

## **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 3:07 p.m. on Thursday, November 20, 2008 at Feather River College, Science Room 104, 570 Golden Eagle Avenue, Quincy, CA.

*Trustees present:* Elliott, Burkey, Schramel, Sheehan, West, Student Trustee  
Scoma

*Trustees absent:*

President Elliott announced that the Board of Trustees had met in closed session and that no action had been taken.

The regular and consent agendas for the November 20, 2008 meeting at Feather River College, Science Room 104, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Sheehan/Schramel) unanimous.

The minutes of the Regular Meeting held on October 23, 2008 at Feather River College, Chester Center, 101 Meadowbrook Loop, Chester, California were approved as presented, (Schramel/Sheehan) unanimous.

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

None

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

Personnel Actions, Payroll and Commercial Warrants, Budget Transfers and Budget Augmentations and Reductions were approved as presented, (Sheehan/Schramel) unanimous.

#### **C. REGULAR AGENDA**

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

a) Michael Bagley, Chief Instructional Officer, requested Approval of New and Revised Courses. He stated that the primary items involved with his request were curriculum cleanup revisions to course numbers to accommodate Banner system implementation, and updates to Business and German courses completed by Mike Welsler, Business Instructor. He also stated that his request additionally included Equine Studies to Agriculture Program

Revisions submitted by Russell Reid, Director of Equine Studies, and his staff. There was general discussion of the Agriculture Degrees Flow Chart and course numbering and titling, and Dr. Bagley explained that these revisions will improve the overall structure and content of the curriculum and provide improved transfer and articulation opportunities for students. After further discussion and there being no objection, the request for Approval of New and Revised courses was approved as presented, (Schramel/Burkey) unanimous.

b) Nick Boyd, Director of Facilities, requested Approval of Donated Equipment. He stated that Feather River College Outdoor Recreation Alumni, Paul Broubay, has offered to donate a 1999 Ford Cargo Van to the college. Mr. Boyd explained that the vehicle is in very clean condition, runs well, and will be a good addition to the current motor pool that the facilities department has. There being no objection, the request for Approval of Donated Equipment was approved as presented, (Burkey/Sheehan) unanimous.

c) Jim Scoubes, Chief Financial Officer, requested Approval of Plumas Bank Account Authorized Signatories as of December 1, 2008. He stated that newly hired Barbara Cormack, Director of Financial Aid, specifically has responsibility for the Raymond Devitt Loan Fund, and that she needs to be added as an authorized bank signatory. There being no objection or further discussion, the request for Approval of Plumas Bank Account Authorized Signatories as of December 1, 2008 was approved as presented, (Sheehan/West), with Elliott abstaining.

d) Jim Scoubes requested Approval to Convert Vendor for Use of Propane to Coast Gas. He stated that the request was inadvertently left off the October 23, 2008 Board agenda and that Dr. Taylor had requested that he present the proposal to the Board for their approval. He stated that the approximate annual savings to the college would be between \$2,000 and \$3,000. There being no objection or further discussion, the request for Approval to Convert Vendor for Use of Propane to Coast Gas was approved as presented, (Sheehan/Burkey) unanimous.

## \* 2. Roll Call Items

None

## 3. Special Items/Reports

a) Jim Scoubes presented the District's Monthly Financial Report as of October 31, 2008. He stated that revenues total \$2,244,269 or 19% of budgeted resources and that expenditures are at 32% or \$3,762,380 as of October 31, 2008. There was additional discussion of the District's Investment Funds Report included with Board packets and Mr. Scoubes stated that the majority of the District's funds reside in two different State funds, LAIF and CAMP, although one of the

investments, Washington Mutual, reflects a \$1,300,000 value on a \$2,000,000 investment and has declared bankruptcy. There was additional discussion regarding the State's deficit projection over the next twenty months and Mr. Scoubes indicated that discussions about a possible agreement regarding action before December 1, 2008 is not optimistic. He also informed the Board that the Budget Committee is meeting regularly to consider options to provide funds for the current year while keeping a vision for the 2009-2010 budget situation in their discussions. Trustee Sheehan stated that there has been almost a total drop off in demand for all products with the current economic situation and in particular demand for building materials has suffered. He requested information on whether or not Nick Boyd, as part of his approach to the construction of the Learning Resource Center, has had any discussions with either of the two local mills concerning using their materials for the project when construction begins in order to assist them with the current economic downturn in demand. Mr. Boyd replied that at this time it is premature to be identifying suppliers for the project because the District is still in the pre-bid process, but that utilizing local vendors as preferred vendors when possible will be a concept that he will incorporate into construction processes. Trustee Sheehan requested that Mr. Boyd aggressively consider local suppliers and the prices they are able to quote into the bid process as the project moves from the pre-bid phase into the construction phase timeline. There was further discussion regarding use of materials versus use of contractors and Trustee Sheehan requested that Mr. Boyd contact the Chancellor's Office to obtain further information and direction regarding use of suppliers and that he report back to the Board at a future meeting with his findings.

- b) Rand Groh, Informations Services Manager, provided those present with a brief overview of the status of the Banner Implementation Project. He stated that the implementation began in May 2008 and that the college is near the halfway point of an eighteen month implementation timeline. Mr. Groh stated that system hardware was installed at the college and that the first functional area to go into production was Business Services in July, and that the Student Registration module followed in October providing students with the capability to register on-line for their spring 2009 classes. He also reported that the Human Resources and Payroll modules are scheduled to go live in January 2009 and that Financial Aid will follow in early spring. Mr. Groh additionally stated that these implementations will complete phase one of a three phase timeline and that phase one is what the college originally contracted and financed for earlier in the year. He added that phase two of the implementation will depend on available funding and will include advanced web features, electronic work flow, an advanced recruiting module, and data warehousing for institutional research. Mr. Groh indicated that phase three of the implementation would include third party non-Banner solutions such as

classroom scheduling, enhanced reporting capabilities, electronic or e-procurement, and additional analysis tools that will assist staff.

Mary Spady, Project Manager for Banner Implementation, provided those present with an overview of her experience with the Banner system and its implementation. She stated that the compressed implementation calendar has presented several challenges for the staff at the college and that she is impressed with the commitment that they and college administrators have shown throughout the past several months. She also stated that the Banner system will accommodate the higher levels of accountability that are being required of higher education institutions by allowing for reductions in manual data entry and the passing of information on paper while increasing access of data for reporting purposes. Ms. Spady also reported that Banner Support Services have been excellent and that there are at least three dedicated individuals that are assisting with the implementation and an entire line of consultants for each specialty area. She also commended Malia Bridges, MIS Specialist, for her excellent work on the conversion of data and her dedication and support of the entire implementation process.

Jamie Cannon, Classified Senate President and Human Resources Technician, provided those present with an overview of her experience with the Banner Implementation Project and how the system enhances capabilities in the area of Human Resources, personnel management and payroll. Ms. Cannon stated that there are challenges with the system, specifically in reporting, labor intensive data entry, and lack of interface between instruction and associate faculty contracts. On the plus side, she stated that employees will have access to electronically view their earnings, sick and vacation time accumulations, change withholding, as well as view and change other aspects of information that affect their payroll data that they previously could not access. Ms. Cannon also stated that in the future, administrators will have the capability to begin electronic personnel action forms for the hiring process that will automatically be relayed to her department. Overall, Ms. Cannon felt that the system was a strong improvement to the legacy system and would serve the campus well. Guy McNett, member of the public, requested information on the reputation of the security of the Banner system due to the sheer amount of information that will be stored in its systems, and Rand Groh responded by indicating that the system is granular in nature and has over 7,000 individual pieces of the system that can be locked down or assigned permissions for. He also reported that there is a security team task force in place that is being utilized to set policy and processes regarding the security of the Banner system, and Dennis Bailey-Fougner, Chief Student Services Officer, reported that the reputation for security within the Banner community of users is impeccable and to his knowledge the system has not experienced a single unauthorized security breach.

Katie Thompson, Chief Accountant, provided those present with an overview of her experience in Business Services since the implementation of the Banner software on July 14, 2008. She stated that initially there were delays in the capability to print and distribute checks, but these issues have been resolved and processes are running smoothly. Ms. Thompson also reported that the Banner system provides the end user the capability of viewing all aspects of their budget including augmentations, transfers, and vendor payments. She concluded her report by stating that the Banner system will eliminate the substantial paperwork issue that the current budget and finance process requires of employees.

Bryon Hughes, Instructional Scheduler, also provided those present with an overview of his experience with the Banner Implementation Project. He stated that he has had previous experience with system conversions and that he rates this conversion as one of the smoothest that he has been through. He commended all those involved with the process and stated that the Banner system is definitely an improvement from the CoCo system that the college previously used. Mr. Hughes stated that the scheduling process is enhanced through Banner and that the Banner system allows him to accomplish more with the college catalog. He also stated that the training that he has been receiving has been thorough and professional. Mr. Hughes also extended an invitation to Board members to stop by his office at their convenience if they wanted a more detailed demonstration of what the Banner system is capable of. He also commented on the helpfulness of the recent 3CBG Conference that he had attended and how important it was that they included a workshop at the conference on scheduling.

Tama Bolton, Director of Admissions and Records, provided those present with a PowerPoint presentation of the types of transactions students can complete when using the Banner system. She also stated that her office began the registration process using the Banner system on October 28, 2008. Ms. Bolton additionally reported that since that time her office has registered 248 students and that the majority of this registration was completed online. She also reported that in the near future students will have the ability to pay for their classes online as well as make requests for transcripts and track the progress of their request without calling the office.

Rand Groh also stated that as efficient as the Banner software is and as superior as the technical support has been from SunGard Higher Education, the staff of Feather River College and their dedication to the project are the reason the implementation has gone as well as it has.

- c) Dennis Bailey-Fougner provided those present with a report on the status of Strategic Enrollment Management. He referred to a memo from Ron Taylor, Superintendent/President, written on November 17,

2008 and he noted that copies had been made available to Board members and others present. Mr. Bailey-Fougner stated that he and Dr. Taylor had spent the last four days at an AACRAO Strategic Enrollment Conference in Anaheim, California, and that they had attended several workshops specifically aimed at the SEM process. He focused his report on the last page of the memo titled, "Addressing the Good Neighbor Challenge This Year and Beyond", because as he noted, it is the most immediate and pressing challenge as the college prepares for fall 2009 recruitment strategies. He additionally stated that the memo contained an abbreviated list of suggestions for an action plan, and that a Campus Community meeting is scheduled for December 4, 2008 so that input from all constituencies can be discussed and evaluated. Trustee Elliott requested information on whether or not Mr. Bailey-Fougner had spoken with the Chancellor's Office about the possibility of Feather River College receiving a waiver of the Good Neighbor Policy requirement regarding FTES, and Mr. Bailey-Fougner responded that he had not, but that he would discuss the topic with Dr. Taylor on his return from Anaheim. There was further discussion regarding a preliminary enrollment strategy for the college in the long term, a proposed enrollment strategy for the college in the short term, and how opportunities for growth can be identified, marketed, and managed to benefit the college.

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

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

Student Trustee Scoma reported that the ASFRC homecoming dance was well attended and enjoyed by the students and that the Halloween haunted house was also a successful event. He additionally reported that ASFRC will have a float in the local community "Christmas Sparkle" parade in the month of December.

Trustee Schramel reported that he will be making a presentation on the importance of water to the Board of Supervisors in January 2009 after new Board members have been sworn in. He added that his report will contain information on why Plumas County is such an integral part of the importance of water, as the Feather River watershed currently provides water in various ways to over 25% of the State of California. Trustee Elliott inquired whether or not Feather River College continues to periodically have guest lecturers speak on issues of interest on campus as they have in the past, and Dr. Bagley replied that although guest lecturers have been sporadic in the recent past, having Trustee Schramel speak on the importance of water conservation and Plumas County would be a good way to rekindle interest.

##### **b) Associated Students**

Student Trustee Scoma reported on behalf of ASFRC that the SIFE team will be holding a competition as part of the Small Business Boot Camp class that the college is currently offering. He explained that the competition is scheduled to take place December 4, 2008 and is being held in conjunction

with SIFE and the Small Business Association to assist students in developing their small business plans. Student Trustee Scoma also announced that Entrepreneurship Week on campus recently began with a lecture from Josh Taylor, Head Softball Coach, on his successes in the area of small business. He also stated that he anticipates this year's SIFE team to be in the top five teams in the nation when they compete later in 2009.

**c) Academic Senate**

No Report

**d) Classified Senate**

Jamie Cannon, Classified Senate President, reported that the Classified Senate had recently fundraised in excess of \$300.00 towards the Classified Senate Scholarship. She explained that bread and gourmet sauces are sold on campus with the proceeds going towards academic scholarships to students who apply for consideration.

**e) Instruction**

Michael Bagley reported that the revised Liberal Studies degrees with emphasis in Sociology, History, and Science, and a General Studies degree have been approved by the State. He also stated that the semester is rapidly coming to a close and finals have been scheduled. Dr. Bagley additionally reported that faculty evaluations by students are in progress, and that SIFE Director, Amy Schulz, is currently attending a statewide conference on entrepreneurship. He also stated that he and a group of faculty members had attended a grant conference in Red Bluff, California, to meet with representatives from Butte College and College of the Siskiyous to discuss their marketability for a workforce development grant and that their vision for application would be that Feather River College represents watershed in terms of job training.

Merle Trueblood, Director of Athletic Operations and Events, stated that Valerie Bonnette, President of Good Sports Inc., evaluated the college as it pertains to Title IX compliance on a visit that began November 12, 2008. He stated that her visit started with a facilities walk through and continued with a group meeting and introduction of all coaches and trainers. Mr. Trueblood continued his report by stating that Ms. Bonnette interviewed each individual head coach and met with two members of the Board of Trustees during her visit and evaluation. He also reported that there had been a campus and community forum regarding Title IX that was held on November 14, 2008 and that Ms. Bonnette concluded her visit with an exit interview with the Superintendent/President. He indicated that a final written report would be received from Good Sports, Inc. on Ms. Bonnette's findings in February 2009. Trustee Elliott reported that he found the meeting with Ms. Bonnette and the information discussed during her presentation to be useful as well as educational.

**f) Student Services**

Dennis Bailey-Fougnier reported that the football team will be participating in the Eagle Bowl on Saturday, November 22, 2008 against Laney College in Oakland, California. He also stated that finals begin December 8, 2008 and that annual performance reports required by the federal government for TRIO programs were signed and submitted today and reflect that both SS TRIO and Educational Talent Search programs meet all federal requirements of the grant. He also indicated that the Upward Bound annual performance report is due and will be submitted in January 2009. Mr. Bailey-Fougnier additionally stated that he will be traveling to San Diego in December to meet with representatives from SunGard Higher Education to familiarize himself with a new fundraising module that the company is developing. He also reported that he will be the MC for the Quincy Chamber of Commerce's annual Wassail Bowl event on December 12<sup>th</sup> at the Plumas County Court House, and that during the event the Citizen and Business of the Year awards will be announced and presented.

**g) Superintendent/President**

Michael Bagley, in the absence of Ron Taylor, requested that Nick Boyd provide those present with an update on the Learning Resource Center construction project. Mr. Boyd stated that all of the plans have been submitted to Walt Reno at the Chancellor's Office and that Mr. Reno is scheduled to meet with the Department of Finance on November 22, 2008 to potentially receive approval to release funding for the construction phase of the project. He also stated that the project is running approximately twenty days behind schedule due to unforeseen issues and schedule conflicts in Sacramento. He additionally reported that once funds have been released by the Chancellor's Office the college will receive authorization to go out to bid on the project, and that the pre-construction management team will meet to discuss the strategy of going out to bid before or after the holidays. Mr. Boyd also explained that the Chancellor's Office had informed him that construction management services could not be advertised prior to the release of construction funding and that as a result the college was advised to reject all nine bids that they had received. Trustee Elliott verified with Mr. Boyd that written letters of explanation would be mailed to all individuals or companies that had submitted bids for construction management services.

Dr. Bagley stated that the Joint Foundation Board and Board of Trustees meetings would be held on December 11, 2008, at the Plumas Bank Notes Department training room on Central Avenue in Quincy. He also stated that the Board of Trustees meeting would begin at 2 p.m. with the Foundation Board meeting following at approximately 4 p.m. Dr. Bagley additionally stated that dinner would follow both meetings at Moon's Restaurant.

There being no further business, the meeting was adjourned at 4:53 p.m.

RT/ch