

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 3:06 p.m. on Thursday, February 21, 2013 at Feather River College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California.

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

President Elliott stated that although the Board would acknowledge and officially welcome Dr. Kevin Trutna, Superintendent/President to his permanent position at Feather River College later in the meeting, he wanted to thank everyone involved in the search committee process for their time, effort, and consideration in what he felt was a successful result.

The regular and consent agendas for the February 21, 2013 meeting at Feather River College Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Ware/West) unanimous.

The minutes from the January 18, 2013 Regular meeting and the minutes from the January 24, 2013 and February 5, 2013 Special meetings at Feather River College Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California 95971 were approved as presented, (West/Ware) unanimous.

4. ITEMS FROM THE PUBLIC

None

5. CONSENT AGENDA

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

6. REGULAR AGENDA

*** A. Motion Items**

1) Kevin Trutna requested Approval of Curriculum Actions. He provided introductory remarks on the item and Derek Lerch, Dean of Instruction/CIO Interim gave additional information and advised the Board that there would be one minor revision in the Digital Technology portion of the backup information. He distributed revision information to those present and

explained that on page two of the information under “Computer Information Systems Concentration” the unit values of major electives “BUS 102” and “BUS 104” had been corrected to read four instead of three. He also pointed out that the other correction was located in the catalog descriptions of the Digital Technology information where the cross reference of “DT 131/BUS 131” had been corrected to read, “DT 131/BUS 140”. After further discussion and there being no objection, the request for Approval of Curriculum Actions was approved as amended, (Ware/West) unanimous.

2) Kevin Trutna requested Approval of 2013-2014 Schedule of Fees. He indicated that the fee schedule is part of an administrative procedure and also requires Board of Trustee approval annually. After further discussion and there being no objection, the request for Approval of 2013-2014 Schedule of Fees was approved as presented, (Ware/West) unanimous.

3) Kevin Trutna requested Approval to Accept Donations of Photography Equipment. After further discussion and there being no objection, the request for Approval to Accept Donations of Photography Equipment was approved as presented, (West/Ware) unanimous. President Elliott requested that letters of appreciation be sent to both donors.

4) Kevin Trutna requested Acceptance of Resignation of Feather River College District Area IV Board of Trustee Member John Schramel. After brief discussion and there being no objection, the request for Acceptance of Resignation of Feather River College District Area IV Board of Trustee Member John Schramel was approved as presented, (West/Ware) unanimous.

5) Kevin Trutna requested Approval of Recommendation to Fill District IV Board of Trustee Vacancy through a Provisional Appointment Process. President Elliott asked that applicants have letters of interest and other paperwork submitted by March 10, 2013. After further discussion and there being no objection, the request for Approval of Recommendation to fill District IV Board of Trustee Vacancy through a Provisional Appointment Process was approved as presented, (West/David) unanimous.

6) Kevin Trutna requested Approval of Accreditation Follow-Up Report and provided introductory remarks and a brief history of recent action taken by the Accrediting Commission for Community and Junior College (ACCJC). Dr. Trutna commended Derek Lerch, Accreditation Liaison Officer (ALO) and both the Academic and Classified Senates for their work on the follow-up report. President Elliott expressed his appreciation to Dr. Lerch and others who worked on the report noting that the format was easy to follow. There being no objection or further discussion, the request for Approval of Accreditation Follow-up Report was approved as presented, (Ware/West) unanimous.

7) Kevin Trutna requested approval of Contract Extensions for Full-Time Faculty. He briefly explained the tenure process noting that no member of the full-time faculty was up for tenure this year, but that one year contract

extensions were being recommended for Darryl Swarm and Nathan Tharp, that Bridget Tracey had successfully completed the faculty evaluation process, that second year faculty member Michael Bagley be offered a two-year contract and that James Johnson, Judith Mahan, and Donald Williams continue with their two-year contracts due to their successful completion of their third year as full-time faculty. There being no objection or further discussion, the request for Approval of Contract Extensions for Full-Time Faculty was approved as presented, (Ware/Davis) unanimous.

8) Kevin Trutna requested Ratification of Quarterly Financial Status Report CCFS-311Q for the Quarter Ended December 31, 2012 (Q2). After further discussion and there being no objection, the request for Ratification of the Quarterly Financial Status Report CCFS-311Q for the Quarter Ended December 31, 2012 (Q2) was approved as presented, (West/Davis) unanimous

9) Kevin Trutna requested Approval of the Nomination for the Outstanding Classified Employee of the Year Award. Dr. Trutna explained that members of the Classified Senate had submitted nominations that met the criteria for the award and after final votes were submitted, Cindy Hall was nominated for the Outstanding Classified Employee of the Year Award. After further discussion and there being no objection, the request for Approval of Nomination of Cindy Hall as the Outstanding Classified Employee of the Year was approved as presented (West/Ware) unanimous.

10) David Burris, Director of Human Resources/EEO requested Approval of Employment of Dr. Kevin Trutna to Serve as Superintendent/President of Feather River Community College District from March 18, 2013 through June 30, 2016, After further discussion and there being no objection, the request for Approval of Employment of Dr. Kevin Trutna to Serve as Superintendent/President of Feather River Community College District from March 18, 2013 through June 30, 2016 was approved as presented, (Ware/West) unanimous.

*** B. Roll Call Items**

None

C. Special Items/Reports

1) Kevin Trutna presented the District's Monthly Financial Status Report as of January 31, 2013. Jim Scoubes, Chief Financial Officer reviewed the Unrestricted General Fund Summary noting that the District is seven months through the fiscal year and expenditures are running approximately 54% of approved budget with revenues totaling approximately 53% of the budget.

2) While Brian Murphy, Coordinator of Institutional Research and Planning set up his presentation, Kevin Trutna informed those present that as a

result of the Basic Skills Initiative, the Accountability Report for Community Colleges (ARCC) became part of the requirement that members of the Board interact with the results of the report so that they are aware of where the college is with regards to graduation rates, etc. He explained how the unique indicators of each community college are defined in the report and how they compare and relate to their peer groups. After a brief delay and a continuing of other communications and reports, Brian Murphy presented information on the 2012 ARCC report including student headcount, California FTES counted for apportionment, student demographics, student performance and persistence rates, annual successful course completion rates for credit vocational courses, and annual successful course completion rates for credit basic skills courses. At the request of Dr. Trutna, Mr. Murphy described basic skills courses as courses in math or English that are at least two levels below transfer level coursework. Mr. Murphy continued his report by reviewing improvement rates for credit basic skills courses and ESL courses and he explained that the ARCC report for next year will include a different format so comparisons to the data in today's report will not be available to compare against the data in 2014. Mr. Murphy also discussed the percentage of students who earned at least 30 units, student progress and achievement rates and the peer group lows and highs as they pertained to each of the indicators.

- 3) Kevin Trutna reported that agenda item 6C3 was the Classified School Employees Association's (CSEA) public sunshining of the articles that it wishes to discuss in the negotiation process.
- 4) Kevin Trutna reported that agenda item 6C4 was the District's public sunshining of the articles in its initial proposal to the Classified School Employees Association (CSEA) for the negotiation process.
- 5) Report tabled due to Trustee Sheehan's absence.

4. Communications, Presentations, and Reports

a) Board of Trustees

Trustee Ware reported that Seneca Hospital is in the second week of the implementation of electronic health records and the process has been a difficult challenge for everyone. She also reported that Seneca Hospital is facing the same long-term health care funding issues from the state of California that Eastern Plumas Hospital is facing with regards to serving its geriatric population and Kevin Trutna offered to write a letter on behalf of Feather River College regarding the impacts of reduced reimbursements for skilled nursing facilities and how it relates to the LVN program courses that directly serves local communities and the health care field. Dr. Ware responded that she felt any type of support would be helpful.

Trustee West reported that this was her first opportunity to participate in a committee search for an administrative position at the College and she

found the experience to be both enlightening and educational especially in the area of shared governance.

Student Trustee Davis reported that she was involved in a meeting recently to begin the planning for Earth Day activities. Dr. Trutna requested that Ms. Davis provide him with a list of dates and activities for the planned Earth Day event.

Guy McNett, member of the public followed up on Trustee's Ware comment regarding long-term health care funding by stating that those members of the community regularly involved with health care recognize that the cuts to long-term health care and associated programs will be devastating not only to hospitals but the entire county. He urged anyone that had the time to please attend a meeting on Monday, February 25th at 3 p.m. in Sierraville, where Tom Hayes, CEO of Eastern Plumas Health Care would be providing an outline of where things currently stand on the issue.

b) Associated Students

No Report

c) Academic Senate

Chris Connell, Academic Senate President reported that members of the Academic Senate have been looking at possible faculty positions and future hires based on the transfer model curriculum. He also reported that last week the Senate approved the job description and provisional search if needed for the environmental studies faculty position which would depend on what happens with the search for a permanent chief instructional officer. Dr. Connell additionally reported that the Senate has also been working with Human Resources and other constituencies to form the search committee for this position.

d) Classified Senate

Connie Litz, Classified Senate President reported that every year the Classified Senate has the opportunity to evaluate administrators and she noted that four administrators are up for evaluation this year. She stated that while preparation for these evaluations takes place, the Senate is also working to establish its representation on the search committee for the chief instructional officer. Ms. Litz also thanked the Board of Trustees for approving the nomination of Cindy Hall as the Outstanding Classified Employee of the Year award as she felt Ms. Hall was very deserving of the recognition and a good candidate for the statewide level award.

e) Instruction

Derek Lerch reported that he is in the process of developing the summer schedule and it's important because it will be needed to assist the District in meeting its FTES target for the year. He explained that the current FTES numbers are comparable to where the institution was last year but are still down slightly by 15 to 20 FTES. He added that he plans to use a similar schedule to last year's summer schedule to capture what is needed

to meet the goal. He also reported that he has been working with the Council on Instruction (COI) to think about how to expand online offerings in an effort to attract more students who don't reside in Plumas County and he considers this a reasonable step towards generating additional enrollment that will need to include marketing and improved support services for distance education students. Dr. Lerch reminded the Board that the Student Learning Outcomes (SLOs) assessment report, an important report for the College regarding assessment proficiency, is in good shape as it nears completion. He also noted that there are a number of transfer degrees that will be moving through the curriculum process for Board approval at each meeting and that hardware and software support for the digital technology curriculum approved by the Board earlier in the agenda involved the collaboration of Nathan Tharp, Digital Technology Instructor, Darryl Swarm, Library Director and Nick Boyd, Director of Facilities/CTO. In closing comments on his report, Dr. Lerch reported that the ACCJC also requires an annual report and more about this report will be learned in future years as the ACCJC continues to add additional requirements to it. He explained that one of the additional items they are asking institutions to do is to set goals for themselves related to student success and completion rates. He also added his own personal comments regarding Cindy Hall's contributions to the College especially in the area of accreditation.

Trustee West asked whether or not the marketing of distance education by universities affects community colleges and their ability to recruit students seeking distance education courses and Dr. Lerch responded that it did. There was further discussion regarding the topic and Trustee West commented that the College's website could be more effective if its vibrancy and appearance were improved and Dr. Lerch agreed with the assessment noting that the position reductions that took place in past years at the College have contributed to the lack of resources for website development.

f) Student Services

Karen Pierson, Chief Student Services Officer reported that February as Black History Month is still being celebrated in a big way on campus between collaborations of the Diversity Committee the English Department, Enactus and ASFRC. She noted that the President of Lassen Community College will speak at the College on Friday, a formerly incarcerated student that happens to be African American will speak the following week, a live jazz concert was conducted in the student lounge or Cotton Club as it was referred to and a presentation by a former member of the Ugandan parliament was part of the celebration on campus and at a meeting of the Quincy Rotary Club. She also reported that additional activities included members of Enactus sharing their experiences about their recent trip to Uganda to assist villagers with water well issues and story boards depicting African American contributions to European history were also created and displayed in the campus center.

Dr. Pierson also reported that unfortunately there was an interruption in water service to the residence halls that resulted in many residents being without water for as long as two weeks. She noted that Nick Boyd and his staff worked diligently to restore services to the facility and this led to some tense moments in housing but everything is in the clear now.

Dr. Pierson also reported that preparations are underway for the April 29th Day in the Mountains event, an important registration event for the campus where many students will register for fall 2013 classes. She added that Feather River College is improving its marketing strategies to such a degree that attendance for this event appears to be up and Student Services is working with Nick Boyd to make sure that the College serves students and their parents in a manner that has them leaving campus with a good impression. She also reported that the commencement reception this year will take place before the actual ceremony and healthy snacks in place of cake will be on the menu. She added that a nice area for photo opportunities will also be available.

Dr. Pierson additionally reported that Student Services recently completed its initial report on Student Learning Outcomes and she would say staff worked hard on the task and are learning to use the process. She explained that as a group, Student Services identified ten areas where it felt it can improve and the department is very much engaged in the Student Learning Outcomes process.

Dr. Pierson also explained that Student Services has a partnership with Plumas Rural Services called "Respond to Youth" and through a grant they earned funding to support a paraprofessional counselor that had an office both at the high school and on the Feather River College campus. Dr. Pierson noted that very quickly it was learned that due to the types of sensitive conversations that would be discussed it was very unlikely that students would seek out an on campus location to take advantage of the resources and the office was moved off campus. She added that this gives the College a greater responsibility to make sure students are aware of the resources available to them in this area and steps are being taken to make sure that this happens.

In closing comments on her report, Dr. Pierson stated that Plumas Transit has let the Student Services Department know that the contract for public transportation is being placed out to bid and if they are the successful bidder there will likely be a substantial increase for the contract because the current ridership is roughly fifty percent students. She also noted that Shelley Morrison asked her to announce that there are open spaces for young children at the Child Development Center.

g) Superintendent/President

Kevin Trutna reported that at the economic recovery meeting he recently attended the fire recovery letter signed by the three boards seemed to have a good response especially from Senator Barbara Boxer's office and that hopefully something good would come of this. He also reviewed other

items from his report including Cindy Hall's nomination as the FRC Classified Employee of the Year, the Outdoor Recreation Leadership Program's grant award that was recently received and Saylor Flett's contribution to it and the beaver monitoring project along Spanish Creek that three students from the Introduction to Wildlife and Fisheries class conducted, Dr. Trutna also talked about Massive Open Online Courses (MOOC's) that he's been educating himself on and he explained that these are becoming more widely used and are often free or very inexpensive but lack traditional educational oversight that would be offered from an accredited school. He added that where the push for these courses might come in would be in the area of credit by exam or military credit because if you can get through one of these courses successfully you might be able to challenge the institution for credit in some future situation.

Dr. Trutna also discussed the Student Success Task Force information included with his Board report and he called the Board's attention to status implementation numbers 2.1 Development & Implementation common centralized assessments, 2.2 Diagnostic assessment, orientation & educational plan, or mandatory orientation, 2.5 Declaring a program of study which makes a student more likely to succeed and 3.1 System-wide enrollment priorities that addresses maximum numbers of degree applicable units and other instances that could result in a student falling out of a priority enrollment situation. He added that he would be working with other administrators to address the new regulations coming forward through the development and approval of the Student Success Task Force.

In closing comments on his report, Dr. Trutna addressed the emergency board packet that he would like to present at next month's meeting that could be used in the event that an emergency board meeting needed to be called or if an emergency situation prevented the meeting being held on the campus.

Trustee West asked if the Enactus students might be able to attend a Board meeting and give a presentation on their visit to Uganda. She also requested that a financial report on the fitness center be provided at either the March Board meeting or the one in April. Dr. Trutna noted that he would like Merle Trueblood to be in attendance for the financial report and he is scheduled to be back from medical leave in the month of April.

There being no further business, the meeting was adjourned at 4:51 p.m.

KT/ch