

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 3:04 p.m. on Thursday, February 25, 2016 at Feather River Community College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California.

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

Trustees absent:

Trustee Ware introduced member of the public and visiting physician's assistant student, Lisa Cavin to those present. Dr. Ware reported that Ms. Cavin is currently enrolled at Stanford University pursuing her medical degree and she indicated that Ms. Cavin wanted to attend the meeting to experience community processes. Ms. Cavin said "hello" and thanked the Board of Trustees for the opportunity.

Merle Trueblood introduced Tom Simi, Interim Head Football Coach to those present and he stated that it was an honor and a privilege to have him return to Feather River College to lead the football program. Mr. Trueblood provided the Board of Trustees with background information on Mr. Simi's prior experience at Feather River College and reported that that Mr. Simi has "hit the ground running" in preparation for the upcoming season. Tom Simi thanked the Board of Trustees for allowing him to return to Feather River College and he explained that while he was away, it became clear to him that he would have the greatest impact on young lives at the community college level.

2. Closed Session Announcement:

President Sheehan announced that the Board of Trustees had met in Closed Session and took action to deny tenure to a probationary employee by electing not to employ him as a tenured employee pursuant to Education Code §87609 based upon the employee's evaluations and the recommendation of the Superintendent/President. He also announced that with regards to Closed Session Item d) Government Code §54956.8 Conference with Real Property Negotiators, the Board took action to authorize the Superintendent/President to solicit proposals from adjacent land owners of 2601 Bucks Lake Road, Quincy, California to determine if the Feather River Community College District can expand its current footprint.

3. Agenda:

Kevin Trutna, Superintendent/President requested that Agenda Item 7C3, Report on AB 86 Adult Education Block Grant be moved up in the agenda to take place prior to approval of the Regular and Consent Agendas. He explained that the report would provide an opportunity for the Board of Trustees to learn about the Adult Education Block Grant Program before approving the agreements linked to it in the Consent Agenda are formally approved. There being no objection, Report Item #7C3 was relocated in the agenda to take place before approval of both the Regular and Consent Agendas. The Regular and Consent Agendas for the February 22, 2016 meeting at

Feather River Community College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as amended, (Elliott/Ware/Sheehan/McNett /Meyers/Williamson Aye) (None Opposed).

4. Minutes:

The minutes from the Regular Meeting held on Thursday, January 21, 2016 at Feather River Community College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Meyers/McNett/Sheehan/Elliott/Ware /Williamson Aye) (None Opposed).

5. Items from the Public:

None

7.

C Special Items and Reports

- 3) Kevin Trutna introduced Pamela Crespin, Director of Adult Education Block Grant Program to the Board of Trustees and others present. Dr. Crespin addressed the Board indicating that she has now been with the college for six weeks and is adjusting to the move and is enjoying working with the grant, meeting the people, and getting to know the area. She provided information on her background including 20 years of experience writing and managing different types of grants including student fellowship grants, state grants, and federal grants. She provided information on how the Adult Education Block Grant Program came to be when California appropriated \$25 million to the California Community College Chancellor's Office (CCCCO) to allocate funding for two-year planning and implementation grants. She also explained that the funds were provided to eligible consortia for the purpose of developing regional plans for adult education and that the Feather River Consortium was formed in 2014-15 when a Regional Comprehensive Plan for adult education in Plumas County was developed. She also explained that the three members on the consortium consist of Feather River College (FRC), Plumas Unified School District (PUSD) and Plumas County Office of Education (PCOE) with FRC designated as the fiscal agent. Dr. Crespin reported that when she arrived on campus, the program had been implemented to a large degree and organizations have now received partial first round funding payments and the program is preparing to move into and prepare for the 2016-17 round of funding. She also reported that 15 organizations received mini-grants and when she arrived her first steps were to get out into the community and meet with the recipients and learn about their organizations and their projects. Dr. Crespin provided an overview and explanation of the processes that she's put in place for the organizations including a monthly Budget Tracking Summary meant to assist and educate the recipients on how grant funding needs to be tracked and reported to the State. She also explained that when the program was first launched, the State did not widely disseminate that its performance would be judged on its ability to meet the goals of the federal government's Workforce Innovation and Opportunity Act (WIOA) goals, so the requirements of the Adult Education Block Grant Program are still evolving and the documents she has been developing will correspond to these evolving requirements. She also reported that the current round of funding ends September 30, 2016 and the next

round of funding planning begins July 1, 2016 so there is an overlap. Dr. Crespin fielded questions from the Board of Trustees on future submissions, percentage of expended agency funds, the total grant award (\$635,000), and whether or not the agreements on the Consent Agenda were planning or implementation agreements and there was further discussion. Derek Lerch, Dean of Instruction/CIO stated that Dr. Crespin has been perfect to work with and has worked proactively to get to know all of the community organizations involved in a short period of time.

Kevin Trutna then asked that Consent Agenda Item #5A20, Approval of Agreement between Feather River Community College District (DISTRICT) and Eastern Plumas Chamber of Commerce Business Database Project (AGENCY) to create a Plumas County business database and link business owner mentors with potential succession mentees in accordance with AB 86 the Adult Education Block Grant Program be removed from the Consent Agenda because there have been some questions raised that he needs additional time in order to answer.

6. Consent Agenda

*** A. Motion Items**

- 1) Ratification Personnel Requisitions, Ratification of Personnel Actions, Payroll and Commercial Warrants, Budget Transfers, Budget Augmentations/Reductions, Approval of Agreement between Feather River Community College District (DISTRICT) and Plumas County Alternative Sentencing (AGENCY) for AGENCY to provide incarcerated students with access to online courses as well as campus-based classes in the FRC professional kitchen with law enforcement transportation and supervision and in accordance with the AB 86 Adult Education Block Grant Program, Approval of Agreement between Feather River Community College District (DISTRICT) and Plumas County Alternative Sentencing (AGENCY) for Bring Rehabilitation in Detention Generating Education/Employment Success (BRIDGES) to create an education continuum model focusing on strengthening and aligning education services for incarcerated students in and beyond detention and in accordance with the AB 86 Adult Education Block Grant Program, Approval of Agreement between Feather River Community College District (DISTRICT) and Plumas Rural Services Adults with Disabilities Project (AGENCY) for AGENCY to receive grant funding and provide adult education in accordance with the AB 86 Adult Education Block Grant Program, Approval of Agreement between Feather River Community College District (DISTRICT) and Plumas Rural Services Computer Skills Training Project (AGENCY) for grand funding to AGENCY for the purpose of adult education for computer skills training in accordance with the AB 86 Adult Education Block Grant Program, Approval of Agreement between Feather River Community College District (DISTRICT) and Mountain Circle Family Services, Inc. (AGENCY) for preparation (research and outreach) for project to acquire and operate the HOMEPL8 Café, a vocational training center for the retail business of culinary arts and catering as it relates to the AB 86 Adult Education Block Grant Program, Approval of Agreement between Feather River Community College District (DISTRICT) and Plumas Crisis Intervention & Resource Center (PRIRC) (AGENCY) to collaboratively partner with the Foster Youth Success Program

(FYSP) and Plumas County Office of Education, (PCOE) to provide life skills and college and career support services to youth who are preparing to exit the foster care system or who have already transitioned out of the foster care system as it relates to the AB 86 Adult Education Block Grant Program, Approval of Agreement between Feather River Community College District (DISTRICT) and Alliance for Workforce Development, Inc. (AFWD) (AGENCY) for AGENCY to provide clients with work readiness, job training and certification, basic skills education and supportive services as it relates to the AB 86 Adult Education Block Grant Program, Approval of Agreement between Feather River Community College District (DISTRICT) and Plumas Unified School District (AGENCY) for AGENCY to provide second tier training in Positive Behavior and Support and Interventions (PSBI) to parents, community and staff in Chester, Greenville, Quincy, and Portola as it relates to the AB 86 Adult Education Block Grant Program, Approval of Agreement between Feather River Community College District (DISTRICT) and Feather River Hospital, 5974 Pentz Road, Paradise, CA 95969 (AGENCY) for AGENCY to make available to designated students in the Vocational Nursing Program, and when appropriate, certain of its faculty members, the AGENCY's physical facilities and clinical equipment to provide such students and faculty the opportunity to obtain clinical training and experience effective June 1, 2015 through May 31, 2017, Approval of Memorandum of Understanding (MOU) between Plumas Crisis Intervention and Resource Center (PCIRC) to voluntarily work together to exchange services to students, faculty, and staff of FRC as it relates to access to various community and other resources, information about rape prevention and education, Violence Against Women Act (VAWA) and services to former foster youth, Approval of Agreement between Feather River Community College District (DISTRICT) and Sierra Plumas Joint Unified School District (AGENCY) to reimburse AGENCY for the Get Focused Stay Focused conference in Santa Barbara including support for implementation around the evaluation project for data, Approval of Sub-Award Agreement between the Chico Unified School District on behalf of the sponsored program California Career Pathway Trust (DISTRICT) and Feather River College (SUBRECIPIENT) for SUBRECIPIENT to partner with District on pathways grant allowing for new funding (\$62,000) to improve, enhance, and modernize instructional equipment and provide professional development opportunities for the Agriculture Department, and the Approval of the Agreement between Feather River Community College District and Eastern Plumas Chamber of Commerce Learning Hub (CLCH) Project (AGENCY) for AGENCY to provide free access to computers and high spend internet in the Eastern Plumas County area for FRC students and adult learners to access FRC online classes and programs in accordance with the AB 86 Adult Education Block Grant Program were approved as presented, (Meyers/McNett/Sheehan/Elliott/Ware /Williamson Aye) (None Opposed).

7. Regular Agenda

A. Motion Items

- 1) Kevin Trutna requested Approval of Curriculum Actions. Derek Lerch explained that the majority of the new items are those that will be used in FRC's new training program with the forest service. After further discussion

and there being no objection, the request for Approval of Curriculum Actions was approved as presented, (Elliott/Meyers/Sheehan/McNett/Ware/Williamson Aye) (None Opposed).

- 2) Kevin Trutna requested Ratification of the Quarterly Financial Status Report CCFS-311Q for the Quarter Ended December 31, 2015 (Q2). There being no objection or further discussion, the request for Ratification of the Quarterly Financial Status Report CCFS-311Q for the Quarter Ended December 31, 2015 (Q2) was approved as presented, (McNett/Meyers/Sheehan/Elliott/Ware/Williamson Aye) (None Opposed).
- 3) Kevin Trutna requested Approval of BP 3225 Institutional Effectiveness. After further discussion and there being no objection, the request for Approval of BP 3225 Institutional Effectiveness was approved as presented, (Meyers/Ware/Sheehan/Elliott/McNett/Williamson Aye) (None Opposed).
- 4) Kevin Trutna requested Approval to Award Capital Lease and Construction Bid to University Lease, a Division of California First National Bank, for Portable Metal Building (Facilities Maintenance Building). He explained that the request is part of the “Big Move”, a proposal to construct a new facilities maintenance building located out of the flow of regular traffic to the campus. Dr. Trutna also explained that the move will consolidate all the areas of facility storage and facility buildings that currently exist around campus into one locale at the back of the soccer fields. Nick Boyd, Director of Facilities/CTO reported that the project is a straight up capital lease agreement that has been reviewed by Patrick Wilson, of School and Colleges Legal Services. Mr. Boyd stated that the metal building will be delivered and the lease agreement includes site preparation, concrete pad, access doors, and garage doors. He further explained that the District will pull electricity from an existing PG&E power pole supply, water will connect up to existing lines, and sewer services will include the installation of a small septic tank for minimal services at a total cost estimate of \$18,824. This amount, Dr. Trutna added, will come out of the operating budget for facilities. There was further discussion regarding whether or not the cost was budgeted for, and Dr. Trutna responded that although it wasn't budgeted for, the project has been discussed at prior meetings. Trustee Elliott indicated that he wasn't questioning the validity of the project, but that when projects aren't budgeted for he tends to lose track of where the funding is coming from. After further discussion and there being no objection, the request to Award Capital Lease and Construction Bid to University Lease, a Division of California First National Bank for Portable Metal Building (Facilities Maintenance Building) was approved as presented, (Ware/McNett/Sheehan/Elliott/Meyers/Williamson Aye) (None Opposed).
- 5) Kevin Trutna requested Approval to Award Construction Bid for Indoor Rock Climbing Wall to Vendor Enterprises. Dr. Trutna reported that the installation of the rock wall would take place in the rear space of the Vocational Technical Building returning it to an instructional space for students. He explained that the climbing wall would be for members of the community as well as students at FRC and that the Board would later see curriculum come through for approval for rock wall climbing certification. Dr. Trutna further explained that

the costs of the rock wall are being pieced together from three different sources including \$30,000 from Vocational Technical Education Improvement Act (VTEA) funding, \$30,000 from the Outdoor Recreation Leadership (ORL) Foundation fundraising account, and he would allocate the \$19,000 balance from his contingency fund. Trustee McNett expressed his appreciation for the level of cooperation that he's witnessed between the individuals in ORL and the fine arts personnel as they worked together to utilize the space. After further discussion and there being no objection, the request for Approval to Award Construction Bid for Indoor Rock Climbing Wall to Vendor Enterprises was approved as presented, (McNett/Elliott/Sheehan/Ware/Meyers/Williamson Aye) (None Opposed). Trustee Meyers mentioned that the use of the Perkins VTEA funding assumes that the rock wall installation is vocational in nature which he finds is a bit of a stretch and that he continues to look at investing in ORL because of the numbers of students involved.

*** B. Roll Call Items**

None

C. Special Items/Reports

- 1) Jim Scoubes, Chief Financial Officer provided the District's Monthly Financial Status Report as of January 31, 2016. He reported that the District is seven months through the budget period and has expended 53% of the Board approved budget or \$7,877,510 compared to 53% for the prior year. He also reported that revenues for the period ending January 31, 2016 totaled \$10,123,076.
- 2) Kevin Trutna outlined the report information that would be shared by those trustees that attended the recent Effective Trustee Workshop held January 29 through the 31st in Sacramento. Student Trustee Williamson reported that she learned a great deal at this workshop including the responsibilities and ethical standards required of those individuals seated in these elected positions. She stated that the traits noted at the conference included trustworthiness, respect, responsibility, fairness, caring and citizenship and she agreed with what was outlined at the session. She also reported that she learned about providing students with information and resources including suicide prevention and that she felt that the college is doing a wonderful job in these areas. Ms. Williamson commented on the services to the foster youth that were discussed at the conference and that she is aware the college collaborates regularly to provide services and outreach to this population. She additionally reported on what she learned about the Student Support and Success Act and the Student Equity Plan and that she personally found these programs invaluable with the decisions she needed to make when she arrived on campus. Ms. Williamson closed her report with references to the Career Technical Education Pathway Programs and the online mathematical tutorial programs on You Tube that Michael Bagley, Mathematics Instructor has spearheaded and she noted that she would like to see these keep going. She also mentioned that she would like to see a cohesive numbering system to the transfer model

curriculum system to the FRC course numbering system as she struggled with it as an upcoming transfer student. Ms. Williamson gave her support to the baccalaureate degree that FRC is implementing and to the Incarcerated Student Program as it works to assist individuals with becoming viable citizens once they have served their sentences. She also recommended that the college look into the purchase of Board Docs, an online system of producing and storing board packets that would save trees and the monthly cost of printing and mailing monthly packets.

Trustee McNett reported on his attendance at the conference by stating that one thing that he always takes away from attending conferences like these is the opportunity to meet with folks that are dealing with some of the same issues that your own college is dealing with. He noted that he had the opportunity to meet and talk with trustees from Lassen College and he sees it as a benefit. He noted that he attended sessions on ethics and the board's role in fiscal policy and he sees his role on the Board as primarily a fiduciary one and he's keenly aware that it takes funding to complete projects. He concluded his report by stating that he was disappointed that Chancellor Brice Harris was unable to attend the conference because he was looking forward to hearing from him on community college issues. Trustee McNett conveyed his thoughts on the health of the relationship between the Board and administration and how he and the community of Greenville and Indian Valley appreciate Dr. Trutna's visits to meet with the trustee that represents it on the FRC Board.

Trustee Meyers reported that because he is new to the Board of Trustees of course he asked questions one in particular on the border between policy and operations and the answer was "yes" it's problematic and is something that moves around. He also stated that, like Trustee McNett, he found it interesting to meet with individuals from other districts and he found that although the size of districts can vary greatly, fundamentally the issues are familiar. Trustee Meyers also indicated that he found that board members take fiscal responsibility seriously, as they should, and trustees also understand that they need to look at other performance indicators like student performance as well as data driven decision making, something he feels that the college needs to work on. Trustee Meyers closed his report by saying it was a good workshop and he appreciated the opportunity to attend.

President Sheehan reported that he picked up on a couple of things during his attendance at the board president's session of the Effective Trustee Workshop. He stated that one of the issues was that as chair of the Board, he should wait before interjecting his personal opinion until the end of discussions. Secondly, President Sheehan stated that on a board, the president or CEO usually has a role in financial matters that's greater than any other board he's ever been involved with and the role is spelled out in statute. He explained that he is used to being able to discuss with the auditors any financial matter related to the institution out of the presence of the CEO, but he's learned that trustees on college boards are supposed

to rely on the Superintendent /President as the responsible financial agent with Board members being advisors and that this is something he needs to respect more than he has in the past.

Kevin Trutna reported that he would be speaking with the Community College League regarding the agenda, but he felt that along with the session for new trustees, the conference participants could have benefited from a session for more seasoned trustees. Dr. Trutna also reported that he's happy to be working at Feather River College because you do hear the stories about dysfunctional relationships between boards and administrations when you attend these conferences and all this distracts from the mission of educating students.

- 3) Kevin Trutna provided opening remarks to the report on the Incarcerated Student Program (ISP) by stating that ISP is a program that has grown significantly over the years and is a large portion of the District's FTES. He stated that Dr. Parkin would be speaking about how the program works and would be available to answer any questions that Board members might have. Joan Parkin, Director of the Incarcerated Student Program continued the discussion by providing a PowerPoint presentation that described the District's "Campus in a Box" approach to lowering recidivism in the state of California and returning incarcerated individuals to the workforce through education. She talked about the types of associate degrees offered through the program, the bi-weekly cohort learning modules, what student services are offered and how these services are increasing, the approval of e-readers for students, instructor videos and the program's goal to graduate students. Dr. Parkin also talked about wanting to replicate the campus experience for these students, how the program has been able to continue through prison lockdowns, administrative segregations, and how participants keep school identification through relocation to other state facilities. She elaborated on how the program has grown from under 100 students in 2006 to just under 600 currently and additionally how the number of cohorts and prisons served has increased. She reviewed the testimonial from High Desert State Prison on the first graduation that took place there and how inspiring and emotional it was to be present for it as "pomp and circumstance" was whistled by an inmate in the housing unit. She also responded to comments from Trustee Meyers that he had heard discussions at the workshop he had just returned from on new monies for prison education and there was further discussion on being on the receiving end of this opportunity. The Board of Trustees thanked Dr. Parkin for her presentation and she answered a number of questions before closing her report and thanking the Board for its time and support.

D. Communications, Presentations, and Reports

1) Board of Trustees

Trustee McNett thanked the District for the additional information on Closed Session items. Trustee Meyers noted that he plans to check out the community educational hub in Blairsden in the near future.

2. **Associated Students**

No Report

3. **Academic Senate**

Jeanette Kokosinski, Academic Senate President reported that the search committees for the four faculty positions being recruited for have been ratified by the Academic Senate and the chairpersons will begin to convene these committees after the closing date for applications.

4. **Classified Senate**

Cindy Hall, Classified Senate President reported that the Classified Senate has voted on and confirmed representation for the four faculty search committees that Dr. Kokosinski had spoken about in her report.

5. **Instruction**

Derek Lerch reported that the campus will have individuals on campus from all around the North State and Sacramento on Monday, March 14th to talk about FRC's Career Technical Education (CTE) Program. He added that the discussion will also present an opportunity for CTE faculty to connect with the new position that's been created referred to as Deputy Sector Navigators, facilitators of professional development and standing educational equipment for CTE programs. Dr. Lerch added that the event begins at 10:30 a.m. in LRC Room #105 and he extended an invitation for trustees to attend the discussion if their schedules allowed. Dr. Lerch also provided the Board of Trustees with an update on accreditation, stating that the campus is working well on the writing assignments of preliminary responses to Standards and he hopes to have samples of what has been drafted at the March or April board meeting. Dr. Lerch also notified the Board that the first round of applicants for the bachelor's degree program have been identified and although the acceptance letters have not been sent out yet, the group that reviewed the applications were in clear agreement on those students that would be accepted into the program.

6. **Student Services**

Karen Pierson, Chief Student Services Officer reported on student activities currently taking place including those surrounding February's designation as Black History Month and the Star Follies scheduled for the coming weekend. She also reported on software that's being purchased for Student Services along with an additional purchase of what's called OOHLALA, a college mobile application that enhances the first year experience for freshman students along with providing all students and staff with a new networking tool to communicate, schedule appointments, and calendar events all inside a private mobile school network.

7) **Superintendent/President**

Kevin Trutna highlighted parts of his written report including information on the audit response related to student debt and fee collection and the different ways students can decide on in order to pay their tuition. He also stated next month's report would cover how the District follows up with

students that are behind on their payments. Dr. Trutna also highlighted that the FRC baseball team, under Terry Baumgartner's leadership as head coach, received the 2015 Baseball Scholar Award from the California Community College Athletic Association (CCCAA). He explained that the award is given annually to the team that has the highest GPA in the state. He concluded his report by indicating that the men's basketball team is currently ranked second in the state and FRC is hosting a regional basketball playoff game Saturday, February 27th at 7 p.m. He also reported that he was just advised that both Phi Theta Kappa (PTK) students Kelly Williamson and Will Anderson were nominated to PTK's All-California Academic Team and will be honored by the Community College League (CCL) at an awards luncheon on March 24th in Sacramento.

There being no further business, the meeting was adjourned at 5:05 p.m.

KT/ch