

## **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 2:59 p.m. on Thursday, November 21, 2013 at Portola High School Library, 155 South Sixth Avenue, Portola, California

*Trustees present:* Sheehan, Elliott, McNett, Ware, West

*Trustees absent:*

#### **2. AGENDA:**

The regular and consent agendas for the November 21, 2013 meeting at Portola High School Library, 155 South Sixth Avenue, Portola, California were approved as presented, (Elliott/McNett) unanimous.

#### **3. MINUTES:**

The minutes from the October 17, 2013 meeting at Feather River College Learning Center Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (West/McNett) unanimous.

#### **4. ITEMS FROM THE PUBLIC**

None

#### **5. CONSENT AGENDA**

Personnel Requisitions, Personnel Actions, Payroll and Commercial Warrants, Budget Transfers, Budget Augmentations and Reductions, the 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 education course for the AGENCY, 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, 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, Approval of Memorandum of Understanding between the Plumas Unified School District (DISTRICT) (PUSD) and Feather River College (FRC) to establish a mutual intent to utilize the woodshop at Quincy High School and the Approval of Agreement between Ray Dalton Construction Consulting (CONSULTANT) and Feather River Community College District (OWNER) to provide services for the inspection for the close out

of project application numbers 102898, 103145, 106820, 47806, 62126, and 108938 were approved as presented (McNett/Elliott) unanimous.

Trustee McNett requested additional information on Consent Agenda item #5A10, Approval of Agreement between Ray Dalton Construction Consulting and Feather River Community College District to close out various project application numbers and he stated that he wondered what the project numbers coincided with as far as campus construction projects were concerned. Kevin Trutna, Superintendent/ President responded that it is not uncommon for community college construction projects to remain open as far as paperwork is concerned with the State and that he would follow up with the Nick Boyd, Director of Facilities/CTO to provide Trustee McNett with the information.

## **6. REGULAR AGENDA**

### **\* A. Motion Items**

1) Kevin Trutna opened initial discussion on the request for Approval of Curriculum Actions by indicating that Derek Lerch, Dean of Instruction/CIO would be leading further discussion. Dr. Lerch stated that the request for Approval of Curriculum Actions involved a number of revised and retired courses and other items related to transfer degrees that are being rolled out across the State. After further discussion and there being no objection, the request for Approval of Curriculum Actions was approved as presented, (West/Ware) unanimous

2) Kevin Trutna opened discussion on the request for Approval of Feather River Community College District Sustainability Management Plan by explaining that sustainability plans in general began with environmental sustainability legislation AB 32 passed in 2006. He further explained that the Chancellor's Office also has a sustainability policy and had developed a model with assistance from Citrus College and then Feather River Community College decided to participate and joined in with developing the inaugural Sustainability Plan template. Dr. Trutna added that by approving the Sustainability Management Plan, the Board of Trustees would not be approving everything contained in the document but would be approving the information's use as a roadmap that would be used to further sustainability efforts at the College. After further discussion that included comments from Derek Lerch on the efforts of the Sustainability Action Team (SAT), the request for Approval of the Feather River College Sustainability Management Plan was approved as presented, (Elliott/West) unanimous.

### **\* B. Roll Call Items**

None

### **C. Special Items/Reports**

1) Jim Scoubes, Chief Financial Officer presented the District's Monthly Financial Status Report as of October 31, 2013. He reviewed the

Unrestricted General Fund Summary noting that the District is currently at 31% of approved budget compared to 32% for the prior year. He also reported that State apportionment funding that appears in the monthly report and is recorded by the County of Plumas is almost always related to timing issues and the October allocation of funding which amounted to approximately \$371,000 did not arrive until November 4<sup>th</sup> and is not reflected in the revenue side of the report. Trustee Elliott commented that he had read information regarding a current surplus in the State budget at this time that included increased allocations to school systems on various college levels and he asked Mr. Scoubes if he could elaborate on this information. Mr. Scoubes' response indicated that he had also been made aware of this information through the media but that he had not received any official information from the Chancellor's Office that would confirm that additional funding allocations would actually take place.

- 2) Laurie Munroe, Environmental Studies Capstone Project participant provided those present with a condensed overview and PowerPoint presentation of this year's capstone project. She explained that the intent of the project, typically completed in the student's last semester, is to tie together everything a student learns and normally takes place in the student's last semester of the Environmental Studies Program. Ms. Munroe explained the project was a forest and fire management plan for the Feather River College campus that included thinning the forest and utilizing the wood and she added in working on the project, students analyzed the management plan and then made recommendations for future changes. She provided a background of her goals and education while explaining that the work of the Capstone Project has been funded solely through a Rural Assistance Center (RAC) grant and her presentation included information on surrounding campus resources including forests, plant life, watershed, cultural sites and wildlife habitat. Ms. Munroe concluded her presentation by reporting on future recommendations including the continued reuse of fuels thinned from the forest, the maintenance of biodiversity, watershed, usage of the forest and cultural sites. She added that additional future recommendations include establishing a campus planning protocol and process for the environmental impacts of new buildings, etc. and that planning committees already on campus include a component of managing the land as they plan for the future. She also stated that a site manager, someone with a background in ecology and forest management, might be wishful thinking but would be useful to have especially with the expertise watershed monitoring requires. The Board of Trustees thanked Ms. Munroe for her informative report and presentation and she answered questions from Trustees on various topics related to the presentation.
- 3) Kevin Trutna stated that the Accrediting Commission for Community and Junior Colleges (ACCJC) through the U.S. Department of Education (USDE) has a requirement that all institutions develop set standards and he explained that the ACCJC understands that every institution is different but it feels that each institution needs to establish these set standards with regards to student success and achievement in relation to the institution's

mission. He indicated that the College started this last year and it's incorporated into the Board planning guide for the year, but he thought it would be beneficial for Derek Lerch to talk to Trustees in more detail about what the Council on Instruction (COI) has been doing to define these set standards for Feather River Community College. Dr. Lerch distributed a one-page handout on the topic and he referred to it as he reported that the standards were based on recent trends in institutional data including course repetition rates, retention percentages, degree and certificate completion, and the number of students transferring to four-year colleges. He added that the Council on Instruction was also given the task of figuring out a meaningful way in which to measure these metrics which are different from goals or targets that the District wants to reach. Dr. Lerch additionally reported that the ACCJC also encouraged the District to come up with other metrics in which student success could be measured and the Council on Instruction endorsed adding four additional metrics of measurement that included "30 units" defining the percentage of degree-seeking student who complete 30 units or the halfway mark for an associates degree, a "completion rate" defining the percentage of students who completed their degree, certificate, or transfer goal, "remedial" defining the percentage of credit student who start below college level and completed a college-level course in the same discipline and "CTE" defining the percentage of students who completed their career-technical education degree or certificate. In closing comments on his report, Dr. Lerch stated that the running averages of the required metrics will be updated in early 2014 and that the College will use the statistical methods from the Chancellor's Office Scorecard data to provide a multi-year perspective on achievement and trends for the College. At the request of Trustees, Dr. Lerch also explained the tracking of transfer students inside and outside of California, how gap years affect the statistics, data and four year versus six year cohorts and how exactly the metric of percentage versus number of transfer students was measured. Dr. Trutna indicated that Dr. Lerch's report should be considered a preview and that institutional set standards will be covered in further detail in February 2014 when the Student Success Scorecard report is provided since this will take the place of the former Accountability Reporting for Community Colleges (ARCC) report.

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

##### **a) Board of Trustees**

Trustee Ware reported that she recently attended a parent's weekend at University of California Los Angeles (UCLA) where her younger son is a senior and she had the opportunity to attend two lectures, one by a physicist on atomic particles and the other focused on cell biology. She also mentioned that when listening to the President of UCLA speak she noticed that he spoke about many of the same issues Feather River College faces like class size and where its students were going after they leave the institution.

Trustee Elliott stated that he enjoyed having the meeting in Portola and is looking forward to attending the meetings in Greenville and Chester.

Trustee West echoed Trustee Elliott's comments noting that she is a graduate of Portola High School as were her children and it was the nice to see the community members and teachers that she still knows from those years.

Trustee McNett stated he appreciated the administration's efforts to reach out to the other communities in the County.

**b) Associated Students**

Karen Pierson, Chief Student Services Officers reported that there has been some recent interest in reactivating the Associated Students of Feather River College (ASFRC) constituency as student Timothy Kauffman approached her about the possibility of becoming an ASFRC officer or student trustee. She added that after some consideration he decided on the student trustee position and was elected after running unopposed. Dr. Pierson additionally reported that Mr. Kauffman will be officially sworn into the position at the December 12<sup>th</sup> meeting. She added that another group of students independent of Mr. Kauffman approached her about reactivating ASFRC and pending an additional election there will be a new group of officers representing the student constituency.

Trustee Sheehan asked about who may have conducted a community needs survey some time back and Connie Litz, Classified Senate President reported that it was likely completed by former Director of Marketing, Bruce Baldwin and that she might be able to locate the results.

**c) Academic Senate**

Jeanette Kokosinski, Academic Senate President reported that the Senate is making progress on administrative procedures and board policies. She also reported that the Academic Senate took a survey that completed a ranking of new faculty positions and the position that rose to the top was in the field of anthropology followed by agriculture, humanities, biology, English and mathematics. She also reported that Kevin Trutna has communicated that there is a placeholder in the budget for a new faculty hire after the appropriate recruitment and hiring process takes place. Dr. Trutna confirmed that he had communicated that there was a placeholder in the budget through the Annual Program Review (APR) process for a new faculty hire and that he would look to the Strategic Planning Committee to rank this request along with all of the other requests that need to be prioritized.

**d) Classified Senate**

Connie Litz reported that the Classified Senate had previously discussed a strategic planning goal for itself that focused on improving communication between its members to broaden representation on issues of shared governance. She added that steps to achieve the goal have been established and include receiving summaries from membership on events

and activities that can be included in her monthly President's report. She added that another step to achieving the goal is to establish a SharePoint site for the Classified Senate where information on these summaries and other reports can be shared with a larger percentage of the membership.

e) **Instruction**

Derek Lerch reported that it's the height of the faculty evaluation process and faculty members are in the process of observing and being observed in the classroom. He added that he is working his way through the associate faculty evaluations now and will begin work on the full-time faculty evaluations in approximately two weeks. He also reported that he is getting closer to making a summary recommendation to Kevin Trutna on a new website vendor for the College and has been scrutinizing the details of the various content management systems in order to select the vendor that best fits the website needs of the College. Dr. Lerch also reported that the Curriculum Committee has been working double and triple time to get through approximately 200 to 300 pages of curriculum items in preparation for a number of transfer degrees for the State as well as getting items approved for the catalog that is being developed right now. In closing comments on his report, Dr. Lerch stated that administrators are working on their responses that will be included in the mid-term accreditation report due in 2015 but must be ready in December 2014. President Sheehan asked when the next time the Board will take up matters related to accreditation and Dr. Lerch responded that in terms of the regular cycle it will be mid to late spring.

f) **Student Services**

Karen Pierson stated that having the meeting at the Portola High School made it seem even more relevant to report that Student Services is working on putting into place a plan to provide all high school seniors and maybe juniors with the College's placement examination referred to as Accuplacer. The plan also involves having the student fill out a Feather River Community College application for enrollment at the same time so that transition into registration is smoother for the student as they move into the final steps of enrollment and complete the online orientation and meet with a counselor to register for classes. Dr. Pierson additionally reported that next week she and other members of Student Services will view a demonstration of DegreeWorks, software that is designed to provide a student with an electronic student education plan.

Dr. Pierson followed up on Derek Lerch's comments about the preparation that is taking place for the catalog and she explained that the Student Services portion of the catalog will become more of a marketing tool and less contractual in nature. She also reported that the previous evening the Business Management Committee (BMC) of the Foundation approved the recommendation to retain the current rents at the residence halls for the next year and that this decision allows the College to place the application containing housing costs on the website so students can compare costs when considering their housing needs. In closing comments on her report Dr. Pierson stated that she is working with the four shared-governance

committees that she chairs to write goals and then define how the goals would be measured and she noted it has been a good exercise with good results. Dr. Pierson also reported that the Student Intervention Committee has been reactivated after an absence and it will be working on developing a system to follow students and provide intervention for those students who might be falling into academic probation, etc. President Sheehan thanked Dr. Pierson for her good work with the BMC providing balance sheets and income statements for the Foundation enterprises, especially the fitness center, because it helps him understand where things fit in the overall budget scheme of the College.

**g) Superintendent/President**

Kevin Trutna reported that he is working with the Quincy Chamber of Commerce on an East Quincy welcome sign that contains symbols for all of the community service groups and a green bar at the bottom of the sign that states, "Home of Feather River College". Dr. Trutna also reminded Trustees that the December Board meeting will begin at 2 p.m. and will be a joint meeting with the Foundation. He further explained that the report section of the agenda will include information presented by a number of students from Dr. Katie Desmond's political science class on a Campus Climate Survey that they conducted during the semester. He added that he will also give Trustees an update during that meeting on the one book project with dinner to follow both meetings. Dr. Trutna additionally reported that the Housing Task Force that was developed is working on providing the Board with a housing recommendation at the end of the school year and a number of items that the Board has already seen over the past few months will begin to trickle down including a possible presentation of the Facilities Master Plan on Institutional Day and an update on the FTES report by Brian Murphy will be provided to the Board at a future meeting. Dr. Trutna reported that the Board meeting calendar will be an action item in December and there was discussion about what community the Board would visit next and when. In closing comments on his report, Dr. Trutna stated that Amy Schulz was featured in the Huffington Post as one of the pollination project change-maker educators in America and equally important on a local level was that FRC's Licensed Vocational Nursing (LVN) students provided approximately 600 flu shots County wide. He added that women's volleyball received its fourth consecutive conference championship and women's soccer received its sixth consecutive conference championship. He referenced other items contained in his written report and he noted that his goal will be provide the same format when the Board visits the Greenville and Chester areas for its meetings and to place these reports on the College's website for community information.

There being no further business, the meeting was adjourned at 4:35 p.m.

KT/ch