

## 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 3:26 p.m. on Thursday, November 15, 2012 at Feather River College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California.

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

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

Kevin Trutna, Superintendent/President Interim requested that Motion Item C1a, Approval of Curriculum Actions be removed from the Regular Agenda because the Academic Senate had not yet approved the items. There being no objection or further discussion, the regular and consent agendas for the November 15, 2012 meeting at Feather River College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California 95971 were approved as amended, (Sheehan/Ware) unanimous.

The minutes of the Regular Meeting held on October 18, 2012 at Feather River College Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (West/Sheehan) unanimous.

#### **A. ITEMS FROM THE PUBLIC**

None

David Burris, Director of Human Resources/EEO presented letters of commendation to employees Kyle Wise and Michael Haydon for their quick response to a recent fire at the Feather River College residence halls.

#### **B. CONSENT AGENDA**

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

#### **C. REGULAR AGENDA**

##### **\* 1. Motion Items**

b) Derek Lerch, Dean of Instruction/CIO Interim requested approval of BP 1200 Mission. Trustee Sheehan suggested that a modification be made to the

language in the first sentence of the policy in order to avoid the use of a double “and” and there was brief discussion. There being no objection, it was agreed that the first sentence of BP 1200, Mission would be amended to read, “Feather River College provides high-quality, comprehensive student education **as well as** opportunities for learning and workforce preparation in a small college environment”. Trustee West also suggested that additional outreach efforts be implemented to better serve all of the communities that lie within Plumas County and there was further discussion. There being no objection or further discussion, BP 1200, Mission was approved as amended, (Ware/Sheehan) unanimous.

c) Nick Boyd, Director of Facilities/CTO requested Approval of Feather River Community College Technology Plan. He provided those present with an overview of the important points of the Technology Plan including the shared-governance process that was involved, the use of the Criteria Analysis Matrix or (CAM) that defines priority, rank, funding, need and risk, the IT/Technology request and funding flowchart and the tentative timeline or schedule for tasks. After further discussion and there being no objection, the request for Approval of Feather River Community College Technology Plan was approved as presented, (Sheehan/Ware) unanimous.

d) Jim Scoubes, Chief Financial Officer requested Approval of the Quarterly Financial Status Report CCFS-311Q for the Quarter ended September 30, 2012 (Q1). After brief discussion and there being no objection, the request for Approval of the Quarterly Financial Status Report (CCFS-311Q for the Quarter ended September 30, 2012 (Q1) was approved as presented, (Sheehan/Ware) unanimous.

## **\* 2. Roll Call Items**

a) Jim Scoubes, Chief Financial Officer requested Approval of Resolution #12/13-10 – Approval of the Appointment of Feather River Community College District’s Representatives to the Northern California Community College Self Insured Authority (NCCC SIA) JPA. After further discussion and there being no objection, the request for Approval of Resolution #12/13-10 – Approval of the Appointment of James Scoubes as Official Representative and David Burris as Official Alternate Representative for Feather River Community College District to the Northern California Community College Self Insured Authority (NCCC SIA) JPA was approved as presented.

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

## **3. Special Items/Reports**

a) Jim Scoubes presented the District’s Monthly Financial Status Report as of October 31, 2012. He reviewed the Unrestricted General Fund

Summary noting that expenditures for the period totaled \$3,787,611 or 30% of approved budget. He also reported that the State of California has been operating under the assumption that Proposition 30 was going to pass and that they will continue to withhold apportionment funding until June 2013 when they plan to provide a lump sum to the District of approximately \$1,400,000 as long as FTES fall into line as projected. President Elliott inquired about cash flow and Mr. Scoubes explained the deferrals are still anticipated and that Katie Schmid, Chief Accountant is monitoring the situation closely.

- b) Kevin Trutna provided introductory remarks regarding the public notice or sun-shining of the initial proposal received by the District from AFT-CFT Local #4615, Full-time faculty and he indicated that the item is considered the first step in the negotiation process. Dr. Trutna pointed out that full-time faculty are interested in a 3.53% move to be in line with the other small-6 colleges as presented in the Santa Rosa Junior College Study. There was further discussion of the public notice and David Burris concurred with Dr. Trutna that there was no action required on the item at this time. Trustee Sheehan asked for clarification on whether or not the 3.53% was an accurate figure for all salaries and David Burris responded that it was accurate based solely on the particular study referred to.
- c) Derek Lerch provided introductory remarks for the report on assessment of student learning that he and Katie Desmond, Political Science Professor had prepared for presentation to the Board. He indicated that the report was not a formal recommendation that the District received when the accreditation site-visit team was on campus but more an embedded recommendation in that there is a separate report also due in March 2013. Dr. Desmond provided comments on the summary of progress being made by the College on the assessment of student learning that included progress on the narrative under Dr. Lerch's leadership, percent of proficiency and continuous sustained quality, integration of student learning into the planning processes, and the importance of the work of the Student Learning Outcome Assessment Cycle (SLOAC) Committee which allows for robust and philosophical conversations to occur between educators while establishing a holistic understanding of what educators do in terms of student learning.

#### **4. Communications, Presentations, and Reports**

##### **a) Board of Trustees**

Trustee Sheehan inquired about the status of the letter that was to be signed by the three boards with regards to Bill Wickman's recommendation to file to a request to use various local USDA legal settlement funds to augment Secure Rural Schools Funding. Dr. Trutna responded that he had spoken with Mr. Wickman the previous week and that Mr. Wickman had resent the last draft of the letter for review and that a meeting needed to be scheduled for signatures. Trustee Sheehan stated that he would appreciate it if this process could be shortened into one in which the letter would be reviewed by Dr. Trutna, sent to President Elliott

and perhaps one other Board member for review and then signed without meeting again on the item and there was consensus.

President Elliott stated that in light of the presentation at today's meeting he was thinking about making the progress of emergency preparedness either a regular agenda item or part of the Superintendent/President's monthly report and there was general discussion regarding an established rhythm for best practices and Board trainings and cycles for items of trustee importance.

President Elliott additionally addressed the need to schedule dates for Trustees to interview candidates for the permanent Superintendent/President for the College and he indicated that January 17 and January 18, 2013 have been selected for this purpose. He requested that Cindy Hall, Administrative Assistant notify Trustee Schramel of the schedule.

**b) Associated Students**

Karen Pierson, Chief Student Services Officer, on behalf of ASFRC reported that members co-sponsored the election party along with political science students and plan to co-sponsoring the Thanksgiving Day lunch for students and staff. She additionally reported that ASFRC is also looking forward to organizing a black history celebration in January and February.

**c) Academic Senate**

Chris Connell, Academic Senate President reported that members of the Academic Senate are busy finalizing the fall semester and they have also been focused on policy issues and finalizing a new evaluation tool instrument for the evaluation of faculty members. He added that a discussion will also be initiated on Monday, November 19th on faculty positions and he hopes to see the discussion he's already had with the Council on Instruction shape future planning for a faculty hire that will keep the campus alive and its instruction vibrant. He also noted that the search for a permanent Dean of Instruction will begin soon and he has spoken with David Burris regarding the position and its description and he felt any changes that members of the Academic Senate might want to make to the job description would be minimal. Dr. Connell also reported that the new program outline submitted by new digital technology instructor, Nathan Tharp was approved at a recent meeting of the Council on Instruction and he summarized the program, courses, degrees, and certificates as a good addition for the College. In closing comments on his report, Dr. Connell reported that Trustee Sheehan has been replaced by Trustee Ware as the Board member participating on the search committee for the permanent Superintendent/President, that the debate at the Townhall Theatre went well, and students are developing and submitting essays for an upcoming essay contest.

**d) Classified Senate**

Connie Litz, Classified Senate President reported that the classified staff recently finished organizing its annual fundraiser for the Classified Senate

scholarship and although she did not have the exact total, she estimated approximately \$350.00 was raised through the sale of gourmet breads and other items.

e) **Instruction**

Derek Lerch reported that the transfer degree for Administration of Justice is moving through the curriculum process and that Dr. Connell is in the process of finishing up the transfer degree for English. He also reported that he finds the Curriculum Committee one of the more frustrating committees on campus that he participates in because even for a small school there is a large volume of material that goes through a fairly rigid approval process and that this last year was even more complex in nature because it involved catalog approval items. Dr. Lerch additionally reported that new software called SharePoint is being tested and utilized on campus that has document approval and routing capabilities and he feels that this will improve the speed of the curriculum process while preserving the integrity of documents. Trustee Sheehan cautioned Dr. Lerch on getting “bogged down” with SharePoint as he is on another board that is in its second year of SharePoint implementation and things are not going well with the software. In closing comments on his report, Dr. Lerch reported on classroom observations, faculty and associate faculty evaluations, the enrollment report he plans to present in December and the accreditation follow-up report as its being developed through Cabinet which serves as the Accreditation Steering Committee.

f) **Student Services**

Karen Pierson reported that Student Services has been working alongside the Academic Senate on policies concerning the grievance and complaint procedure and student code of conduct and it is also working with Human Resources to clarify the central receiving point on discrimination and harassment investigations. She also stated that staff members in Student Services are grateful for the information and counsel received over the last several days by Kim Aufhauser on emergency preparedness as some employees have expressed their uneasiness about the possibility of being confronted by an unhappy client. Dr. Pierson also reported that an advisory committee is being developed for Extended Opportunities Programs and Services (EOPS) as this is a requirement and the advisory committee will begin meeting in December. In closing comments, Dr. Pierson noted that the Diversity Committee and Student Services are sponsoring a free Thanksgiving Day lunch on Tuesday, November 20<sup>th</sup> for students and employees.

g) **Superintendent/President**

Kevin Trutna reported that the men’s soccer team did win its conference and will host the first round of the playoffs this Saturday. He also reported that the women’s volleyball team also won its conference and will host its playoffs sessions beginning next Tuesday, November 20<sup>th</sup> and will continue to host up until the state playoffs. He additionally reported that there will be a joint meeting of the Board of Trustees and the Foundation Board on Thursday, December 13<sup>th</sup> and that he wanted to bring back

some of the high points from Dr. Doug Houston's presentation on best practices for boards and incorporate it with information from Kim Aufhauser's presentation on emergency preparedness if not at this meeting then at a future meeting. He also reported on conferencing in with other small rural college president's attending the Community College League Conference in Los Angeles while noting other colleges like Gavilan College in Gilroy are now showing an interest in the consortium. Dr. Trutna added that one of the most interesting events he participated in last month was riding with the women's volleyball team to its competition at Butte College and he explained that he had fun while learning about the College's travel processes and condition of the vans. Dr. Trutna also briefed the Board on discussions he has had with Marlon Hall, President of Lassen College and Kindred Murillo, President of Lake Tahoe Community College on presenting a united front to the Nevada Commission on Higher Education on revisiting the Good Neighbor Policy.

President Elliott commented that approximately 238 people were served when Feather River College hosted the November 14<sup>th</sup> Community Supper and Dr. Trutna added that the men's and women's soccer teams contributed along with several faculty and classified staff members.

There being no further business, the meeting was adjourned at 4:47 p.m.

KT/ch