

## MINUTES

### **BOARD OF TRUSTEES FEATHER RIVER COMMUNITY COLLEGE DISTRICT**

President Elliott called the regular meeting of the Feather River Community College District Board of Trustees to order at 3:05 p.m. on Thursday, September 16, 2010 at Feather River College, Science Room 104, 570 Golden Eagle Avenue, Quincy, California.

*Trustees present:* Elliott, Schramel, Shamberger, West, Student Trustee Oliphant  
*Trustees absent:* Sheehan

President Elliott announced that the Board of Trustees had met in Closed Session and that action had been taken to approve the contract renewal of the Superintendent/President Ron Taylor.

The regular and consent agendas for the September 16, 2010 meeting at Feather River College, Science Room 104, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Schramel/West) unanimous.

The minutes of the Regular Meeting held on August 19, 2010 at Feather River College Science Room 104, 570 Golden Eagle Avenue, Quincy, California and the Special Meeting held on September 2, 2010 at Feather River College, Administrative Conference Room, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (West/Shamberger) unanimous.

#### **A. ITEMS FROM THE PUBLIC**

Mike Welser, Business Instructor, and member of the public, referred to agenda item C1f, Approval of Draft of Accreditation Response Report and he indicated that on page thirteen, second paragraph, the report stated that..."it came in the wake of failed bargaining discussions on possible salary reductions and other possible concessions." Mr. Welser stated that he wanted to go on record and state that the sentence was a mischaracterization of what actually took place and that he would like the language changed or in terms of the collective bargaining part have it stricken. Mr. Welser also stated that at the bottom of page thirteen there was a sentence that included language that read, ..."they" meaning "the bargaining units" "committed to negotiating appropriate concessions" and he would like to correct the record and say that what the committee was doing was attempting to find solutions to ameliorate the budget shortfall and that the units did not commit to any agreement that there would be concessions. President Elliott stated that Michael Bagley, Chief Instructional Officer, had drafted the report and that Mr. Welser's comments would be addressed as part of the regular agenda item discussion.

#### **B. CONSENT AGENDA**

Personnel Requisitions, Personnel Actions, Payroll and Commercial Warrants, Budget Transfers, Augmentations, and Reductions, and the Ratification of Strata Information Group (SIG) Agreement for Banner® V8 Upgrade and Oracle Database Services Review, Ratification of Instructional Agreement between Feather River Community College District and Lake Almanor Fitness Center, and the Ratification of the Agreement for Merchant Services between Feather River Community College District and Touchnet Information Systems, Inc. were approved as presented, (Schramel/Shamberger) unanimous.

## **C. REGULAR AGENDA**

### **\* 1. Motion Items**

a) Ron Taylor, Superintendent/President, requested Approval of BP 1200 Mission Statement. He stated that the policy has been through the shared governance process and that he would recommend approval. Trustee West requested that the statement be modified to include language that refers to the College's mission encompassing all of the communities that lie within the District. After a brief discussion, it was agreed that the third sentence of BP 1200, Mission Statement, would be amended to read, "The College serves as a community, cultural, and economic leader encompassing all communities that lie within the District and embraces the opportunities afforded by its natural setting." There being no objection or further discussion, the request for Approval of BP 1200, Mission Statement, was approved as amended, (West/Schramel) unanimous.

b) Ron Taylor requested Approval of Board of Trustee Meeting Dates January 2011 through December 2011. There being no objection or further discussion, the request for Approval of Board of Trustee Meeting Dates January 2011 through December 2011 was approved as presented, (Schramel/Shamberger) unanimous.

c) Jim Scoubes, Chief Financial Officer, requested Approval of 2010-2011 Final Budget. He stated that the 2010-2011 Tentative Budget had been approved by the Board of Trustees in June 2010 and that since then there had been some modifications agreed to by the District as budget proposals were finalized. Mr. Scoubes provided information on the two major modifications to the final budget that included the addition of the Feather River Fitness and Recreation budget in the amount of \$278,400, and the inclusion of a residence halls budget in the amount of \$745,000 which has not yet been finalized by the Foundation and the District. He also reported on additional miscellaneous modifications to the final budget that included \$35,000 for contracted services with regards to Banner software, additional legal expenses in the amount of \$15,000, the addition of \$1,600 to the Institutional Research budget because individual costs had not yet been determined for supplies and travel, a \$5,000 contingency for campus computer failure and replacement, \$50,000 in retirement vacation accruals, \$34,396 in salary for the Chief Student Services Officer if it is determined that the position should be filled full time, and \$2,383 for a copy machine for the Financial Aid Office as it had been determined that general fund dollars was the appropriate way to pay for this expense. Mr. Scoubes stated that the

budget consists of several funds including the general fund, both restricted and unrestricted, the child development center fund, capital improvement fund, retirement fund, and financial aid fund. He also stated that in this year's final budget he had included information on the bookstore budget and student employment hours which he had not done in prior years. Mr. Scoubes additionally read from a recent newspaper article that indicated that the State of California has never failed to pass a budget by September 23<sup>rd</sup> in the modern era and that not only is the State likely to miss this date but no one knows when an agreement (on the budget) will come. He also reported that the District is still operating on the tentative budget until the final budget is approved and it still has not received any funds from the State. There being no objection or further discussion, the request for Approval of the 2010-2011 Final Budget was approved as presented, (Shamberger/Schramel) unanimous.

d) Jim Scoubes requested Approval of Ratification of Quarterly Financial Status Report, CCFS-311Q for the Quarter Ended June 30, 2010 (Q4). He explained that the report is due forty-five days after the end of the quarter and reflects a point in time for the projected 2009-2010 expenditures for the Unrestricted General Fund. He also stated that it's important to note that on line 13 the report reflects a fund balance, or beginning fund balance, of \$1,934,809 and that this amount includes a five percent reserve. President Elliott requested information on whether or not the report reflected projected or actual numbers through June 30, 2010 and Mr. Scoubes replied that the report shows actual numbers through August 2010 because entries are still being made. Trustee West asked for an explanation on items six and seven of the report where it asks whether or not the district has significant fiscal problems that must be addressed either this year or next year and Mr. Scoubes referred to the explanation below the question that indicated with no State budget in place the District could face significant cash flow shortages that could detrimentally affect its ability to meet liabilities. There being no objection or further discussion, the request for Ratification of the Quarterly Financial Status Report, CCFS-311Q for the quarter ended June 30, 2010 (Q4) was approved as presented, (West/Schramel) unanimous.

e) Lisa Kelly, Interim Associate Dean of Student Services, requested Approval of 2010-2011 Transfer Plan. She stated that she had invited Jodi Beynon, Program Manager Transition Services, to comment on the Transfer Plan and answer any questions that Board members might have. Ms. Beynon reported that approval of the College's Transfer Plan is an annual review that the Board completes of the plans for transfer activities that the College offers each year. President Elliott asked Ms. Beynon for information on pending legislation that would automatically make a student transfer eligible into the California State University system if they had completed their two year degree, and Ms. Beynon replied that there is a bill being developed that aims at community colleges developing degrees that are transfer oriented into the California State University system and she added that Feather River College already has such a degree in place. She additionally clarified that the 2010-2011 Transfer Plan documents the activities that the College makes available to students to promote transfer. There being no objection or further discussion, the request for Approval of 2010-2011 Transfer Plan was approved as presented, (Shamberger/West) unanimous.

f) Michael Bagley requested Approval of Draft of Accreditation Response Report. He stated that acting as the College's Accreditation Liaison Officer he has worked together with several individuals and constituencies to respond to the Accrediting Commission's follow-up report and site visit. He provided those present with a summary of background information on the accreditation process and the Commission's remaining recommendations including the continued integration and completion of a planning and budget process cycle, the expansion of the College's instructional program review process, and the refinement and incorporation of its research planning systems. Dr. Bagley also reviewed the work plans covered in the draft report that were implemented and completed in response to each of the Commission's recommendations and were aimed at reflecting the activities and governance processes involved with the responses. There was further discussion regarding Mike Welser's comments and recommendations for language modification and how they could be incorporated into the draft while still meeting the approval deadline of October 15, 2010, and Ron Taylor responded that a Special Board meeting was also an alternative. After further discussion and there being no objection, President Elliott recommended that the draft be approved in principle with the caveat that Dr. Bagley and Mr. Welser meet to address modifications in verbiage, (Schramel/West) unanimous.

**\* 2. Roll Call Items**

a) Jim Scoubes requested Approval of Resolution #10/11-05 – Authorization to Secure Loan for Managing the Operations of the Feather River Community College District. He explained that the request involves the authorization and approval of the Superintendent/President and the Chief Financial Officer to secure a loan from Umpqua Bank to provide funding to the District for the purpose of meeting its operating costs in lieu of no State budget. After further discussion and there being no objection, the request for Approval of Resolution #10/11-05 – Authorization to Secure Loan for Managing the Operations of the Feather River Community College District was approved as presented.

Ayes:	Elliott, Schramel, Shamberger, West, Student Trustee Oliphant
Noes:	None
Absent:	Sheehan
Abstain:	None

b) Jim Scoubes requested Approval of Resolution #10/11-06 – Authorization to Execute Merchant Agreement between Touchnet Information Systems, Inc. and Feather River Community College District. He reported that in December 2009 he was directed and authorized by the Superintendent/President to sign a merchant agreement with TouchNet Information Systems, Inc. to process bank card transactions for the online payment of fees and tuition associated with student registrations. President Elliott indicated he had a concern with the automatic renewal of the agreement and whether or not the

three years would extend from the date the agreement was signed or from the date of the approval of the resolution. Mr. Scoubes replied that it would extend three years from the date the agreement was signed. President Elliott also voiced a concern with the 7.5 percent fee charged on each transaction and Mr. Scoubes stated that the fees charged are in line with what other vendors charge for these types of services and that he had attempted to contract with local banking institutions without success. Ron Taylor also stated that he is eager to smooth the student's pathway to enrollment and payment of fees and tuition and that Touchnet currently has an interface with the College's Banner software system. President Elliott indicated that he would recommend approval knowing that within the two remaining years of the agreement that the College address the rate ratio for Touchnet services taking into consideration the ninety day option to terminate the agreement while the District investigates other vendors and the rate ratios they charge for their services. After additional discussion and there being no objection, the request for Approval of Resolution #10/11-06 – Authorization to Execute Merchant Agreement between Touchnet Information Systems, Inc. and Feather River Community College District was approved as presented.

Ayes:	Elliott, Schramel, Shamberger, West, Student Trustee Oliphant
Noes:	None
Absent:	Sheehan
Abstain:	None

### **3. Special Items/Reports**

- a) Jim Scoubes presented the District's Monthly Financial Status Report as of August 31, 2010. He commented that he had also included in the report the Unrestricted General Fund Summary as of June 30, 2010 for informational purposes. Mr. Scoubes reported that as of August 31, 2010 revenues totaled \$93,695 and that expenditures totaled \$1,540,394. He also stated that when the Board approves ratification of commercial and payroll warrants, these warrants represent the total expenditures paid out from any fund for the District and the Unrestricted General Fund Summary represents expenditures out of that fund only. He also reported that according to the Controller's Office the State did not pay an estimated 3.3 billion dollars in expenses in August or nearly ten percent of all State costs and that they are expected to miss an additional 3.1 billion dollars in payments during the month of September. He also reported that the courts have ruled that the State is not authorized to pay vendors, health clinics, community colleges, and student grants among other expenses without an approved State budget.
- b) Ron Taylor provided those present with information and a PowerPoint presentation on District cost savings. The report included an overview of types of savings or reductions and their time frames, cuts in 2009-2010 and 2010-2011 budget development, cash flow reductions current and ongoing, cost-saving proposals some implemented and

some not, an overall 8 percent reduction especially in categorical programs, staffing triage information, a hiring frost, the review of 27 open positions, and continuing reductions to classes, expenses, requisition approvals, and student employment. In recapping his report, Dr. Taylor stated that District expenses for 2009-10 were budgeted at \$12,700,000 and actual general fund expenditures totaled \$11,838,000 or \$896,899 in actual savings against planned expenditures. President Elliott thanked Dr. Taylor for his report and for his efforts in researching and collecting the data to present to the Board.

- c) Michael Bagley introduced Michelle Fulton, Career Technical Education Projects and Grants Director, who provided those present with a report and PowerPoint presentation on activities and progress of the SB 70 grant. She stated that the SB 70 grant is a four-county grant serving career technical education and that the State of California began funding the grant in 2008-09 by the State of California. She also reported that the task of the grant was to build community collaboration between educators, industry partners, and community leaders to promote career technical education. Ms. Fulton's report covered the introduction of SB 70 staff members including Eva Rocke, Sustainability Coordinator, Rajinder Gill and Audrey Peters, part time ETS/SB 70 advisors, and Linda Moore who provides graphic arts support. She also reported that the SB 70 grant, in addition to other services, has provided surveys in terms of need across unified school districts, provided industry outreach, and has formed partnership teams with industry and education partners to explore and identify employee needs and curriculum in areas of career technical education. She also reported that in collaboration with the College, SB 70 will be hosting a College and Career Planning Fair on Tuesday, September 21, 2010 and will continue to support sustainable agricultural workshops in collaboration with the Resource Conversation District and the Feather River Land Trust on October 8, 2010. President Elliott requested information on the size of last year's grant and Ms. Fulton reported that the grant totaled 1.2 million dollars over the entire funding cycle or approximately \$400,000 in each eighteen month period.
- d) Lisa Kelly, Interim Associate Dean of Student Services, introduced Sirena Williams, Residence Halls Manager and Assistant Women's Track Team Coach and she stated that Ms. Williams is doing a good job in her new position. Dr. Kelly also reported that when the census on occupancy at the residence halls was completed on September 9, 2010, there was achievement of an 83 percent occupancy level out of the desired 90 percent occupancy. She also reported that there are 18 beds or 5 rooms that are in repair and unable to be occupied which by nature of the contract are still counted against the 90 percent inventory. Dr. Kelly also reported on activities that are meeting the goal of enhancing student life including an all dorm meeting that occurred the first week of school where safety and policy and procedure were topics of discussion. Nick Boyd, Director of Facilities, additionally reported that his staff has been working diligently at the residence halls to improve the first impression appearance at the facility and that they continue to remodel and improve the overall living conditions for

students and staff. President Elliott commented that he had noticed the obvious improvements to the appearance of the facility at a meeting he recently attended and he additionally welcomed Ms. Williams to campus. Trustee Schramel asked Dr. Kelly whether or not there were contracts in place that students were required to sign to live at the residence halls and Dr. Kelly replied that there were. Tess Oliphant, Student Trustee, remarked that she is glad to hear that students are being held accountable for violation of conduct policies at the residence halls as she had lived at the facility the previous year and improvement in this area was needed.

- e) Ron Taylor stated that BP 2010, Board Membership, was being brought back as a review and discussion item after being tabled from the August 19, 2010 Board meeting. He also stated that Trustee Sheehan had suggested that the policy might benefit from language that indicated that Board members are elected district-wide although they represent a particular geographic trustee area within the County. President Elliott also addressed the issue and possibility of including a goal of attendance for Trustees at Board meetings and Trustee West suggested language that read, "All members of the Board will be expected to attend at least 80 percent of regularly scheduled monthly Board meetings." After further discussion, Dr. Taylor indicated that he would return the policy with a proposed revision at a future meeting while making sure that the recommended percentage was an even amount of Board meetings.
- f) Nick Boyd provided those present with a status report on the Learning Resource Center Construction Project. He reported that the project is approximately 74 percent complete and that the construction schedule has been updated and now reflects a March 15, 2011 completion date. He also reported that there have been significant costs associated with change orders on the project that include the bank stabilization at the west end of the project, eaves above the siding that must be reconfigured as the current angle will not be guaranteed by the siding manufacturer, and the removal of trees and associated stumps from the newly developed handicapped parking area. Mr. Boyd additionally reported that in response to these change order expenses, he has initiated action for a reduction in the scope of work involving bid alternates that include the stone rock veneer on the facility columns, snow melt sidewalk insertions scheduled to be installed in sidewalks leading to the handicapped parking spaces, and a review of landscaping that could be self-performed next spring. He also reported that much of the site support work has already been self-performed and having the project self-insured has resulted in additional cost-savings for the District. Mr. Boyd additionally reported that the current Division of the State Architect (DSA) inspector for the project is retiring and he is in the process of recruiting a replacement.

#### **4. Communications, Presentations, and Reports**

##### **a) Trustee Reports**

No Report

**b) Associated Students**

Tess Oliphant, in the absence of Demonshay Scipio, ASFRC President, reported that students are busy planning for the upcoming Feather River College Homecoming event scheduled for October 2, 2010 and events planned over the weekend include a bonfire, pep rally, assisting the football team with their support of Breast Cancer Awareness, and a dance Saturday evening at the Veteran's Hall. She also reported that ASFRC continues to focus and provide support to the College with its efforts on sustainability.

**Academic Senate**

Tom Davis, Academic Senate President, stated that there had been some confusion at the August meeting of the Academic Senate with regards to the designation of representatives to shared governance committees and how the draft revision under consideration was different to what was posted on the website. He reported that Dr. Taylor had placed the draft revision of the policy that dealt with shared governance committees on the agenda for the September meeting of Cabinet and that committee members had used the allotted time to review the policy and good progress was made on the issue which brought clarity to the process with a couple of refinements to be made at the next meeting. Mr. Davis also noted that as a result of the work and clarification, the next meeting of the Academic Senate went much smoother, individuals received their assignments, and committees were starting to meet and that the overall shared governance process has been improved.

**d) Classified Senate**

Connie Litz, Classified Senate President, reported that October 11, 2010 has been designated as a faculty flex day and that she has been working with Dr. Taylor on professional development possibilities that will include the Classified Staff. She also reported that over the past month all offices have experienced an increase in student traffic and classified staff are working with upgrades to Windows 2010 and preparing for the Banner 8 implementation all of which have contributed to noticeable increases in levels of stress among staff members.

**e) Instruction**

Michael Bagley acknowledged a successful fundraising event held for former Director of Allied Health, Pat Buckner that will benefit a legacy scholarship for nursing students. He also stated that with regards to the continued focus on cost-savings, he recently participated in an accreditation site-visit team where costs and professional development on best practices and expectations for accreditation for colleges was paid for by the Accrediting Commission. He also reported that classes are full in the fourth week of the semester and that with the census date having passed, he is looking forward to meeting with Malia Hard, MIS Specialist, on FTES projections. In closing comments, Dr. Bagley reported that tragically the Hatchery experienced a loss of sturgeon and all California Department of Fish and Game (CDF) fish when they passed away due to water issues related to incomplete system work.

**f) Student Services**

Lisa Kelly, Interim Associate Dean of Student Services, reported that she too is cognizant of the volume and increase in the flow of student traffic on



campus and she noted that the processes students engage in while they support themselves and their attendance at school has also increased and that although increased stress levels have been noticed, they are also being evaluated. She also reported that October is Disability Awareness Month and that the College is collaborating with Equine Studies, the Focus Film Festival, Students in Free Enterprise (SIFE), Disabled Students Programs & Services (DSP&S) and others to show the film, "The Horse Boy" on Wednesday, October 6, 2010. She also stated that after the film, there will be a demonstration at the Equine Studies Center on equine therapy and stress reduction. Dr. Kelly also reported that Student Orientation and Activities for Retention (SOAR) will be sponsoring another series of workshops on the topic of sexual assault prevention and that the workshops will be open to all students, staff, and the public.

**g) Superintendent/President**

Ron Taylor stated that he was pleased to have staff report on the level of traffic and stress on campus because it has become clear to him that it does exist and that there is a high degree of tasks that need to be accomplished and limited staff to do them with. He also thanked Dr. Lisa Kelly for her leadership and for scheduling the activities that address these areas and provide outlets for individuals to participate in activities that help with these feelings. Dr. Taylor also reported that the College has been engaged in conversations with the Foundation over a draft agreement for management services at the residence halls and he will be meeting with Ron Groh, Consultant to the Foundation Business Management Committee, to attempt to finalize the language in the agreement and present it formally for approval at the October meeting of the Board of Trustees. He additionally reported that discussions with the County continue while the District and the County attempt to address cash flow issues with an advance on property tax payments. He also commented that he had provided Board members with copies of a letter he had sent to Governor Schwarzenegger, Assemblyman Dan Logue, and the leaders of the Assembly and Senate at the State level to let them know of the cash flow crisis that the College finds itself in and that this is directly attributable to the State budget stalemate.

President Elliott requested information on the enrollment numbers compared to the previous year, and Dr. Taylor replied that the College has seen enrollment levels that appear, by some numbers, up by 42% in the last year and attempts are being made to verify these numbers. He also reported that the financial aid numbers reflect that the College is engaging with 28% more students filing for financial aid and 13% percent more financial aid awards being processed. President Elliott commented that perhaps a report on FTES could be provided at the October meeting. Bruce Baldwin, Director of Marketing and Outreach, noted that the 42% increase in enrollment head count referred to earlier in the discussion was over a two-year period.

There being no further business, the meeting was adjourned at 5:18 p.m.

RT/ch