

MINUTES

BOARD OF TRUSTEES FEATHER RIVER COMMUNITY COLLEGE DISTRICT

1. CALL TO ORDER:

President Sheehan called the Regular Meeting of the Feather River Community College District Board of Trustees to order at 3:02 p.m. on Thursday, September 12, 2013 at Feather River College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California.

Trustees present: Sheehan, Elliott, McNett, West

Trustees absent: Ware

Prior to the Regular Meeting, a public hearing on the Final Budget for FY 2013/2014 was called to order. President Sheehan asked if there was any public comment on the 2013/2014 Final Budget. There being no public comment offered, President Sheehan declared the public hearing closed.

2. AGENDA:

Trustee McNett stated that the words "Plumas Unified School District" in Consent Agenda Item #5A11 should be corrected to read, "Lassen Union High School District". There being no objection or further discussion, the regular and consent agendas for the September 12, 2013 meeting at Feather River College Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as amended, (McNett/Elliott) unanimous.

3. MINUTES:

The minutes from the August 15, 2013 meeting at Feather River College Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California 95971 were approved as presented, (Elliott/McNett) unanimous.

4. ITEMS FROM THE PUBLIC

Kevin Trutna, Superintendent/President introduced Meredith Aragon, Head Softball Coach/Fitness Center Manager to the Board of Trustees and others in attendance. Ms. Aragon stated that she was happy to be at Feather River College and she is enjoying her positions. She also stated that she has a background in fitness centers having written her masters degree thesis on collaboration between rural communities and wellness or fitness centers. She also noted that she had the opportunity to meet and coach four former Feather River College softball players at her previous campus, New Mexico Highlands University.

5. CONSENT AGENDA

Personnel Requisitions, Personnel Actions, Payroll and Commercial Warrants, Budget Transfers, Budget Augmentations and Reductions, the Approval of 2013-2014 Application for CTE Transitions Grant Allocation to continue providing postsecondary education and career preparation services to Plumas, Lassen, and Sierra County High School students and Feather

River College students, Approval of Memorandum of Understanding between Feather River Community College and Plumas District Hospital to provide ambulance and Emergency Medical Technician (EMT) services at five home games during the 2013 football season, Approval of Memorandum of Understanding between Roundhouse Council, Inc. and Feather River Community College District (FRCCD) to offer college courses in Greenville, CA., Approval of Instructional Service Agreement between Feather River Community College District and Sierra Rescue to provide instructional and other services for outdoor safety and recreation programs from July 1, 2013 to June 30, 2014, Approval of Agreement between Feather River Community College District (DISTRICT) and Sierra-Plumas Joint Union High School (AGENCY) for the purpose of outlining duties and responsibilities of each party as they relate to providing affiliated educational course for the AGENCY, Approval of Agreement between Feather River Community College District (DISTRICT) and Lassen Union High School District (AGENCY) for the purpose of outlining the duties and responsibilities of each party as they relate to providing affiliated educational course for the AGENCY, and the Approval of Agreement between Feather River Community College District (DISTRICT) and Plumas Unified School District (AGENCY) for the purpose of outlining the duties and responsibilities of each party as they relate to providing affiliated educational course for the agency were approved as amended, (McNett/Elliott) unanimous

6. REGULAR AGENDA

*** A. Motion Items**

1) Kevin Trutna, Superintendent/President opened initial discussion on the agenda item by indicating that Jim Scoubes, Chief Financial Officer would be leading the discussion on the 2013/2014 Final Budget even though the agenda indicated that it would be Derek Lerch, Dean of Instruction/CIO. He also stated that Trustee Elliott had requested that he check to see what the balance of the Secure Rural Schools Fund was and Dr. Trutna indicated that this amount could be found on page 110 of the 2013/2014 Final Budget book and currently reflects a balance of \$779,865. Jim Scoubes provided those present with an overview of the budget process indicating that the 2012/2013 Final Budget had been rolled over to establish the base budget for the 2013/2014 Tentative Budget which was based on 1,547 FTES in comparison to the prior year's 2012/2013 FTES number of 1,622. He noted that the reduction in revenue represented a decrease in State apportionment of \$346,940 and increases in expenditures consisted only of salaries, payroll benefits, and step increases. With additional information and the signing of the 2013/2014 State budget in June, the Budget Committee was able to make adjustments and met in August to finalize the 2013/2014 Final Budget proposal. He reported that the final budget proposal included a 1.57% Cost of Living Adjustment (COLA) and with this increase he was able to increase revenue in the Unrestricted General Fund by \$174,085. He also stated that there was also a decision to increase the FTES number from the 1,547 number from the 2013/2014 Tentative Budget to 1,600 FTES based on additional summer offerings and this resulted in additional revenue to the

Unrestricted General Fund of \$229,341. There was further discussion and explanation of the FTES adjustments made during the year and Mr. Scoubes described how the Annual Program Review (APR) process for budget development resulted in the Strategic Planning Committee's prioritized list for funding consideration. There was further discussion and explanation of additional adjustments to the Unrestricted General Fund that included total anticipated revenue, the Proposition 30 Education Protection Account (EPA), the Capital Outlay account and the Restricted General Fund accounts. Trustee Elliott questioned the number of budget transfers that are processed through the budget year and Mr. Scoubes responded that he is also not in favor of excessive numbers of budget transfers but he reminded the Board that the budget process begins nearly a year in advance of the approval of the tentative budget and some transfers are going to be necessary as a result. After further discussion and there being no objection, the request for Approval of the 2013/2014 Final Budget was approved as presented, (Elliott/West) unanimous.

2) Jim Scoubes requested Ratification of Quarterly Financial Status Report CCFS-311Q (Q4) for the Quarter Ended June 30, 2013. After further discussion and there being no objection, the request for Ratification of Quarterly Financial Status Report CCFS-311Q (Q4) for the Quarter Ended June 30, 2013 was approved as presented, (West/Elliott) unanimous.

3) Kevin Trutna and Derek Lerch, Dean of Instruction/CIO requested Approval of Curriculum Actions. Dr. Lerch stated that the request included standard revisions to courses in the Mini-Corps Program, a Distance Education Addendum to a music class, and the proposed transfer degree in Business. There being no objection or further discussion, the request for Approval of Curriculum Actions was approved as presented, (West/McNett) unanimous.

4) Kevin Trutna requested Approval of CSEA Chapter #712 Collective Bargaining Agreement. He stated that the agreement has been ratified by the CSEA unit and is the last of the collective bargaining agreements to come to the Board for approval. David Burris, Director of Human Resources/EEO provided an overview of the changes in articles that had been addressed in negotiations and Dr. Trutna noted that the CSEA took a leap of faith in agreeing to remove the "me too" clause and trust in the administration to treat everyone fairly. There being no objection or further discussion, the request for Approval of CSEA Chapter #712 Collective Bargaining Agreement was approved as presented, (McNett/Elliott) unanimous.

*** B. Roll Call Items**

1) Jim Scoubes requested Approval of Resolution #13/14-03 Approval of Gann Appropriations Limit. After further discussion and there being no objection, the request for Approval of Resolution #13/14-03 Approval of Gann Appropriations Limit was approved as presented.

Ayes:	Sheehan, Elliott, McNett, West
Noes:	None
Absent:	Ware
Abstain:	None

C. Special Items/Reports

- 1) Jim Scoubes, Chief Financial Officer presented the District's Monthly Financial Status Report as of August 31, 2013. He reviewed the Unrestricted General Fund Summary noting that expenditures totaled \$2,125,308 for the first two months of the year.

2. Kevin Trutna opened discussion on the agenda item by stating that one of the accreditation recommendations involved Board training and in the development of the Board planning calendar trainings would be planned and incorporated into each of the semesters. He introduced Dr. Nathan Tharp, Digital Technology Instructor to those present and he indicated that Dr. Tharp would be presenting information from his doctoral dissertation on accreditation and how it compares colleges that receive full accreditation against those that receive sanctions. Dr. Tharp narrated a PowerPoint presentation on the influential cultural aspects of accreditation that included a review of historical trends of accreditation from 1788 to 2000, how too many schools are now struggling with accreditation, his accreditation related research, the nature of the study including research questions and purpose and how the study used the activity theory as the unit of analysis for understanding cultural practices. Dr. Tharp also explained the methodology of his research including the qualitative case studies of four institutions, two with five or more sanctions since 2003 and two that had two contiguous reaffirmations of accreditation since 2003. He noted participation, selection, and themes including division of labor, motivation, and integration and the results and some of the responses he received from participants on the subject matter. Dr. Tharp's presentation concluded with a summary of the accreditation activity system and recommendations for campus leaders that included in part the need to define campus-wide roles and resolve conflict, establishing accreditation as important, the need to reframe accreditation as an internally motivated activity, enforcing accreditation activities to keep individuals motivated, maintaining contact with accreditation processes, developing accreditation tools that align with campus rules, and prioritizing resources for the accreditation process. The Board of Trustees thanked Dr. Tharp for his informative presentation and expressed their hope that it would be placed on the website or made available in some other venue to those that might be interested.

4. Communications, Presentations, and Reports

a) Board of Trustees

President Sheehan reported that he had traveled to San Quentin State Prison with Dr. Joan Parkin, Director Incarcerated Student Program and it

was useful in that he now has a better understanding of how the program operates. He also stated that perhaps he would provide a more formal report with Dr. Parkin in the future on what the program does for Feather River College.

b) **Associated Students**

Karen Pierson, Chief Student Services Officer reported that ASFRC is still fairly inactive but that the Region 1 representative has agreed to come to campus and meet with students to encourage their participation in student government.

c) **Academic Senate**

Jeanette Kokosinski, Academic Senate President reported that the Academic Senate is currently looking at Board Policies and Administrative Procedures and getting them updated for approval.

d) **Classified Senate**

No Report

e) **Instruction**

No Report

f) **Student Services**

Karen Pierson reported that the networking activity for new students had taken place during New Student Orientation and she shared some of the student activity logs that students had documented during the session. She also reported that approximately 185 students participated in the day's event and the students were happy with the approach as were the departments and community members involved. Dr. Pierson mentioned that the Community Host Program has been reestablished and was included in the networking fair and approximately 30 students indicated they were interested in participating. She additionally reported that the College Career & Transfer Fair will be taking place on Wednesday, September 18th and she distributed bookmarks to Trustees that promoted the event. Dr. Pierson added that there will be a retreat that same afternoon with administrators and counselors from Plumas Unified School District (PUSD) and information will be shared with them on how many of their seniors attend Feather River College because often they aren't aware of just how many do come. She also stated that examples of some of the students that started at PUSD and then attended FRC and how they are doing now will also be a topic of discussion at the retreat. She additionally explained those FRC students that are unable to make an advising appointment for one reason or another can now email their academic advisors with a question and either advisors Greg McCarthy or Carlie McCarthy will get back to them with the answer within 24 hours. In closing comments on her report Dr. Pierson stated that it's rare for the College to have to talk about student discipline because it doesn't have very much trouble with this on campus but last week there was a fight on campus involving students. She reported that administrators met as a team to try to unravel what happened and why it took place and how this

type of event can be prevented in the future. She reported that the student involved has agreed not to be a student for the remainder of the fall semester and that she will meet with the student to talk about the possibility of returning for the spring semester.

g) Superintendent/President

Kevin Trutna stated that before he addressed a number of items in his written report he wanted to notify the Board that the College has been asked by the Plumas County Economic Recovery Committee to endorse a lobbying to change a bill and he had provided the details of the request in an email sent earlier in the day. He added that if President Sheehan wanted him to follow up on the request to direct him to do so and he would. President Sheehan indicated that he would review the email and follow up with Dr. Trutna on further action. Dr. Trutna also stated HR 1526 is going to the house for a vote and if the Board wanted a letter written on behalf of this Secure Rural Schools provision related to timber sales to please direct him to do so and President Sheehan indicated that he would.

Dr. Trutna shared with the Board the thank you letter he received from the young owner of a pig he had purchased at this year's 4-H sale.

Dr. Trutna reported that Constitution Day activities are required by Colleges that receive federal financial aid and Dr. Katie Desmond, Political Science Instructor has created an activity and posted trivia questions around campus about the Constitution that students answer by scanning the QR code through an electronic device. He also reported that Jerry Hoover, Administration of Justice Instructor was recently published in the Encyclopedia of Community Policing and Problem Solving and that the Food Service Program at the College recently really stepped up by providing meals for firefighters that were fighting the local Mt. Hough forest fire. He added that Jesse Segura, Head Rodeo Coach and his students volunteered to be on call to evacuate livestock if necessary for those families affected by the fire. In closing comments, Dr. Trutna reported that the Feather River College volleyball team is ranked number one in the State right now having beaten several top teams at a recent tournament. He also directed the Board's attention to Institution Day feedback contained in his written report and the fact that Saylor Flett, Outdoor Recreation Leadership Instructor was recently featured in an *Outside Magazine* article related to climbing gear and the link to the article was contained in his written report. Dr. Trutna provided an overview of recent and upcoming activities and he noted that Karen Pierson had led administrators in an interesting discussion on what if you were asked would be the legacy you would like to leave at Feather River College. He added that Dr. Pierson explained that at her previous campus all employees were asked this question and it really created a culture of positive ideas amongst employees.

Before the meeting adjourned, Derek Lerch added that the fiber optic cable pulled into campus by Plumas Sierra Rural Electric was lit up

yesterday resulting in a twenty-five fold increase in bandwidth for the College.

There being no further business, the meeting was adjourned at 5:20 p.m.

KT/ch