

## 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 3:03 p.m. on Thursday, January 15, 2015 at Feather River Community College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California.

*Trustees present:* Sheehan, Elliott, McNett, Ware, West, Student Trustee Mayes

*Trustees absent:* None

Kevin Trutna, Superintendent/President stated that after approval of the agenda and minutes, Derek Lerch, Dean of Instruction/CIO would be introducing Mr. Scott Brade, Head Football Coach/HES Instructor to the Board of Trustees.

#### **2. Agenda:**

The regular and consent agendas for the January 15, 2015 meeting at Feather River Community College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as amended, (Elliott/McNett/Sheehan/Ware/West /Mayes Aye) (None Opposed).

#### **3. Minutes:**

The minutes from the Regular and Organizational Meeting held on Thursday, December 11, 2014 at Feather River Community College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (West/Ware/Sheehan/Elliott/McNett/Mayes Aye) (None Opposed).

#### **4. Items from the Public:**

None

#### **5. Introduction of Scott Brade, Head Football Coach/HES Instructor**

Derek Lerch requested that Scott Brade who was present in the audience, step forward to be introduced to the Board of Trustees. Dr. Lerch stated that Mr. Brade's coaching career began early on at Citrus College in Glendora, California and he then moved on to coach at the two-year level in the state of Minnesota, and more recently coached at the two and four-year levels in the state of New York. Dr. Lerch also stated that he was impressed with Mr. Brade's commitment to football and his perspective on the importance of academics in working with student athletes. He also stated that a reference he spoke with praised Mr. Brade's ability to turn recruits into students and that this comments along with others personally impressed him. Dr. Lerch closed his introductory comments by indicating that this has been Mr. Brade's first week in the area and on campus and that he is excited to have him here as part of the head coaching staff in athletics. Scott Brade thanked Dr. Lerch for his introduction and indicated to the Board of Trustees that he comes to the position with almost 20 years of

coaching experience beginning at the youth and high school levels and then moving to two and four-year colleges. He also explained that he is drawn to Plumas County not only for the opportunity to coach at Feather River College, but also for the opportunity it affords him as a great place to raise his family who will be joining him this summer. He also stated that he looks forward to immersing student athletes in the community and showing them how athletics can move them forward into the next phase of their lives. He emphasized that as a coach he plans to make academics a priority and when asked how he would accomplish this, Mr. Brade explained that he will expect student athletes to attend classes, arrive for classes on time or early, and be a student that is prepared to learn. The Board of Trustees welcomed Mr. Brade to campus and recognized him for his dedication to the importance of academics in his role as head football coach and as a member of the faculty.

## **6. Consent Agenda**

Personnel Requisitions, Personnel Actions, Payroll and Commercial Warrants, Budget Transfers, Budget Augmentations/Reductions, and the Approval of Agreement between Total Compensation Systems, Inc. (Consultant) and Feather River Community College District (Customer) for Consultant to produce to Customer a consulting report including all actuarial information necessary for Customer to comply with requirements of current and future GASB accounting standards related to retiree health benefits were approved as presented, (Elliott/McNett/Sheehan/Ware/West/Mayes Aye) (None Opposed)

## **7. Regular Agenda**

### **\* A. Motion Items**

- 1) Derek Lerch requested Approval of Curriculum Actions. After brief discussion and there being no objection, the request for Approval of Curriculum Actions was approved as presented, (West/Ware/Sheehan /McNett/Elliott Aye) (None Opposed)
- 2) Kevin Trutna requested Approval of ACCJC Accreditation Mid-Term Report. He reported that the document has received a good deal of review and broad written participation as the District enters the half-way point of its next full accreditation cycle. Derek Lerch explained that every community college must submit a mid-term report three years after the Commission conducts its comprehensive site visit. He further explained that the goal of the report is to provide responses to the recommendations from the Commission outlined in its report and also to respond to the status of the self-identified improvement plans outlined in the self-evaluation study submitted to the Commission as part of the accreditation process. Dr. Lerch detailed the different phases of the document's development and answered a question from President Sheehan on intractable items, if any, he had discovered in the Commission's report to which Dr. Lerch answered "no", he hadn't found any. There being no objection or further discussion, the request for Approval of ACCJC Accreditation Mid-Term Report was

approved as presented, (Ware/McNett/Sheehan/Elliott/West/Mayes Aye) (None Opposed).

- 3) Kevin Trutna requested Approval of 2015-2016 Non-Resident Tuition Fee for Feather River Community College District. After further discussion that included a request from President Sheehan that a report be developed and shared with the Board of Trustees on where the out-of-state recruitment comes from, the request for Approval of 2015-2016 Non-Resident Tuition Fee was approved as presented at \$201.00 per semester unit, (Elliott/West/Sheehan/McNett/Ware /Mayes Aye) (None Opposed).
- 4) Kevin Trutna requested Approval to Accept Resignation of Feather River College Board of Trustee Member Leah West. Trustee West stated that after consulting with members of the Board of Trustees, her resignation would become effective March 19, 2015. After further discussion and there being no objection, the request for Approval to Accept Resignation of Feather River College Board of Trustee Member Leah West effective March 19, 2015 was approved as presented, (Elliott/McNett/Sheehan /Ware/West/Mayes Aye) (None Opposed).
- 5) Kevin Trutna requested Approval of Administrator Contracts. After brief discussion and there being no objection, the request for Approval of Administrator Contracts was approved as presented, (Elliott/Ware/Sheehan /McNett/West/Mayes Aye) (None Opposed).

**\* B. Roll Call Items**

- 1) Kevin Trutna requested Approval of Resolution #14/15-02 – Request for One-Day Contractual Credit for Feather River Community College District Child Development Center Program. He explained that inclement weather caused a closure of the campus on December 12, 2014 and that the Department of Education requires the Board adopt by resolution a request for the contractual program credit. There being no objection or further discussion, the request for Approval of Resolution #14/15-02 was approved as presented.

Ayes: Sheehan, Elliott, McNett, Ware, West, Mayes  
Noes: None  
Absent: None  
Abstain: None

**C. Special Items/Reports**

- 1) Jim Scoubes, Chief Financial Officer, presented the District's Quarterly Financial Report as of December 31, 2014. He reviewed the Unrestricted General Fund Summary noting that revenue for the period reflected \$5,310,351, a number that did not include property tax totals of approximately \$3,000,000 because it had not been received as of the date the report was generated. Mr. Scoubes also reported that the Summary

reflected expenditures totaling \$5,510,112 halfway through the fiscal year and that this was positive sign. Mr. Scoubes also commented on additional fund summaries reported on at the quarterly level including the Restricted General Fund, Child Development Fund, Capital Outlay Fund, Retiree Benefits Fund, and the Student Financial Aid Fund. Bill Elliott asked how much funding the college has in the Plumas County Treasurer's Investment Report and Mr. Scoubes reported approximately three to four million dollars at any one time depending on spending.

- 2) Kevin Trutna provided opening comments on the emergency operations update stating that the topic of safety was scheduled for a report on the January Board of Trustees planning calendar. Nick Boyd reported that the Safety Committee is meeting regularly to talk about the Injury Illness and Prevention Plan (IIPP) including a plan for heat exhaustion and drills for fire and active shooter incidents. He explained the emergency public notification system installed to communicate information into the classrooms and how emergency information would be disseminated to the administrative and clerical staff. Mr. Boyd also explained that members of a Student Incident Team meet weekly and confidentially to discuss potential threats and other behavioral warning signs that members of the team have become aware of. He noted that the California Highway Patrol is a part of campus safety now and he commended Joe Edwards, CHP Commander in Quincy for his efforts and involvement. Mr. Boyd closed his report by stating that Cal OSHA had been invited to visit the campus and it was a collaborative and helpful process that benefited facilities and campus personnel.
- 3) Merle Trueblood, Director of Athletic Operations and Events provided the Board of Trustees and others with a PowerPoint presentation of information on athletics. His presentation included slides on who the FRC athlete is, that they must focus on academics first, have the ability to pay for his or her education, that his or her athletic ability will be tested, and their character and desire to be a good citizen are critically important. Mr. Trueblood's presentation also focused on athletic eligibility, including mandatory units, enrollment checks, 2.0 GPA, progress reports, study hall, Student Educational Plan (SEP) and general education requirements. He also provided additional information on student athletes including headcount, workload, revenue, head count by sport, GPA by sport, and success beyond Feather River College in the form of scholarships and transfers. In closing comments, Mr. Trueblood touched on the Health and Exercise Studies (HES)/Athletics proposal that's been discussed in meetings of President's Staff, Title IX compliance, concussion testing, the Affordable Care Act and staff hours, continued housing needs, the Student Success initiative, and out-of-state recruiting. Trustee West asked Mr. Trueblood when the discussion regarding FRC's zero tolerance for drugs and alcohol takes place, and Mr. Trueblood answered that this discussion initially takes place when the student athletes show up for new student orientation, it takes place in mandatory one hour discussions on the Student Code of Conduct, in discussions with coaches, and from motivational speakers that the college sponsors. Kevin Trutna reported

that the topic was discussed at the coaches meeting earlier in the day and positive steps and recommendations for activities were vetted.

## **Communications, Presentations, and Reports**

### **1. Board of Trustees**

Trustee Ware reported that Seneca Hospital is recruiting for another full-time doctor and this usually takes approximately one year to accomplish. President Sheehan reported that Secure Rural Schools funding continues to attempt to make its way through congress.

### **2. Associated Students**

Paul Mayes, on behalf of Associated Students of Feather River College (ASFRC) reported that Esther Villegas has moved away and is no longer ASFRC President so the group is looking to see who will replace her. He also reported that officers plan to have an event to commemorate February as Black History Month.

### **3. Academic Senate**

Jeanette Kokosinski, Academic Senate President reported that a robust discussion took place at the January meeting of the Academic Senate and that the outcome of the discussion will play itself out during the semester.

### **4. Classified Senate**

Cynthia Hall, Classified Senate President reported that the first spring semester meeting of the Classified Senate is scheduled for February 23, 2015 and that the agenda contains a list of policies for review and/or approval.

### **5. Instruction**

Derek Lerch reported that it's good to have the students back on campus and staff adjusted themselves well to the earlier than normal beginning of classes. He also reported that the college will hear from the Chancellor's Office next week on a number of topics including FRC's proposal to offer a single four-year degree and when asked he explained that the Chancellor can approve proposals from as many as 15 districts. Kevin Trutna added that he had recently contacted the Chancellor's Office on another matter and Pam Walker, Vice-Chancellor for Academic Affairs indicated to him that a discussion of FRC's proposal was taking place as he called and he felt this was a positive indicator. Dr. Lerch continued his report by stating that the Office of Instruction is close to finalizing the cost shared Instructional Service Agreement (ISA) with the United States Forest Service (USFS) for fire-fighting classes to be scheduled and offered this spring, and he has been able to fund a number of instructional equipment requests with one-time block grant funding.

### **6. Student Services**

Karen Pierson, Chief Student Services Officer reported that most of the personnel in Student Services have recently participated in what is known as the Keirsey Temperament Sorter, a personality program being utilized

by other educational institutions and county departments to better understand how to work with different people and in some cases direct career choices. Dr. Pierson invited the Board of Trustees and others to participate in the program as her department had purchased several licenses to do so. She stated that she has received positive comments on the experience. Dr. Pierson also reported that FRC is sponsoring another blood drive on January 23<sup>rd</sup>, the second of the year. She explained that the blood drive will be held in the Zygyner Allied Health Building, is open to the public, and that FRC nursing students will be observing and assisting United Blood Services from Reno, Nevada with the donation process. She additionally reported that student employment has been discussed in a couple of meetings earlier in the week as most departments employ significant students during the semester. Dr. Pierson noted that during the discussions the processes and responsibilities for timesheet completion were reviewed as a way of making sure student workers receive their paychecks as scheduled. Dr. Pierson additionally reported that a new ad-hoc committee, the Violence Against Women Act (VAWA) Committee has been meeting regularly and has started to invite representatives from county agencies like Plumas County Intervention and Resource Center (PCIRC), Plumas Rural Services (PRS), and local law enforcement to participate. She explained that the committee has to do with knowing about, and responding appropriately to, any sexual assault on or off campus as will be required by law effective July 1, 2015. Dr. Pierson noted that Mick Presnell, Director of Distance Education/Webmaster has been sharing with Student Services what is referred to as Google Analytics, information about how the college website is being used and by whom and what mobile devices and areas of the website are most popular. Dr. Pierson continued her report by stating that the District is submitting for another round of its Student Support Services grant application, one of the three TRiO grants and one that employs three staff members, two of which are advisors are heavily relied upon to deliver advising services to 160 students. Dr. Pierson closed her report by indicating that in working with the AB86 Committee she has informed its members that she is willing to bring back the District's GED testing center, but it's been discovered there are costs involved and that funding through the assembly bill itself may be available to cover the costs. She also reported that presentations on the negative impacts of addiction are being planned for the spring semester and prior students and members of the CHP have been identified to lead, interact, and engage all students on this important topic.

**7) Superintendent/President**

Kevin Trutna reported that at next month's meeting the Board will talk about tenure and hear information from Mike Welser, Business Instructor on the business program curriculum and its importance to the college. Dr. Trutna also reported that he'll be attending the Community College League Conference along with some of the board members the week of January 20<sup>th</sup> and he'll report back on the conference as well as the out-of-state tuition rates. He highlighted the athletic meeting and spoke to the positive things that the department is accomplishing to address the drug and alcohol question posed previously by Trustee West. Dr. Trutna also

reported that Dr. Diane Van Hook, Chancellor at College of the Canyons and previously Dean of Instruction at Feather River College for two years during the Peralta days, gave a presentation on January 8, 2015 during Institutional Day on the laws that govern community colleges. Dr. Trutna additionally reported that he attended the Associate of California Community Colleges Association (ACCCA) budget workshop in Sacramento the previous day and heard presentations on the strength of Governor Brown's proposed budget allocations for community colleges and there was further discussion. From his written report, Dr. Trutna also highlighted that the FRC men's rodeo team has the most points of any rodeo team in the nation, that his community perspective "Where I Stand" article appeared in this week's paper, that the Sustainability Action Team is sponsoring an environmental film series beginning January 21, 2015, and that in meeting with the Academic Senate recently it was pointed out that general communication is good, but that communication between committees needs improvement. He indicated that the information on this discussion was covered on page six of his written report under "On the Horizon". Trustee McNett asked what the status was on the shared governance handbook and Dr. Trutna responded that it's still being worked on as is the procedure on granting residency.

There being no further business, the meeting was adjourned at 5:10 p.m.

KT/ch