

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 3:05 p.m. on Thursday, November 16, 2017, at Feather River College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California.

Trustees present: Sheehan, Elliott, McNett, Meyers, Ware

Trustees absent: Student Trustee Holm

2. Closed Session Announcement:

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

3. Agenda

The Regular and Consent Agendas for the November 16, 2017, meeting held at Feather River College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California, were approved as presented, ((Elliott/McNett/Sheehan/Meyers/Ware Aye) (None Opposed) (Holm Absent).

4. Minutes:

The minutes from the Regular Meeting held on Thursday, October 19, 2017, at Nakoma Resort, 348 Bear Run, Clio, California, were approved as presented, (McNett/Meyers /Sheehan/Elliott/Ware Aye) (None Opposed) (Holm Absent).

5. Items from the Public:

Roger Diefendorf, Executive Director, Plumas County Community Development Commission (PCCDC), and member of the public, addressed the Board of Trustees regarding his support of Pamela Crespin, Director of Adult Education. He explained that it's common knowledge that the population of Plumas County is declining while the unemployment rate spikes above the rest of the country. He also stated that factors including a well-educated work force and vocational training are necessary considerations that employers look for when hiring, and that the grant's OnRamp to Employment utilizes State funding to provide these skills as the first step to gainful employment in the community. He explained that he's attempting to dovetail Dr. Crespin's program into what the PCCDC is doing, and he sees the OnRamp to Employment Program as one of the vital keys to increasing employment in the County.

6. CONSENT AGENDA

Prior to approval of the Consent Agenda, President Sheehan addressed Consent Agenda Item #6A6, Approval of Memorandum of Understanding in the amount of \$400.00 between Feather River Community College District, Educational Talent Search Program (ETS) Grant Program (DISTRICT) and Plumas Unified School District (AGENCY) for DISTRICT to provide a coordinator (Jan Prichard) to work with AGENCY to bill DISTRICT for ETS related student travel services for the Greenville High School 7-12th College Campus Field Trip to Butte College effective

November 1, 2017, through January 31, 2018. He asked if it was necessary for a Memorandum of Understanding (MOU) be done for the small amount of \$400.00. Carlie McCarthy, Chief Student Services Officer provided additional information on the MOU, and Kevin Trutna, Superintendent/President, explained that all of his signatures, per policy, need to be ratified by the Board of Trustees, and there was additional discussion. Dr. Trutna requested that Jim Scoubes, Chief Financial Officer locate the policy on the ratification of contracts for next month's Board meeting.

President Sheehan stated that Trustee McNett had a question on Consent Agenda Item #6A8, Approval of Agreement in the amount of \$53,000 between Plumas Rural Services – Plumas Transit Systems (PRS) and Feather River College (FRC) for PRS to provide transportation services within Plumas County for students of FRC effective July 1, 2017, through June 30, 2018. Trustee McNett explained that his question had to do with how the price for services is established and negotiated from year to year. Dr. Trutna explained that the contract was rolled over and increased slightly from two years ago. He also explained that during negotiations the ridership is reviewed as part of establishing a contract, and the cost of the contract is maintained through transportation fees paid by the students as they enroll. After further discussion, Trustee McNett encouraged the District to make the students and taxpayers a priority as it renegotiates its contracts for ongoing services

*** A. Motion Items**

- 1) Ratification of Personnel Requisitions, 2) Ratification of Personnel Actions, 3) Payroll and Commercial Warrants, 4) Budget Transfers, 5) Budget Augmentations/Reductions, 6) Approval of Memorandum of Understanding in the amount of \$400.00 between Feather River Community College District, Educational Talent Search (ETS) Grant Program (DISTRICT) and Plumas Unified School District (AGENCY) for DISTRICT to provide a coordinator (Jan Prichard) to work with AGENCY to bill DISTRICT for ETS related travel services for the Greenville High School 7-12th College Campus Field Trip to Butte College effective November 1, 2017, through January 31, 2018, 7) Approval of Grant Agreement in the amount of \$63,500 between Feather River Community College District (DISTRICT) and Tehama County Department of Education to provide Focus on Freshman Training, salary, and benefit costs, and in consideration for services provided, DISTRICT shall pay AGENCY for expenses associated with workbooks, instructor guides, and travel costs for six people associated with attending the Get Focused Stay Focused conference, 8) Approval of Agreement in the amount of \$53,000 between Plumas Rural Services – Plumas Transit Systems (PRS) and Feather River College (FRC), for PRS to provide transportation services within Plumas County through the Plumas Transit System for students of FRC effective July 1, 2017, through June 30, 2018, and 9) Approval of Adult education Grant Agreement in the amount of \$7,900 between Feather River Community College District (DISTRICT) and the Plumas County Office of Education (AGENCY) for DISTRICT to provide an Adult Education Project Coordinator (Shelley Miller) to work with AGENCY to provide coaching for Early Childhood Education students effective January 1, 2018 through June

30, 2018, were approved as presented, (Elliott/McNett/Sheehan/Meyers/Ware Aye) (None Opposed) (Holm Absent).

7. REGULAR AGENDA

***A. Motion Items**

- 1) Kevin Trutna requested Approval of Curriculum Items and he turned further comment over to Derek Lerch, Dean of Instruction/CIO. Dr. Lerch explained that most of the items include standard course revisions, but there are also some new courses contained in the documentation in a new partnership with the Plumas County Sheriff's Department with regards to Peace Officer Standards Training (POST). Dr. Lerch also explained that the agenda item also includes a revision to the Administration of Justice degree to bring it in line with the transfer degree in the same discipline. There being no objection or further discussion, the request for Approval of Curriculum Items was approved as presented, (Meyers/Elliott/Sheehan/McNett/Ware Aye) (None Opposed) (Holm Absent).
- 2) Kevin Trutna requested Approval of District Board Policy BP 4225, Course Repetition, and BP 4300, Field Trips and Excursions. After further discussion, that included a request from Trustee Elliott that the Board review AP 4300, Field Trips and Excursions, at the December Board meeting, BP 4225, Course Repetition, and BP 4300, Field Trips and Excursions, were approved as presented, (Elliott/Meyers/Sheehan/McNett/Ware Aye) (None Opposed) (Holm Absent).

*** B. Roll Call Items**

None

C. Special Items/Reports

- 1) Jim Scoubes presented the District's Monthly Financial Status Report as of October 31, 2017. He reviewed the Unrestricted General Fund Summary noting that revenues for the period totaled \$3,424,590, an amount close to last year's total revenue of \$3,466,707. He also noted the difference between last year's committed Beginning Fund Balance (BFB) amount of \$2,284,002, and this year's BFB amount of \$1,625,713. Mr. Scoubes also reported that District expenditures as of October 31, 2017 totaled \$4,743,446 or 29% of approved budget. He explained the increase in the 7000 account code from the prior year as being related to the \$175,000 that was transferred from the Unrestricted General Fund to the Pines. President Sheehan remarked that he didn't believe that this amount would be the total close out on the Pines and that there may be additional punch list expenses ahead, and there was further discussion.
- 2) Kevin Trutna provided opening remarks on the accreditation self-evaluation document, and he reported that it is still undergoing edits from members of the accreditation leadership team. Derek Lerch provided a

report on what's been accomplished since the previous Board meeting, including the completion and cataloging of the entire evidence repository. He explained that the District has engaged the services of a skilled typesetter, (Douglas Gordon), who is currently working to format the entire document and provide hyperlinks to the evidence cited in the text. Dr. Lerch also stated that it is still his goal to have the self-evaluation placed in the mail to the Accrediting Commission for Community and Junior Colleges (ACCJC) prior to the winter break, and he reported that the District is still on track to accomplish this. Members of the Board extended their appreciation for the work done on the document, and Trustee McNett added that he felt it was fine overview of what is being done and accomplished at Feather River College.

- 3) Kevin Trutna indicated a report on the Adult Education Block Grant (AEBG)) had been scheduled for November as part of the Board's planning calendar, and that Pamela Crespin, Director of the Adult Education Grant was present to provide the informational report. Dr. Crespin reported that the District is in the middle of its fourth year as fiscal agent for the AEBG grant, so there is sufficient data available at this point to look at the data and decide whether or not the funding has been spent appropriately. She also reported that she has completed a mini-audit of the program and that Trustees would find informational sheets "A" through "E" included with each Board member's packet. Dr. Crespin reported that sheet "E" contained the detailed financial information on the grant, and that she wouldn't go over it in detail, but she had included it as information for the Trustees. She summarized the AEBG as a State funded program that provides funding for anyone in Plumas County over 18 years of age that needs training in basic skills or a vocation to get a job, or get a better job. She mentioned that many in Plumas County see the program as a crucial component to economic development in the region, and that's one of the reasons she's been meeting with Roger Diefendorf to see if their two programs can work together to improve economic stability. She noted that the total funding received to date totals \$2,599,302 with \$180,000 received for the first year of planning. She explained that since then apportionment amounts were \$750,000 in year two, with an additional \$123,000 received that year for data and accountability. Dr. Crespin added that the District received apportionment funding amounts of \$773,016 last year, and the same amount was received this year. She continued with her report by explaining that the core courses required by the State are mathematics, English, English as a Second Language (ESL) and non-credit Career and Technical Education. There was lengthy explanation and discussion on how the AEBG is being redesigned, what the effectiveness measures of each consortium are, and what other colleges are doing with funding to develop vocational training classes. Dr. Crespin stated that she's already working on the vocational classes that will be launched in January 2018. She added that right now, the consortia here in Plumas County is the only consortia in California that doesn't have these courses in place. Derek Lerch interjected that Plumas Unified School District (PUSD) has stepped forward to take on the role of providing accredited instruction through educational learning centers that

will eventually be distributed around Plumas County and that PUSD has hired instructors for these positions who are in the process of creating curriculum. He added that PUSD expects to offer these classes in early 2018. Additional information that Dr. Crespin provided included spending patterns for operating costs, outreach and planning, and consortium programming and community based organization planning and programming expenses for the 2014-2015 planning period. She closed her report by reviewing the Summary of Reportable Measures for each Community Based Organization (CBO) that received funding, and by noting what the least and most expensive cost per outcome totaled. President Sheehan stated that he felt that to fully understand all of the data the Board would need to need to revisit the agenda item. Trustee Meyers stated that when he reviewed the material, he looked directly at the number of job placements, and he concluded that 34 was not a good outcome and there was further discussion. Dr. Crespin stated that one recommendation she has for the program would be to first understand why the two educational institutions that constituted the consortium did not immediately work to put courses in place, work to remove the barrier, and then put the plan in writing. She also recommended that the members of the consortium sit down together and write up a three-year plan, schedule and implement the courses, or if necessary contract the courses out. Dr. Crespin also asked members of the Board to scrutinize any budget transfer requests that come before it regarding the AEBG, and President Sheehan assured her that the Board has and will continue to do so.

- 4) Kevin Trutna announced that Darryl Swarm, Library Director, would be providing a report to the Board of Trustees on the Learning Resource Center (LRC). Dr. Trutna explained that the four questions asked of those that report to the Board of Trustees on a program include, its goals, its challenges, FTES or in this case usage, and statistics. Mr. Swarm summarized the goals for the LRC as to continue collection development in areas such as equine and ranch management, health care, science and technology, and business. He also stated another one of his goals is in the area of being able to offer students off campus reference support services 24 hours every day, and he explained that this could be accomplished for a reasonable consortium fee of approximately \$3,400 annually. Mr. Swarm also addressed the goal of completing the installation and configuration of equipment, cabinetry, and library furnishings from 2012. He noted that funds were set aside specifically for this purpose, and he would like to see it completed and there was further discussion. With regard to challenges, Mr. Swarm included the restoration of the Collection Development Budget that was reduced in 2009 and hasn't been restored yet, the completion of equipment, cabinetry, and library furnishings from the 2012 building project, and the relatively flat staffing structure despite the increase in patronage. He summarized some of the usage statistics for the LRC as including a 560% increase in patron activity, circulation activity that has doubled, reference and classroom instruction up 600-800%, and 80% of the physical collection being over 20 years old. Trustee McNett seriously addressed renaming the building something other than the LRC and there was further discussion.

- 5) Kevin Trutna provided opening remarks on the report item by stating that he had placed it on the agenda because community colleges now have the Guided Pathways, the Integrated Plan, and the College Promise, terms that Trustees have likely heard in the news and talked about in various communications. He noted that the plans have not yet been developed and the Chancellor's Office has not yet provided much guidance on them. Dr. Trutna turned further comments and explanation over to Carlie McCarthy, Chief Student Services Officer. Ms. McCarthy provided an overview of her summarized worksheet included with Board information, and she explained that basically what is happening is that the Integrated Plan will contain the integration of the Student Success and Support Plan (SSSP), the Equity Plan, and the Basic Skills Plan, because each Plan shares common goals to improve student success at colleges. She also explained that key points include that the Chancellor's Office has extended the deadline for the Integrated Plan in order to develop an electronic portal so the Plan can be sent to the College. Ms. McCarthy also explained that Michelle Petroelje, Director of SSSP, and Jeanette Kokosinski, Director of the Instructional Resource Center, are taking the lead on the project and they meet regularly with Derek Lerch, Dean of Instruction/CIO, and Agnes Koos, Director of Institutional Research and Planning, to go over the Plan and discuss its progress. She went over the goals for the Integrated Plan and the activities planned to meet those goals. The California College Promise Grant, or AB19 she went on to say, is still undecided with hopes that it will be initiated next spring in order to entice more first-year college students to attend community colleges. Trustee Elliott indicated that he thought it was already in place, and Ms. McCarthy responded that where the funding for the grant is going to come from has not yet been identified.
- 6) Kevin Trutna reported that agenda item #7C6 in accordance with Government Code Section #3547, is public notice of the initial proposal from the AFT/CFT Associate Faculty Local #4615 to Feather River Community College District, and contains the Articles that the union is interested in discussing. Dr. Trutna explained that the Associate Faculty Union Contract will expire on June 30, 2018, and negotiations will not begin until after the winter break.
- 7) Kevin Trutna reported that agenda item #7C7 is related to the previous agenda item, and it contains the initial proposal from the Feather River Community College District to Associate Faculty Local #4615. He explained that the item will be on the December 14, 2017, Board of Trustees agenda for formal adoption. He also explained that the initial proposal is required so that the public is provided notice on the initial proposal and can comment on it if they have feedback.

D. Communications, Presentations, and Reports

1) Board of Trustees

Trustee Elliott provided comments on the Methodist Church's Annual Fall Dinner. He explained that approximately 420 dinners were served, and the

baseball players in attendance were a big help in cleaning up afterwards. Trustee Meyers indicated that he felt the Board had a great meeting at the Nakoma Resort in October. He also stated that he was pleased to see in a recent report from the Legislative Analyst's Office (LAO) that if there is no change in the Federal Budget, the outlook for the State looks good for K14 education funding. Trustee Meyers also presented Russell Reid, Ag Chair and Equine Studies Instructor with a personalized hat recognizing him as "FRC's Cowboy in Charge" as reported in the Feather River Publishing after the tour of the newly installed corral facilities. President Sheehan noted that Secure Rural Schools Funding continues to be discussed at the Federal level, but nothing has come out of the talks that he's aware of.

2) Associated Students

Ambria Holm, Student Trustee, was unable to be present for the meeting, but she submitted a written report that was distributed prior to the meeting.

3) Academic Senate

No Report

4) Classified Senate

Cynthia Hall, Classified Senate President reported that the Classified Senate will meet again on Monday, November 21st. In addition to the review and approval of policies and procedures, she explained that the organization had just completed a fundraiser for its Rose Cortez Memorial Scholarship where it netted approximately \$475.00.

5. Instruction

Derek Lerch reported that accreditation has been his main focus recently. He additionally reported that with the close of the fall semester, faculty are busy with student and peer evaluations, and he has been attending classes as part of this process which he finds enjoyable.

6. Student Services

Carlie McCarthy reported that Student Services held an event earlier in the day in support of the American Cancer Society's Great American Smoke Out. She explained that the event is held to educate individuals on the use of tobacco products, and encourage those that want to abstain from smoking or using tobacco to sign a pledge to do so. She added that the event also fits in with FRC's decision to move to being a smoke-free campus by the year 2021. Ms. McCarthy reported that 42 individuals came through the event and completed the quiz and the event was done in partnership with the Plumas County Behavioral Health Department. She additionally mentioned another event scheduled for November 28, 2017, is being referred to as the "FRC Feast" where FRC students, under the direction of Chef Sean Conry, will prepare a delicious free meal and students will learn about preparing food on a budget. She added that during the dinner, local physical therapist Cory Felker will talk about careers in physical therapy and athletic training.

7. Superintendent/President

Kevin Trutna highlighted several articles from his written report including the success of the recent information campus cancer screening that Monica Potter, Counselor/EOPS had been involved with. He also reminded the Board of Trustees about the dinner taking place at Moon's Restaurant on December 14, 2017, after the Board meeting. He additionally explained that after this meeting, he'll be traveling to the Annual League Conference in San Jose, California where he will be giving a presentation on Saturday, November 25, 2017, on the Bachelor's Degree Program. Dr. Trutna added that there is a new initiative starting up called the Online Education Initiative and one of the individuals involved, Dr. Jose Fierro will be the chair of FRC's accreditation site visit team next March. Dr. Trutna explained that he plans to catch up with Dr. Fierro on Saturday as he'll also be attending the conference. Dr. Trutna closed his report by stating that after having breakfast with Trustee McNett on Tuesday, November 14th, he ended up teaching a sixth grade class after meeting the new principal of Greenville High School. He also highlighted the feedback received from those that participated in the active shooter drill on October 17, 2017, and he mentioned that the College is hosting a free turkey dinner on Tuesday, November 21st.

There being no further business, the meeting was adjourned at 4:45 p.m.

KT/ch