fund Surplus 2/12/18	103,558
C/F Tulare AG Repair	(54,327)		
C/F Various department budgets	(83,975)		
4% Mgmt/Conf salary increase	(212,246)		
4% CSEA salary increase	(343,762)		

5% COSTA salary increase	(907,839)
4% Overload salary increase	(86,239)
Summer school pay scale reduction savings	71,427
FY17 Employer portion Excess STRS	147,556
Misc Certificated salary changes	110,347
Misc Classified salary changes	(12,693)
Misc Adjunct salary changes	18,500
General Fund Surplus 10/9/17	96,291
C/F HR online applications	(6,000)
C/F Adjunct Office Hours	(730)
4% COSAFA salary increase	(151,565)
Adjunct FEC & Office Hours increase	(5,586)
Misc Classified salary changes	33,521
Misc Confidential salary change	21,465
General Fund Deficit 11/13/17	(12,604)
Misc Classified salary changes	48,911
Cover Currinet additional year	(5,322)
General Fund Surplus 12/11/17	30,985

Revenue Changes 10/9/17	Unrestricted	Restricted
Categorical carryforward		
Kings/Tulare WIA		82,774
PELL/FWS/SEOG Admin Allowance		569
Federal workstudy		13,674
TRIO		(23,624)
TRIO/SSS		7,734
MSEIP		(3,679)
STEM/REALM		347,783
Lottery Prop 20		885,328
Instructional equipment		125,659
Strong Workforce Regional #1		(430)
Strong Workforce Local #1		99,376
CCPT #1 and #2		45,561
IDRC Food Safety		34,504
Valley Can Air		22,685
Basic Skills		126,540
Basic Skills Transformation		178,812
Student Equity Plan		473,329
SSSP Student Success		423,732
Adult Ed		123,318
DSN Health Care		30,403
DSN Health Care Local		6,225
CTE Health Care		(19,180)
DSN Advanced Manufacturing Local		6,907
CTE Advanced Manufacturing		(6,965)
CTE Data Unlocked		7,646
West Hills CTE ELI		17,656

Health Center		(23,195)
Parking		39,972
Healthy Community match		4,342
Constitution Testing		14,270
Staff Diversity		50,057
FWS Local		867
TRIO new grant		277,134
TRIO/SSS augmentation		12,265
Federal Workstudy augmentation		1,401
True up VTEA FY18 allocation		23,757
TANF/CalWorks increase		43,508
Instructional Equipment decrease		(29,855)
BFAP decrease		(2,392)
Health Center increase fee \$1		33,082
Foster Care increase		39,721
Strong Workforce increase		35,058
Revenue Changes 11/13/17		
Fall Material Fees increase	45,241	
UC Co-op Puente funds increase	1,154	
Foster Care allocation increase		18,872
C/F Veterans		5,457
EOPS/CARE allocation decrease		(27,485)
AAC to prior year actual decrease		(28,627)
SEP to prior year actual decrease		(12,462)
CSEC allocation (ILP)		4,250
New grant Hunger Free Campus		20,082
KCCD CTE allocation		1,500
Revenue Changes 12/11/17		
Misc Revenue for Nursing (Testing)	4,100	
SSSP revenue to allocation		164,069
ELI revenue to allocation		143,622
Digital Learning & Innovation award		10,000
Revenue Changes 1/8/18		
Rental income Mooney Commercial Bldg	55,384	
Revenue Changes 2/12/18		
(f) FY18 KCCD Prop 39 allocation increase		122,500

Unrestricted Major Expense Changes 10/9/17		
Academic Salaries: negotiated raises 5% COSTA, 4% Managers, 1% reduction Summer School		737,609
Classified Salaries: negotiated raises 4% CSEA, Managers, Conf		381,448
Benefits: Negotiated raises, reduce \$147,556 for Employer portion Excess STRS		100,282
Supplies: C/F MAA		9,134
C/F Academic Svc		6,741
C/F LRC		4,132
Expense transfer to capital projects decrease		(500)
Expense transfer from Services		1,646
Services: C/F MAA		95,407

C/F Hanford Center	50,000
C/F Foundation	300
C/F Technology	158,501
C/F Ellucian upgrade training	22,000
C/F Accreditation	11,130
C/F Faculty Travel	4,481
C/F Academic Senate	2,700
C/F Extend Curricunet	10,350
C/F Facilities	3,438
C/F Above Base Drama Storage	30,000
C/F Ag Repair and set up FY18 Tulare Ag Repair	54,327
C/F President Search	7,168
Expense transfer to Supplies	(1,646)
Capital outlay: C/F Above Base	108,407
C/F Hanford Center	45,235
Expense transfer from Supplies	500
Unrestricted Major Expense Changes 11/13/17	
Adjunct Faculty: 4% salary increase	135,597
Contract Faculty: Remove (1) FTT to cover Services	(80,213)
Academic Salaries: Adjunct FEC & Office Hours increase	4,730
Summer School: Expense transfer to Classified Overtime decrease	(2,660)
Classified: Misc Classified salary changes decrease	(24,694)
Confidential: Misc Confidential salary changes decrease	(13,521)
Classified Salaries: Expense transfer from Summer School increase	2,660
Benefits: Misc salary changes, 4% COSAFA increase, remove (1) FTT	(32,505)
Supplies: Fall Material Fees increase	45,241
Expense transfer to Services	(7,400)
Services: UC Co-op Puente increase	1,154
Expense transfer from Supplies and Capital	57,400
Remove (1) FTT to cover Services	112,771
C/F HR online application	6,000
Capital: Expense transfer to Services	50,000
Unrestricted Major Expense Changes 12/11/17	
Classified Salaries & Benefits: Misc Classified Salary changes	(32,458)
Professional Expert: Expense transfer to Capital outlay	(600)
Student Help: Expense transfer to Supplies	(1,590)
Supplies: Increase budget for Nursing testing revenue	999
Expense transfer to Services	(4,800)
Expense transfer from Student Help	1,590
Services: Increase budget for Nursing testing revenue	3,101
Increase budget to cover Services	5,322
Expense transfer from Supplies	4,800
Unrestricted Major Expense Changes 1/8/18	
Supplies: Expense transfer to Services decrease	(4,000)
Expense transfer from Capital increase	3,000
Services: M&O budget for Mooney Commercial Bldg increase	27,692
Expense transfer from Supplies	4,000

Capital: Expense transfer to Supplies decrease	(3,000)
Unrestricted Major Expense Changes 2/12/18	
(a) Classified: Misc Salary changes decrease	(38,442)
(b) Benefits: Expense transfer from prefunding of PERS/STRS – one time funds - increase to facilities projects and technology; decrease	(889,000)
Misc Salary changes decrease	(6,439)
(C) Supplies: Expense transfer to Services decrease	(760)
Expense transfer to Substitute decrease	(1,000)
(d) Services: Expense transfer from Benefits increase for Kaweah/Cedar/Sycamore renovation	485,000
Expense transfer from Supplies increase	760
Expense transfer from Capital increase	2,500
(e) Capital: Expense transfer from Benefits increase for wireless upgrade and S Sequoias infrastructure	404,000
Expense transfer to Services decrease	(2,500)

College of the Sequoias
Unrestricted General Fund
Annualized Revenue Projections 2017/2018 Fiscal Year
1/18/2018

Revenue Category	Adopted Budget	Annual Projection As of 1/18/2018	Collected as of 1/18/2018	Net Annual Change	Percent Collected
Federal Revenue	\$ 7,000	\$ 7,000	\$ 679	-	9.70%
State Revenue	43,590,252	43,590,252	22,678,326	-	52.03%
State Apportionment	33,334,895	33,334,895	17,496,407	-	52.49%
EPA Proceeds	8,204,063	8,204,063	3,814,039	-	46.49%
Property Taxes	165,192	165,192	182	-	0.11%
Other State Income	410,803	410,803	213,617	-	52.00%
Mandate Cost	275,299	275,299	545,660	-	198.21%
Lottery	1,200,000	1,200,000	608,422	-	50.70%
Local Revenue	16,507,953	16,613,832	9,571,954	105,879	57.61%
Property Taxes	12,846,927	12,846,927	5,678,840	-	44.20%
Interest/Investments	155,000	155,000	130,971	-	84.50%
Enrollment-Student Fees	2,693,721	2,693,721	2,947,565	-	109.42%
Other Local Income	402,305	508,184	399,053	105,879	78.53%
Non-Resident Tuition	410,000	410,000	411,289	-	100.31%
Totals	\$ 60,105,205	\$ 60,211,084	\$ 32,250,959	105,879	53.56%

Notes:

Federal Revenue

State Revenue

Mandate Cost one-time funds \$270,361
Only 1st quarter Lottery received.

Local Revenue

Instructional material fees \$45,241
Increase testing income \$4,100
Increase rental income to estimated actual \$55,384
Increase miscellaneous income \$1,154

College of the Sequoias

Summary Expenditure Estimates Unrestricted General Fund Fiscal Year 2017/2018 Year to Date through 12/31/2017

Major Category	Adopted Budget	Working Budget	Annualized Projection	Variance Working Budget	Year to Date Spent as of 12/31/2017	Percent Spent
10000 Academic Salaries	\$ 24,706,910	\$ 25,502,703	\$ 25,488,884	\$ 13,819	12,864,626	50.44%
Contract Faculty	15,218,411	15,787,151	15,616,575	170,576	7,761,277	49.16%
Faculty Overload	1,825,510	1,898,530	1,890,295	8,235	1,003,101	52.84%
Adjunct Faculty	3,389,929	3,525,526	3,634,778	(109,252)	1,865,473	52.91%
Summer School	959,890	896,751	1,185,881	(289,130)	614,498	68.52%
Administrator	2,222,996	2,299,111	2,110,795	188,316	1,016,361	44.21%
20000 Classified Salaries	10,475,459	10,749,262	10,732,635	16,627	5,713,656	53.15%
Classified	6,926,358	7,111,395	6,939,375	172,020	3,526,075	49.58%
Student Help	472,609	472,609	462,726	9,883	220,953	46.75%
Administrator	1,833,097	1,906,250	1,886,502	19,748	952,076	49.94%
30000 Benefits	15,061,274	14,217,159	12,834,266	1,382,893	6,563,794	46.17%
40000 Supplies	944,964	998,987	905,967	93,020	469,138	46.96%
50000 Services	5,567,539	6,726,195	6,014,644	711,551	2,969,465	44.15%
60000 Capital Outlay	972,264	1,475,506	1,258,496	217,010	301,233	20.42%
70000 Other Outgo	437,714	437,714	431,092	6,622	88,652	20.25%
Total Expenditures	\$ 58,166,124	\$ 60,107,526	\$ 57,665,984	\$ 2,441,542	\$ 28,970,565	48.20%

Benefits budget included \$1,614,268 for PERS/STRS increase for FY2018/2019 and FY2019/2020; \$889,000 was allocated out in February to cover Technology and Facilities one-time expenses; \$725,268 remains unallocated; allocation planned soon

COS FINANCIAL REPORT

Prepared
01/18/18

As of December 31, 2017

<i>Fund Numbers</i>	11000-19250	41000-48009	48010	48015	62000	62100	79500	39100	53010-53170	75000-75090	79000-79499	81000-81880	
	General Fund	Capital Projects	Farm Spec. Res.	Linwood Res	Retiree H&W	Banked Leave	H.S.I. Trust	Business Industry	Farm	Student Loans	Trust	Clubs/CoCurr	Total
Adjusted Beg. Fund Bal 7/1/2017	16,276,639	6,131,241	993,239	2,218,522	476,946	13,363	899,937	338,192	267,718	93,070	277,584	427,411	30,750,454
Revenue	42,550,697	623,686	2,534	8,827	3,107	5,822	5,862	237,902	152,089	131	365,746	347,385	44,303,787
Expenditures	37,193,424	2,942,293		1,909,820				153,551	366,456		65,402	216,310	42,847,256
Ending Fund Bal 12/31/2017	21,633,912	3,812,634	995,774	317,529	480,053	19,184	905,799	422,543	53,351	93,200	577,928	558,486	32,206,985
+ <> Difference	5,357,273	(2,318,607)	2,534	(1,900,994)	3,107	5,822	5,862	84,351	(214,367)	131	300,344	131,075	1,456,531
Cash Balances													
Citizen Bank								333,752		46,756	362,105	490,546	1,233,159
Union Bank	50,000								575,012				625,012
L.A.I.F.									3,467	28,000	70,000	65,000	166,467
County Treasury	22,680,354	3,822,435	391,632	317,529	480,053	899,580	905,799						29,497,382
SUBTOTAL	22,730,354	3,822,435	391,632	317,529	480,053	899,580	905,799	333,752	578,478	74,756	432,105	555,546	31,522,020
Cash on Hand	8,000										1,150	3,000	12,150
Total Cash	22,738,354	3,822,435	391,632	317,529	480,053	899,580	905,799	333,752	578,478	74,756	433,255	558,546	31,534,170

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

Monday, February 8, 2016

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,
Andres Flores, 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 – President's Conference Room

(The board will report on any reportable action/s taken during Closed Session.)

1. NEGOTIATIONS (GC § 54957)

- a. College of the Sequoias Adjunct Faculty Association (COSAFA)
Chief Negotiator: Stan Carrizosa
- b. California School Employees Association (CSEA), Chapter 408
Chief Negotiator: Stan Carrizosa
- c. College of the Sequoias Teachers Association (COSTA)
Chief Negotiator: Stan Carrizosa

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (GC §54957)

Superintendent/President – Mid-Year Review

5:00 PM – Board Room

IV RECONVENE TO OPEN SESSION

- Closed Session Reportable Actions
- Pledge of Allegiance
- Oath of Office – Student Trustee, Andres Flores

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
- b. BOARD MEMBER REPORTS
 - Board Self-Evaluation Summary

Mr. Flores

- | | | |
|----|-----------------------------------|---------------|
| 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 | Ms. Greer |
| c. | CSEA PRESIDENT'S REPORT/UPDATE | Mr. LaMar |
| d. | COSAFA PRESIDENT'S/UPDATE | Mr. Nikkel |

VIII INFORMATION

- | | | |
|----|---|--------------|
| 1. | 2014-2015 AUDIT REPORT
The accounting firm of Vavrinek, Trine, Day & Co., LLP will present a summary of the District's 2014-2015 Annual Financial and Proposition 39 audit reports. | Ms. Statton |
| 2. | QUARTER UPDATE TO BUDGET ACCOUNTABILITY (Quarter ending December 31, 2015)
COS Administration presents quarterly budget accountability reports for the Board's review. These reports will reflect changes to revenue and expenditure budgets with descriptions included for the largest components of those changes. The reports provide additional accountability for the District budget process. | Ms. Statton |
| 3. | QUARTERLY FINANCIAL REPORT CCFS-311Q (2nd Quarter FY 2015-2016)
The CCFS-311Q Financial Report shows a projected ending fund balance of \$7,649,376 or 15%. The report also shows a projected surplus for the General Fund. | Ms. Statton |
| 4. | BUDGET UPDATE: JANUARY STATE BUDGET PROPOSAL
The proposed state budget is important to the District in order to begin budget development for the next fiscal year. Estimated budget assumptions and multi-year fiscal stability projections help administrators develop a balanced and stable budget for the upcoming fiscal year. | Ms. Statton |
| 5. | MANDATED COST REIMBURSEMENT FUNDS – PROPOSED EXPENDITURE PLAN
The state of California has experienced a strong fiscal budget year in 2015-16, and as a result, has allocated large one-time funds for reimbursement of past mandated cost claims to community colleges. The College of the Sequoias has been allocated \$4,931,189 in one-time unrestricted (discretionary) funds for the 2015-16 fiscal year. The District will propose an expenditure plan for these funds. | Ms. Statton |
| 6. | LOW ENROLLED CLASSES JUSTIFICATION REPORT – SPRING 2016
Board Policy 4071, Cancellation of Low-Enrolled Classes, requires that a report to the Board of Trustees on low-enrolled courses be submitted each semester | Dr. La Serna |
| 7. | PRESENTATION OF INITIAL REOPENER COLLECTIVE BARGAINING PROPOSALS FROM THE DISTRICT AND CSEA
The District and CSEA's initial reopener collective bargaining proposals will be presented. The proposals will be available for public review in the Human Resources office, and a public hearing on these proposals is scheduled for the March 14, 2016 Board of Trustees meeting. | Mr. Bratsch |

IX 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:

- January 11, 2016 – Regular Meeting
- January 22-23, 25, 2016 – Annual Planning Retreat

9. PERSONNEL REPORT 08-2015-2016

10. PAYMENT OF BILLS

Payment of the District's financial obligations.

11. 2015-2016 WORKING BUDGET APPROVAL

(July 1, 2015 to January 20, 2016)

12. APPROVAL OF APPOINTMENT FOR MEMBERS ON THE MEASURE J – TULARE AREA CITIZENS' BOND OVERSIGHT COMMITTEE

13. OUT-OF-STATE STUDENT TRAVEL – COS JAZZ ORCHESTRA

Permission is requested to allow the COS Jazz Orchestra (Music 072AD) to travel and participate in the Reno Jazz Festival from April 28 – 30, 2016, held at the University of Reno, Nevada.

14. MEMORANDUM OF UNDERSTANDING – SEQUOIAS ADULT EDUCATION CONSORTIUM: APPORTIONMENT AGREEMENT

The MOU is effective February 2, 2016 through June 30, 2018 with an apportioned sum not to exceed \$252,284 for College of the Sequoias for the 2015-16 fiscal year.

X ACTION

15. CURRICULUM: NEW, MODIFIED, DELETED

New curriculum as required by Title 5.

Dr. La Serna

16. 2016-2017 ANNUAL BOARD PRIORITIES

Adoption of the 2016-2017 Annual Board Priorities.

Mr. Carrizosa

XI 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.

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

Monday, February 9, 2015

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,
Jennifer Cho – 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 – President's Conference Room

(The board will report on any reportable action/s taken during Closed Session.)

1. 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 (CSEA), Chapter 408
Chief Negotiator: Stan Carrizosa

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (GC § 54957)

Superintendent/President – Mid-Year Review

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
- b. BOARD MEMBER REPORTS
- c. FOUNDATION REPORT

Ms. Cho

Mr. Foster

- d. ACCREDITATION REPORT Dr. La Serna
- e. SUPERINTENDENT/PRESIDENT'S REPORT Mr. Carrizosa
 - Introduction of New Division Chair: Tracy Myers, PE/Athletics
 - Introduction of New Managers:
 - Angela Tos, Dean, Student Services
 - Juan Vasquez, Director, Student Success

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 INFORMATION

- 1. **2013-2014 AUDIT REPORT** Ms. Statton

The accounting firm of Vavrinek, Trine, Day & Co., LLP will present a summary of the District's 2013-2014 Annual Financial and Proposition 39 audit reports.
- 2. **LOW ENROLLED CLASSES JUSTIFICATION REPORT – SPRING 2015** Dr. La Serna

Board Policy 4071, Cancellation of Low-Enrolled Classes, requires that a report to the Board of Trustees on low-enrolled courses be submitted each semester.
- 3. **QUARTER UPDATE TO BUDGET ACCOUNTABILITY (Quarter Ending December 31, 2014)** Ms. Statton

COS Administration presents quarterly budget accountability reports for the Board's review. These reports will reflect changes to revenue and expenditure budgets with descriptions included for the largest components of those changes. The reports provide additional accountability for the District budget process.
- 4. **QUARTERLY FINANCIAL REPORT CCFS-311Q (2nd Quarter FY-2014-2015)** Ms. Statton

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.

IX 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.

- 5. **MINUTES OF THE PREVIOUS MEETING:**
 - January 12, 2015 – Regular Meeting
 - January 23-24, 2015 – Annual Retreat
- 6. **PERSONNEL REPORT 08-2014-2015**
- 7. **PAYMENT OF BILLS**

Payment of the District's financial obligations.
- 8. **2014-2015 WORKING BUDGET APPROVAL (July 1, 2014 to January 21, 2015)**
- 9. **AGREEMENTS: PHYSICAL THERAPY ASSISTANT PROGRAM – AFFIRMA REHABILITATION AND ENSIGN GROUP, INC.**

Effective January 15, 2015, the college entered into agreements with Affirma Rehabilitation and Ensign Group, Inc. to offer clinical experiences for students enrolled

in the college's Physical Therapy Program (PTA).

X ACTION

10. **CURRICULUM: NEW, MODIFIED, DELETED** Dr. La Serna
New curriculum as required by Title 5.
11. **COLLEGE OF THE SEQUOIAS 2015-2025 MASTER PLAN** *2nd Read*
The District is presenting the COS Master Plan 2015-2025 which includes the educational and facilities plans in one document for a second read. Dr. La Serna
12. **BOARD POLICIES – REVISED** *1st Read*
The following board policies have been reviewed by Academic Senate, and approved by District Governance Senate and Senior Management: Mr. Carrizosa
 - BP 4050 – Articulation
 - BP 4070 – Auditing and Auditing Fees
 - BP 4071 – Cancellation of Low-Enrolled Classes
 - BP 4220 – Standards of Scholarship
 - BP 4235 – Credit by Examination
 - BP 4250 – Probation
13. **2015-2016 ANNUAL BOARD PRIORITIES** Mr. Carrizosa
Board action will be considered to adopt the Annual Board Priorities for 2015-16.
14. **SURPLUS PROPERTY – SALE OF CATTLE** Dr. Dutto
The College of the Sequoias Agriculture Advisory Committee is recommending the sale of the District's dairy herd consisting of approximately 85 cows and 65 replacement heifers.
15. **PRESENTATION OF REOPENER BARGAINING PROPOSALS FROM THE DISTRICT AND CSEA** Mr. Bratsch
It is recommended that the Board of Trustees acknowledge receipt of this intent to reopen negotiations on salary, benefits and two articles by both the District and CSEA. It is also recommended that the Board announce the availability of the District's and CSEA's re-opener bargaining proposals in the Human Resources Office for public review. It is further recommended that the Board announce a public hearing on the District's and CSEA's re-opener bargaining proposals to be scheduled at the March 9, 2015 Board of Trustees meeting.

XI 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.

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

Monday, February 12, 2018

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
Isabella O'Keeffe, 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 – President's Conference Room

(The board will report on any reportable action/s taken during Closed Session.)

1. PUBLIC EMPLOYEE EMPLOYMENT (GC §54957)

Title: Successor to Superintendent/President

2. CONFERENCE WITH LABOR NEGOTIATOR – Government Code §54957.6

- College of the Sequoias Adjunct Faculty Association (COSAFA)
Chief Negotiator: Stan Carrizosa
- California School Employees Association (CSEA), Chapter 408
Chief Negotiator: Stan Carrizosa
- College of the Sequoias Teachers Association
Chief Negotiator: Stan Carrizosa

5:00 PM – Board Room

IV RECONVENE TO OPEN SESSION

- Closed Session Reportable Actions
- Pledge of Allegiance

V RESOLUTION PRESENTATION BY THE HONORABLE DEVON J. MATHIS, 26TH ASSEMBLY DISTRICT

VI 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

VII BOARD AND EXECUTIVE STAFF REPORTS (NON-DISCUSSION ITEMS)

- a. STUDENT TRUSTEE REPORT
- b. BOARD MEMBER REPORTS

Ms. O'Keeffe

- | | |
|--------------------------------------|---------------|
| c. FOUNDATION REPORT | Mr. Foster |
| d. ACCREDITATION REPORT | Dr. La Serna |
| e. SUPERINTENDENT/PRESIDENT'S REPORT | Mr. Carrizosa |

VIII REPORTS

- | | |
|---|--------------|
| a. ACADEMIC SENATE PRESIDENT'S REPORT/ UPDATE | Dr. Trimble |
| b. COSTA PRESIDENT'S REPORT/UPDATE | Mr. Hurst |
| c. CSEA PRESIDENT'S REPORT/UPDATE | Mr. LaMar |
| d. COSAFA PRESIDENT'S/UPDATE | Dr. Erickson |

IX INFORMATION

- | | |
|--|--------------|
| 1. LOW-ENROLLED JUSTIFICATION REPORT – SPRING 2018
Board Policy 4071, Cancellation of Low-Enrolled Classes, requires that a report to the Board of Trustees on low-enrolled courses be submitted each semester | Dr. La Serna |
| 2. QUARTERLY UPDATE - BUDGET ACCOUNTABILITY
COS Administration presents quarterly budget accountability reports for the Board's review. These reports will reflect changes to revenue and expenditure budgets with descriptions included for the largest components of those changes. The reports provide additional accountability for the District budget process. | Ms. Statton |
| 3. QUARTERLY FINANCIAL REPORT CCFS-311Q (2nd QUARTER FY 2017-2018)
The CCFS-311Q Financial Report shows a projected ending fund balance of \$16,335,316 or 27.2%. The report also shows a projected surplus for the General Fund. | Ms. Statton |
| 4. 2016-2017 AUDIT REPORT
The accounting firm of Vavrinek, Trine, Day & Co., LLP Will present a summary of the District's 2016-2017 Annual Financial and Proposition 39 Bond audit reports. | Ms. Statton |

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.

5. **MINUTES OF THE PREVIOUS MEETING:**
 - January 8, 2018 – Regular Meeting
 - January 18-19, 2018 – Annual Planning Retreat
6. **PERSONNEL REPORT 08-2017-2018**
7. **PAYMENT OF BILLS**
8. **2017-2018 WORKING BUDGET APPROVAL (July 1, 2017 to January 24, 2018)**
9. **OUT-OF-STATE TRAVEL REQUEST – Theatre Department**
Permission is requested to allow 31 students and two faculty/staff members from the COS Theatre Department to attend the 50th Annual Kennedy Center/American College Theatre Festival (KC/ACTF) in Mesa, AZ, from February 12-18, 2018.
10. **AGRICULTURE/FARMING OPERATIONS - SALE OF SURPLUS EQUIPMENT**
The Tulare College Center Farm Operations Committee is requesting to sale surplus equipment that is no longer being utilized by the Agriculture Department/Farm Operations. Items will be sold according to AP 6550 – Disposal of Property.

XI ACTION

11. **CURRICULUM: NEW, MODIFIED, DELETED** Dr. La Serna
New curriculum as required by Title 5.
12. **CONSIDERATION OF SABBATICAL FUNDING FOR 2018-19** Mr. Carrizosa
The Board will consider action to fund paid leaves for sabbatical for the 2018-19 academic year. The Board may take action to approve some number of semesters to be funded for sabbatical leaves.
13. **CONTRACT WITH BARNES & NOBLE COLLEGE BOOKSELLERS, INC. FOR COS BOOKSTORES MANAGEMENT** Ms. Statton
The District has partnered with Barnes & Noble to manage the COS bookstore(s) for the last nine years. The program provides books and materials necessary for classes, as well as COS-related inventory and clothing. The current four-year agreement is expiring and it is recommended that the Board of Trustees approve the proposed five-year contract with Barnes and Noble College Booksellers Inc. to commence April 1, 2018 and end March 31, 2023.
14. **BOARD POLICIES** *2nd Read* Mr. Carrizosa
The following revised policies were reviewed and/or approved by Senior Management, District Governance Senate, and Academic Senate.
 - a. BP 6340 – Bids and Contracts
 - b. BP 6343 – Joint Powers Authority
15. **REVISION OF THE COLLEGE OF THE SEQUIAS MISSION STATEMENT** Mr. Carrizosa
It is recommended that the Board of Trustees approve the revised Mission Statement recommended by District Governance Senate as well as the recommendation to include the District's Vision Statement with the Mission Statement.
16. **ANNUAL BOARD PRIORITIES 2018-19** Mr. Carrizosa
Approval of the 2018-19 annual board priorities.

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.

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

Monday, February 13, 2017

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
Daisy Beltran, 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 – President's Conference Room

(The board will report on any reportable action/s taken during Closed Session.)

1. NEGOTIATIONS (GC § 54957)

- a. College of the Sequoias Adjunct Faculty Association (COSAFA)
Chief Negotiator: Stan Carrizosa
- b. California School Employees Association (CSEA), Chapter 408
Chief Negotiator: Stan Carrizosa
- c. College of the Sequoias Teachers Association (COSTA)
Chief Negotiator: Stan Carrizosa

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (GC §54957)

Superintendent/President – Mid-Year Review

5:00 PM – Board Room

IV RECONVENE TO OPEN SESSION

- Closed Session Reportable Actions
- Pledge of Allegiance
- Oath of Office – New Student Trustee, Daisy Beltran

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
- b. BOARD MEMBER REPORTS
- c. FOUNDATION REPORT

Ms. Beltran

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. Tidwell |
| c. | CSEA PRESIDENT'S REPORT/UPDATE | Mr. LaMar |
| d. | COSAFA PRESIDENT'S/UPDATE | Mr. Nakamura |

VIII INFORMATION

- | | | |
|----|---|--------------|
| 1. | LOW ENROLLED CLASSES JUSTIFICATION REPORT – SPRING 2017
Board Policy 4071, Cancellation of Low-Enrolled Classes, requires that a report to the Board of Trustees on low-enrolled courses be submitted each semester | Dr. La Serna |
| 2. | QUARTERLY UPDATE – BUDGET ACCOUNTABILITY (Quarter Ending December 31, 2016)
COS Administration presents quarterly budget accountability reports for the Board's review. These reports will reflect changes to revenue and expenditure budgets with descriptions included for the largest components of those changes. The reports provide additional accountability for the District budget process. | Ms. Statton |
| 3. | QUARTERLY FINANCIAL REPORT CCFS-311Q 2nd QUARTER FY 2016-2017
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. The CCFS-311Q Financial Report shows a projected ending fund balance of \$12,829,487 or 22.7%. The report also shows a projected surplus for the General Fund. | Ms. Statton |
| 4. | 2015 – 2016 AUDIT REPORT
The accounting firm of Vavrinek, Trine, Day & Co., LLP will present a summary of the District's 2015-2016 Annual Financial and Proposition 39 audit reports. | Ms. Statton |

IX 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.

- | | |
|----|--|
| 5. | MINUTES OF THE PREVIOUS MEETING: <ul style="list-style-type: none">• January 9 – Regular Meeting• January 26-27 – Board Retreat |
| 6. | PERSONNEL REPORT 08-2016-2017 |
| 7. | PAYMENT OF BILLS |
| 8. | 2016-2017 WORKING BUDGET APPROVAL (July 1, 2016 to January 27, 2017) |
| 9. | OUT-OF-STATE TRAVEL REQUEST – COS Jazz Orchestra
Permission is requested to allow the COS Jazz Orchestra (Music 072AD) to travel and participate in the Reno Jazz Festival from April 27 – 29, 2017, held at the University of Reno, Nevada. |

X ACTION

10. **CURRICULUM: NEW, MODIFIED, DELETED** Dr. La Serna
New curriculum as required by Title 5.
11. **BOARD POLICIES** *2nd Read* Mr. Carrizosa
The following revised policies were reviewed and approved by Senior Management, District Governance Senate, and Academic Senate.
 - BP 2200 – Board Duties and Responsibilities
 - BP 2715 – Code of Ethics/Standards of Practice
 - BP 5010 – Admissions
 - BP 5015 – Residence Determination
 - BP 5020 – Nonresident Tuition
12. **2017-2018 ANNUAL BOARD PRIORITIES** Mr. Carrizosa
Adoption of the 2017-2018 Annual Board Priorities.
13. **COS BOARD SUBCOMMITTEE FOR REVIEW OF FACULTY SABBATICAL PROPOSALS** Mr. Carrizosa
The Board will consider appointment of two Board members to serve on a Board subcommittee to review sabbatical applications and help inform the decision/action carried out by the Board.
14. **PRESENTATION OF REOPENER BARGAINING PROPOSALS FROM THE DISTRICT AND COSAFA** Mr. Bratsch
It is recommended the Board of Trustees acknowledge receipt of both the District and COSAFA's collective bargaining proposals on reopeners, and announce the availability of these proposals in the Human Resources Office for public review. It is further recommended that the Board announce a public hearing on the District and COSAFA's collective bargaining proposals on reopeners to be scheduled at the March 13, 2017 Board of Trustees meeting.
15. **PRESENTATION OF INITIAL SUCCESSOR COLLECTIVE BARGAINING PROPOSALS FROM THE DISTRICT AND CSEA** Mr. Bratsch
It is recommended the Board of Trustees acknowledge receipt of both the District and CSEA's initial successor collective bargaining proposals, and announce the availability of the District's and CSEA's initial successor collective bargaining proposals in the Human Resources Office for public review. It is finally recommended that the Board announce a public hearing on the District's and CSEA's initial successor collective bargaining proposals to be scheduled at the March 13, 2017 Board of Trustees meeting.
16. **ONE-TIME FUNDS FROM HANFORD CENTER FTES** Ms. Statton
The state of California has allocated additional funding to the Sequoias Community College District as a result of the Hanford Educational Center campus reaching 1,000 FTES, and being deemed a State Approved Center. As such, the District is granted Center status funding here in 2016-17. The additional funding is \$1.2 million. Administration seeks Board of Trustees approval for utilizing the \$1.2M State Approved Center funding to augment Hanford Educational Center facilities. Final approval of specific expenditures will be requested in later spring 2017.
17. **APPROVAL OF CONTRACT: PIGGYBACK CONTRACT PURCHASE OF MODULAR - COS HANFORD EDUCATIONAL CENTER – MODULAR EXPANSION** Ms. Statton
The District is requesting approval of the purchase of a modular building from Enviroplex at a cost of \$646,996 for the Modular Expansion planned at the Hanford Educational Center.
18. **BID AWARD: COS HANFORD EDUCATIONAL CENTER STUDENT PAVILION** Ms. Statton
It is recommended that the Board of Trustees award the Base Bid, in the amount of

\$1,617,000, for the COS Hanford Educational Center Student Pavilion project to Bush Construction of Hanford.

XI ADJOURNMENT

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

Monday, May 9, 2016

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,
Andres Flores, 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 – President's Conference Room

(The board will report on any reportable action/s taken during Closed Session.)

1. NEGOTIATIONS (GC § 54957)

- a. College of the Sequoias Adjunct Faculty Association (COSAFA)
Chief Negotiator: Stan Carrizosa
- b. California School Employees Association (CSEA), Chapter 408
Chief Negotiator: Stan Carrizosa
- c. College of the Sequoias Teachers Association (COSTA)
Chief Negotiator: Stan Carrizosa

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (GC §54957)

Superintendent/President – Mid-Year Review

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. Flores

b. BOARD MEMBER REPORTS

c. FOUNDATION REPORT

Mr. Foster

- d. ACCREDITATION REPORT Dr. La Serna
- e. SUPERINTENDENT/PRESIDENT'S REPORT Mr. Carrizosa
 - Recognition of Student Trustee, Andres Flores
 - Introduction of New Full-Time Faculty:
 - Johnathan Brooks, Communication
 - William Reilly, Environmental Control Technology
 - Ramyar "Ramy" Alavi-Moghaddam, Information Technology
 - Lorie Campbell, Nursing
 - Cynthia Beltran, General Counseling
 - Leah Velasquez, General Counseling
 - Mainou Her, Transfer/Career Counseling

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 INFORMATION

- 1. **QUARTERLY UPDATE TO BUDGET ACCOUNTABILITY** Ms. Statton

COS Administration presents quarterly budget accountability reports for the Board's review. These reports will reflect changes to revenue and expenditure budgets with descriptions included for the largest components of those changes. The reports provide additional accountability for the District budget process.
- 2. **QUARTERLY FINANCIAL REPORT CCSF-311Q (3rd QUARTER FY 2015-2016)** Ms. Statton

The California Community College Chancellor's Office is charged with oversight responsibility for financial accountability for each of the 72 community college districts. 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.
- 3. **COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) AGREEMENT WITH TULARE JOINT UNION HIGH SCHOOL DISTRICT (TJUHSD)** Dr. La Serna

New legislation on Dual Enrollment requires College and Career Access Pathways (CCAP) agreements be presented to both the College and the School district boards, first as informational items, and in the subsequent month as an action item.
- 4. **COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) AGREEMENT WITH VISALIA TECHNICAL EARLY COLLEGE (VTEC)** Dr. La Serna

New legislation on Dual Enrollment requires College and Career Access Pathways (CCAP) agreements be presented to both the College and the School district boards, first as informational items, and in the subsequent month as an action item.

IX 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.

- 5. **MINUTES OF THE PREVIOUS MEETING:**
 - April 11, 2016 – Regular Meeting
 - April 25, 2016 – Joint Meeting with Visalia Unified High School District & City of Visalia

6. **PERSONNEL REPORT 11-2015-2016**
7. **PAYMENT OF BILLS**
Payment of the District's financial obligations.
8. **2015-2016 WORKING BUDGET APPROVAL**
(July 1, 2015 to April 19, 2016)
9. **OUT-OF-STATE TRAVEL REQUEST (TRIO)**
Permission is requested to allow TRIO/Student Support Services Program participants to attend the Girls in STEM Conference at Wichita State University in Wichita, Kansas on May 20-22, 2016.
10. **AWARD OF CONTRACT: HVAC MODIFICATIONS**
It is recommended that the Board of Trustees award the Contract for Itemized Cost #1 only, in the amount of \$71,645, for the HVAC Modifications project to American Incorporated of Visalia.

X ACTION

11. **CURRICULUM: NEW, MODIFIED, DELETED**
New curriculum as required by Title 5. Dr. La Serna
12. **LEASE AGREEMENT WITH JZB FARMING FOR DAIRY FEEDLOT**
The district proposes to enter into the agreement to allow for a 49 month lease agreement with JZB Farming. The agreement will commence May 1, 2016 and expire on May 30, 2020. The premises will be leased for \$6.00 per head per month. JZB Farming, Jer-Z-Boyz Ranch has agreed to all provisions outlined in the lease agreement. Dr. Waldner
13. **TRANSFER OF FUNDS TO FARM OPERATIONS – COS DAIRY HERD SALE
(Resolution No. 2016-04)**
To correct the accounting process and resulting transfer of funds, Administration recommends the transfer back of \$177,466.83 from the Farm Special Reserve Fund to the Farm Operations Fund. Resolution 2016-04 is presented to the Board of Trustees for their approval of the transfer of \$177,466.83, resulting from the sale of COS Dairy Herd and subsequent accounting, from the COS Farm Special Reserve Fund to the COS Farm Operations Fund. *Roll Call Vote*
Ms. Statton
14. **RESOLUTION DECLARING INTENTION TO LEASE SURPLUS REAL PROPERTY
AND AUTHORIZING INVITATION OF SEALED BIDS FOR LONG TERM LEASE OF
REAL PROPERTY (Resolution No. 2016-05)**
It is recommended that the Board of Trustees adopt Resolution No. 2016-05, declaring the Mooney Boulevard property as surplus property, and approving the District to invite, receive, and examine bids for a long-term lease of the Mooney Boulevard vacant property owned by the District. Bid results will be brought to the Board of Trustees for the award of the lease agreement. *Roll Call Vote*
Ms. Statton
15. **CHANGE ORDER #2: LIVE OAK RENOVATION**
It is recommended that the Board of Trustees approve Change Order #02 for the proposed facility improvements in the amount of \$31,502.65, with zero (0) additional days added to the Contract. Mr. Woods
16. **BID AWARD: PROP. 39 YEAR 3 L.E.D. RETROFIT PROJECT**
It is recommended that the Board of Trustees award the Base Bid and Alternate Bid Item #1, in the amount of \$275,512, for the Prop. 39 Year 3 L.E.D. Retrofit Project to American Incorporated of Visalia. Mr. Woods

17. **BOARD POLICIES**

The following revised policies were reviewed and approved by Senior Management, District Governance Senate, and Academic Senate.

- BP 5500 – Standards of Conduct
- BP 5510 – Student Use of Electronic Devices
- BP 5515 – Off-Campus Student Organizations

1st Read
Mr. Carrizosa

XI 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.

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

Monday, May 11, 2015

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,
Jennifer Cho – 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 – President's Conference Room

(The board will report on any reportable action/s taken during Closed Session.)

1. CONFERENCE WITH REAL PROPERTY NEGOTIATION (GC §54956.8)

Property: Vacant lot across from COS on east side of South Mooney Blvd. near West Myrtle Avenue, Visalia

Agency negotiators: Stan Carrizosa and Christine Statton

Negotiating parties: District and Party to be Determined

Under negotiation: Price and Terms

2. NEGOTIATIONS (GC § 54957)

- a. College of the Sequoias Adjunct Faculty Association (COSAFA)
Chief Negotiator: Stan Carrizosa
- b. California School Employees Association (CSEA), Chapter 408
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
- b. BOARD MEMBER REPORTS

Ms. Cho

- c. FOUNDATION REPORT Mr. Foster
- d. ACCREDITATION REPORT Dr. La Serna
 - Transfer Admission Guarantee (TAG)
 - Associate Degree for Transfer (ADT)
- e. SUPERINTENDENT/PRESIDENT'S REPORT Mr. Carrizosa
 - Recognition of Student Trustee, Jennifer Cho
 - Introduction of Manager: Belen Kersten, Director of Nursing
 - Introduction of New Faculty:
 - Kevin Ruiz, Mathematics
 - David Heywood, Mathematics
 - Carole Firstman, English
 - Christina Lynch, English
 - Jamie Moore, English
 - Shannan Cooper, Ag Business
 - Randy Emery, Welding
 - Ray Alvarado, P.E./Women's Basketball Coach

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 INFORMATION

- 1. **ANNUAL REPORT ON THE 2015 STUDENT SUCCESS SCORECARD** Mr. Carrizosa

The District will present Student Success Scorecard for 2015 produced by the California Community Colleges Chancellor's office to meet the requirement of Assembly Bill 1417 enacted in 2012 as the Student Success Act.
- 2. **PHOTOVOLTAIC SOLAR ENERGY PROJECT UPDATE** Ms. Statton

The District entered into a design-build energy services agreement with Borrego Solar in February 2015. Construction will commence in late May after the spring semester. Administration would like to update the Board of Trustees on the progress and status of the solar projects.
- 3. **QUARTER UPDATE TO BUDGET ACCOUNTABILITY (Quarter Ending March 31, 2015)** Ms. Statton

COS Administration presents quarterly budget accountability reports for the Board's review. These reports will reflect changes to revenue and expenditure budgets with descriptions included for the largest components of those changes. The reports provide additional accountability for the District budget process.
- 4. **QUARTERLY FINANCIAL REPORT CCFS-311Q (3rd Quarter FY 2014-2015)** Ms. Statton

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.

IX 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.

5. **MINUTES OF THE PREVIOUS MEETING:**

- April 13, 2015 – Regular Meeting
- April 27, 2015 – Joint Meeting w/ VUSD and City of Visalia

6. **PERSONNEL REPORT 11-2014-2015**

7. **PAYMENT OF BILLS**

Payment of the District's financial obligations.

8. **2014-2015 WORKING BUDGET APPROVAL (July 1, 2014 to April 22, 2015)**

9. **AGREEMENT: NURSING/ALLIED HEALTH DIVISION PHYSICAL THERAPY ASSISTANT PROGRAM – MCQUIRE PHYSICAL THERAPY**

It is recommended that the Board of Trustees approve the college's entering into an agreement with McQuire Physical Therapy for the purpose of clinical education for students enrolled in the PTA Program.

X ACTION

10. **CURRICULUM: NEW, MODIFIED, DELETED**

New curriculum as required by Title 5.

Dr. La Serna

11. **BOARD POLICIES – REVISED**

The following board policies have been reviewed and approved by District Governance Senate, Academic Senate and Senior Management:

- BP 4040 – Library and Other Instructional Support Services
- BP 4060 – Delineation of Function
- BP 4100 – Graduation Requirements for Degrees and Certificates
- BP 4110 – Honorary Degrees

2nd Read

Mr. Carrizosa

12. **PUBLIC HEARING ON THE DISTRICT AND COSAFA'S REOPENER COLLECTIVE BARGAINING PROPOSALS**

It is recommended the Board of Trustees conduct a public hearing to provide members of the public an opportunity to address the Board with comments and/or concerns regarding the District's and COSAFA'S reopener collective bargaining proposals.

Public Hearing

Mr. Bratsch

13. **BID AWARD: L.E.D. RETROFIT PROJECT YR (2) (Proposition 39)**

The District is requesting that the Board of Trustees award A-C Electric Company of Visalia, the bid for the L.E.D. Retrofit Project YR (2).

Ms. Statton

14. **PHOTOVOLTAIC SOLAR ENERGY PROJECT (TULARE) – DSA-EXEMPT RESOLUTION (No. 2015-05)**

A resolution for DSA exemption is required of the Board of Trustees for the construction of the Photovoltaic Solar Energy Project at the Tulare College Center campus.

Roll Call Vote

Ms. Statton

XI 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.

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

Monday, May 15, 2017

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
Daisy Beltran, 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 – President's Conference Room

(The board will report on any reportable action/s taken during Closed Session.)

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to Government Code Section 549.56(b): one case

2. NEGOTIATIONS (GC § 54957)

- a. College of the Sequoias Adjunct Faculty Association (COSAFA)
Chief Negotiator: Stan Carrizosa
- b. California School Employees Association (CSEA), Chapter 408
Chief Negotiator: Stan Carrizosa
- c. College of the Sequoias Teachers Association (COSTA)
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
- b. BOARD MEMBER REPORTS
- c. FOUNDATION REPORT

Ms. Beltran

Mr. Foster

- d. ACCREDITATION REPORT Dr. La Serna
- e. SUPERINTENDENT/PRESIDENT'S REPORT Mr. Carrizosa
 - Recognition of Student Trustee
 - Introduction of New Faculty:
 - Allyson Briano, PE, Head Swim/Dive Coach
 - Emily Campbell, Information Competency Librarian
 - Donal Howell, Auto Technology
 - Introduction of New Manager:
 - Jonna Schengel, Associate Dean/Allied Health Director
 - Strategic Plan Task Force: Appointment of Board Representative

VII REPORTS

- a. ACADEMIC SENATE PRESIDENT'S REPORT/ UPDATE Dr. Trimble
- b. COSTA PRESIDENT'S REPORT/UPDATE Mr. Tidwell
- c. CSEA PRESIDENT'S REPORT/UPDATE Mr. LaMar
- d. COSAFA PRESIDENT'S/UPDATE Mr. Nakamura

VIII INFORMATION

- 1. **QUARTERLY UPDATE TO BUDGET ACCOUNTABILITY** Ms. Statton

COS Administration presents quarterly budget accountability reports for the Board's review. These reports will reflect changes to revenue and expenditure budgets with descriptions included for the largest components of those changes. The reports provide additional accountability for the District budget process.
- 2. **QUARTERLY FINANCIAL REPORT CCSF-311Q (3rd QUARTER FY 2016-2017)** Ms. Statton

The California Community College Chancellor's Office is charged with oversight responsibility for financial accountability for each of the 72 community college districts. 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.

IX 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.

- 3. **MINUTES OF THE PREVIOUS MEETING:**
 - April 17, 2017 – Regular Meeting
- 4. **PERSONNEL REPORT 11-2016-2017**
- 5. **PAYMENT OF BILLS**
- 6. **2016-2017 WORKING BUDGET APPROVAL (July 1, 2016 to April 26, 2017)**
- 7. **LEASE RENEWAL OF TULARE JOINT UNION HIGH SCHOOL DISTRICT PROPERTY ON MOONEY BLVD**

COS leases space at Tulare Accelerated Charter High School, the former TCOVE facility. The 2016-17 lease with TJUHSD provides the "right and option" for COS to renew the lease for an additional year "by giving written notice of the exercise of such option."
- 8. **COSMETOLOGY TRAINING AGREEMENT BETWEEN COS AND ESTES INSTITUTE OF COSMETOLOGY ARTS AND SCIENCES**

It is recommended that the Board of Trustees approve the Cosmetology Training Agreement, including 5 additional students per cohort for a total of 20 students per cohort, by and between the District and Estes Institute of Cosmetology Arts and Sciences.

9. **INTERNSHIP AGREEMENT BETWEEN COS INFORMATION COMMUNICATIONS TECHNOLOGY & KAWEAH DELTA HEALTH CARE DISTRICT**

It is recommended that the Board of Trustees approve the Student Affiliation Agreement between COS and Kaweah Delta Health Care District for Information Communications Technology student internships.

10. **DECLARATION OF SURPLUS PROPERTY**

It is recommended that the Board of Trustees designate the 1990 Westates Fire Engine as surplus property, and approve the fire engine transfer to Henry Rodriguez, Bomberos Program de Mexico. The receiving agency will be responsible for transport to Mexico, title, fuel, equipment, and maintenance.

11. **ACCEPTANCE OF DONATION**

Acceptance of new digital piano, the value of the piano \$8,681.19, from the COS Foundation to the Theatre Department.

X ACTION

12. **CURRICULUM: NEW, MODIFIED, DELETED**

New curriculum as required by Title 5.

Dr. La Serna

13. **BOARD POLICIES**

The following revised policies were reviewed and approved by Senior Management, District Governance Senate, and Academic Senate.

- BP 5050 – Student Success and Support Program
- BP 5110 – Counseling
- BP 6110 – Debt Issuance and Management

2nd Read
Mr. Carrizosa

14. **BID AWARD: POOL MODERNIZATION**

It is recommended that the Board of Trustees award the Base Bid, in the amount of \$875,000, for the Pool Modernization project to California Commercial Pools of Glendora, CA.

Ms. Statton

15. **PERMANENT TRANSFER OF FUNDS TO CAPITAL PROJECTS (*Resolution No. 2017-04*)**

The Board has approved capital project expenditures for One-time Hanford Center funds and Instructional Council approved Above Base budgets. It is recommended that the Board of Trustees approve Resolution 2017-04 for the transfer of \$1,080,570 to the Capital Projects Fund.

Roll Call Vote
Ms. Statton

16. **RESOLUTION AUTHORIZING THE ISSUANCE OF COLLEGE OF THE SEQUOIAS COMMUNITY COLLEGE DISTRICT 2017 GENERAL OBLIGATION REFUNDING BONDS, SERIES C (HANFORD CAMPUS IMPROVEMENT DISTRICT NO. 1) (TULARE AND KINGS COUNTIES, CALIFORNIA) *Resolution No. 2017-05***

The District now desires to refund a portion of the outstanding Prior Bonds through the issuance of general obligation refunding bonds in an aggregate principal amount of not-to-exceed \$14,900,000, provided the average interest savings exceeds 1.5% from the original bonds average interest rate. All benefits from the refunding will be delivered to the property owners in the District.

Roll Call Vote
Ms. Statton

17. **RESOLUTION AUTHORIZING THE ISSUANCE OF COLLEGE OF THE SEQUOIAS COMMUNITY COLLEGE DISTRICT 2017 GENERAL OBLIGATION REFUNDING BONDS, SERIES E (TULARE AREA IMPROVEMENT DISTRICT NO. 3) (TULARE AND KINGS COUNTIES, CALIFORNIA) *Resolution No. 2017-06***

The District now desires to refund a portion of the outstanding Prior Bonds through the

Roll Call Vote
Ms. Statton

issuance of general obligation refunding bonds in an aggregate principal amount of not-to-exceed \$16,800,000, provided the average interest savings exceeds 1.5% from the original bonds average interest rate. All benefits from the refunding will be delivered to the property owners in the District.

18. **RESOLUTION AUTHORIZING THE ISSUANCE OF COLLEGE OF THE SEQUIAS COMMUNITY COLLEGE DISTRICT 2017 GENERAL OBLIGATION REFUNDING BONDS, SERIES D (VISALIA AREA IMPROVEMENT DISTRICT NO. 2) (TULARE COUNTY, CALIFORNIA) Resolution No. 2017-07**

Roll Call Vote
Ms. Statton

The District now desires to refund a portion of the outstanding Prior Bonds through the issuance of general obligation refunding bonds in an aggregate principal amount of not-to-exceed \$22,800,000, provided the average interest savings exceeds 1.5% from the original bonds average interest rate. All benefits from the refunding will be delivered to the property owners in the District.

19. **SABBATICAL LEAVE REQUEST (2017-18 ACADEMIC YEAR)**

Mr. Carrizosa

It is recommended the Board of Trustees approve Chris Keen's one (1) one-semester sabbatical leave for 2017-18.

XI ADJOURNMENT

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

Monday, May 9, 2016

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,
Andres Flores, 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 – President's Conference Room

(The board will report on any reportable action/s taken during Closed Session.)

1. NEGOTIATIONS (GC § 54957)

- a. College of the Sequoias Adjunct Faculty Association (COSAFA)
Chief Negotiator: Stan Carrizosa
- b. California School Employees Association (CSEA), Chapter 408
Chief Negotiator: Stan Carrizosa
- c. College of the Sequoias Teachers Association (COSTA)
Chief Negotiator: Stan Carrizosa

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (GC §54957)

Superintendent/President – Mid-Year Review

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. Flores

b. BOARD MEMBER REPORTS

c. FOUNDATION REPORT

Mr. Foster

- d. ACCREDITATION REPORT Dr. La Serna
- e. SUPERINTENDENT/PRESIDENT'S REPORT Mr. Carrizosa
 - Recognition of Student Trustee, Andres Flores
 - Introduction of New Full-Time Faculty:
 - Johnathan Brooks, Communication
 - William Reilly, Environmental Control Technology
 - Ramyar "Ramy" Alavi-Moghaddam, Information Technology
 - Lorie Campbell, Nursing
 - Cynthia Beltran, General Counseling
 - Leah Velasquez, General Counseling
 - Mainou Her, Transfer/Career Counseling

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 INFORMATION

- 1. **QUARTERLY UPDATE TO BUDGET ACCOUNTABILITY** Ms. Statton

COS Administration presents quarterly budget accountability reports for the Board's review. These reports will reflect changes to revenue and expenditure budgets with descriptions included for the largest components of those changes. The reports provide additional accountability for the District budget process.
- 2. **QUARTERLY FINANCIAL REPORT CCSF-311Q (3rd QUARTER FY 2015-2016)** Ms. Statton

The California Community College Chancellor's Office is charged with oversight responsibility for financial accountability for each of the 72 community college districts. 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.
- 3. **COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) AGREEMENT WITH TULARE JOINT UNION HIGH SCHOOL DISTRICT (TJUHSD)** Dr. La Serna

New legislation on Dual Enrollment requires College and Career Access Pathways (CCAP) agreements be presented to both the College and the School district boards, first as informational items, and in the subsequent month as an action item.
- 4. **COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) AGREEMENT WITH VISALIA TECHNICAL EARLY COLLEGE (VTEC)** Dr. La Serna

New legislation on Dual Enrollment requires College and Career Access Pathways (CCAP) agreements be presented to both the College and the School district boards, first as informational items, and in the subsequent month as an action item.

IX 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.

- 5. **MINUTES OF THE PREVIOUS MEETING:**
 - April 11, 2016 – Regular Meeting
 - April 25, 2016 – Joint Meeting with Visalia Unified High School District & City of Visalia

6. **PERSONNEL REPORT 11-2015-2016**

7. **PAYMENT OF BILLS**

Payment of the District's financial obligations.

8. **2015-2016 WORKING BUDGET APPROVAL**

(July 1, 2015 to April 19, 2016)

9. **OUT-OF-STATE TRAVEL REQUEST (TRIO)**

Permission is requested to allow TRIO/Student Support Services Program participants to attend the Girls in STEM Conference at Wichita State University in Wichita, Kansas on May 20-22, 2016.

10. **AWARD OF CONTRACT: HVAC MODIFICATIONS**

It is recommended that the Board of Trustees award the Contract for Itemized Cost #1 only, in the amount of \$71,645, for the HVAC Modifications project to American Incorporated of Visalia.

X ACTION

11. **CURRICULUM: NEW, MODIFIED, DELETED**

New curriculum as required by Title 5.

Dr. La Serna

12. **LEASE AGREEMENT WITH JZB FARMING FOR DAIRY FEEDLOT**

The district proposes to enter into the agreement to allow for a 49 month lease agreement with JZB Farming. The agreement will commence May 1, 2016 and expire on May 30, 2020. The premises will be leased for \$6.00 per head per month. JZB Farming, Jer-Z-Boyz Ranch has agreed to all provisions outlined in the lease agreement.

Dr. Waldner

13. **TRANSFER OF FUNDS TO FARM OPERATIONS – COS DAIRY HERD SALE
(Resolution No. 2016-04)**

To correct the accounting process and resulting transfer of funds, Administration recommends the transfer back of \$177,466.83 from the Farm Special Reserve Fund to the Farm Operations Fund. Resolution 2016-04 is presented to the Board of Trustees for their approval of the transfer of \$177,466.83, resulting from the sale of COS Dairy Herd and subsequent accounting, from the COS Farm Special Reserve Fund to the COS Farm Operations Fund.

Roll Call Vote
Ms. Statton

14. **RESOLUTION DECLARING INTENTION TO LEASE SURPLUS REAL PROPERTY
AND AUTHORIZING INVITATION OF SEALED BIDS FOR LONG TERM LEASE OF
REAL PROPERTY (Resolution No. 2016-05)**

It is recommended that the Board of Trustees adopt Resolution No. 2016-05, declaring the Mooney Boulevard property as surplus property, and approving the District to invite, receive, and examine bids for a long-term lease of the Mooney Boulevard vacant property owned by the District. Bid results will be brought to the Board of Trustees for the award of the lease agreement.

Roll Call Vote
Ms. Statton

15. **CHANGE ORDER #2: LIVE OAK RENOVATION**

It is recommended that the Board of Trustees approve Change Order #02 for the proposed facility improvements in the amount of \$31,502.65, with zero (0) additional days added to the Contract.

Mr. Woods

16. **BID AWARD: PROP. 39 YEAR 3 L.E.D. RETROFIT PROJECT**

It is recommended that the Board of Trustees award the Base Bid and Alternate Bid Item #1, in the amount of \$275,512, for the Prop. 39 Year 3 L.E.D. Retrofit Project to American Incorporated of Visalia.

Mr. Woods

17. **BOARD POLICIES**

The following revised policies were reviewed and approved by Senior Management, District Governance Senate, and Academic Senate.

- BP 5500 – Standards of Conduct
- BP 5510 – Student Use of Electronic Devices
- BP 5515 – Off-Campus Student Organizations

1st Read
Mr. Carrizosa

XI ADJOURNMENT

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

Monday, November 9, 2015

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,
Bridget Carreon, 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 – President's Conference Room

(The board will report on any reportable action/s taken during Closed Session.)

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (GC# 54956.9(a))

Name of case: TC-SC #257019

2. NEGOTIATIONS (GC § 54957)

- a. College of the Sequoias Adjunct Faculty Association (COSAFA)
Chief Negotiator: Stan Carrizosa
- b. College of the Sequoias Teachers Association (COSTA)
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

Ms. Carreon

b. BOARD MEMBER REPORTS

c. FOUNDATION REPORT

Mr. Foster

d. ACCREDITATION REPORT

Dr. La Serna

- e. SUPERINTENDENT/PRESIDENT'S REPORT
- 1. Introduction of New Division Chairs:
 - David Hurst, Language Arts
 - Milli Owens, Consumer/Family Studies

Mr. Carrizosa

VII REPORTS

- a. ACADEMIC SENATE PRESIDENT'S REPORT/ UPDATE
- b. COSTA PRESIDENT'S REPORT/UPDATE
- c. CSEA PRESIDENT'S REPORT/UPDATE
- d. COSAFA PRESIDENT'S/UPDATE

Dr. Trimble

Ms. Greer

Mr. LaMar

Mr. Nikkel

VIII ORGANIZATIONAL MEETING 2015

The annual organizational meeting of the governing board of the College of the Sequoias Community College District will be held on Monday, December 14, 2015 at 5:00 PM in the COS Board Room at 915 S. Mooney Blvd, Visalia, CA 93277.

IX INFORMATION

- 1. **QUARTER UPDATE TO BUDGET ACCOUNTABILITY (Quarter Ending September 30, 2015)**

Ms. Statton

COS Administration presents quarterly budget accountability reports for the Board's review.

- 2. **QUARTERLY FINANCIAL REPORT CCFS-311Q 1st QUARTER FY 2015-2016**

Ms. Statton

The CCFS-311Q Financial Report shows a projected ending fund balance of \$7,774,666, or 15%. The report also shows a projected surplus for the General Fund.

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.

- 3. **MINUTES OF THE PREVIOUS MEETING:**

- October 5, 2015 – Joint Meeting with TJUHSD
- October 12, 2015 – Regular Meeting

- 4. **PERSONNEL REPORT 05-2015-2016**

- 5. **PAYMENT OF BILLS**

Payment of the District's financial obligations.

- 6. **2015-2016 WORKING BUDGET APPROVAL**

(July 1, 2015 to October 21, 2015)

- 7. **MASTER LEASE AGREEMENT WITH RAY MORGAN COMPANY**

The existing contract for Sequoias Community College District copier/fleet maintenance is expiring. The district leases 103 copier/printers from RMC and will continue to need these devices for college operations. The RMC currently provides on-site service for these 103 leased devices and 121 district owned devices.

XI ACTION

- 8. **CURRICULUM: NEW, MODIFIED, DELETED**

Dr. La Serna

Approval of new curriculum as required by Title 5.

9. **BOARD POLICIES**

The following revised policies were reviewed and approved by Senior Management, District Governance Senate, and Academic Senate.

- BP 4226 – Multiple and Overlapping Enrollments
- BP 4240 – Academic Renewal
- BP 4400 – Community Education Programs
- BP 6620 – Naming of District Buildings, Facilities, or Grounds

1st Read

Mr. Carrizosa

10. **LEASE OF EVANS DITCH WATER STOCK (*Resolution No. 2015-15*)**

The District owns through deed or purchase 30 water shares in Evans Ditch Company (19 Shares – deeded May 19, 1953; 11 Shares – purchased Feb. 14, 1972). The District does not have a current need to hold these shares and desires to lease them for one calendar year (2016) according to California Education Code requirements.

Roll Call Vote

Ms. Statton

XII ADJOURNMENT

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**MEETING OF THE BOARD OF TRUSTEES
OF THE
COLLEGE OF THE SEQUIAS COMMUNITY COLLEGE DISTRICT**

Monday, November 13, 2017

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
Isabella O'Keeffe, 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 – President's Conference Room

(The board will report on any reportable action/s taken during Closed Session.)

1. PUBLIC EMPLOYEE EMPLOYMENT (GC §54957)

Title: Successor to Superintendent/President

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 | Ms. O'Keeffe |
| b. | BOARD MEMBER REPORTS | |
| c. | FOUNDATION REPORT | Mr. Foster |
| d. | ACCREDITATION REPORT | Dr. La Serna |
| e. | SUPERINTENDENT/PRESIDENT'S REPORT | Mr. Carrizosa |
| | • Mini-Corps Partnership Award – presented by Tim Taylor, Superintendent, Butte County | |

VII REPORTS

- | | | |
|----|--|-------------|
| a. | ACADEMIC SENATE PRESIDENT'S REPORT/ UPDATE | Dr. Trimble |
|----|--|-------------|

- | | | |
|----|---------------------------------|--------------|
| b. | COSTA PRESIDENT'S REPORT/UPDATE | Mr. Hurst |
| c. | CSEA PRESIDENT'S REPORT/UPDATE | Mr. LaMar |
| d. | COSAFA PRESIDENT'S/UPDATE | Ms. Erickson |

VIII ANNUAL ORGANIZATIONAL MEETING 2017

The annual organizational meeting of the governing board of the College of the Sequoias Community College District will be held on Monday, December 11, 2017 at 5:00 PM in the COS Board Room at 915 S. Mooney Blvd, Visalia, CA 93277

IX INFORMATION

- | | | |
|----|--|--------------|
| 1. | SOUTH VALLEY INTEGRATED TEACHER EDUCATION PROGRAM (ITEP) – FRESNO STATE VISALIA CAMPUS
Dr. Luz Gonzalez, Dean of the Fresno State Visalia Campus, and Dr. Frederick Peinado Nelson, Associate Professor of Science Education, will present information on the pathway to becoming a teacher through the South Valley ITEP and an update on the Fresno State Visalia Campus. | Dr. La Serna |
| 2. | BOARD APPOINTMENT OF COMMUNITY REPRESENTATIVES TO THE COLLEGE STAKEHOLDERS AND COMMUNITY PANEL FOR SUPERINTENDENT/ PRESIDENT INTERVIEWS
The Board will discuss and agree on the method for selection/appointment of At-large Community representatives. | Mr. Bratsch |
| 3. | QUARTERLY UPDATE – BUDGET ACCOUNTABILITY (Quarter Ending September 30, 2017)
COS Administration presents quarterly budget accountability reports for the Board's review. These reports will reflect changes to revenue and expenditure budgets with descriptions included for the largest components of those changes. The reports provide additional accountability for the District budget process. | Ms. Statton |
| 4. | QUARTERLY FINANCIAL REPORT CCFS-311Q (1st Quarter FY 2017-2018)
The CCFS-311Q Financial Report shows a projected ending fund balance of \$16,366,930 or 27.3%. The report also shows a projected surplus for the General Fund. | Ms. Statton |
| 5. | ACTUARIAL STUDY OF RETIREE HEALTH LIABILITIES AND OPEB TRUST UPDATE
College of the Sequoias has an Actuarial Study of Retiree Health Liabilities completed every two years in compliance with Governmental Accounting Standards. Under new legislation, the District will have a "roll-forward valuation" study completed each interim year. This report reflects the Roll-forward Valuation for measurement date June 30, 2017. | Ms. Statton |

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.

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|----|---|
| 6. | MINUTES OF THE PREVIOUS MEETING: <ul style="list-style-type: none">• October 2, 2017 – Special Meeting• October 9, 2017 – Regular Meeting |
| 7. | PERSONNEL REPORT 05-2017-2018 |
| 8. | PAYMENT OF BILLS |

9. **2017-2018 WORKING BUDGET APPROVAL**
(July 1, 2016 to October 25, 2017)

XI ACTION

10. **CURRICULUM: NEW, MODIFIED, DELETED** Dr. La Serna
Approval of new curriculum as required by Title 5.
11. **ACADEMIC CALENDAR 2019-2020** Dr. La Serna
The Calendar Task Force, comprised of representatives from Academic Services, Student Services, Academic Senate, and the three bargaining units per Administrative Procedure 4010, met during the fall 2017 semester and developed the academic calendar for 2019 – 2020.
12. **2017-19 INTEGRATED PLAN: BASIC SKILLS INITIATIVE, STUDENT EQUITY, AND STUDENT SUCCESS AND SUPPORT PROGRAM** Mr. Calvin
Effective for the 2017-18 school year, the State Chancellor's Office is requiring that Districts submit an Integrated Plan documenting how the Student Success and Support Program (SSSP), Student Equity, and Basic Skills Initiative are implemented and if/how they are collaborating with one another.
13. **BOARD POLICIES** *1st Read*
The following revised policies were reviewed and/or by Senior Management, District Governance Senate, and Academic Senate. Mr. Carrizosa
- a. BP 6100 – Delegation of Authority
 - b. BP 6150 – Designation of Authorized Signatures
 - c. BP 6200 – Budget Preparation
 - d. BP 6250 – Budget Management
 - e. BP 6300 – Fiscal Management
14. **APPROVAL OF WORKABILITY III CONTRACT (Resolution No. 2017-18)** *Roll Call Vote*
The District is recommending the approval of a three year contract (renewal) between the California State Department of Rehabilitation and College of the Sequoias to provide employment services to students with disabilities who are Department of Rehabilitation clients. Mr. Calvin
15. **RESOLUTION DECLARING SURPLUS REAL PROPERTY AND INTENTION TO SELL SURPLUS REAL PROPERTY (Resolution No. 2017-17)** *Roll Call Vote*
It is recommended that the Board of Trustees adopt Resolution No. 2017-17, declaring the Mooney Boulevard property (APN 096-035-010) as surplus property, and approving the District to offer the property for sale to prospective buyers in accordance and compliance with Education Code Title 3, Subsections 81360-81382. Ms. Statton
16. **LEASE OF EVANS DITCH WATER STOCK (Resolution No. 2017-19)** *Roll Call Vote*
The District owns through deed or purchase 30 water shares in Evans Ditch Company and does not have a current need to hold these shares and desires to lease them for one calendar year (2018) according to California Education Code requirements. Ms. Statton

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.

**MEETING OF THE BOARD OF TRUSTEES
OF THE
COLLEGE OF THE SEQUIAS COMMUNITY COLLEGE DISTRICT**

Monday, November 14, 2016

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,
Brissa Flores, 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 – President's Conference Room

(The board will report on any reportable action/s taken during Closed Session.)

1. CONFERENCE WITH LABOR NEGOTIATOR (pursuant to Government Code §54957.6)

- District Designated Representative: Ken Nunes, President of Board of Trustees
- Unrepresented Employee: Stan Carrizosa, District Superintendent/President

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 Ms. Flores
- b. BOARD MEMBER REPORTS
- c. FOUNDATION REPORT Mr. Foster
- d. ACCREDITATION REPORT Dr. La Serna
- e. SUPERINTENDENT/PRESIDENT'S REPORT Mr. Carrizosa
 - Introduction of new manager:
 - Pha "Pa" Mouavangsou, Director, Basic Skills Transformation Grant

VII REPORTS

- | | | |
|----|--|--------------|
| a. | ACADEMIC SENATE PRESIDENT'S REPORT/ UPDATE | Dr. Trimble |
| b. | COSTA PRESIDENT'S REPORT/UPDATE | Mr. Tidwell |
| c. | CSEA PRESIDENT'S REPORT/UPDATE | Mr. LaMar |
| d. | COSAFA PRESIDENT'S/UPDATE | Mr. Nakamura |

VIII INFORMATION

- | | | |
|----|--|-------------|
| 1. | STUDENT EQUITY PLAN UPDATE
COS Administration will share an update on how the Student Success Program funded through Equity Funds is progressing. | Mr. Calvin |
| 2. | QUARTERLY UPDATE – BUDGET ACCOUNTABILITY (Quarter Ending September 30, 2016)
COS Administration presents quarterly budget accountability reports for the Board's review. These reports will reflect changes to revenue and expenditure budgets with descriptions included for the largest components of those changes. The reports provide additional accountability for the District budget process. | Ms. Statton |
| 3. | QUARTERLY FINANCIAL REPORT CCFS-311Q 1ST QUARTER FY 2016-2017
The CCFS-311Q Financial Report shows a projected ending fund balance of \$12,778,236 or 23%. The report also shows a projected surplus for the General Fund. | Ms. Statton |
| 4. | TAX INCREMENT PAYMENT SUBORDINATION FOR PROPOSED 2016 REFUNDING BONDS – CITY OF TULARE MERGED REDEVELOPMENT PROJECTS
The District received a formal request from the City of Tulare to approve the City's intent, acting as a successor agency to the City of Tulare Merged Redevelopment Project, to issue bonds to refund prior bond obligations and achieve debt-service savings. The District is a taxing entity for the above subject redevelopment project area, and under redevelopment law the redevelopment agency's Successor Agency must seek authorization from each taxing entity in order to move forward with such actions. | Ms. Statton |
| 5. | ACTUARIAL STUDY OF RETIREE HEALTH LIABILITIES
College of the Sequoias has an Actuarial Study of Retiree Health Liabilities completed every two years in compliance with Governmental Accounting Standards. | Ms. Statton |
| 6. | MANDATED COST REIMBURSEMENT FUNDS – PROPOSED EXPENDITURE PLAN
The state of California has allocated one-time funds for reimbursement of remaining past mandated cost claims to community colleges. The College of the Sequoias has been allocated \$865,609 in one-time unrestricted (discretionary) funds for the 2016-17 fiscal year. | Ms. Statton |

IX 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.

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|----|---|
| 7. | MINUTES OF THE PREVIOUS MEETING: <ul style="list-style-type: none">• October 3, 2016 – Joint Meeting with Tulare Joint Union High School District• October 10, 2016 – Regular Meeting |
| 8. | PERSONNEL REPORT 05-2016-2017 |
| 9. | PAYMENT OF BILLS
Payment of the District's financial obligations. |

10. **2016-2017 WORKING BUDGET APPROVAL (July 1, 2016 to October 25, 2016)**
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.
11. **AWARD OF CONTRACT: SAWTOOTH AIR HANDLER UNIT REPLACEMENT**
It is recommended that the Board of Trustees ratify the Contract in the amount of \$133,779 for the Sawtooth Air Handler Unit Replacement project to American Incorporated of Visalia.

X ACTION

12. **CURRICULUM: NEW, MODIFIED, DELETED** Dr. La Serna
Approval of new curriculum as required by Title 5.
13. **BOARD POLICIES** **2nd Read**
Mr. Carrizosa
The following revised policies were reviewed and approved by Senior Management, District Governance Senate, and Academic Senate.
 - BP 5120 – Transfer Center
 - BP 5200 – Student Health Services
 - BP 5210 – Communicable Disease
 - BP 5800 – Prevention of Identity Theft
14. **BOARD POLICIES** **1st Read**
Mr. Carrizosa
The following revised policies were reviewed and approved by Senior Management, District Governance Senate, and Academic Senate.
 - BP 5030 – Fees
 - BP 5140 – Access and Ability Center
 - BP 5300 – Student Equity
 - BP 5700 – Intercollegiate Athletics
15. **LEASE OF EVANS DITCH WATER STOCK (Resolution No. 2016-15)** **Roll Call Vote**
Ms. Statton
The District owns through deed or purchase 30 water shares in Evans Ditch Company (19 Shares – deeded May 19, 1953; 11 Shares – purchased Feb. 14, 1972). The District does not have a current need to hold these shares and desires to lease them for one calendar year (2017) according to California Education Code requirements.

XI 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.



Members Present

Administration: Christine Statton - Co-Chair, David Loverin, Zach Patterson, Glen Profeta
Faculty: Mike Skaff-Co-Chair, James McDonnell, John Sorber, Linda Yamakawa
Adjunct Faculty: TBD
Classified: Ahsen Baig, Ryan White
Confidential: Mary Schaefer
Students:
Non-Voting Member: Linda McCauley

Members Absent

Administration:
Faculty:
Adjunct Faculty:
Classified:
Confidential:
Student: Jasmine Pacheco, Cheyne Strawn
Non-Voting Member:
Guest: Kristin Hollabaugh

1. **Call to Order** – Christine Statton called the meeting to order at 3:05.
2. **Approval of the January 25, 2018 Budget Committee Minutes** – Mary Schaefer moved to approve the minutes of 1/25/18 and Linda Yamakawa seconded the motion. No further discussion. Motion carried.
3. **Report to Committee**
 - a) **District Governance Senate Actions** – Above-base resource allocations will be presented to DGS at the Feb. 13th meeting.
 - b) **Board of Trustees Actions and Items** – The 2016-17 annual audit and the selection of B&N as bookstore management will be presented at the February 12th meeting.
4. **Proposed TracDat Changes (Kristin Robinson)** – Kristin Robinson explained that IPRC wants to make a lot of changes to what program review looks like to simplify entering information into TracDat. She discussed how those changes will affect the committee. IPRC would like to remove the high, medium, and low priority listed in TracDat as each request is ranked by the area/department/division/vice president. The rubric asks how the request was ranked by the service area, so the committee doesn't use the priority listed in TracDat. Second, IPRC would also like to clear out the resource request each year. The committee is fine with this. It doesn't need all of that information to assess the effectiveness of a resource request. Lastly, IPRC would like the update of the effectiveness of the resource allocation process to be outside of TracDat. The committee would go back to using the assessment memo. Taking the process out of TracDat is not a problem for the committee.
Christine Statton recommended that changes not be made until after the accreditation visit in October.
5. **Above-Base Resource Requests – Finalize Ranking** - Christine Statton reviewed the approved requests. There is \$250,000 available, but the approved requests total \$259,671. Because the last two approved requests had the same score both had to be approved creating the overage. She will find resources to fund the additional \$9,671. There was discussion about the Alertus system and if it works and is needed. The requests that weren't approved will be forwarded to the Foundation for possible funding. There was much discussion about the ranking process. The committee reviewed the rubric and want to continue using the current rubric.
6. **2016-17 Annual Financial Audit** – Christine Statton pointed out that the auditor's modified opinion was that all requirements were met and there were no findings. She talked about the PERS/STRS liabilities (pg. 7) that are now required to be reported as part of our audit. We have a \$51.6 million liability, but we still have a positive net position.
7. **Budget and Fiscal Items on Board Agenda** – Linda McCauley reviewed the financial reports that will be presented at the Feb. 12th board meeting. She pointed out the current budget surplus of \$103,358. She also reviewed the spreadsheet that shows the surplus without one-time expenditures is \$702,094. There were no questions.
8. **Spring Budget Forums** – Tentative dates are April 17, 18, 19, but are not finalized. Early April meetings may also be possible. Will provide final dates at a future meeting.
9. **Other Business** – It was announced that this was the last budget Committee meeting for Ahsen Baig and Ryan White. Two new classified members will be needed. More information on the new funding formula will be presented when available.



Budget Committee Meeting Minutes
February 7, 2018
3:05-5:00
Sequoia 1

10. **Items for Next Agenda** – None
11. **Next Meeting** – February 22, 2018
12. **Adjourn** – 4:35



Members Present

Administration: Christine Statton - Co-Chair, Tim Hollabaugh, David Loverin, Dorianna Mendieta
Faculty: Marla Prochnow, Mike Skaff, Linda Yamakawa
Adjunct Faculty
Classified: Ryan White
Confidential: Mary Schaefer – Co-Chair
Students: Pablo Villagrana
Non-Voting Member: Linda McCauley

Members Absent

Administration:
Faculty:
Adjunct Faculty:
Classified:
Confidential:
Student:
Non-Voting Member:

Guests:

1. **Call to Order**
Christine Statton called the meeting to order at 3:03.
2. **Approval of the January 21, 2016 Budget Committee Minutes**
Tim Hollabaugh moved to approve the minutes of 1/21/16 and Mike Skaff seconded the motion. No further discussion. Motion carried.
3. **Report to Committee**
District Governance Senate Actions – AP/BP's, the Strategic Plan time line was reviewed (2015-18 Strategic Plan was passed around), and academic calendars for 17/18 & 18/19 were presented for discussion.
Board of Trustees Actions and Items – Highlights of the Governor's January budget proposal, one-time mandated cost reimbursement proposal, quarterly reports, and the 2014-15 annual audit was presented at the February 8th meeting.
4. **Above-Base Resource Requests - Finalize Rankings**
Christine Statton reviewed the rankings. There is \$300,000 available and funding all the requests with a ranking of 12.0 or higher will cost \$337,282. She informed the committee that before the meeting the \$10,000 request (PO1) for the job application software has been pulled and the revised amount to fund will be \$327,282. She will work with fiscal staff to determine if we can use restricted lottery carryover funds to fund the remaining \$27,282. The requests that are not awarded above-base funds will go to the COS Foundation for possible funding.
There was discussion regarding specific resource requests and the resulting rankings and the overall ranking process. There was discussion about revising criteria one (1) on the rubric and about holding annual training on the above-base resource request process. Should training be held in the spring or in early August? No decision was made. There was also a brief discussion about all members reviewing each request next year.
Tim Hollabaugh moved to approve the list of recommendation and Mike Skaff seconded the motion. No further discussion. Motion carried. The list of recommendations (excluding PO1) will be presented to DGS at their next meeting.
5. **Governor's January Budget Proposal – Budget Assumptions**
Christine Statton reviewed a PowerPoint presentation of the Governor's January budget proposal and reminded the committee that these budgets can change a lot by May revise and by the time the final budget is voted on in June. She pointed out that the District has 380-390 more students than was actually budgeted for resulting in additional funding for 2015-16 and projected for 2016-17. The District may receive \$2.28 million for scheduled maintenance and instructional equipment and in the past that amount has been split 50/50. She reviewed the proposed budget for 2016-17 and pointed out that the District will be hiring 18 new faculty members (13 unrestricted funding & 5 restricted funding) for next year.



Budget Committee Meeting Minutes
February 11, 2016
3:00-5:00
Sequoia 18

6. **2014-15 Annual Financial Audit**
Christine Statton briefly reviewed the annual audit. She pointed out that page 12 of the audit shows the District's actual share of the STRS/PERS net pension liability at \$35.6 million. This is a new financial reporting requirement under GASB 68. According to our auditor the debt should not affect any bond ratings.
7. **Budget and Fiscal Items on the Board Agenda**
Linda McCauley reviewed the financial reports that were presented at the February 8, 2016 board meeting.
8. **Spring Budget Forums**
Budget forums will be presented at each campus during the week of March 28 - April 1, 2016.
9. **Items for Next Agenda**
Mandated cost reimbursement proposal
10. **Date of Next Meeting**
February 25, 2016
11. **Adjourn**
The meeting was adjourned at 4:00



Budget Committee Meeting Minutes
November 10, 2016
3:05-5:00
Sequoia 18

Members Present

Administration: Christine Statton - Co-Chair, Tim Hollabaugh, David Loverin
Faculty: Marla Prochnow, Mike Skaff--Co-Chair, Linda Yamakawa
Adjunct Faculty: TBD
Classified: Ryan White
Confidential:
Students: Brenden Stevens
Non-Voting Member: Linda McCauley

Members Absent

Administration: Dorianna Mendieta
Faculty: James McDonnell
Adjunct Faculty:
Classified: Ahsen Baig
Confidential: Mary Schaefer
Student: Cheyne Strawn
Non-Voting Member:

1. **Call to Order** – Christine Statton called the meeting to order at 3:06.
2. **Approval of the October 27, 2016 Budget Committee Minutes** –Tim Hollabaugh moved to approve the minutes of 10/27/16 and Mike Skaff seconded the motion. No further discussion. Motion carried.
3. **Report to Committee**
 - a) **District Governance Senate Actions** – Step 1B process for above-base was reviewed and will be in use this year. A Student Support Survey is sent out every two (2) years and will be sent out in February 2017. Staff will also complete the “Giant Questionnaire” every two years and it will also be sent out in February 2017. There was discussion on the FON. Don Nikkel asked why we wouldn’t recommend going above the FON in good years. *The Budget Committee discussed this question. It was explained that if we go above our FON we have a new baseline that has to be met. Mike Skaff said staying at the minimum FON is fiscally responsible and you’re serving the students extremely well by hitting that minimum FON. It’s still a high number compared to what everyone else is doing and by maintaining a large base of classes taught by adjunct you’re also maintaining that adjunct pool, which is pretty important. It’s tough when you have to go out and find adjunct faculty and you can’t find any because you haven’t used them in a while. Marla Prochnow added that in Anthropology she gets one good person and then they get hired and she’s down to nobody, so she’s constantly in a drought. There are certain subjects where there just aren’t going to be people with a master’s degree living in Tulare and Kings County. Porterville, Bakersfield, and Fresno City all have the same problem and use the same people (West Hills doesn’t even have full-time Anthro). It’s a regional problem for some subjects and we have to use the FON wisely so we can get people into the region with subject areas where there are not a lot of people. AP/PB’s were also reviewed.*
 - b) **Board of Trustees Actions and Items** – None. November 14th is the next meeting and quarterly updates, Tax Increment Payment Subordination, actuarial study of retiree Other Post-Employment Benefits (OPEB), Sawtooth air conditioner replacement and the lease of Evans Ditch water will be presented.
4. **Preliminary Discussion – Above-Base Requests 2016-17** – The current preliminary list has 178 requests totaling \$2.3 million. Christine Statton pointed out that some of the requests listed are already complete and will be removed from the final list. There are requests listed for VTEA funding, training, fieldtrips, workshops, speakers, etc. and those aren’t categories we have. If the committee wants to add a 5th category for those things that can be discussed next year. There was discussion about reporting completed requests in TracDat. Christine Statton explained that in program review you have an action and the action is new, continued, or completed and separately in the resource request there is an active or inactive box to check. In the future, we need to train everyone if their resource request is already funded or they are not asking for it anymore to mark inactive. The final list will be reviewed at the December meeting.
5. **COS Master List-Capital Improvements Needed** - Christine Statton briefly reviewed an initial master list of capital improvement projects. This list was created as a result of the Mandated Cost Reimbursement Funds list and the additional requests from constituency groups. Administrative Services will keep a running list and it will be brought to Budget Committee every six months to determine the things that need to be targeted soon and how to fund them. She asked the committee if they knew of any items that should be added to the list and to keep their ears open throughout



the year for other's thoughts. There was a lot of discussion about the cost of a new phone system for the District and if phones are still needed (out dated technology). In 2020 there will be no more support for the system the District currently has. Tim Hollabaugh will provide Christine Statton with a detailed estimate of the new phone system. Marla Prochnow discussed the Ponderosa building needing a renovation as it is used a great deal for our community events. It could look a lot nicer and all of the technology needs to be improved. Christine Statton mentioned that Ponderosa is possibly something that could be done with scheduled maintenance funds and she would discuss it with the Dean of Facilities. There was also discussion about the fiber optics and network to the softball & baseball fields. It was explained that they need wireless to access software to analyze athletes. Tim Hollabaugh also informed the committee that there was a mandate to cover the entire district facilities with wireless.

6. **Monitor District Solvency – GFU Budget Increases/Decreases** – Christine reviewed the GFU budget increase/decrease spreadsheet. She pointed out that the District adopted a surplus of \$637,000 and that carry forward is one-time and doesn't really affect the ongoing surplus. This document will be presented to the committee monthly.
7. **Budget and Fiscal Items on Board Agenda**– Linda McCauley reviewed the fiscal reports that will be presented at the November 14th board meeting. David Loverin asked about the student loans listed on the 6/30/16 quarter report. Christine Statton explained that those are not Federal Student Loans. Mike Skaff asked a question regarding beginning cash balance is the fund, plus receipts minus expenditures not equaling ending balance. Christine said she would do some investigation. *(Note, after investigation, it was discovered that "receipts" was a misnomer, and it is actually income – including amounts owed but not yet paid (receivables). This title will be changed for future reports).*
8. **Items for the Next Agenda** – Above-base
9. **Date of Next Meeting** – December 8, 2016
10. **Adjourn** – Adjourned at 4:03 pm.



Members Present

Administration: Christine Statton - Co-Chair, Tim Hollabaugh, David Loverin
Faculty: Marla Prochnow, Linda Yamakawa
Adjunct Faculty
Classified: Stephen Meier, Ryan White
Confidential:
Students: Daniel Beauchamp, Pablo Villagrana
Non-Voting Member: Linda McCauley

Members Absent

Administration: Dorianna Mendieta
Faculty: Mike Skaff
Adjunct Faculty:
Classified:
Confidential: Mary Schaefer – Co-Chair
Student:
Non-Voting Member:

Guests:

1. **Call to Order**
Christine Statton called the meeting to order at 3:03. She explained that Anne Leonard & Carol Enns resigned from the committee and replacement members have been requested.
2. **Approval of the October 22, 2015 Budget Committee Minutes**
Tim Hollabaugh moved to approve the minutes of 10/22/15 and Linda Yamakawa seconded the motion. No further discussion. Motion carried.
3. **Report to Committee**
 - District Governance Senate Actions** – Institutional Set Standards comparison, final approval of the Student Equity Plan (state funded less than what they said they would fund), and AP's/BP's.
 - Board of Trustees Actions and Items** – Resolution to lease out 30 water shares from a Visalia water ditch was approved.
4. **Annual FON Report**
Christine Statton reviewed the fall 2015 FON report. She explained that during the years when the District was not meeting the FON the percentage of FTEF attributable to Full-Time Faculty had to reach 70% to continue our funding. The target number for next fall will continue to move until we know what our P2 FTES will be.
5. **Preliminary Above-Base Requests - Discussion**
Christine Statton briefly discussed her review of the requests and her thought that possibly 20 could be for on-going funds and would not be reviewed by the committee. She explained that the few groups that don't actually do a program review can still make *other* requests as long as the request aligns with a strategic plan (blue arrow on Model for Integrated Planning). The committee will decide how to review the requests once they have the list with the set number to be reviewed. The list will be available and reviewed at the December 10th meeting. At that time, the committee will also determine which requests need to be reviewed by the Technology and Facilities Committees for feasibility. She shared that the narratives are now on line and can be reviewed (About COS, click Research & Planning, click Program Review, Program Review Narratives can be Accessed Here-link on right side of the page).
Christine Statton also reminded the committee of the different ideas for changes to the resource allocation process (i.e., add mandates & safety to rubric, not having a higher ranking just because they link to two objectives, a minimum & maximum dollar amount).
6. **Monitor District Solvency – GFU Budget Increases/Decreases**
Christine Statton reviewed the general fund budget spreadsheet, which will be presented to the committee quarterly. She explained how each month there will be a lot of pluses and minuses as things hit the general fund and that most items on the spreadsheet are one-time expenditures (planned deficit spending - taking one-time funds that had fallen to fund balance last year and planned to spend on these one-time items). Due to these expenditures the adopted surplus of \$1,358,872 is currently reduced to \$865,000. The \$566,000 increase for PERS & STRS and a \$15,000 rental cost at TCOVE



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will also be budgeted, reducing the surplus even more. She pointed out that the District still has a surplus. She also mentioned that in the spring negotiations will begin with all groups for 2016-17 and the Board, the President, and the Administration want to be able to have some funds to budget for salary increases, if possible. She also explained that even though Prop 30 (\$.25% sales tax increase) will sunset in December 2016 the District should not be losing \$1.2-\$1.5 million because we are guaranteed the funding under Prop 98.

7. **Budget and Fiscal Items on the Board Agenda**

Linda McCauley reviewed the budget and fiscal reports that were presented to the Board of Trustees at the November 9th meeting. She explained that the state is no longer deferring our cash, so there was no inter-fund borrowing to make payroll or pay normal payables.

8. **Items for the Next Agenda**

The committee was asked to come to the December meeting with thoughts on how to divide up the above-base requests.

9. **Date of Next Meeting**

December 10, 2015

10. **Adjourn**

The meeting was adjourned at 3:47