

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 3:13 p.m. on Thursday, February 20, 2014 at Feather River Community College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California.

Trustees present: Sheehan, Elliott, McNett, West
Trustees absent: Ware, Student Trustee Kaufman

2. AGENDA:

The regular and consent agendas for the February 20, 2014 meeting at Feather River College. Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (West/McNett/Sheehan/Elliott Aye) (Ware /Kauffman Absent).

3. MINUTES:

The minutes from the January 16, 2014 meeting at Feather River College Learning Resource Center Room #105 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Elliott/West/Sheehan Aye) (McNett Abstaining) (Ware/ Kauffman Absent).

4. ITEMS FROM THE PUBLIC

None

5. CONSENT AGENDA

Personnel Requisitions, Personnel Actions, Payroll and Commercial Warrants, Budget Transfers, Budget Augmentations and Reductions, Approval of the Agreement between Feather River College and Innersync Studio's Campus Suite for the site architecture, production, implementation, page migration and project management of a new website for the College, the Approval of Agreement between Feather River Community College District (DISTRICT) and Lassen Union High School (AGENCY) for the purpose of outlining duties and responsibilities of each party as they relate to providing affiliated entrepreneurship education course for the AGENCY, and the Approval of Agreement between Shasta-Tehama Trinity Joint Community College and Feather River College (FRC) for the purpose of outlining the duties and responsibilities of each party as they relate to providing affiliated educational course to partner on collective efforts to enhance the economic well-being of the communities served were approved as presented, (Elliott/West/Elliott/McNett Aye) (Ware/Kauffman Absent).

6. REGULAR AGENDA

*** A. Motion Items**

- 1) Kevin Trutna requested Approval of Curriculum Actions and he requested that Derek Lerch, Dean of Instruction/CIO provide the Board of Trustees with further details on the request. Derek Lerch stated that the packet documents include the latest work that the Curriculum Committee has completed with regards to transfer degrees and to update information for the new catalog. He stated that some of the big picture items include revisions to existing degrees and a new forensic crime scene investigation certificate in the area of Administration of Justice. After further discussion and there being no objection, the request for Approval of Curriculum Actions was approved as presented, (West/Elliott/Sheehan/McNett Aye) (Ware/Kauffman Absent).
- 2) Kevin Trutna requested Ratification of Quarterly Financial Status Report CCFS-311Q for the Quarter Ended December 31, 2013. After brief discussion and there being no objection, the request for Ratification of Quarterly Financial Status Report CCFS-311Q for the Quarter Ended December 31, 2013 was approved as presented, (McNett/West/Sheehan/Elliott Aye) (Ware/Kauffman Absent).
- 3) Kevin Trutna requested Approval of Plumas Bank Safe Deposit Box Authorized Users. There being no objection or further discussion, the request for Approval of Plumas Bank Safe Deposit Box Authorized Users was approved as presented, (West/Elliott/Sheehan/McNett Aye) (Ware/Kauffman Absent).
- 4) Kevin Trutna requested Approval of BP 5500, Standards of Student Conduct. After further discussion and there being no objection, the request for Approval of BP 5500, Standards of Student Conduct was approved as presented, (McNett/Elliott/Sheehan/West Aye) (Ware/Kauffman Absent).
- 5) Kevin Trutna requested Approval of the Feather River Community College District Schedule of Fees for the 2014-2015 Fiscal Year Effective Fall Semester 2014. After further discussion that included an update on the potential of a reinstatement of some sort of Good Neighbor Policy, the request for Approval of the Feather River Community College District Schedule of Fees for the 2014-2015 Fiscal Year Effective Fall 2014 was approved as presented, (Elliott/West/Sheehan/McNett Aye) (Ware/Kauffman Absent)

*** B. Roll Call Items**

- 1) Kevin Trutna requested Approval of Resolution #13/14-06 – Resolution to Amend General Child Care & Development Programs Contract #CCTR-3172 and Increase Maximum Reimbursable Amount (MRA) by deleting reference to \$26,173 and inserting \$26,823 in place thereof. After further discussion and there being no objection, the request for Approval of

Resolution #13/14-06 – Resolution to Amend General Child Care & Development Programs Contract #CCTR-3172 and Increase Maximum Reimbursable Amount (MRA) by deleting \$26,173 and inserting \$26,823 in place thereof was approved as presented.

Ayes: Sheehan, Elliott, McNett, West
Noes: None
Absent: Ware, Student Trustee Kauffman
Abstain: None

C. Special Items/Reports

- 1) Kevin Trutna opened discussion on the agenda item and then requested that Jim Scoubes, Chief Financial Officer provide further details that would include some good news on unexpected funding. Mr. Scoubes referred to page three of the financial report and reviewed the Unrestricted General Fund Summary indicating that the District is seven-twelfths of the way through the fiscal year and had spent 54% of approved budget at the time of the report. He added that seven-twelfths shakes out to be 58% so the District is doing well in this area and spending conservatively. He also reported that at the end of 2013 fiscal year, it was projected that there would be a four percent shortfall in the state budget and that no redevelopment agency apportionment funding would be awarded to Districts. Mr. Scoubes stated that after the recalculation process was tried up by the state in early February 2014, it was discovered that the shortfall was only .25% resulting in approximately \$418,000 in additional funding that the District will be receiving by the end of the month. Dr. Trutna reminded the Board that when the budget was developed and passed, the District borrowed from the beginning fund balance to achieve a balanced budget so the plan is to use this funding to repay a portion of what was borrowed.

- 2) Kevin Trutna opened discussion on the agenda item by stating that one of his objectives included the development of a shared governance handbook. He also stated that this month he included some additional pre-information on the handbook that included a draft attachment of a sample of what a page of the handbook might look like for the Academic Calendar Committee. He explained that the cover sheet on each shared-governance committee would contain information as to purpose, who the committee reports to, yearly deliverables, meeting schedule, communication, goals, student learning outcomes, administrative and shared governance review schedules. He also stated that the handbook would also serve as an orientation resource for new and current employees. Trustee McNett asked if the District planned on developing a flow chart that defines all of the committee's processes and Dr. Trutna responded "yes" he would like to get to that point. Derek Lerch added that there are some natural complexities to having these committees and with the way in which policies and other work flows in and out of the committees it makes it difficult to link the committees to a definitive flow

chart because the input and outputs vary depending on the nature of the project.

- 3) Kevin Trutna provided opening remarks on the Student Success Scorecard report item by stating that the Board of Trustees had previously seen and listened to Accountability Reporting for Community Colleges (ARCC) reports at past meetings. He explained that the Student Success Initiative that started with the Chancellor's Office initiated other changes in legislature and the ARCC report was weaved into the new Student Success Scorecard. Dr. Trutna also explained that Brian Murphy, Coordinator of Institutional Research would deliver a short presentation on the results of the new report. Mr. Murphy stated that the report would describe what the Student Success Scorecard is, what the results for Feather River College were, why the information matters, and what the plans for action might be. Those present viewed to a short YouTube clip of Chancellor Bryce Harris describing the release and purpose of the Scorecard and the importance of having well-prepared students. Mr. Murphy followed up the video clip by stating that the crux of the Scorecard is transparency, accountability, and the ability to measure the results against other colleges. He noted that although peer groups are established by the Chancellor's Office, he had gone in and selected a small rural college grouping that more closely fit FRC's demographics including Columbia, Lassen, Mendocino, Siskiyou and Lake Tahoe Community Colleges. Trustee Sheehan asked for information on how the peer groups were arrived at and Mr. Murphy responded that the Chancellor's Office does a cluster analysis of factors to complete the analysis. Dr. Trutna added that some of the factors used in the cluster analysis would include socio-economic factors, size, budget, high school graduation rates and placement scores. Mr. Murphy continued his report by providing an overview of Feather River College's scorecard results with regards to persistence, 30 unit progress, completion rates, and remedial progress rates for the 2006-2007 cohort and Career Transfer Education students that were tracked to see how they progressed through a series of career and technical education courses. Mr. Murphy answered questions from those present on the information that was covered, and he closed his presentation by stating that if the institution wishes to take action on the scorecard benchmarks the pathway would be to formulate a strategy by setting a measureable goal, creating a plan and executing it, and providing resources in line with expectations. Additional dialog included where the link to the scorecard could be viewed, data and how its availability is used by programs, how remedial math results below the state average could be improved upon, and the possibility of results based funding in the future. Jeanette Kokosinski, Academic Senate President and Director of Instructional Resource Center commented that the cohort results on remedial math are from 2003-2006 and that since then improvements made in counseling and advising along with placement in the appropriate level of math should hopefully reflect higher cohort results moving forward.
- 4) Kevin Trutna stated that one of the recommendations from the Accrediting Commission for Community and Junior Colleges (ACCJC) involves

ongoing training opportunities for members of community college board members. He indicated that Trustee McNett had attended the Effective Trustee Conference and President Sheehan has attended the Annual Legislative Conference both held in January and each of them would report out on what they had learned. Trustee McNett thanked the District for sending him to the conference while noting that throughout the county there are trustees of many boards that likely don't receive the appropriate training so he was appreciative of the opportunity. He reported that he felt like he had a tremendous amount of homework to complete before he would become a useful trustee to a complex organization such as the college. He reported that the two day workshop covered fiscal responsibilities, the Brown Act, Form 700 requirements, and the relationship between the Board and Superintendent/President. He also stated that another item of interest was the diversity of the community college system and that he intended to follow up on connections made with other trustees that he had the opportunity to meet. Trustee McNett stated that the two major points he came away with from the conference was the message from Chancellor Bryce Harris that California currently has a governor that places importance on the mission of community colleges and that this is reflected in the governor's preliminary budget. He added that he also came away with the sense that when it really matters, Feather River College pulls together, cooperates, and addresses the core issues facing it and this is not always the case at other institutions.

President Sheehan reported that what interested him at the legislative conference was the segment on K12, community colleges, CSUs and UCs existing as such separate systems that are supposed to work together but often find it difficult to do so for a variety of reasons. He noted that it's important that the playing field be leveled and everyone at the college needs to understand that the competition isn't necessarily Lassen College but Harvard University and University of Phoenix. President Sheehan also stated that with regards to funding, it's always better to have some funding than no funding and that the restructuring of the California budget obviously didn't take place but a miracle did.

Dr. Trutna reminded the Board that Willy Duncan, Superintendent/President of Sierra College will be in attendance at the April Board meeting to talk about the budget and how state funding trickles down to Feather River College.

D. Communications, Presentations, and Reports

a) Board of Trustees

Trustee Elliott asked about being updated on required training and Kevin Trutna responded that David Burris, Director of Human Resources is looking into required training and trustees will be notified of upcoming opportunities to complete any of the workshops.

b) Associated Students

Karen Pierson, Chief Student Services Officer reported that ASFRC is active and has hosted one event with plans to host another event on Friday, February 21st. She also reported that ASFRC recently hosted an opportunity drawing on February 13th and sold tickets to students and staff to fund prizes for the event.

c) **Academic Senate**

Jeanette Kokosinski reported that the Academic Senate is making good progress on its review of board policies and administrative procedures. She also reported that a preliminary search committee has been established for the art position with Dr. Michael Bagley serving as the chairperson for the committee. President Sheehan asked if any progress had been made on other staffing priorities and Dr. Kokosinski responded that this is to be determined.

d) **Classified Senate**

No Report

e) **Instruction**

Derek Lerch reported that he has been speaking with the Chancellor's Office about participating in an expansion of the state's clearing house for distance education courses. He elaborated by explaining the clearing house has existed for a number of years and has been marginally useful, but with the expansion it will become easier for students from out of the area to enroll and participate in distance education classes. Dr. Lerch also reported that he continues to work on small incompletely formed partnerships that could potentially increase enrollment including one with the Chester Community Chorus and more recently with the USFS for trainings related to its seasonal and permanent employees. He additionally reported that one of the items that the state has been talking about and recently took action on is planning for adult education. He explained that the governor wants to better organize adult education across the state and that through the Chancellors Office funding for planning has become available for the college and the local school district to work together to address a number of adult education issues and a proposal has been submitted to better align these services.

f) **Student Services**

Karen Pierson, Chief Student Services Officers reported that a meeting took place with Plumas Unified School District (PUSD) to work out a new partnership agreement to sustain the College Career and Transfer Fair that takes place annually. She explained that for approximately the last four years, the SB70 grant has provided funding for the event and this year the funding is not available. She added that she is hopeful that the partnership will work out and that the college can continue to have the event including the career component which this year is scheduled for September 17th. Dr. Pierson also reported that previous discussion on commencement included the thought of having an honors luncheon and it has been decided that the student recognition ceremony will be embellished to include scholarship recipients and scholarship donors if

they can and want to attend. She added that the ceremony is set for May 7th and she extended an invitation to trustees to attend if their schedules allowed. Dr. Pierson also reported that the Diversity Committee is planning as part of a flex day activity to assemble a panel of students and have them speak to members of the campus with regards to the point at which they feel students might be at risk to persist with their education. She also explained that data provided by Brian Murphy will be used in the forum that will tell the District where it is with regards to its retention rates with the goal of increasing that rate by listening more deeply to what students think. Dr. Pierson continued her report by stating that Student Services will be highlighting a program in March that focuses on women and their achievements as part of Women's History Month and a Chautauqua will be held where women dress up as different women in history and students and staff guess who they are. Dr. Pierson also updated the Board on the work she is doing to expand partnerships with the USFS on events having to do with diversity and civil rights and another possible partnership with Plumas Transit regarding the possibility of adding a night run to outlying communities for those students that attend night classes. Dr. Pierson also noted that an item that came to Student Services through the Academic Senate is the possibility of resurrecting the District's chapter of the Phi-Theta Kappa Honor Society so as to provide scholarship opportunities for students when they transfer. She also stated that Student Services thrives on using data to its advantage and when they heard Dr. Katie Desmond state in her presentation on the Campus Climate Survey that students were happy at Feather River College it was decided to use this statement in recruitment efforts and print materials. In closing comments, Dr. Pierson reported that one of the Student Support Services grants is up for renewal and she will be asking Board members for a letter of support that will be submitted with the application.

g) Superintendent/President

Kevin Trutna reminded members of the Board that the March board meeting will be held at the Greenville High School and will be preceded by a community leader's luncheon at 12 o'clock noon. Dr. Trutna also reported that at next month's meeting tenure will be recommended for approval and an FTES update is also scheduled. He additionally noted that when he asked staff members to submit their achievements for his monthly written report he was amazed and impressed with what he received. He reported that the Outdoor Recreation Leadership Program received a grant award for ORL equipment on an application submitted by Saylor Flett and he added that the Child Development Center passed its latest state review audit without a single finding. He also commented that while Terry Baumgartner reported that the Feather River College baseball team is ranked 45th nationally in the latest poll, he discovered when he pulled up the website that Coach Baumgartner had also just achieved his 200th win as FRC's head baseball coach. Dr. Trutna also reported that Brian Murphy has been selected to present at the RP Group conference and he will talk about the FTES prediction model he has developed for the college. In closing comments on his report Dr. Trutna asked members of the Board to mark their calendars for May 7 through May 11 when Terri

Gallagher's theatre class will present Walt Disney's "Beauty and the Beast" at the local Town Hall Theatre. He also stated that plans for the Star Follies is moving forward and there will be a large presence from the soccer program involved in this year's event. He also mentioned that he will be writing a "From Where I Stand" letter to the editor using the theme that Feather River College students indicate that they are happy at the college.

There being no further business, the meeting was adjourned at 5:03 p.m.

KT/ch