

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, June 24, 2010 at Feather River College, Science Room 104, 570 Golden Eagle Avenue, Quincy, California.

Trustees present: Elliott, Schramel, Shamberger, West,
Trustees absent: Sheehan

The regular and consent agendas for the June 24, 2010 meeting at Feather River College, Science Room 104, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Schramel/Shamberger) unanimous.

The minutes of the Regular Meeting held on May 20, 2010 at Feather River College, Science Room 104, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (West/Schramel) unanimous.

A. ITEMS FROM THE PUBLIC

Mike Welser, Business Instructor, reported that he has articulated Feather River College's Financial Accounting course for approximately ten years with Portola High School. He explained that this means that the high school students take the accounting course for a year with Portola High School Instructor, Judy St. Denis, and that he then administers a test here on campus and they receive credit for the course if they pass the test. Mr. Welser also stated that last year he also articulated the Personal Finance course in an effort to encourage young individuals to take a greater interest in their personal finances. He additionally reported that the students did not perform very well on the test and as a result it was decided that the instructors from all area public high schools would get together on campus this summer in an effort to "educate the educator" on what areas of the courses would be tested on and what curriculum needed to be taught to the students. Mr. Welser reported that the experience has been a positive one for everyone involved and what has been learned will provide a greater understanding for what a student will need to know to pass the test in the future and receive credit for the course.

Merle Trueblood, Director of Athletic Operations and Events, reported that Feather River College recently co-sponsored the One Hundred Mile Bike Ride on June 19, 2010 in the Chester area. He stated that there were 482 riders who participated in the event and a fun time was enjoyed by all the riders and those employees who staffed the Canyon Dam station. He further stated that sponsorship of the regional and community event was good exposure for the College and he anticipates future participation to become an annual event.

B. CONSENT AGENDA

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

C. REGULAR AGENDA

*** 1. Motion Items**

a) Lisa Kelly, Interim Associate Dean of Student Services and Enrollment Management, requested Approval of New and Revised Courses. She explained that the revised items included updates to the Early Childhood Education (ECE) program that were omitted from documentation that should have been included in the May 20, 2010 Board packets. Chris Connell, Academic Senate President, reported that the request is part of a regular process by Shelley Miller, ECE Instructor, to keep abreast of the many legal requirements in the ECE Program as well as the importance of best practices in the field of ECE and Student Learning Outcomes at the program level. After further discussion and there being no objection, the request for Approval of New and Revised Courses was approved as presented, (West/Schramel) unanimous.

b) Jim Scoubes, Chief Financial Officer, requested Approval of 2010-2011 Tentative Budget. He stated that each Board of Trustee member had been provided with a copy of the 2010-2011 Tentative Budget and that the material was the result of eight months of work completed by the Budget Committee and other constituencies. Mr. Scoubes explained that the process began in October 2009 with the submission of Annual Program Reviews and Budget Proposals for each program including Instruction, Student Services, and Administrative Services. He also stated that the review process identified the resources that would be required to fulfill the objectives within each Program Review and identified the requests in support of the Strategic Planning goals and objectives for the District. He further explained that after the completion of this review process the Strategic Planning Committee provided recommendations to the Budget Committee and these recommendations provided the guidance and direction for the Budget Committee in identifying funding necessary to support the College's Mission Statement and Strategic Plan.

Mr. Scoubes further explained that the Budget Committee is comprised of membership from all areas represented on campus and that they had reviewed revenue sources and proposed expenditures by each individual account. He also stated that a sub-committee was formed and it reviewed all solicited and un-solicited cost saving suggestions and that opportunity for questions and input and broad involvement were focal points in the process. Mr. Scoubes further stated that the Administration, Strategic Planning Committee, and Budget Committee worked together in identifying the staffing requirements for the District and that review and evaluations were completed for each open position to determine which positions were absolutely required in maintaining adequate services and support to students. He added that the

Budget Committee concluded their review and provided the Superintendent/President and the Strategic Planning Committee members with their recommendations regarding the 2010-2011 Tentative Budget. Mr. Scoubes reviewed the 2010-2011 Tentative Budget that included the Unrestricted General Fund, Restricted General Fund, Total General Fund, Child Development Fund, Capital Outlay, Financial Aid, and Retirement Funds and he indicated that the Tentative Budget was based on 1,559 FTES, the same as the current year. Trustee Elliott indicated that he noticed that apportionment amounts and state property taxes in the Tentative Budget were reflective of the same amounts as the previous year, and Mr. Scoubes responded that without a finalized State budget these amounts, as well as other amounts in the Tentative Budget backup documentation, could only be closely estimated. Mr. Scoubes continued his narrative of the 2010-2011 Tentative Budget review and he noted that \$486,492 of beginning fund balance was used to balance the tentative budget. He also stated that by law and the California Code of Regulations Title 5, the District is required to adopt a tentative budget on or before the first day of July. Mr. Scoubes recognized Jamie Cannon, Director of Human Resources, for her assistance in leading the budget sub-committee on cost savings.

Ron Taylor, Superintendent/President distributed a memorandum to those present that outlined changes to the Tentative Budget since recommendations were received by the Budget Committee including additional salary savings, additional savings in the athletic budget, Title IX motivated changes, and corrections to salaries, benefits, and other uncontrollable costs, and he indicated that the reason for the memorandum was due to a recent change in AP 6200, Budget Preparation, that requires the Superintendent/President to submit in writing any such changes. There was further discussion of the memorandum and the implementation of a strategy to decrease or pull down the use of the beginning fund balance in the operating budget, and Jamie Cannon commented that it is fully anticipated that the \$600,000 used to balance this year's budget will be returned to the beginning fund balance from the 2009-2010 year due to significant cost-savings in salaries, etc., that reduced expenditures throughout the year. After further discussion and there being no objection the request for Approval of the 2010-2011 Tentative Budget was approved as presented, (Schramel/Shamberger) unanimous.

Trustee Schramel requested information on the occupancy of the residence halls and Dr. Taylor indicated that this information would be covered in agenda item C1f.

President Elliott commented that with regards to the approval of the 2010-2011 Tentative Budget, he would recommend and expect that budget transfers, especially in the first few months of the year, would not be necessary or, be kept to a minimum.

c) Nick Boyd, Director of Facilities, requested Approval to Develop a Facilities Master Plan and Formal Project Proposal (FPP). He stated that the FPP request, illustrated at the May 20, 2010 Board of Trustees meeting, involved vacating the current temporary structures on the upper campus and relocating them to a newly designed, multi-level building in the area of the lower

campus. Mr. Boyd reviewed the history of a recent FPP submission for the modernization of the Multi-Purpose Building submitted last year and he reported that the \$16,100,000 project proposal has been recently approved by the Chancellor's Office, should State funding become available. There was lengthy discussion regarding the request and the ongoing need to develop a Facilities Master Plan for the College, and President Elliott stated that one of the challenges to the proposal is that it involves one-time funds which most likely would not be replaced, and he stressed the importance of making sure that the Plan and its costs cover the long-term facility needs and goals of the College. Trustee West stated that all things considered she did not feel it was wise or prudent to move forward with such a request at the present time, and Mr. Boyd replied that he understood the concern but still considered the request a good opportunity for the District in that their proposal would be in the queue for consideration. Ron Taylor added that the Master Facilities Plan justifies the project and maps out what the campus would look like and that the justification for the FPP and this particular construction project does not lie in the area of growth but in changes in the planning for the College and the age of the facilities. Trustee West additionally commented that she tends to see the same architectural firm with regards to facility proposals and she requested information on whether or not additional proposals were obtained from other firms. Nick Boyd replied that a search process was initiated last spring that identified an architect for the District and he explained that it's difficult to change technical services during different projects because there is a loss of vision and continuity. After further and lengthy discussion of the item, the request for Approval to Develop a Facilities Master Plan and Formal Project Proposal (FPP) was approved as presented, (Schramel/Shamberger) West opposed.

d) Ron Taylor requested Approval to Hire Judith C. Mahan as Director of Allied Health Programs. He stated that Ms. Mahan was unable to be present, but that her master's degree in Health Sciences combined with her work experience and appropriate background in the field makes her uniquely qualified for the position. After further discussion and there being no objection, the request for Approval to Hire Judith C. Mahan as Director of Allied Health Programs was approved as presented, (West/Schramel) unanimous.

e) Jim Scoubes requested Approval to Purchase Directors and Officers Insurance Coverage for the Feather River Community College District Board of Trustees. He stated that it has recently been brought to his attention that in addition to the directors and officers' insurance coverage that the District currently has it is recommended that the coverage be fortified and expanded. After further discussion and there being no objection, the request for Approval to Purchase Directors and Officers Insurance Coverage for the Feather River Community College District Board of Trustees was approved as presented, (West/Shamberger) unanimous.

f) Ron Taylor requested Approval of Allocation for Operational Costs at Feather River College Residence Halls. He stated that the College finds itself in a difficult situation in that following earlier discussions and the Board's action last month to allocate a loan to the Foundation to improve the residence halls by replacing the roofs and related improvements, an

additional situation has recently presented itself with regards to current residence halls occupancy levels as they relate to current recruitment numbers. He further explained that prospective students, while they might be interested in attending Feather River College, are not signing lease agreements at the residence halls. Dr. Taylor further reported that he has had several discussions with lead administrators and department directors to assess the situation and it has been determined that as of approximately three weeks ago the signed lease agreements at the residence halls are tracking at twelve percent of normal. He also stated that if this were to indicate that these students were not only not staying at the residence halls but additionally were not going to attend the College, the potential enrollment impact hit to the general fund due to non-enrollment could amount to anywhere between \$500,000 and 1.5 million dollars. Dr. Taylor also stated that in addition to the hit to the general fund, the backfill due to a less than ninety percent occupancy at the residence halls would result in significant additional costs to the District. There was lengthy discussion regarding the request and the possible reasons for the decline in housing contracts including the current conditions of the facility, pricing, and length of contracts combined with the current economic environment all of which may be leading students and their families to consider other housing alternatives. Dr. Taylor further stated that after careful consideration of all the information he felt it necessary to propose an allocation of funds as a subsidy to reduce the rent costs to the students for the coming year and work out a way to do this that would hopefully prevent a drop below the ninety percent occupancy level. There was additional discussion regarding the issue that included what price reduction would encourage students to reconsider their decision, management of rent collection to prevent defaults at the end of the semester, and other issues that affect and increase costs at the housing facility. Dr. Taylor distributed draft copies of a Feather River College Residence Halls Special Occupancy and Operations Memorandum of Understanding between the Feather River College Foundation, Inc. and the Feather River Community College District to those present that outlined a \$220,000 allocation of Secure Rural Schools (Forest Reserve) funds for the purpose of rent reduction at the Feather River College Residence Halls for the 2010-11 year only. There was lengthy and complex discussion of the draft and the situation and the Board listened to a variety of public comment from Kris Miravalle, President Feather River College Foundation, Guy McNett member of the public and others. There were additional comments and concerns from Chris Connell and Lisa Kelly regarding the lack of a meal plan for students and how not having cooking appliances other than microwaves in some of the units, might be contributing to the decision of whether or not to attend Feather River College and stay in the residence halls. After additional discussion that included questions from Trustee West, Trustee Shamberger, and Jamie Cannon and responses from Ron Taylor, President Elliott, and a review of forest reserve funding by Jim Scoubes, the request for Approval of Allocation of up to \$220,000 for Operational Costs at Feather River College Residence Halls was approved as presented, (Shamberger/Schramel) unanimous.

*** 2. Roll Call Items**

- a) Jamie Cannon requested Approval of Resolution #09/10-24 – Approval of the Elimination/Reduction of Certain Positions in the Classified Service and Directing Notification of Classified Employees. She explained that the position involves the elimination of one (1) 4.00 hour/day position Senior Office Assistant ETS/SB 70 and that the current employee in the position is leaving the area. There being no objection or further discussion, the request for Approval of Resolution #09/10-24 – Approval of the Elimination/Reduction of Certain Positions in the Classified Service and directing Notification of Classified Employees was approved as presented.

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

- b) Nick Boyd requested Approval of Resolution #09/10-25 – Approval of Application for Nature Education and Facility Program Funding. He explained that the College would be partnering with the Maidu Summit Consortium a new non-profit 501(c) agency to apply for Proposition 84 funding that if received would result in a grant funded project for a California Headwaters Center on the campus of Feather River College. He further explained that the Center would combine the study of natural science with collections and programs related to the relationship of Native American cultures to their environment. Mr. Boyd also stated that the resolution, if approved, would give Ron Taylor the authority to conduct all negotiations and sign and submit all documents that may be necessary for the completion of the project. Trustee Elliott requested information on how the application would be coordinated with the Master Facilities Plan that has not yet been completed and Mr. Boyd replied that NTD Architecture has agreed to complete some pro-bono work on the project. President Elliott also inquired whether or not there was a reasonable expectation that the College would receive the funding, and Darla DeRuiiter, Environmental Studies and Outdoor Recreation Leadership Instructor, replied that she felt the College has a better than average chance of receiving the grant in part because of the connection with the Maidu Summit Consortium and also because this area serves as the headwaters or water source for approximately two-thirds of the residents in the State of California. Trustee West requested information on costs involved in the project, and Mr. Boyd responded that it would be a reimbursement type grant with the College fronting costs and the State reimbursing expenses once they were invoiced. President Elliott also requested information with regards to on-going costs once the facility would be built, and Mr. Boyd replied that the design of the building is intended to minimize operational costs with the Hatchery being folded into the facility downstairs and Zachary Parks, Hatchery Director, already in place. He additionally explained that upstairs there would be a self-guided interpretative section involving the Maidu culture and a theatre for community based classes and education as well as the possibility for a merchandising space or gift shop area. After further discussion and

there being no objection, the Request for Approval of Resolution #09/10-25 – Approval of Application for Nature Education and Facility Program Funding was approved as presented.

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

3. Special Items/Reports

- a) Jim Scoubes presented the District's monthly financial status report as of May 31, 2010. He reviewed the Unrestricted General Fund Summary and he noted that for the current year, revenue is reflected at \$9,305,712 and expenditures were \$10,788,520 in comparison to \$11,313,499 in expenditures for the prior year. He also stated that he has currently been reviewing expenditures weekly after each check run and that as of June 21, 2010 expenditures were \$11,081,753. Mr. Scoubes also read from prepared comments that mirrored earlier discussions regarding the use of one-time funds and the importance of maintaining a strong reserve balance to survive periods of non-payment by the State.
- b) Merle Trueblood provided those present with a report on the Feather River Fitness and Recreation Transition Project. He distributed a written handout on discussion items and he provided a narrative overview of the document. He recognized and thanked everyone who assisted in the transition process and he stated that the Center will be a visible improvement for the College, Foundation, and community. Mr. Trueblood also reported that a Community Education process will be implemented within the next six months and that an inventory and walk through of the facility has been completed. He also stated that the pool is being prepared for use and that a Community Relations Advisory Committee (CRAC) has been formed to receive input from members. Mr. Trueblood further stated that a Community Forum meeting to receive additional input on the facility has been scheduled for June 30, 2010 at 5:30 p.m. at the Plumas Bank conference room on Central Avenue. Mr. Trueblood also provided those present with updates on membership surveys, hiring processes, keys and computer passwords, and new management signage. He also stated that the facility will be closed for repair and renovation from July 1, 2010 and that the facility will reopen on Monday, July 12, 2010. Nick Boyd additionally reported on his assessment of the facility and his plans for a positive customer experience influenced by a freshly painted and thoroughly cleaned facility, refinished racquetball courts, repaired pool tiles, and lighting projects throughout the facility. In closing comments, Mr. Trueblood reported on foreseeable challenges as being rebuilding customer confidence, new software system, accurate membership information, reduced price membership drive, and adequate parking.

4. Communications, Presentations, and Reports

a) Trustee Reports

No Report

b) Associated Students

No Report

Academic Senate

Chris Connell stated that this would be his last meeting as Academic Senate President and that Tom Davis, Library Director, would be assuming the role in the upcoming academic year. President Elliott extended his appreciation to Dr. Connell for his work over the last three years.

d) Classified Senate

Connie Litz, Classified Senate Vice-President, reported that the Classified Senate has a new slate of officers and that she will be the new Classified Senate President for the coming year. She additionally reported that Lori Bergum will be the Classified Senate Vice-President, Julie Orloff will remain in the role of Secretary of the Classified Senate and that Dottie Arcangeli will continue as Treasurer. Ms. Litz also reported that members of the Classified Senate, along with their regular responsibilities, are busy participating in nine hiring committees that are in process or being organized over the next few weeks and months. She also reported that the academic advisors have reported a steady flow of student appointments and that the housing issue will remain a concern as the summer progresses.

e) Instruction

No report

f) Student Services

Lisa Kelly reported that her focus this summer is on student engagement and student self-sufficiency and that she is working with Student Services staff to consider student retention and persistence. She also stated that she continues to work on strategic enrollment management so that the College can plan ahead and look at resource allocations for the future. Dr. Kelly also reported that she is working with Amy Schulz, SIFE Advisor, to put together a week of activities to enhance student's feelings of community that include a Merchants Night and enhancement of the existing relationship with law enforcement so that when something does happen there is already good communication. She additionally reported that a meal plan is still being explored with Connie Garrish in the Eagle's Perch so that something nutritious as well as reasonable can be provided for the students. Dr. Kelly also stated that she is working with Merle Trueblood to develop Community Education offerings county-wide in the near future and that Banner implementation and training is continuing for staff in Student Services.

g) Superintendent/President

Ron Taylor reported that he recently had the privilege of watching Feather River College students compete in the College National Rodeo Finals in Casper, Wyoming and that they did very well. He stated that in addition to the students representing the College well, Jesse Segura, Head Rodeo Coach, is nationally known and well respected in the sport. Dr. Taylor also stated that

he recently signed a certificate of appreciation for Maria Avila, Director of the California Mini-Corp Program who is retiring and has been the College's contact with the Butte County Office of Education for the program. He also reported that the College has recently been in contact with the family of Dillon Clunis, a prospective student in the Equine Studies Program, who unexpectedly and suddenly passed away and that the family had responded with their appreciation of the concern shown by the College. He recognized and credited Crystal Anderson, Instructional Assistant and Equine Studies Instructor, for her efforts to connect with this family during their time of loss. Dr. Taylor additionally stated that the conference committee of the legislature initiated discussion recently of the community college budget, and that the fee structure for community colleges was addressed and that this raised questions on how the process is going. In closing comments, Dr. Taylor reminded the Board of Trustees that a Board planning retreat is scheduled for Monday, June 28, 2010 at Longboards Restaurant in Graeagle beginning at 8:30 a.m. and that the next regular meeting of the Board of Trustees is scheduled for Thursday, July 15, 2010. President Elliott commented that he would be out of town and unable to be present for the July 15th meeting and that Trustee Sheehan could likely chair the meeting.

There being no further business, the meeting was adjourned at 5:29 p.m.

RT/ch