

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 3:02 p.m. on Thursday, January 19, 2012 at Feather River College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California.

Trustees present: Elliott, Schramel, Sheehan, West
Trustees absent: Student Trustee Burfeind

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

President Elliott requested that the regular agenda be modified to reflect agenda item number C3a, Presentation of the Independent Audit Report for the Year Ended June 30, 2011 by Tina Tries, Crowe Horwath Accountants, be moved to the top of the Regular Agenda so that Ms. Tries could present her report and begin her return trip home as soon as possible during inclement weather. There being no objection or further discussion, the regular agenda for the January 19, 2012 meeting at Feather River College was approved as amended and the consent agenda for the January 19, 2012 meeting at Feather River College was approved as presented, (Sheehan/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 Agreement between Feather River Community College District and Force Consulting Services for services related to monitoring, preparing, and assessing grants, and the Ratification of Agreement between Feather River Community College District and County of Plumas to provide preventative health care and health education services to students at Feather River Community College were approved as presented, (West/Sheehan) unanimous.

C. REGULAR AGENDA

3. Special Items/Reports

a) Jim Scoubes, Chief Financial Officer, introduced Tina Tries, Audit Services Partner, Crowe Horwath LLP Accountants, who provided those present with

an overview of the independent audit report for the Feather River Community College District for the year ended June 30, 2011. Prior to her report, Ms. Tries announced that Crowe Horwath offers its clients webcasts on different accounting criteria throughout the year and if the District is interested in participating in these webcasts she would make arrangements through Jim Scoubes to have the District added to this mailing list. Ms. Tries continued her report by covering the adoption of, or change in, accounting policies, significant or unusual transactions, alternative treatments discussed with management, accounting estimates and management judgments, significant audit adjustments made to the original trial balance, uncorrected misstatements, and other information in documents. She added that there were no significant audit adjustments made to the original trial balance noted, no disagreements with management, and no consultation with other accountants, or major issues with management prior to retention and that the Business Office staff had done a good job providing the needed information to complete the audit.

Ms. Tries continued her report by providing an overview of the findings and recommendations section of the report including the summary of auditors' results and she stated that it was the unqualified opinion of Crowe Horwath LLP Accountants that the basic financial statements listed in the report presented fairly, in all material respects, the net assets of Feather River Community College District. She reported that there were no deficiencies or material weaknesses noted for internal controls over state programs and that this was a noteworthy achievement as some Districts have significantly struggled in this area. She also noted that under internal controls over financial reporting there was one significant finding identified to be a material weakness with regards to the financial aid emergency loan fund and she described the condition, effect, cause, fiscal impact, and recommendations of the finding and she noted that the District has put in place a corrective action plan to correct the deficiency.

Ms. Tries also provided an overview of one finding related to federal compliance and financial aid with regard to the reconciliation of School Account Statements to Direct Loan Detail Records and she noted that corrective action has already been implemented on this finding which was insignificant in nature. In closing review on the audit, Ms. Tries also briefly reported on the financial statement area of the report including the statement of revenues, expenses, and changes in net assets, and she responded to questions from Trustee Sheehan on timing issues for the submission of audit information. President Elliott thanked Ms. Treis for her report and he recognized the travel time involved for her to be in attendance at the meeting.

*** 1. Motion Items**

a) Ron Taylor, Superintendent/President requested Approval of Feather River College Trustee Area Realignment. He noted that the item had been previously discussed at a recent special Board meeting and that Board members had reviewed the three options proposed for trustee area realignment. Dr. Taylor also reported that he had presented the same

information at a recent Board meeting of the Plumas Unified School District (PUSD) where there was a suggestion that it might be beneficial for members of the PUSD Board to meet and discuss the redistricting options with members of the Feather River College Board. After further discussion and there being no objection, it was agreed that action on the agenda item would be tabled until two Feather River College Board members, John Sheehan and John Schramel, could meet with members of the Plumas Unified School District Board to further discuss the options, (Sheehan/West) unanimous. It was also acknowledged that Ron Taylor would schedule the meeting and be in attendance.

c) Nick Boyd, Director of Facilities, requested Approval of Notice of Completion, Learning Resource Center Bid Division #8, Aluminum Storefront System and Glazing. After further discussion and there being no objection, the request for Approval of Notice of Completion, Learning Resource Center Bid Division #8, Aluminum Storefront System and Glazing was approved as presented, (Sheehan/Schramel) unanimous.

e) Ron Taylor requested Approval of Job Description – Director of Human Resources/EEO Officer. He noted that the request contains updates to the current job description prior to beginning a formal recruitment for the position and he noted that the updates included the desire for additional experience in senior leadership and emphasis on software database preparation. After further discussion and there being no objection, the request for Approval of Job Description – Director of Human Resources/EEO Officer was approved as presented, (Schramel/West) unanimous.

f) Ron Taylor requested Approval to Hire Interim Director of Human Resources. He recommended that Laura Cyphers Benson currently of Redding, California, be approved for the position and that Ms. Benson's resume had been made available for review. He added that Ms. Benson's most recent experience includes interim human resources director positions at Cuesta Community College District and Allan Hancock Community College and prior to that she has related experience at University of Phoenix and Butte County Office of Education. Dr. Taylor added that, if approved, Ms. Benson's employment with the District might begin as early as February 6, 2012 and would end June 30, 2012. There being no objection or further discussion, the request for Approval to Hire Laura Cyphers Benson as Interim Director of Human Resources/EEO Officer was approved as presented, (Sheehan/Schramel) unanimous.

b) Jim Scoubes requested Approval of the 2012-13 Non-Resident Tuition Fee for Feather River Community College District. He explained that each year the State requires that each governing board district establish its nonresident tuition fee no later than February 1 for the succeeding fiscal year. After further explanation and discussion, Mr. Scoubes recommended that the nonresident tuition fee for Feather River Community College District be established at \$180.00 per semester unit and he noted that this amount falls within the parameters calculated on the 2012-13 nonresident fees worksheet using option five. After further discussion and there being no objection, the request

for Approval of \$180.00 as the 2012-13 Non-Resident Tuition Fee for Feather River Community College District was approved as presented, (Sheehan/West) unanimous.

c) Jim Scoubes requested Ratification of Quarterly Financial Status Report, CCFS-311Q for the Quarter Ended December 31, 2011. After further discussion and there being no objection, the request for Ratification of Quarterly Financial Status Report, CCFS-311Q for the Quarter Ended December 31, 2011 was approved as presented, (West/Sheehan) unanimous

g) Ron Taylor requested Approval to Implement Supplemental Employee Retirement Program (SERP). Dr. Taylor deferred further explanation of the item to Jamie Cannon, Director of Human Resources/EEO, who described the five-year breakdown of general fund savings to be approximately \$27,000 of the \$193,600 total savings with the remainder to be in the area of restricted funds. After further discussion and there being no objection, the request for Approval to Implement Supplemental Employee Retirement Program (SERP) was approved as presented, (Sheehan/Schramel) unanimous.

h) Ron Taylor requested Approval of Provisional Appointment Board of Trustees District V. He explained that after the Board took action to replace the trustee vacancy created by the resignation of Trustee Shamberger in trustee area V with a provisional appointment, public notice had been placed in the local newspaper and at public locations announcing that interested and qualified citizens should message him with their interest in the position. Dr. Taylor reported that Dr. Dana S. Ware, residing in Chester, California, has expressed interest in the position and has submitted a resume. After further discussion and there being no objection, the request for Provisional Appointment of Dr. Dana S. Ware, Board of Trustees District Area V was approved as presented, (Schramel/West) unanimous.

i) Ron Taylor requested Approval of Job Description Director of Facilities/Technology Officer. He explained that the job description was being updated and changed to reflect the dual role that Nick Boyd has filled since the retirement of the previous Information Services Manager. Dr. Taylor added that Mr. Boyd has requested that the title of the job description be amended to read, "Director of Facilities/Chief Technology Officer" and that he approves of the request as this is common usage of the title in California. After further discussion and there being no objection, the request for Approval of Job Description of Director of Facilities/Technology Officer was approved as amended, (West/Schramel) unanimous.

*** 2. Roll Call Items**

None

3. Special Items/Reports

- a) Jim Scoubes presented the District's Quarterly Financial Status Report as of December 31, 2011. He reviewed the Unrestricted General Fund Summary of the report noting that revenues for the period totaled \$6,466,134 or 52% of approved budget and that expenditures totaled \$6,015,611 or 48% of approved budget. Mr. Scoubes explained comparison differences in expenditure amounts to the prior year as being related to payment for hay, liability insurance premiums, and Mini-Corps commitment expenses paid earlier this year when last year, due to cash-flow challenges, they were paid in the second half of the fiscal year. There was further review and discussion of the Retiree Benefits Fund Summary, the price of hay current and ongoing and the economics of growing hay, the Restricted General Fund Summary, Capital Outlay, Student Financial Aid Fund, Plumas County Treasurer's Investment Report, and Mr. Scoubes additionally provided a summary report on the impacts of the 2011-12 mid-year reductions and information to date on the State budget.

4. Communications, Presentations, and Reports

a) Board of Trustees

President Elliott expressed his appreciation to Jim Scoubes and the Business Services Department with regards to the audit.

b) Associated Students

Karen Pierson, Chief Student Services Officer, in the absence of Pearl Burfeind, Student Trustee, and Ryon Martin, ASFRC President, reported that ASFRC meets regularly and has expressed an interest in continued support of shared-governance committees, new clubs, fun activities, and wants to continue to be the voice of the students.

c) Academic Senate

Rick Stock, Academic Senate President, reported that Dr. Katie Desmond and Dr. Darla DeRuiter, two members of the Sustainability Action Team, a shared-governance committee that includes representatives from all constituencies and members of the public, recently received approval from the Chancellor's Office to pilot a sustainability template along with Citrus College on strategic management planning. He also reported that it is the expectation of the Chancellor's Office that the template will be applied system-wide at all 112 California community colleges and Dr. DeRuiter noted that it will serve the College well to serve as one of the trial locations for the sustainability guidebook and template and will put FRC on the sustainability map as a community college that is further ahead than many others as it relates to sustainability and planning.

d) Classified Senate

Connie Litz, Classified Senate President, reported that the Classified Senate has again implemented the process to nominate a member of the Classified Senate for the Classified Employee of the Year Award and that the recommendation will likely be presented to the Board for approval at its February meeting.

e) Instruction

Derek Lerch, Dean of Instruction/CIO, reported that as Jim Scoubes reported earlier, enrollment reports indicate that the District is approximately 30 FTES short of estimates and that the February 6, 2012 census date will provide a clearer picture of exact enrollment numbers and what options might be implemented to adjust these numbers. He also noted that he is aware of the ever-increasing pressure on apportionment attendance accountability by the Chancellor's Office and that he attributes the College's accuracy in this area, as attested to in the recent audit report, to the expertise of Malia Hard, MIS Specialist. Dr. Lerch also reported that Dr. Tod Burnett, Accreditation Site-Visit Team Chair and President, Saddleback College, completed a pre-visit to Feather River College on Tuesday, January 17th, and that he is optimistic that Dr. Burnett will lead a site-visit team that is interested in helping the College improve in a constructive way. Dr. Lerch also reported that he has been participating in faculty tenure review meetings recently and that a recommendation for approval of tenure will be on the agenda for the March Board of Trustees meeting. In closing comments on his report, Dr. Lerch added that full-time faculty and associate faculty both participated in an exercise last week aimed at directly measuring college-wide Student Learning Outcomes (SLOs) and that this is an important step as the College moves to standardize what it expects out of students across different disciplines.

f) Student Services

Karen Pierson reported that New Student Orientation was held January 13, 2012 and that approximately 30 students were in attendance. She also commented that based on feedback from previous orientation events, students feel the orientation is somewhat long and boring and that using students during presentations has proven to be popular and beneficial. Dr. Pierson added that there is the realization that perhaps having students read the material as opposed to staff presenting it will work better in the future. She also reported that the residence halls are full for the spring semester and that a new system of paying student housing fees through financial aid has been implemented. She added that the schedule for Community Education is being finalized with 12 to 15 new courses that range from topics in art, dance, and music, to outdoor recreation, and Japanese culture and that these classes are planned to continue through the spring semester. In closing comments on her report, Dr. Pierson indicated that she presented a draft of a recruitment plan at Institutional Day recently and that new ideas and suggestions are coming in from staff on how to compensate for the loss in Good Neighbor enrollment.

g) Superintendent/President

Ron Taylor reported that members of the Sustainability Action Team led a discussion January 12th to open the spring semester at Institutional Day and they shared the committee's progress to date and along with news regarding their upcoming work with Citrus College on the sustainability template. He also reported that Dr. Pierson had presented on the recruitment concepts that have come forward so far and that she is scheduled to provide the Board with a full report on this subject at the February Board meeting. He also stated that naturally there is apprehension regarding the State budget and he informed staff at Institutional Day that although a full picture can't be known at the

present time, it appears that a cut will be necessary. Dr. Taylor also stated that in addition to attending meetings with other leaders of small rural community colleges to discuss the fiscal challenges ahead, he also participated in a conference call earlier in the morning to further explore ideas for pooling resources and saving on costs. He additionally reported that within the recruitment realm, ideas are also being explored to see if there is interest among other colleges to participate in a version of the Western Undergraduate Exchange (WUE) agreement that would present a lower structure for out-of-state student tuition for those that belong to the exchange. He also mentioned that he was able to monitor through webcast a portion of the recent Board of Governor's meeting that took place January 9th and 10th in Sacramento where there was four hours of raucous public testimony, most of it negative, regarding the recommendations coming from the Task Force on Student Success. The recommendations were endorsed by the Board of Governors, however, this action implies there will be a change in the way business is done with regards to degree and certificate completion. In closing comments on his report, Dr. Taylor encouraged those present to attend upcoming basketball games scheduled for Wednesday, January 25th and to monitor all upcoming athletic events through the Feather River College website events calendar. He additionally encouraged those present to support the Kaleidoscope event taking place later in the evening and Friday, January 20th at the Townhall Theatre and he noted that this event last year, aimed at honoring diversity and celebrating the cultures of our community, was a great success. Dr. Taylor additionally noted that any trustee interested in attending the legislative conference in Sacramento scheduled for January 29th and 30th to please let him know as soon as possible.

There being no further business, the meeting was adjourned at 4:42 p.m.

RT/ch