

# **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 3:15 p.m. on Thursday, January 21, 2010 at Feather River College, Science Room 104, 570 Golden Eagle Avenue, Quincy, California.

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

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

The agenda for the January 21, 2010 meeting at Feather River College, Science Room 104, 570 Golden Eagle Avenue, Quincy, California was approved as presented, (Schramel/West) unanimous.

The minutes of the Regular Meeting held on December 10, 2009 at Plumas Bank Notes Department, 32 Central Avenue, Quincy, California were approved as presented, (West/Schramel) unanimous.

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

None

### **B. CONSENT AGENDA**

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

### **C. REGULAR AGENDA**

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

a) Michael Bagley, Chief Instructional Officer, requested Approval of New and Revised Courses. He stated that the request included revisions from Dr. Darla DeRuiter, Environmental Studies and Outdoor Recreation Leadership Instructor, and Jerry Hoover, Administration of Justice Instructor, and that the courses are continuations of Student Learning Outcome revisions and improvements to courses already in the system. He also reported that previous Physical Education courses described in the packet have all been assumed under the new rubric of Health and Exercise Studies under Terry Baumgartner, Head Baseball Coach and Physical Education Instructor and

Haley White, Head Women's Basketball Coach and Physical Education Instructor. Dr. Bagley also explained that Judith Andrews, Administrative Office Management Instructor, had also submitted course improvements and customization of certificate levels in the Administrative Office Management field of study. After further discussion and there being no objection, the request for Approval of New and Revised Courses was approved as presented, (Sheehan/Schramel) unanimous.

b) Ron Taylor, Superintendent/President, requested Approval of BP 3570, Smoking on Campus. He stated that the policy was an update to the current BP 3570 and that the language had been modified to bring the policy more into line with the Administrative Procedure. He explained that as stated in the Board Policy, there will be designated areas where smoking will be allowed and that these areas will be incorporated into the Administrative Procedure that is currently being developed. After further discussion and there being no objection, the Request for Approval of BP 3570, Smoking on Campus, was approved as presented, (Schramel/Sheehan) unanimous.

c) Jim Scoubes, Chief Financial Officer, requested Ratification of the Quarterly Financial Status Report, CCFS-311Q for the Quarter Ending September 30, 2009 (Q1). After further discussion and there being no objection, the request for Ratification of the Quarterly Financial Status Report, CCFS-311Q for the Quarter Ending September 30, 2009 was approved as presented, (Sheehan/West) unanimous.

d) Jim Scoubes requested Approval of 2010/2011 Non-Resident Tuition Fee. He stated that per Education Code 76140 every community college district in the State of California must have in place by February 1<sup>st</sup> their established non-residence tuition fee. Mr. Scoubes reviewed the 2010-11 Nonresident Fee Worksheet with those present, and he stated that it is recommended that the non-resident tuition fee at Feather River College be approved at the rate of \$220.00 per credit unit. To provide additional insight and information on the topic, Ron Taylor distributed a handout that provided an analysis of annual costs associated with a typical out-of-state student athlete and the maximum financial aid that could be available to that student as they evaluate the costs of their education. Merle Trueblood, Director of Athletic Operations and Events, voiced concerns from the Athletics Department regarding how raising the non-resident tuition rate to \$220.00 would negatively affect a student's decision to attend Feather River College. After further discussion, the request for Approval of 2010/2011 Non-Resident Tuition Fee was approved as presented, (Sheehan/Schramel) unanimous.

## \* 2. Roll Call Items

(a) Lisa Kelly, Interim Associate Dean Student Services, requested Approval of Resolution #09/10-20 – Agreement with the California Department of Education to Accept Instructional Material and Supplies Funding for the Child Development Program for Fiscal Year 2009-10. She stated that the Department of Education has notified the college that some additional funding will be made available to qualified districts to purchase either durable or consumable developmentally appropriate and curriculum-related instructional materials. Dr. Kelly introduced Ms.

Shelley Morrison, Director, Child Development Center, who explained that a resolution is required by the State of California to accept the funding in the amount of \$500.00 and to provide assurances for compliance with required guidelines for expenditures. There being no objection, the request for Approval of Resolution #09/10-20 – Agreement with the California Department of Education to Accept Instructional Material and Supplies Funding for the Child Development Program for Fiscal year 2009-10 was approved as presented.

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

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

- a) Jim Scoubes presented the District's Quarterly Financial Status Report as of December 31, 2009. He reviewed the Unrestricted General Fund Summary and he noted that revenues are currently \$2,717,428 or 21% of approved budget compared to 43% for the prior year. He reported that the difference between the two percentages was the receipt of property taxes that had not yet been recorded. He also stated that expenditures total \$5,664,828 or 45% percent of the budget. Mr. Scoubes also reviewed the Restricted, Child Development, Capital Outlay, Retiree Benefits, and Financial Aid summaries and he noted that all funds remain within Board approved budget guidelines.
- b) Nick Boyd, Director of Facilities, provided those present with an update on the status of the Learning Resource Center Construction Project. He stated that according to construction individuals and the inspector of record, the project is 22 percent complete. Mr. Boyd reported that action was taken to prepare the site for winter conditions and that the dewatering system that was installed is functioning to allow workers to resume work as soon as weather permits. Mr. Boyd additionally reported that the remaining five bid divisions have been awarded and contracts have been signed, however the construction schedule has been pushed back by approximately thirty-five days due to the need to reevaluate soil conditions. He additionally reported that the completion date for the facility is now scheduled for February or March 2011. Mr. Boyd also reported that near the location of the artesian well for the facility, a 20,000 gallon storage tank that measures 20 feet wide and 14 feet high will be placed as a buffer storage tank for the heat pumps for the facility. He explained that for environmental reasons the tank cannot be placed underground and attempts to aesthetically blend the tank with the surrounding area are being considered.
- c) Ron Taylor provided those present with a report on budget strategy. He referred to a handout provided to the Trustees in their Board packets, "Toward a Budget Strategy for Feather River College", and he made additional copies of the document available for public review. Dr.

Taylor provided a power point presentation and summary of the key facts that must be considered as a budget strategy for Feather River College is developed for 2010-2011 and beyond. His comments included a summary of the five-year forecast from the Legislative Analyst's Office (LAO), the California statewide situation, the Feather River College local situation, and Governor's Schwarzenegger's proposed budget.

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

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

Student Trustee Camp reported that the policy regarding food and drink in campus facilities is still be worked on and efforts to resolve the issue are moving forward. Trustee West requested an update on accreditation and Dr. Taylor responded that he expects information from the Accrediting Commission to become available around the first week of February as members met in early January to make their decision regarding the status of Feather River College but he has not yet received their written report. Trustee Sheehan requested that Michael Bagley include in his department report information on the Butte County ARRA issue. Trustee Elliott requested information on whether or not a date had been set for disaster preparedness training for the Board of Trustees and Cynthia Hall, Administrative Assistant to the Superintendent/President stated that she has not received a confirmation on the training at this time but that she would notify the Board of the date and time as soon as she was informed.

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

No Report

##### **c) Academic Senate**

Chris Connell, Academic Senate President, stated that he has been working with the Strategic Planning Committee to form an ad-hoc committee of faculty and classified staff members to work on the revision of the mission and vision statements. He also reported that there have been a number of faculty retirements recently and that the Senate has recommended as their highest priority a replacement for the Director of Allied Health in the nursing program.

##### **d) Classified Senate**

Connie Litz, Classified Senate Vice President, reported that the unit has voted to rename the Classified Senate Scholarship to the Rose Cortez Memorial Scholarship to honor Ms. Cortez's devotion to students. She also stated that the staff of the Disabled Students Programs and Services Department wanted the Board of Trustees to know that in spite of recent reductions to their staff they remain positive and committed to serving students in the new semester. She also stated that the Director of the Program, Terrie Rose-Boehme, and Danielle Westmoreland, Assistive Technology Specialist, will be representing Region One as representatives for disabled students at the Chancellor's Office. Ms. Litz also reported that enrollment increases experienced in the fall are continuing into the spring semester and academic advisors report an increased workload and traffic flow as a result. She also reported that most general education courses are at full capacity and that some vocational program classes still have enrollment availability. Ms. Litz additionally

reported that classified staff would also like to report that they are completing their first full year of the Banner software implementation and although it has been a challenge the work continues.

**e) Instruction**

Michael Bagley reported that Karen Paiva has joined the staff of the Office of Instruction as faculty secretary and that he is grateful to have her support and assistance. He also reported that he has been in charge of completing a Comprehensive Program Review in the Office of Instruction and that through this process he has learned that there has been a 23 percent increase in student contact hours or FTES as a whole. Trustee Elliott responded that he thought that FTES had decreased and Dr. Bagley explained that although there had been a 23 percent increase in FTES as a whole, the institution was not able to be funded for all of the increase due to the 100 FTES limit on Good Neighbor students. He also reported that the first indicator apportionment report or the P1 report that was just recently sent to the State reflected an expectation of 1,598 FTES and that the institution is tracking to enroll approximately 184 FTE students that would qualify for Good Neighbor with the institution only being allowed to count 100 of these enrollments. There was further discussion regarding FTES and Trustee Sheehan inquired whether or not enough time had passed to evaluate the decision to increase the FTES number above the 1,500 cap and Dr. Bagley replied that all things considered it was definitely the right decision. Dr. Bagley additionally reported that Feather River College placed above their peers in a recent Student Right to Know study done by the Chancellor's Office on student completions and transfers. He also stated that he has been communicating with Linda Zorn, a leader in grant and regional economic development from Butte College, to set up a meeting with interested parties in Plumas County to talk about ARRA funds and economic development as soon as there is a break from the winter storms.

**f) Student Services**

Lisa Kelly reported that the Strategic Enrollment Management Committee continues to move forward in developing a model and plan for the management of enrollment at Feather River College. She also reported that some of the factors that will be considered in the model will be FTES, compliance, facilities, vision, and community. She also reported that Student Services is working on an online orientation to allow students some flexibility to complete part of their requirements for attending the institution and that enhancing student life on campus is also a priority. She also stated that the Diversity Committee has a slate of activities scheduled for the spring semester that will include a continuation of the Black History Bowl in February, a women's history event, and a Mardi Gras event that will include participation and integration of the community into the fun. Dr. Kelly also reported that counseling and advising and the traffic flow involved are being enhanced by providing faculty with the tools and resources to take a greater part in their student's success. She additionally reported that she recently had the opportunity to interact with students by assisting in the Admissions and Records office and that she enjoyed the contact with many of the FRC students. Dr. Kelly also reported that Student Services has been invited to put forth plans for the space that will be available when the library migrates to the new Learning Resource Center building and that FRC will be hosting Kid's

Night Out on February 13, 2010 and that this event allows for parents to enjoy a night out while their children enjoy events and fun while under the supervision of ASFRC students and staff members on campus.

**g) Superintendent/President**

No Report

There being no further business, the meeting was adjourned at 5:08 p.m.

RT/ch