

## 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 3:04 p.m. on Thursday, August 19, 2010 at Feather River College, Science Room 104, 570 Golden Eagle Avenue, Quincy, California.

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

*Trustees absent:* West

President Elliott announced that the Board of Trustees had met in Closed Session to discuss the evaluation of the Superintendent/President and that no action had been taken.

The regular agenda for the August 19, 2010 meeting at Feather River College, Science Room 104, 570 Golden Eagle Avenue, Quincy, California was approved as presented, (Sheehan/Schramel) unanimous.

The minutes of the Regular Meeting held on July 15, 2010 at Feather River College, Science Room 104, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Sheehan/Schramel) unanimous.

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

Merle Trueblood, Director of Athletic Operations and Events, extended an invitation to the Board of Trustees and others present to attend the grand re-opening of Feather River Fitness and Recreation scheduled to take place after the Board meeting from 5 p.m. to 8 p.m. He further stated that the event will focus on community fun, membership, and tours of the facility and will include a barbecue dinner and a live band for entertainment.

Michael Bagley, Chief Instructional Officer, formerly welcomed and introduced new faculty member Judy Mahan, Director of Allied Health Services. Ms. Mahan, who was present, thanked the Board for allowing her to become part of the faculty at Feather River College and she stated that Board members could be proud of the manner in which all staff has responded to her arrival and orientation of the campus.

#### **ADMINISTRATION OF THE OATH OF ALLEGIANCE**

Ron Taylor, Superintendent/President, administered the Oath of Allegiance to Student Trustee Elect, Tess Oliphant. Dr. Taylor and the Board of Trustees

welcomed Ms. Oliphant to her position as Student Trustee and stated that they are looking forward to working with her in her new position.

## **B. CONSENT AGENDA**

President Elliott requested that Consent Agenda Item #B1a, Ratification of Personnel Requisitions, be moved from the Consent Agenda to the Regular Agenda as Item #C1a for further discussion and a minor correction. There being no objection or further discussion, 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) Ron Taylor requested Ratification of Personnel Requisitions. He explained that his request involved a minor adjustment to requisition FR000276, Assistant Manager – Dorms/ASFRC Advisor on page two of the backup documentation. He requested that the words, “ASFRC Advisor” be stricken from the position as it had been decided within the last two days that the roles needed to be split out and hired separately. Dr. Taylor noted that the ASFRC Advisor would appear on the Consent Agenda for the September Board meeting. There being no objection or further discussion, the request for Ratification of Personnel Requisitions was approved as amended, (Sheehan/Shamberger) unanimous.

b) Nick Boyd, Director of Facilities, requested Approval of Formal Project Proposal (FPP) for Vacating Temporary Campus Structures. He stated that at the June 24, 2010 meeting of the Board of Trustees, approval was given to develop a FPP for a new instructional building to be located just below the Vocational Technical building and towards the Zygnier Allied Health Building. Mr. Boyd further reported that the deadline for submission of the FPP is September 1, 2010 and that the completed and final FPP document would be available for Board signature prior to this date. Mr. Boyd introduced Jordan Knighton, NTD Architecture Partner, to those present and Mr. Knighton provided an overview and Power Point presentation of the FPP/Site Facility Master Plan that included project goals, prior organizational concept studies, philosophy, goals, and expected outcomes of the building, curriculum and anticipated use, departmental and individual space relationships, site analysis, campus connectivity, and next steps for the FPP. After additional discussion and questions by members of the public and the Board, the request for Approval of Formal Project Proposal (FPP) for Vacating Temporary Campus Structures was approved as presented, (Schramel/Shamberger) unanimous.

c) Ron Taylor requested Approval of Feather River College 2010-2013 Strategic Plan. He stated that the actual Strategic Plan itself was preceded in Board packets by the Superintendent's/President's Message reflecting how the interaction of campus service areas, students, staff, and faculty contributed to the input and central point of reference for the work. He also noted that the Superintendent/President's Message was followed by

information or a “preamble” to the goals and objectives of the Strategic Plan and was included to provide the Board and the public with information and an overview of how the Strategic Plan and planning assumptions and processes were developed over the last eighteen months. President Elliott requested clarification on whether or not the linking of planning and budget, as pointed out in past accreditation evaluations, was appropriately documented and Dr. Taylor responded that Objective 1.1.1 that states, “An evaluation of the annual planning process will be conducted and findings used to improve overall integrated planning” would be the objective that would speak to the overall concept of linking planning and budget. Dr. Taylor also stated that the draft as a whole is based on the accrediting standards and is produced in those four strategic directions and that Strategic Direction I, Institutional Effectiveness aims at integration of planning and budget such that you have a reasonable expectation of achieving what you set out to do and that you have a process that is flexibly responsive to conditions. There was further discussion of the Plan and Dr. Taylor explained that he was seeking Board approval of the objectives and goals so that implementation can begin and staff can continue working on action plans for each objective. After further discussion and a recommendation by Trustee Sheehan that the preamble material be checked for formatting and pagination, the request for Approval of 2010-2013 Feather River College Strategic Plan was approved as presented, (Schramel/Shamberger) unanimous.

c) Michael Bagley, Chief Instructional Officer, requested Approval to Hire J.D. Johnson as Emergency Hire Head Football Coach/Physical Education Instructor effective September 1, 2010 to May 31, 2011. Dr. Bagley deferred to Merle Trueblood for further information on the hire. Mr. Trueblood introduced J.D. Johnson, who was present, and he reported that Mr. Johnson has proven himself to be the best candidate for the position and that he plans to focus the program on academics, financial ability to attend, citizenship or character, and athletic ability. Mr. Johnson thanked the Board for the opportunity to create something special with the football program and bridge the gap between the program and the community. After further discussion and there being no objection, the request for Approval to Hire J.D. Johnson as Emergency Hire Head Football Coach/Physical Education Instructor effective September 1, 2010 to May 31, 2011 was approved as presented, (Sheehan/Schramel) unanimous.

Mr. Trueblood also introduced Garn Pringle from Lake Almanor Fitness who was present and planned to attend the re-opening of Feather River Fitness and Recreation in support of the efforts of the College.

d) Michael Bagley requested Approval to Hire Michelle Fulton as Career Technical Education Projects and Grants Director effective August 1, 2010. He stated that Ms. Fulton has served as Project Director for the SB 70 Career Technical Education Grant and the decision was made recently to make the position permanent in an effort to support and grow the SB 70 concept and contingent upon grant funding. Dr. Bagley reported that Ms. Fulton proved herself to be the most qualified candidate through a competitive hiring process and she has demonstrated outstanding leadership capabilities in her current role over the last two years. After further discussion and a request by Trustee Sheehan that Ms. Fulton’s SB 70 grant activities presentation be

rescheduled for the next Board meeting, the request for Approval to Hire Michelle Fulton as Career Technical Education Projects and Grants Director effective August 1, 2010 was approved as presented, (Sheehan/Schramel) unanimous.

**\* 2. Roll Call Items**

- a) Nick Boyd requested Approval of Resolution #10/11-03 – Approval of Contract Agreement with the California Department of Education for FY 2010-2011 Facilities Renovation Repair (FRR) Funds for Child Development Center. He reported that the State Department of Education has awarded funds in the amount of \$18,800 to Feather River College to provide contractors assistance to maintain health, safe, and accessible environments for children in State subsidized child care and development programs. Mr. Boyd recognized Shelley Morrison, Director, Child Development Center, for her assistance and work on the application. After further discussion and there being no objection, the request for Approval of Resolution #10/11-03 – Approval of Contract Agreement with the California Department of Education for FY 2010-2011 Facilities Revocation Repair (FRR) Funds for Child Development Center was approved as presented

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

**3. Special Items/Reports**

- a) Jim Scoubes, Chief Financial Officer, presented the District's Monthly Financial Status Report as of July 31, 2010. He also reported that he had included and would cover both Unrestricted General Fund Summaries ending June 30, 2010 and July 31, 2010 in his report. Mr. Scoubes reported that as of June 30, 2010 the District's revenue was \$11,736,672 and expenditures were \$11,699,359 and that he does not anticipate receipt of any further revenue for the year ending June 30, 2010. President Elliott asked whether or not revenues had been over budgeted or if the State had underfunded the District and Mr. Scoubes explained that the beginning fund balance could also have been reported as zero and the total revenue could have been expressed as \$11,736 because it had not been necessary to utilize the beginning fund balance. Ron Taylor added that this was the result of the cost cutting measures implemented by the District.

Mr. Scoubes referred those present to the Unrestricted General Fund Summary as of July 31, 2010. He reported that the Summary reflects revenues of \$5,360 and expenditures of \$789,068 and he noted that the report summary reflects the cash flow challenge currently facing the District. He additionally reported that no apportionment funding has been received by the District from the State of California and this will continue until a budget is passed. Mr. Scoubes additionally reported

that the TRAN process that the Board recently approved participation in went well and that the District has received funding for just over 1.9 million dollars. He also reported that reimbursement funds from the State with regards to the Learning Resource Center Construction Project have been timely and that the District has also received approval from Umpqua Bank on the line of credit that had expired and needed to be reestablished with updated application documentation. Trustee Sheehan asked for information on whether or not the Local Agency Investment Fund (LAIF) had been utilized and Mr. Scoubes replied that he had made inquiries with regards to the District's ability to access the fund through the County Treasurer and what the process would be if it were necessary to do so. Guy McNett, member of the public, requested information on how long the District's operational budget could survive on the TRAN, and Mr. Scoubes replied that it would be approximately the end of September. There was further discussion about the process if there is a need to consider further borrowing and Mr. Scoubes noted that as additional information is received, a special Board of Trustees meeting may need to be scheduled. Dr. Taylor also indicated that the spending "frost" implemented at the beginning of the fiscal year is still in place and he evaluates daily the needs of the spending requests for every area.

- b) Due to the illness of Michelle Fulton, the agenda item was tabled until the September meeting of the Board of Trustees.
- c) Ron Taylor presented Board Policy 2010, Board Membership in its current form for review by the Board of Trustees. He also stated that Trustee West has requested that the agenda item be renewed for discussion again at the September Board of Trustees meeting and that he planned to package it along with some other policies for the Board's information. Trustee Sheehan also stated he was not sure the language in the first sentence of the policy, "The Board shall consist of five (5) members elected by the qualified voters of the District" adequately conveys the point that Trustee elections are decided by a county-wide vote.

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

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

President Elliott welcomed Student Trustee Oliphant to the Board and he encouraged her to comment on recent activities or concerns that she felt would be of interest to the Board. Student Trustee Oliphant thanked President Elliott for the information and she added that she is excited and looking forward to the year ahead.

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

Student Trustee Oliphant, in the absence of Demonshay Scipio, ASFRC President, reported that ASFRC officers had their first meeting the prior evening and that they had discussed their plans for New Student Orientation taking place on Friday, August 20<sup>th</sup> and additional plans for a new student and welcome back barbecue in the near future.

### **Academic Senate**

Tom Davis, Academic Senate President, reported that full time faculty returned on Tuesday, August 17<sup>th</sup> and engaged with the rest of the campus community in Institutional Day activities. He also reported that faculty had also participated in an excellent professional development day and the focus was the continuance of an activity and frank discussion that began in May with Dr. Taylor about a whole range of issues facing the College and included the broadening of general education offerings at the institution. He also reported that faculty assignments on shared governance committees was also discussed and it was noted that shared governance committees noted in policy on the College's website do not concur with what the campus has been doing in fact. He additionally noted that he has discussed the issue with Dr. Taylor and he anticipates further discussion will take place in the future.

### **d) Classified Senate**

Connie Litz, Classified Senate President, reported that the first meeting of the Classified Senate had taken place earlier in the day and that the meeting had included discussion on how the unit can improve communication between its members and have a solid voice through committee representation. She also reported that a survey has been distributed to members of the Classified Senate in an effort to receive input on meeting times, etc. Ms. Litz additionally reported that she and Lori Bergum, Vice President of the Classified Senate, plan to visit the different areas of campus and introduce themselves as an additional step to improved communication and education on the role of the Classified Senate.

### **e) Instruction**

Michael Bagley reported that the first accreditation newsletter has been distributed to the campus and copies of it had been provided to members of the Board. He also explained that the aim of the newsletter is to provide a solid foundation and communication to the entire campus on the complex issue of accreditation. Dr. Bagley also reported that in addition to accreditation, he has been working on professional development, faculty flex presentations, enrollment reports, and related budget issues. He additionally reported that Michelle Fulton and Zach Parks, Hatchery Director, recently traveled to Davis, California to meet with the California Department of Fish and Game to continue discussions on Feather River College continuing to provide hatchery training for hatchery workers employed by their department. Dr. Bagley also reported that he along with Dr. Taylor and others enjoyed a fun-filled day attending the annual Kokanee Power fundraising event held at Bucks Lake to support the hatchery and environmental studies programs. In closing comments, Dr. Bagley extended an invitation to Trustees and others to attend a retirement banquet and fundraising event in honor of former Director of Allied Health Programs, Pat Buckner scheduled for August 29, 2010 at Longboards restaurant in Graeagle. Dr. Bagley also reiterated how pleased he is to have Judy Mahan on campus in her new faculty role as Director of Allied Health Programs.

### **f) Student Services**

Lisa Kelly, Interim Associate Dean of Student Services, reported that the transition of management at the residence halls continues and new staff is in place while a new contract is being worked out. She reported that new

managers are Sirena Williams and Tyson Butler who both have backgrounds in student leadership and management and additionally that four residence hall advisors have been identified who also have similar backgrounds. Dr. Kelly also reported that initial meetings have taken place and discussions have been focused on the review of safety and security procedures and methods of maintaining fiscal liability as it relates to rent collection. She also provided those present with an overview of Student Orientation and Activities for Retention (SOAR), a recently formed program systematically woven into a theme of student activities throughout the year to encourage, engage, and orientate students into self-sufficiency and responsibility. She also explained that as part of SOAR activities student Travis Bagley, one of ten interns selected from hundreds of applicants will promote financial education and responsibility in a peer-to-peer financial education presentation on Tuesday, August 24, 2010. Dr. Kelly also reported that a pilot meal plan for students will be offered for the fall 2010 semester and she thanked Connie Litz, Connie Garrish, Manager, Eagles Perch Café and Jim Scoubes for their assistance with its development. She also extended an invitation to the Board of Trustees to attend a mandatory meeting of all residence hall members on Saturday, August 21, 2010 at 7 p.m. where care of your environment and student responsibility will be topics of discussion. In closing comments, Dr. Kelly announced that the Student Support Services grant funding application was recently renewed for another five years and will result in approximately \$255,000 annually in support of the grant program and its students.

**g) Superintendent/President**

Ron Taylor reported that the College experienced a power outage last night when electrical lines were accidentally damaged due to construction efforts and Nick Boyd worked all night until power was restored. He also reported that the Institutional Day meeting previously mentioned by Tom Davis concluded with an interactive exercise that Dr. Bagley conducted on the accreditation standards in preparation for the self-study process, and he felt that those that participated in the exercise came away from the meeting with a better understanding of the accreditation standards and the process involved.

Dr. Taylor also acknowledged the strong student participation in the Plumas County Fair parade with most of the athletic teams as well as the cheer-leading squad energizing everyone in attendance. He also reported that Jamie Cannon, Director of Human Resources, is the mother of newborn baby girl, Harper Jo Cannon.

Dr. Taylor also reported that in addition to the grand re-opening of the fitness center event taking place after the Board meeting and Pat Buckner's retirement fundraising celebration on August 29, 2010, another SOAR program event will include an upcoming FRC Night Out in Quincy to introduce students to the merchants in the community so they can become acquainted with one another. Dr. Taylor additionally reported that new student orientation will take place on Friday, August 20<sup>th</sup> and classes begin Monday, August 23, 2010. He also noted that enrollment headcount numbers reflect a 32 percent increase over last year at this same time.

Dr. Taylor additionally reported that Feather River College supported the Plumas Sierra Rural Electric application for a broadband grant from the

federal government and he has learned that that application was successful and will result in a 13.8 million dollar award to support the increase of internet service primarily in the eastern and central parts of the County.

Dr. Taylor additionally reported that on the legislative front, the transfer degree bill, SB 1440, appears to be heading for passage and the Governor's signature, and to assist in the effort he agreed on behalf of the District, and along with every other community college district in the State, to sign a waiver of mandated cost reimbursement. He explained that the Department of Finance and the Governor's Office were concerned whether the curriculum work required by some colleges to adopt a new degree would be charged against its mandated cost reimbursement and as a result a collective decision was made to sign the waiver. He also mentioned that he may make the decision not to front funds for student Cal Grant financial aid awards as these are State funded grants that will not be distributed to the District until a budget is passed. Dr. Taylor also requested that Board members check their calendars and consider setting time aside for a Special Board meeting for September 2, 2010 or September 9, 2010 for the purpose of considering action on a resolution to seek cash assistance from the County.

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

RT/ch