

## 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 3:01 p.m. on Thursday, June 18, 2015 at Feather River Community College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California.

*Trustees present:* Sheehan, Elliott, McNett, Meyers, Ware, Student Trustee  
Williamson

*Trustees absent:*

#### **2. Closed Session Announcement:**

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

#### **3. Administration of Oath of Allegiance – Kelly Williamson, Student Trustee**

Kevin Trutna, Superintendent/President administered the Oath of Allegiance to Student Trustee Elect, Kelly Williamson. Ms. Williamson stated that she is a mother and a grandmother and that she made a decision to devote time for a career for herself. She also stated that she is majoring in Administration of Justice and would like to go into environmental law. Ms. Williamson also informed the Board of Trustees that she is the current president of the Phi Theta Kappa Honor Society.

#### **4. Agenda**

Trustee Elliott noted that he had concerns regarding Consent Agenda Item #7A7, Approval of Directors and Officers Liability proposal from Keenan and Associates. President Sheehan requested that Consent Agenda Item #7A7 be moved from the Consent Agenda for further discussion as Regular Agenda, Motion Item #8A0 and there was consensus. There being no objection or further discussion, the Regular and Consent Agendas were approved as amended, (Elliott/Ware/Sheehan/McNett/Meyers /Williamson Aye) (None Opposed).

#### **5. Minutes**

The minutes from the Regular Meeting held on Thursday, May 21, 2015 at Feather River Community College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (McNett/Meyers/Sheehan /Elliott/Ware/Williamson Aye (None Opposed).

#### **6. Items from the Public:**

None

#### **7. Consent Agenda**

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

Personnel Requisitions, Personnel Actions, Payroll and Commercial Warrants, Budget Transfers, Budget Augmentations/Reductions, Approval of Agreement between Feather River Community College District (DISTRICT) and Chester Community Chorus (AGENCY) for AGENCY to provide instructional and other services for music education programs as described in Agreement, Approval of Grant Agreement #14-326-003 between the Board of Governor's (BOG), California Community Colleges Chancellor's Office, Workforce and Economic Development Division and Feather River Community College District in the amount of \$833,730 in Industry Driver Regional Collaborative (IDRC) funding for Embedded Soft Skills project, Approval of Agreement between Feather River Community College District (DISTRICT) and Yosemite Community College District/Columbia College (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 San Diego Mira Mar College (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 West Hills Community College 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 Shasta Community College District (DISTRICT) 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 Sonoma County College 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 Los Rios Community College District – Folsom Lake College/El Dorado Center for the purpose of outlining the duties the 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 Community College 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 Santa Barbara College 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 presented (Elliott/Ware/Sheehan/McNett/Meyers/Williamson Aye) (None Opposed).

Ann Powers, Reporter, Feather River Publishing was asked by President Sheehan to introduce herself to the Board of Trustees. Ms. Powers stated that she has been covering the news for the Portola Reporter and with the resignation of former reporter James Wilson, she would be covering future meetings of the Feather River Community College Board of Trustees.

Kevin Trutna introduced Agnes Koos, Institutional Researcher to the Board of Trustees. Dr. Koos provided the Board of Trustees and others present with information on her educational background and most recent employment.

## **8. Regular Agenda**

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

- 0) President Sheehan requested discussion on the request for Approval of Directors and Officers Liability Proposal from Keenan and Associates. Kevin Trutna explained that one of the questions regarding the agenda item was what was included and excluded in the Keenan Insurance coverage and what the Statewide Association of Community Colleges (SWACC) covers for the District. Jim Scoubes, Chief Financial Officer offered his assessment of the coverage by stating that the first layer of property and liability insurance coverage for the District falls under the Joint Powers Authority (JPA) self-insurance consortium that the college belongs to and the second layer of property and liability insurance, or amounts over \$25,000 in property and liability, is covered by SWACC. He further explained that in that second layer is included employment practices insurance. He explained that the coverage in the SWACC policy is broad in nature and unless it is specifically excluded it would be covered as long as it is not an illegal act. After further discussion that included a request from Trustee Elliott that a) a written endorsement be obtained indicating that wrongful termination coverage or coverage for other potential District violations of employment practices exists under the Directors and Officers (D&O) coverage, and b) that a quote for inclusion of employment practices in the D&O coverage be obtained, the request for Approval of Directors and Officers Liability Proposal from Keenan and Associates was approved as presented, (Elliott/Ware/Sheehan/McNett/Meyers/Williamson Aye) (None Opposed).
- 1) Kevin Trutna requested Approval of Faculty Equivalencies by the Governing Board. After brief discussion and there being no objection, the request for Approval of Faculty Equivalencies was approved as presented, (Ware/McNett/Sheehan/Elliott/Meyers/Williamson Aye) (None Opposed).

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

- 1) Kevin Trutna requested Approval of Resolution #15/16-01 – Approval of Contract Agreement #CSPP-5168 between Feather River Community College District and California Department of Education to Provide General Child Care and Development Program effective July 1, 2015 through June 30, 2016. After further discussion and there being no objection, the request for Approval of Resolution #15/16-01 – Approval of Contract Agreement #CSPP-5168 between Feather River Community College District and California Department of Education to Provide General Child Care and Development Program effective July 1, 2015 through June 30, 2016 was approved as presented.

Ayes: Sheehan, Elliott, McNett, Meyers, Ware, Student Trustee  
Williamson  
Noes: None  
Absent: None  
Abstain: None

- 2) Kevin Trutna requested Approval of Resolution #15/16-02 – Approval of Contract Agreement #CSPP-5331 between Feather River Community College District and California Department of Education to Provide California State Preschool Program effective July 1, 2015 through June 30, 2016. There being no objection or further discussion, the request for Approval of Resolution #15/16-03 – Approval of Contract Agreement #CSPP-5331 between Feather River Community College District and California Department of Education to Provide California State Preschool Program effective July 1, 2015 through June 30, 2016 was approved as presented.

Ayes: Sheehan, Elliott, McNett, Meyers, Ware, West, Student  
Trustee Williamson  
Noes: None  
Absent: None  
Abstain: None

- 3) Kevin Trutna requested Approval of Resolution #15/16-03 – Approval of 2015-2016 Workability III Contract. After further discussion and there being no objection, the request for Approval of Resolution #15/16-03 – Approval of Workability III Contract was approved as presented.

Ayes: Sheehan, Elliott, McNett, Meyers, Ware, Student Trustee  
Williamson  
Noes: None  
Absent: None  
Abstain: None

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

- 1) Jim Scoubes presented the District's Monthly Financial Status Report for the period ending May 31, 2015. He reviewed the Unrestricted General Fund Summary included in the report stating that the District has spent 83% of its budget in comparison to 84% for the prior year. Mr. Scoubes also reported that the month of June typically involves increased spending and adjustments to budgets and even if this holds true for this year, the District should come in at approximately 95% of the approved 2014-2015 budget. In closing comments on his financial report, Mr. Scoubes noted that the auditors have completed their initial visit and he will know more about the review once he receives the written report. He also stated that as of right now the governor has not signed the 2015-2016 budget, but

information coming from the Chancellor's Office indicates that Governor Brown will likely prevail with the figures he presented in his May revise. Trustee Elliott departed the meeting at 3:41 p.m.

- 2) Kevin Trutna provided opening remarks on the special report on the biomass boiler stating that Jonathan Kusel, CEO Sierra Institute would be presenting a more detailed presentation on the topic. Dr. Trutna reported that the college was approached to be part of a county-wide project to support the installation of biomass boilers and he thought it would be a good opportunity for one of the college's stand-alone buildings. Dr. Trutna additionally reported that in talking to Dr. Kusel he learned that the county annex needed a new boiler, the residence halls were in close proximity to the annex, and in keeping with the grant proposal multiple agencies would benefit from the installation. Dr. Trutna explained that the proposal is to place the biomass boiler on county land, have the county maintain and run it, and the college would purchase hot water from the county. Dr. Kusel shared background information on the Sierra Institute located in Taylorsville, California while reporting that the grant proposal for the biomass boiler has been approved and the county has agreed to a California Environmental Quality Act (CEQA) exemption which allows the California Energy Commission Board to feel comfortable in allocating dollars to the project. He provided a PowerPoint presentation on the project that included the value of increasing biomass utilization in the county, conservative numbers for the amount of bone-dry material available, stakeholders involved, overall savings, efficiency and look of the product, location of the boiler (northwest corner of county annex property), positive outcomes in peak load reduction, construction match costs of \$250,000, and implications for the college. Dr. Trutna thanked Dr. Kusel for his presentation and asked him to return to a future meeting for an update. He also presented Dr. Kusel with some questions that have come up in different meetings he has attended on the subject. Trustee McNett stated that he is enthusiastic about the information he has learned thus far and that he would like to sit down at a future meeting with Dr. Kusel, Nick Boyd, Director of Facilities/CTO, and other stakeholders to discuss operational costs, exchange agreements and other details of the project.
- 3) Kevin Trutna opened discussion on the agenda item by stating that one of the requirements established by the Accrediting Commission for Community and Junior College (ACCJC) is that the college have institutional set standards. He also explained that the Chancellor's Office has also established the Student Success Scorecard as a performance measure on student progress and success and that the Board of Trustees needs to be aware of the outcomes on these reporting requirements and measurement systems. Derek Lerch, Dean of Instruction/CIO continued the discussion by stating that all colleges are required by the ACCJC to set institutional standards, monitor the standards, and then make adjustments when it feels it is falling below these standards. He distributed handouts that reflected the mandated and chosen standards for FRC and how the college performed in these areas. It was noted that the 2013-2014 performance scores that FRC reported surpassed the institutional set

standards set by the ACCJC. Additionally, he provided the Board of Trustees with information and performance percentages and numbers on the four metrics added by FRC from the Student Success Scorecard including “30 units” or the halfway point towards an associate degree, completion rate number or the degree/certificate rate, remedial progress, and career technical education progress. He explained that the Student Success Scorecard is a single interface webpage that compares FRC’s progress to other schools in the state, but what it doesn’t capture is that one school’s definition of pre-collegiate may differ from school to school and there was further discussion. In conclusion, Dr. Lerch reported that FRC surpassed all institutional set standards except for remedial progress in English and that this variability in the remedial progress rates will require further study at the departmental level. He also stated that FRC students have a higher completion rate relative to the 30 unit mark than regional and statewide averages, and that FRC has shown a 3.7% improvement rate in the overall completion rate in its last two cohort years while state and regional rates have decreased.

- 4) Kevin Trutna requested that the report on FRC’s bachelor’s degree be tabled until the July meeting and there was consensus.

Dr. Trutna announced that the college just hired Mr. J.P. Tanner as the new full-time faculty agriculture instructor. Derek Lerch stated that Mr. Tanner has accepted the offer of employment and has already talked quite a bit with Russell Reid on the classes he’ll be taking on this semester. Dr. Lerch also stated that J.P. as he likes to be called is a thorough, organized, and energetic individual that researched the school and its agriculture program thoroughly before accepting the position.

## **Communications, Presentations, and Reports**

### **1. Board of Trustees**

Trustee Ware reported that the Chester/Lake Almanor area just experienced its first drowning of the summer. Dr. Ware also reported that she recently treated her first case of swimmers itch in her medical practice. Trustee Meyers suggested that if there is any sort of commendation that could be presented to Jesse Segura for his National Intercollegiate Rodeo Coach of the Year Award that the District do so and there was consensus.

### **2. Associated Students**

No Report

### **3. Academic Senate**

No Report

### **4. Classified Senate**

Cynthia Hall, Classified Senate President reported the Classified Senate met on Monday, June 18<sup>th</sup> where it finished its review of AP 7123,

Classified Hiring Procedures. She also reported that a four person committee has been formed to review and award at least two Rose Cortez Memorial Scholarships to continuing FRC students.

#### **5. Instruction**

Derek Lerch distributed copies of the new 2014 accreditation standards that Board members had requested during the May meeting. Dr. Lerch reminded the Board of Trustees that the comprehensive site visit will take place in March 2018 so the self-evaluation must be mailed in December 2017. He added that the fall 2015 semester will be spent on collecting evidence that reflects compliance with the standards, and from this body of evidence the initial narrative of the self-evaluation will begin to be written during the spring of 2016. He also reported that the assignment of the standards to the shared-governance committees occurred in Cabinet in spring 2015 and that the accreditation leadership team is composed of Kevin Trutna, Superintendent/President, Derek Lerch, Accreditation Liaison Officer, Katie Desmond, Faculty Accreditation Chairperson, and Cindy Hall, Classified Accreditation Chairperson. Dr. Lerch also briefly described the new component to the self-evaluation referred to as the quality focus essay that will be written after the institution has evaluated itself and identified any weaknesses it feels it has.

Derek Lerch reported that although the curriculum for the four-year degree is not completely finalized yet, good progress was made during the spring semester. He also reported that Russell Reid and Carolyn Shipp, Executive Director of the Foundation have started the preliminary work on writing the Substantive Change Proposal that will be submitted to ACCJC that describes all aspects of the program including how it came to be and what the school plans to do to support it. He also reported that he and Mr. Reid will be in Sacramento next week to attend what is being called the Bachelor's Degree Summit where all fifteen schools that received approval to offer the degree will get together to discuss the issues in front of them.

#### **6. Student Services**

Karen Pierson, Chief Student Services Officer (CSSO) stated that whenever there are discussions about accreditation and student learning outcomes, it needs to be remembered that Student Services has the same obligations and whenever there is an event like graduation, it wants to obtain evidence on how it did and how it can improve its processes. Dr. Pierson asked employees what they thought about the event and this year the comments were positive except when it came to the length of time graduates took to thank those that have supported them. She explained that employees felt that this should somehow be shortened and that they will looking at ways to accomplish this in the future. Dr. Pierson also reported that she had just returned from attending a retreat with nine other chief student services officers representing the board that plans a joint conference with chief instructional officers and that discussions included initiatives, equity, student support services, and the responsibility that comes with the large amounts of funding. She explained that a mathematics retreat is being discussed as a way to assist and give

students more confidence in the subject before they begin their regular math classes. In closing comments on her report, Dr. Pierson reported that the college recently contracted with Diego and Tiffany Lozano to work on a three minute video as part of the Student Success and Support Program's (SSSP's) effort to welcome students to campus when they attend New Student Orientation August 21<sup>st</sup>.

7) **Superintendent/President**

Kevin Trutna announced that Jesse Segura, Head Rodeo Coach was selected to receive the 2015 National Intercollegiate Rodeo Coach of the Year Award on June 17 during the College National Rodeo Finals (CNRF) competition in Casper, Wyoming. He added that Wednesday, June 17<sup>th</sup> was also declared "Jesse Segura Day" by the mayor of Casper. Dr. Trutna also reviewed other articles from his written report including the "2015 FRC by the Numbers" article and the "Rodeo Sisters Lead FRC" article from the June 11<sup>th</sup> Nevada Appeal. He also announced information on the new certificate the college plans to offer in small farm sustainable agriculture once the curriculum makes its way through the shared governance process. He added that the certificate will become part of a new degree being added to attract new people and increase numbers in the Environmental Studies Program. He added that although the details of the certificate are not yet finalized, classes are planned to begin in the fall of 2016.

There being no further business, the meeting was adjourned at 5:00 p.m.

KT/ch