

MINUTES

BOARD OF TRUSTEES FEATHER RIVER COMMUNITY COLLEGE DISTRICT

1. Call to Order:

President Ware called the Regular Meeting of the Feather River Community College District Board of Trustees to order at 2:03 p.m. on Thursday, August 9, 2018, at Feather River College, LRC Room #871, 570 Golden Eagle Avenue, Quincy, California.

Trustees present: Ware, Elliott, McNett, Meyers

Trustees absent: Sheehan, Student Trustee Yates

2. Public Comment on Closed Session Items:

There was no public comment on Closed Session agenda items.

3. Adjourn to Closed Session:

The meeting was adjourned to Closed Session at 2:03 p.m.

4. Reconvene to Open Session:

The Regular Meeting was reconvened to Open Session at 3:02 p.m.

5. Closed Session Announcement:

President Ware announced that the Board of Trustees had met in Closed Session and it took action to approve Closed Session Resolution #18/19-03 authorizing charges for the dismissal of a regular faculty member along with the imposition of immediate unpaid suspension as soon as possible. President Ware also announced that the vote on the resolution was unanimous with Trustee Sheehan absent.

6. Agenda:

The Regular and Consent Agendas for the August 9, 2018, meeting at Feather River College, Learning Resource Center Room #871, 570 Golden Eagle Avenue, Quincy, California, were approved as presented, (Elliott/McNett/Ware/Meyers Aye) (None Opposed) (Sheehan/Yates Absent).

7. Minutes:

The minutes from the Regular Meeting held on Thursday, July 19, 2018, at Feather River College, Learning Resource Center Room #871, 570 Golden Eagle Avenue, Quincy, California, were approved as presented, (Meyers/Elliott/Ware/McNett Aye) (None Opposed) (Sheehan/Yates Absent).

8. Items from the Public:

None

9. CONSENT AGENDA

*** A. Motion Items**

After further discussion and there being no objection, 1) Ratification of Personnel Requisitions, 2) Ratification of Personnel Actions, 3) Payroll and Commercial Warrants, 4) Budget Transfers, 5) Budget Augmentations /Reductions 6) the Approval of Agreement in the amount of \$53,000.00 between Feather River College (FRC) and Plumas Transit Services (PRS) for PRS to provide transportation services through the Plumas Transit Systems within Plumas County for students enrolled at FRC, 7) the Approval of Agreement in the amount of \$25,000.00 between County of Plumas, a political subdivision of the State of California (COUNTY) and Feather River Community College District (FRCCD) for COUNTY to provide counseling, health education services, assessment, and/or referral, at no out-of-pocket cost to FRC students effective July 1, 2018, through June 30, 2019, and 8) Approval of California Virtual Campus – Online Education Initiative Master Agreement for California Community Colleges between Foothill De-Anza Community College District (FDHA) and Feather River College to define commitments, obligations, benefits, and responsibilities to increase opportunities for completion of student educational goals in California through access to high quality online courses and a comprehensive and collaborative online education ecosystem, were approved as presented with the understanding that the written number “(Fifty Three Hundred Dollars)” in the agreement on Consent Agenda Item 9A6, Agreement with Plumas Transit Services, would be corrected to read, “(Fifty Three Thousand Dollars)”, (Meyers/McNett/Ware/Elliott Aye) (None Opposed) (Sheehan/Yates Absent).

10. REGULAR AGENDA

***A. Motion Items**

None

*** B. Roll Call Items**

None

C. Special Items/Reports

- 1) Katie Desmond, Political Science Professor and Arts and Sciences Division Chair, and Erin Ellingson, Admissions and Records Specialist, provided reports to the Board of Trustees on their attendance at the Association of California Community College Administrators (ACCCA) ADMIN 101 Conference held in Irvine, California. Dr. Desmond expressed her appreciation to Kevin Trutna, Superintendent/President, for his support in providing her with the opportunity to attend the conference. Dr. Desmond stated that she felt the overall theme of the conference she attended was change, and by this she meant it included both changes in the directives coming from the State, changes in the overall population of the State, and also how these changes would affect Feather River College. She also reported that another issue taking place across the State involves how to keep California community college transfer students from transferring out-of-state. She reported that right now 75% of students

who do not transfer to a CSU or UC school are leaving to attend out-of-state colleges, and she feels this is a huge issue and one Feather River College should also focus on. She also shared her appreciation for any opportunity to engage with new people and hear their perspectives on all of the changes taking place throughout the system including Guided Pathways.

Erin Ellingson also thanked Dr. Trutna for his support and the opportunity to learn more about the nuts and bolts of the community college system. She shared with those present a segment of the conference she attended that dealt with departments and department heads sometimes falling into a silo system of operation. She also shared that the workshop provided strategies for recognizing these forms of organizational gaps while providing techniques on how to bridge this insular type of management system. She also reported that each day at the conference focused on either finance, management, decision-making, human resources, or other segments of the community college system. Ms. Ellingson emphasized how the conference helped her to have a better understanding of how each group contributes to the functioning whole of a community college.

- 2) Jim Scoubes, Chief Financial Officer, presented the District's Monthly Financial Report as of July 30, 2018. He reviewed the Unrestricted General Fund Summary noting that expenditures totaled \$682,792 or 4% of approved budget over a shortened thirty-day report due to packet printing deadlines. He explained that the salaries in the 1000 and 2000 account codes contain Cost of Living Adjustments (COLA), and he reminded Trustees that the Tentative Budget had not included this 2.71% increase. Mr. Scoubes also referred the Board of Trustees to page nine of the report which contained what could be considered very close to the final figures for the 2018 fiscal year. Trustee Meyers asked why the report showed a zero balance in the column for Beginning Fund Balance (BFB), and Mr. Scoubes responded that zero is the difference between the budget and the actual. He elaborated further by explaining that the budget column indicates there's \$1,855,168 in available BFB funding, and the zero indicates that none of this funding has been accessed.
- 3) Kevin Trutna provided opening remarks on the presentation by Derek Lerch, Dean of Instruction/CIO, and Carlie McCarthy, Chief Student Services Officer, on student success initiatives. He stated that Guided Pathways information was discussed previously at the Board retreat in June, and Ms. McCarthy and Dr. Lerch planned to touch on how other student success initiatives tie into Guided Pathways to improve student success. Ms. McCarthy distributed a visual handout on Guided Pathways that showed the four pillars used to guide students and she indicated that the Guided Pathways is very much an effort between the Office of Instruction and Student Services. Derek Lerch added that when you think about the four pillars you see that everything done between the two offices can be framed or tied to one of these pillars. He explained that the State of California wants to see progress in the student experience and in student success at community colleges, and it has developed a preliminary set of

key performance indicators that will measure the progress based on the kinds of students served and how well these students hit certain progress marks. He also explained that the new funding formula will also be used as a way to force improvement across the community college system and also measure the improvement while the restructure takes place. Ms. McCarthy reported that Feather River College will receive \$500,000 over five years to implement Guided Pathways, and she and Dr. Lerch will oversee the project along with assistance from Dr. Desmond, and Greg McCarthy, Program Coordinator/Articulation Officer. Ms. McCarthy announced that Alyssa Nguyen, Interim Director of Institutional Research at the RP Group, will be presenting at FRC on the topic of Guided Pathways on Wednesday, August 15, 2018, and through attendance at this presentation staff and administrators should leave with a greater understanding of the project and be motivated to do even more than they already are to help students succeed. Dr. Lerch continued the presentation by discussing initial placement for students in English and math classes, and how AB 705, the Seymour-Campbell Student Success Act of 2012, will affect the need for new math curriculum sequencing to meet the expectation of Guided Pathways. Ms. McCarthy went over the information on the flyer about the Feather River College Promise Scholarship Program explaining that it is directed at first time full-time students brand new to Feather River College who do not qualify for the California College Promise Grant (formerly the Board of Governor's Fee Waiver (BOG) and/or the Federal Pell Grant. She added that recipients need to be California residents or AB 540 (Dream Act) eligible, enroll in 12 or more units, and meet with an academic advisor or counselor to develop their Student Education Plan (SEP).

- 4) Kevin Trutna reviewed with the Board of Trustees the Strategic Plan Annual Report for 2017-2018. He stated that the College instituted the Strategic Plan a number of years ago with the strategy of forcing committees to recognize how they support the Strategic Plan. Dr. Trutna explained that the backup documentation reflects the progression and new updates are contained in each table containing the four Strategic Plan directions.
- 5) Russell Reid, Agriculture (Ag.) Chair and Equine Studies Professor, provided a presentation on the Ag. Department and he included an update on the Bachelor's Degree Program. His report highlighted an article. *Lessons in the Saddle*, where Feather River College's Equine Program and Horse Sale was featured in *Platinum Performance*, an equine supplement and nutrition magazine, and referred to as one of the three leading collegiate equine programs and horse sales in the nation. He stated that this is something to be proud of and an objective he plans to continue to strive for. He added that he recognizes that quality is what will determine student success, and he focuses on this mentality while ensuring that the curriculum, faculty, staff, and facilities are the best. Professor Reid also addressed program statistics focusing on a graph that depicted the number of students declaring agriculture as their major over the previous five years versus the number of students receiving degrees,

and he explained that one of the challenges the program faces is raising the number of degrees. Professor Reid updated the Board of Trustees on the Bachelor Degree Program reviewing the number of instructors for both lower and upper division courses, the number of courses in the catalog for the upper and lower division courses, and the number of students enrolled in agriculture classes over a five-year average. He also informed the Board of Trustees that 48 students have been accepted into the program for the fall 2018 semester, but that not all of these students will attend. With regards to other statistics for the program, Professor Reid indicated that about 70% of the applicants are accepted into the program and of those students not accepted into the program, 70% will enroll anyway, which is not something that you can do at other community colleges. Professor Reid stated that in moving forward the goal of the program is to improve student success, improve student retention, and bring students to Feather River College by continuing to develop the website, be attentive to social media campaigns, and continue to develop new and established industry relations. He also reported on employment statistics for the first graduating class of bachelor degree students indicating that 43% are now employed in the field of equine, 22% are employed in finance or banking, 21% in the area of livestock, and 14% in a government field. Trustee Meyers thanked Professor Reid for his detailed report and asked if could stop by his office in the near future to hear more about curriculum and course changes, enrollment data and those changes, and priority program development cost and needs.

- 6) Kevin Trutna updated the Board of Trustees on emergency operations for Feather River College. He explained that the backup documentation for the report contained copies of BP/AP 2320, Special and Emergency Meetings, BP 2518, Action in an Emergency, and a copy of the Feather River Community College District Emergency Operations Plan. He indicated that the policies and procedures along with the Operations Plan allow for decisions to be made quickly for the protection of life, health, and safety of individuals should an emergency situation present itself. Trustee McNett indicated that on page eight, the Emergency Plan still lists Dr. Karen Pierson as the Chief Student Services Officer, which should be updated either with Carlie McCarthy's name or just by using titles.

D. Communications, Presentations, and Reports

- 1) **Board of Trustees**

President Ware commented that her son is a Ph.D. student at University of California Los Angeles (UCLA) where he does research for his advisor during the summer months earning \$5,000 monthly. Her reason for commenting was to show how different things are now in comparison to when she was in graduate classes.

- 2) **Associated Students**

No Report

- 3) **Academic Senate**

No Report

4) **Classified Senate**
No Report

5. **Instruction**

Derek Lerch reported that classes begin on Monday, August 20, 2018, and enrollment seems to be good shape as the semester starts. He also reported that the advisors have been busy, and it would be hard for FRC to handle many more degree seeking students especially in the core classes. Dr. Lerch additionally reported that the week of August 13, 2018, will include Institutional Day, Adjunct Faculty Flex, Faculty Flex, and New Student Orientation. He added that he's attended two meetings during the week involving Plumas County Office of Education, and he feels there's a good mutually interested relationship there. He also informed the Board of Trustees that the United States Forest Service Internship Program wrapped up last week with an internship showcase on campus, and he felt it was the best group of presentations he has seen yet. In that regard Dr. Lerch reported that Carolyn Shipp has been hired as the Internship Program Coordinator. Trustee Elliott asked Dr. Lerch how he was doing with mathematics courses that were formerly taught by Michael Bagley, and Dr. Lerch indicated that all the mathematics courses are staffed and that it is a transitional time for mathematics with multiple sections of statistics taking place, and only one section of college algebra being taught.

6. **Student Services**

Charlie McCarthy reported that there have been athletic orientations over the previous week in conjunction with Plumas County Department of Social Services, Plumas County Sheriff's Office, and other local resources to help students adjust to college life and life in a small community. She also reported that she's been working with Merle Trueblood, Director of Athletic Operations and Events, to get a 50th Anniversary float in the Plumas County Fair parade on August 11, 2018. Ms. McCarthy provided Trustees and others with flyers that listed the Week of Welcome activities slated to begin Friday, August 17, 2018. She encouraged members of the Board to attend any or all of events if their schedules allowed. Trustees were given 50th Anniversary tee-shirts, and Trustee Meyers inquired as to whether or not the Paint the Town Gold flyers mentioned in the local newspaper would be distributed to all communities. After further discussion, he requested that a reasonable effort be made to include Chester, Indian Valley, and Portola in the distribution.

7. **Superintendent/President**

Kevin Trutna highlighted several items contained in his written report including information that Marci Lang, Director, Disability Support Services for Students (DSP&S) earned her Master of Arts in Education – Counseling degree. He also reported that he had planned on attending the Appropriations Committee meeting that was scheduled to take place, Wednesday, August 8, 2018, on SB 1406, the Post-Secondary Education

Bill on the Baccalaureate Pilot Program, but he learned that the meeting had been canceled and the bill was placed in the suspense file for now. Dr. Trutna also indicated that his written report contained information and statistics on the Institutional Set Standards, and the graphs included reflect the volatility in the FRC's smaller sample numbers. Lastly, Dr. Trutna highlighted the page in his report listing the 50th Anniversary Celebration Events flyer, and he encouraged those in attendance to attend the events and celebrate FRC's 50th Anniversary.

There being no further business, the meeting was adjourned at 4:46 p.m.

KT/ch