

MINUTES

BOARD OF TRUSTEES FEATHER RIVER COMMUNITY COLLEGE DISTRICT

Vice-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, September 20, 2012 at Feather River College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California.

Trustees present: Schramel, Sheehan, Ware, West, Student Trustee Davis
Trustees absent: Elliott

The regular and consent agendas for the September 20, 2012 meeting at Feather River College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California 95971 were approved as presented, (Ware/Schramel) unanimous.

The minutes of the Regular Meeting held August 16, 2012 at Feather River College Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (West/Schramel) unanimous.

A. ITEMS FROM THE PUBLIC

None

B. CONSENT AGENDA

Personnel Requisitions, Personnel Actions, Payroll and Commercial Warrants, Budget Transfers, Budget Augmentations and Reductions, Ratification of 2012-2014 Instructional Agreement between Feather River Community College District (DISTRICT) and Sierra Rescue (AGENCY) for the purpose of outlining the duties and responsibilities of each party as they relate to providing affiliated courses for the AGENCY, Ratification of Agreement between Feather River Community College District (DISTRICT) and Lassen Union High School (AGENCY) for the purpose of outlining the duties and responsibility of each party as they relate to providing affiliated education course for the AGENCY, Ratification of Agreement between San Francisco Community College District (SFCCD) and Feather River Community College District to provide services related to the California Early Childhood Mentor Program, and the Ratification of Agreement between Feather River Community College District (DISTRICT) and Plumas Unified School District (AGENCY) for the purpose of outlining the duties and responsibilities of each party as they relate to providing an affiliated educational course for the AGENCY were approved as presented, (Ware/Schramel) unanimous.

C. REGULAR AGENDA

*** 1. Motion Items**

a) Kevin Trutna, Superintendent/President Interim requested Approval to Adjust the December 2012 Board of Trustees meeting from December 20, 2012 to December 13, 2012. After further discussion, the request for Approval to Adjust the December 2012 Board of Trustees meeting from December 20, 2012 to December 13, 2012 was approved as presented, (West/Schramel/Ware) (Sheehan Opposed).

b) Kevin Trutna requested Approval of Board of Trustees Meeting Dates January 2013 through December 2013. After further discussion and there being no objection, the request for Approval of Board of Trustees Meeting Dates January 2013 through December 2013 was approved as presented, (Schramel/West) unanimous.

c) Jim Scoubes, Chief Financial Officer requested Approval of Authorized Users for Plumas Bank Safe Deposit Box. After further discussion and there being no objection, the request for Approval of Authorized Users for Plumas Bank Safe Deposit Box was approved as presented, (West/Ware) unanimous.

d) Derek Lerch, Dean of Instruction/CIO Interim requested Approval of Equivalencies. After further discussion and there being no objection, the request for Approval of Equivalencies was approved as presented, (Schramel/West) unanimous

e) Derek Lerch requested Approval of Fall 2013/Spring 2014 Academic Calendar. After further discussion and there being no objection, the request for Approval of Fall 2013/Spring 2014 Academic Calendar was approved as presented, (West/Schramel) unanimous.

f) Derek Lerch requested Approval of Curriculum Actions. After further discussion and there being no objection, the request for Approval of Curriculum Actions was approved as presented, (West/Ware) unanimous.

g) David Burris, Director of Human Resources/EEO requested Approval to Begin Recruitment and Advertise for Permanent Superintendent/President of Feather River College. He explained the process and noted that the recruitment period would run through November 16, 2012. Chris Connell, Academic Senate President and Search Committee Chair reported that the committee has worked efficiently and is taking its responsibility seriously. Trustee Ware noted a typographical error on page four of the job description and asked that the word, "hand gliders" in the last line of the description of the Greenville community be corrected to read, "hang gliders" and there was consensus. After further discussion and there being no objection, the request for Approval to Begin Recruitment and Advertise for Permanent Superintendent/President of Feather River College was approved as presented and the attached job description was approved as amended, (West/Ware) unanimous.

h) Nick Boyd, Director of Facilities/CTO requested Approval of Notice of Completion – Learning Resource Center Bid Divisions 2,3,4,7 and 17 and

Possible Authorization to Release Certain Funds from the Learning Resource Center Retention Fund Blocked Account. After further discussion, the request for Approval of Notice of Completion – Learning Resource Center Bid Divisions 2,3,4,7 and 17 and Possible Authorization to Release Certain Funds from the Learning Resource Center Retention Fund Blocked Account was approved as presented, (Schramel/Sheehan/Ware), (West opposed).

i) Vice-President Sheehan requested Approval to Send a Request to USDA Forest Service to use Various Local USDA Forest Service Wildfire Legal Settlement Funds to Augment Secure Rural Schools Funding. He stated that the school district and District Board of Supervisors has already authorized the sending of a letter to the forest service requesting a portion of the over \$200,000,000 in legal settlements that the forest service has received in our area over the last couple of years in lieu of Secure Rural Schools Funding. Vice-President Sheehan stated that Bill Wickman, member of the Plumas County Economic Recovery Committee is someone who has been shepherding the effort through the process and he would provide additional information on the item. Mr. Wickman explained that he had already spoken to the Board of Supervisors and the Board of Education in Chester last week about the opportunity and he noted that Secure Rural Schools funding has been decreasing every year in Plumas County since 2009 and is down \$7,000,000 from what was originally guaranteed. He also reported that there have been three fire settlements over the last several years totaling \$271,000,000 and that the County has not been offered any portion of these settlement funds. He additionally explained that going back through the Secure Rural Schools funding guidelines it appears that the revenues should be shared and that previous requests submitted by the school district on the issue have been denied. After further discussion and explanation of the options and the statement from Mr. Wickman that a letter with signatures from all three boards would yield more power as it shows unification, there was a motion that the Board Chair of Feather River Community College District be directed to work with the other boards to submit a letter requesting a portion of funding be shared in lieu of the loss in Secure Rural Schools funding over the years, (West/Schramel) unanimous.

Closed Session Announcement

Vice-President Sheehan announced that the Board of Trustees had met in Closed Session and that it had taken action to reject the application for the late filing of a claim by Michelle Buys. Vice-President Sheehan also announced that the Board had received an administrative determination concerning the claim of Amelia Schulz and that it had determined that the next step in the process would be to share those results with Ms. Schulz. Vice-President Sheehan additionally announced that the Board authorized movement on the retention with Randy Hill Construction by a three to one vote.

*** 2. Roll Call Items**

a) Karen Pierson, Chief Student Services Officer requested Approval of Resolution #12/13-04 - Approval to Amend General Child Care &

Development Agreement #CCTR-2182. There being no objection or further discussion, the request for Approval to Amend General Child Care & Development Agreement #CCTR-2182 was approved as presented.

Ayes: Schramel, Sheehan, Ware, West, Student Trustee Davis
Noes: None
Absent: Elliott
Abstain: None

- b) Karen Pierson requested Approval of Resolution #12/13-05 – Approval to Amend California State Preschool Program Agreement #CSPP-2352 between Feather River College and the California Department of Education. There being no objection or further discussion, the request for Approval of Resolution #12/13-05 – Approval to Amend California State Preschool Program Agreement #CSPP-2352 was approved as presented.

Ayes: Schramel, Sheehan, Ware, West, Student Trustee Davis
Noes: None
Absent: Elliott
Abstain: None

- c) Karen Pierson requested Approval of Resolution #12/13-06 – Approval to Designate Kevin Trutna as Signing Authority for State of California Department of Rehabilitation Workability III Agreement #38530. After further discussion and there being no objection, the request for Approval of Resolution #12/13-06 – Approval to Designate Kevin Trutna as Signing Authority for State of California Department of Rehabilitation Workability III Agreement #38530 was approved as presented.

Ayes: Schramel, Sheehan, Ware, West, Student Trustee Davis
Noes: None
Absent: Elliott
Abstain: None

- d) Jim Scoubes requested Approval of Resolution #12/13-07 – Authorization for the Superintendent/President or Chief Financial Officer to Secure a Line of Credit on Behalf of Feather River Community College District. After further discussion and there being no objection, the request for Approval of Resolution #12/13-07 – Authorization for the Superintendent/President or Chief Financial Officer to Secure a Line of Credit on Behalf of Feather River Community College District was approved as presented. Vice-President Sheehan also requested that Jim Scoubes check with both local banks on the possibilities of a line of credit.

Ayes: Schramel, Sheehan, Ware, West, Student Trustee Davis
Noes: None
Absent: Elliott
Abstain: None

3. Special Items/Reports

- a) Jim Scoubes presented the District's Monthly Financial Status Report as of August 31, 2012. He reviewed the Unrestricted General Fund Summary noting that revenues totaled \$415,142 plus the \$698,741 that was beginning fund balance. He also reported that expenses totaled \$1,908,413 or 15% of approved budget. Mr. Scoubes also reported that the District is spending below budget but still needs to watch its cash flow. He additionally reported that he had spoken with RBC Capital Funds who manage the TRAN and that it may be offering a mid-year TRAN that will be tied into apportionment funds and that this could be another avenue to consider for cash flow purposes. He also mentioned that it is typical for the mandated costs that the State directs the District to incur be filed by an outside agency and that this year the State is offering a block mandated fund allowing Districts to annually choose to accept \$28.00 per FTES in mandated costs, an option that would amount to \$48,000 to Feather River College at the current FTES level with the State indicating that Districts would not have to wait for payment and would have the option to return to the regular claim filing process if it was determined to be advantageous. Vice-President Sheehan asked Mr. Scoubes to report back at a future meeting on the scale of mandated costs.

- b) Derek Lerch provided the Board of Trustees with a report on accreditation recommendations including the Mission Statement and Course Pre-requisites. Dr. Lerch stated that the reports are the first of five special reports planned over the next several months in response to site-visit team accreditation recommendations. He reviewed the current draft of BP 1200, Mission and the modifications that are currently moving through the shared-governance process and he included comments on the administrative procedure that the visiting team recommended be developed. He also noted that he felt what the visiting team had focused on in its report was that the institution serves students beyond the borders of Plumas County and that the Mission Statement should include this information. The report also noted that archived copies of outdated Feather River College Mission Statements are returned during internet searches and that as much as possible the College needs to work towards removing old caches of this type of information. With regards to pre-requisites, Dr. Lerch reviewed the accreditation recommendation written into the report about the depth, rigor, and sequencing of the College's pre-requisites and he explained that he felt the recommendation stemmed in part due to inaccurate catalog information. There was further discussion about the inaccuracies and Dr. Lerch detailed the work being done to address the recommendation including more accurate catalog development that is connected to classes and pre-requisites and

institutional research studies on cut scores that have led to adjustments in the accuracy of pre-requisite scoring. He also provided historical information on the challenges facing all community colleges in the area of pre-requisites and the statistical validation methods used by the system in establishing appropriate community college course pre-requisites.

4. Communications, Presentations, and Reports

a) **Board of Trustees**

Trustee Ware reported that the smoke from the Chipps Fire has cleared in the Chester/Lake Almanor area.

b) **Associated Students**

Student Trustee Davis, on behalf of ASFRC reported that elections were held for student government positions and that a president and vice-president were elected.

c) **Academic Senate**

Chris Connell, Academic Senate President reported that the fifth week of classes is coming to an end and that students are still smiling and doing well in their classes. He commented that he is enjoying some of the best classes in his 16 years with the College and he credits the English pre-requisites in place with a good portion of this result. Dr. Connell also reported that the Academic Senate continues to be busy with policy and the review of different shared governance plans and that he has also engaged in discussions both in the Senate and with Karen Pierson in regards to the faculty counseling position recently vacated by retirement. In closing comments on his report, Dr. Connell reported that former Feather River College student Katrina Porter has returned to the area after graduating from the University of California at Davis and is volunteering her time at the College because she's indicated that it's important to her to give back to the institution that prepared her so well to continue on and graduate from the UC Davis.

d) **Classified Senate**

Connie Litz, Classified Senate President reported that one of her goals this year is to keep classified employees actively involved providing input while the institution addresses the accreditation recommendations. She reported that at its second meeting of the semester the classified unit had a productive discussion on the draft Technology Plan as well as the proposed language for the revision of the Mission Statement.

e) **Instruction**

Derek Lerch reported that a large portion of his time is beginning to be taken up with the faculty evaluation process. Dr. Lerch also introduced Darryl Swarm, Library Director and he added that Mr. Swarm has served as a librarian in a number of capacities and has taught geology at a number of institutions prior to his employment at Feather River College. He also reported that he is working to streamline the curriculum process to speed up review and approval timelines, and at Dr. Trutna's request he is

working to get up to speed with the Student Success Act passed this summer as the College needs to begin to consider the implementation process for this Act so that it remains in compliance with new rules such as priority registration and satisfactory academic progress. In closing comments on his report, Dr. Lerch reported that the census date for enrollment for state apportionment purposes has passed and that although he does not have a formal FTES count at this time he could report that head count for full-time students is up approximately 13% from last year. He additionally noted that if Proposition 30 fails to pass in the upcoming November election, apportionment funding will be cut to the District by approximately 120 FTES.

f) **Student Services**

Karen Pierson reported that administrators from Feather River College provided a presentation and report to the community recently at a meeting of the Quincy Rotary Club and that the presentation included elements of the College's history, pride in who it serves and what has been accomplished with regards to accreditation, aspects of on-campus student profiles, measurable outcomes such as retention rates and graduation rates, District finances and cash flow, and information on Proposition 30. Dr. Pierson also reported that many staff members in Student Services attended training recently in Sacramento where they learned about categorical funding and how strict the regulations are and what student populations are entitled to priority registration. She reviewed Dr. Connell's comments on an advising system that included EOPS and additionally provided information on new policies implemented this fall including housing payments now taking place through student accounts and strengthening and enforcing payment policies regarding student tuition and fees. Dr. Pierson additionally reported that a Transfer Plan is being put together that the Board will be hearing more about which will include workshops and other efforts to make sure students are aware of their transfer options. In closing comments on her report, Dr. Pierson stated that the campus hosted a College Career Fair on Wednesday, September 19th and that the event was well attended, informative and allowed those in attendance to explore a variety of career options. Trustee West inquired about the possibilities of a Rotary Club presentation in the Portola and Chester areas and Dr. Pierson responded that she would be happy to present at either or both locations.

g) **Superintendent/President**

Kevin Trutna referred to his written report to the Board of Trustees and he indicated that the report would also be distributed to the entire campus. He stated that all Trustees are running unopposed in the upcoming election and that he and Cindy Hall, Administrative Assistant would be gathering information on provisional appointment procedures related to District V. He also reported on activities and discussions in the area of the recently formed Feather River College Management Council that now meets monthly including trainings, negotiations, and a new evaluation form and he added that at next month's Board meeting Trustees will hear a report on the Supplemental Employee Retirement Plan (SERP). Dr. Trutna

provided those present with an overview of his written report including information on students including successes in athletics, classroom visitations, and the faculty connection to each student that he has observed including how he recently enjoyed meeting each member of the basketball team. He also commented on the past month's activities including a meeting with Student Trustee Jacquie Davis and the fact that the Chancellor's Office is in a full-court press as they release information on the impacts of cuts and reductions to the community college system. Dr. Trutna also reported that a consultant will present to the Board of Trustees in October about best practices and training examples that the Accrediting Commission for Community and Junior Colleges (ACCJC) wants in terms of board training and in November there will be an emergency and disaster preparedness training opportunity that will not include the Standardized Emergency Management System (SEMS) training. Dr. Trutna also reflected and reported on the important work being done by Karen Pierson and the Strategic Enrollment Management (SEM) Committee in establishing what the enrollment goals for Feather River College should look like and that this will be the guiding information for further discussions during the coming year. In closing comments on his report, Dr. Trutna reported that the community college system has sustained budget cuts of 12 percent over the last three years and if Proposition 30 fails the system will be cut another seven percent adding that if this happens the system in effect shuts its doors on 19 percent of students wanting to enroll in classes. He provided facts and figures on not only why community colleges are important state-wide but also quoted economic investment returns specifically associated with Plumas County and students who graduate from Feather River College.

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

KT/ch