

## **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 1:45 p.m. on Thursday, March 13, 2014 at Greenville High School Library, 517 Grand Avenue, Greenville, California.

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

#### **2. AGENDA:**

President Sheehan requested that Consent Agenda Item #5A7, Approval of SB 1070 Grant Agreement between Feather River Community College District and Board of Governors (BOG) – California Community Colleges Chancellor's Office to collaborate with regional colleges to develop a team to design a two year consortium to build upon existing regional structures, leverage regional resources, and accomplish data collection for the consortium, and Consent Agenda Item #5A8, Approval of Program to Program Articulation agreement between Feather River College and Northern State University (NSU) with respect to applying the Business Associate of Arts degree program at Feather River College toward the Business Administration Major Bachelor of Science Degree Program as NSU be moved to the beginning of the Regular Agenda so that they could be discussed further. There being no objection or further discussion, the regular and consent agendas for the March 13, 2014 meeting at Greenville High School Library, 117 Grand Street, Greenville, California were approved as amended, (McNett/Elliott/Sheehan/Ware/Kauffman Aye) (West Absent),

#### **3. MINUTES:**

The minutes from the February 20, 2014 meeting at Feather River College Learning Resource Center Room #105 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Elliott/Ware/Sheehan/McNett/Kauffman Aye) (West 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 Feather River College Application for AB 86, Section 76, Article 3 Adult Education Consortia Planning Grant, Approval of Agreement Between Feather River College and Golden Bear Alarm Service for burglar system alarm monitoring, and the Approval of Agreement between Feather River College and Golden Bear Alarm Service for fire alarm system monitoring were approved as presented, (Ware/McNett/Sheehan/Elliott/Kauffman Aye) (West Absent)

## 6. REGULAR AGENDA

### \* A. Motion Items

- 1) Trustee McNett requested additional information on the request for Approval of AB 1070 Grant Agreement between Feather River Community College District and Board of Governors (BOG) – California Community Colleges Chancellor’s Office to collaborate with regional colleges to develop a team to design a two year consortium to build upon existing regional structure, leverage regional resources, and accomplish data collection for the consortium. He stated that as a new trustee he would like to have a better idea of what the charge of the consortium is and what the District’s responsibility consists of. Derek Lerch, Dean of Instruction/CIO explained that what’s happened over the last few year is that the Chancellor’s Office has attempted to provide more regionalization of Career Technical Education (CTE) Programs through a number of different projects, this grant being one of these projects. He further explained that the purpose of these projects is to bring schools together who are working on similar types of projects where there is knowledge and staff expertise that schools can build on. He noted that the project is designed to create career pathways from the K-12 level to community college and beyond and is a grant that makes more permanent some of the practices that were initially funded through grant money. After further discussion and there being no objection, the request for Approval of AB 1070 Grant Agreement between Feather River Community College District and Board of Governors (BOG) – California Community College Chancellor’s Office to collaborate with regional colleges to develop a team to design a two year consortium to build upon existing regional structure, leverage regional resources, and accomplish data collection for the consortium was approved as presented, (McNett/Elliott/Sheehan/Ware /Kauffman Aye) (West Absent)
  
- 2) Trustee McNett requested additional information on the request for Approval of Program to Program Articulation Agreement between Feather River College and Northern State University (NSU) with respect to applying the Business Associate of Arts degree program at Feather River College toward the Business Administration Major Bachelor of Science Program at NSU. He asked if there was currently an academic relationship with this particular institution, and Derek Lerch responded that the university had reached out to Feather River College in an effort to build enrollment and partner with other institutions. He reported that the degree can be obtained in person or on line and that he had spent some time researching the school in terms of its rankings and looking at the standards the institution has set for itself with regards to distance education and everything he saw indicated that they have a reputable program. After further discussion and there being no objection, the request for Approval of Program to Program Articulation Agreement between Feather River College and Northern State University (NSU) with respect to applying the Business Associate of Arts degree at Feather River College toward the Business Administration Major Bachelor of

Science Degree Program at NSU was approved as presented (McNett/Elliott/Sheehan/Ware/ Kauffman Aye) (West Absent)

- 3) Kevin Trutna, Superintendent/President requested Approval of Curriculum Actions and he requested that Derek Lerch provide additional detail on the agenda item. Dr. Lerch reported that the request contains the last remaining details that the Curriculum Committee touched on before the 2014-2016 catalog goes to press. He stated that the packet information contained clarifications on the requirements of the breadth patterns at California State Universities (CSUs). Dr. Lerch also explained that Attachment D of the packet information includes a proposal for the Board's approval on a certificate program allowing the college to link its existing English as a Second Language (ESL) courses together to gain a certificate of competency in ESL. He explained that a certificate will be more meaningful to the student and result in a higher reimbursement rate for the college. After further discussion and there being no objection, the request for Approval of Curriculum Actions was approved as presented, (Elliott/Ware/Sheehan/McNett/Kauffman Aye) (West Absent)
- 4) Kevin Trutna requested Approval of Tenure. He explained that the request involves the culmination of four years of evaluations for two individuals, Judy Mahan, Director of Nursing and Don Williams, Head Soccer Coach who also holds a master of business administration (MBA) degree. He added that both individuals have been recommended for tenure by their respective Tenure Review Committees, the Academic Senate, and the Superintendent /President. Trustee Elliott commented that the first portion of the memorandum attached to the cover sheet referred to two year contracts and he thought that something different may have been discussed. Dr. Trutna clarified that this portion of the memorandum pertained more to Regular Agenda Item #6A3, Approval of Contracts for 2014-2015 Academic Employees. After further discussion and additional explanation by David Burris, Director of Human Resources, the request for Approval of Tenure was approved as presented, (McNett/Ware/Sheehan/Elliott/Kauffman Aye) (West Absent).
- 5) Kevin Trutna requested Approval of Contracts for 2014-2015 Academic Employees. Dr. Trutna explained the request and the attached one page memorandum stating that the document contained information on the two individuals receiving tenure, third year faculty contracts, steps and stipends, regular faculty contracts, steps and stipends, and one year administrator contracts and his or her appropriate salary step. President Sheehan noted that with regards to the form, it was the Board's intention to make sure there was an understanding that the process would be completed every year at the same time so there would be no misunderstandings. Trustee McNett asked if it would be appropriate for policy to be established if this is to become an annual motion item and Dr. Trutna responded that he could look into the possibility and that this was his first attempt to place both tenure and academic contracts items on the Board agenda as motion items. After further discussion and there being no objection, the request for Approval of

Contracts for 2014-2015 Academic Employees was approved as presented, (Elliott/McNett/Sheehan/Ware/Kauffman Aye) (West Absent).

- 6) Kevin Trutna requested Approval of Feather River Community College District Emergency Operations Plan (EOP). He reported that the EOP had been sent to the Academic and Classified Senates as information and been through Cabinet and received its approval. At Dr. Trutna's request, Nick Boyd, Director of Facilities/CTO provided the Board of Trustees with a description of the active shooter drill and training that will take place on March 25 as part of flex day activities. He also reported that the public notification system is being installed in classrooms and common areas and employees are being encouraged to remain vigilant and observant in their daily activities. Dr. Trutna also reported that there will be a debriefing in the Gallery with a member of the Plumas County Sheriff's Office (PCSO) at the conclusion of flex day training. After further discussion and there being no objection, the request for Approval of the Feather River Community College District Emergency Operations Plan (EOP) was approved as presented, (Elliott/Kauffman /Sheehan/Ware/McNett Aye) (West Absent).
- 7) Kevin Trutna requested Approval of Faculty Equivalency. After further discussion that included comments from Derek Lerch, the request for Approval of Faculty Equivalency was approved as presented, (Elliott/McNett/Sheehan/Ware/Kauffman Aye) (West Absent).
- 8) Kevin Trutna requested Approval to Purchase Bus at a Price not to Exceed \$105,000. Dr. Trutna provided the Board of Trustees with background information on the current condition of the college motor pool vehicles as well as the number of vehicle breakdowns that the different sports teams had over the fall season. Nick Boyd described the vehicle he has in mind as one that the University of California at Davis currently owns and has maintained throughout its ownership. As part of his request, Dr. Trutna asked the Board of Trustees for its guidance with regards to financing the purchase of the bus if it decided to approve the request. Trustee Elliott noted that he felt that the beginning fund balance would be a better option than Secure Rural Schools funding. Trustee McNett asked if Mr. Boyd had seen the maintenance records on the vehicle and Mr. Boyd responded that he had not, but that he had spoken with the foreman in the UC-Davis facility maintenance shop regarding any transportation issues the institution had experienced with the vehicle. After further discussion and there being no objection, the request for Approval to Purchase Bus at a Price not to Exceed \$105,000 was approved as presented with the understanding that Secure Rural Schools funding would be excluded from any options to finance the purchase (Elliott/Ware/Sheehan/McNett /Kauffman Aye) (West Absent).

**\* B. Roll Call Items**

None

**C. Special Items/Reports**

- 1) Jim Scoubes, Chief Financial Officer presented the District's Monthly Financial Status Report as of February 28, 2014. He reviewed the Unrestricted General Fund Summary reporting that the District is two-thirds of the way through the fiscal year and has spent 62% of approved budget or \$8,232,929 which is right in line with the expenditures for the prior year. Trustee Elliott commented that it seems like the District's income in recent times has been more equal to expenditures than it's been in the past and Mr. Scoubes responded that this has to do with the way the state is currently reimbursing Districts and another reason would be that the \$418,000 from the prior year is also reflected in the summary report. He added that deferrals from the state are only effective January through June this year which would also affect the report. In closing comments, Mr. Scoubes reported that he hasn't heard anything about Secure Rural Schools funding and President Sheehan commented that it's supposed to be at the state now. Mr. Scoubes reported that the District received \$210,931 last year and he would expect approximately the same amount this year.
- 2) Kevin Trutna provided opening remarks on the report by indicating that the FTES report would be a report that the Board of Trustees would see presented each semester using the FTES prediction model developed by Brian Murphy, Coordinator of Institutional Research and Planning. He explained that the report's format was similar to last October's FTES report in that it covers FTES generation over the summer, fall, and spring terms and contained updated numbers that were reported to the Chancellor's Office and certified by the Dean of Instruction/CIO, the Superintendent/President, and the MIS Specialist. He further explained that a good portion of last summer's FTES was rolled over to be included in the 2013/2014 year and based on the data in the P1 report the college anticipated it would be able to achieve 1,158 resident FTES this year. He added that when the number from summer rollover is added to the FTES numbers for the fall and spring semesters the institution's goal would be to generate 177 FTES this summer to reach its FTES goal of 1,622. He reported that he considers this number to be within the District's reach. Dr. Lerch's report covered out-of-state resident FTES trends from 2012-2013 while noting that the college appears to be on track to generate 380 out-of-state resident FTES this year. Further discussion included the capacity of the schedule to produce enrollment and explanations of the corresponding graphs defining enrollment production and FTES by residency type and enrollment potential by course type including contract education, classroom instruction, independent studies, Incarcerated Student Program (ISP), online instruction and classes identified as "other".
- 3) Kevin Trutna stated that when he was working with the Board to set the annual planning calendar there was a question on what the planning process was for new academic programs. He distributed handouts that contained draft information on the process including purpose, submission, supporting documentation and how further action would be taken if a proposal appeared to merit consideration for budgeting resources. He also explained that the handout documents the separate review process for

new instructional programs using the outline provided in BP/AP 4020, Program and Curriculum Development and the separate new proposal process for grant applications outlined in BP/AP 3280, Grants. Dr. Trutna asked the Board of Trustees if the process and flow chart outlined in the handout was along the lines of what Board members had in mind and there was further discussion that included President Sheehan's comments about the original request coming out of the desire to eliminate duplication and competition of programs (between colleges). Dr. Trutna also noted that he sees the information becoming part of the shared governance handbook he has referenced in several previous discussions.

- 4) Kevin Trutna reported that the update on the Affordable Care Act (ACA) would provide information on some of the impacts that the District would experience when the act becomes effective January 1, 2015. David Burris provided a PowerPoint presentation on the ACA focusing mainly on the employer shared responsibility portion of the act. He included information on the revised rules as of February 20, 2014, employer penalties for not providing coverage in 2015, where Feather River College (FRC) stands explaining that the college currently provides affordable access to those under the 30 hours a week threshold and meets both the 70% coverage and affordable access regulations. He stated that it is anticipated that in 2016 large employers will have to provide affordable health care to at least 95% of fulltime FTES. Mr. Burris additionally provided information on what employer penalties for 2016 would be and the challenges that the District needs to address before then including how to provide affordable health care to an additional 18 FTE. Mr. Burris concluded his report by indicating that the presentation was informational at this point and there will be more reports and specifics on the topic at future Board meetings. President Sheehan suggested developing a roster of the 18 employees that currently would trigger benefits and to determine what reference if any they have on plans that their spouse or partner might have and there was further discussion.

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

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

Student Trustee Kauffman reported that the Enactus Club recently completed a presentation to the Rotary Club in an effort to generate additional funding for the Uganda water project. He also reported that ASFRC is working on improvements to the student lounge with assistance from the Facilities Department. Trustee Elliott asked Derek Lerch if the transfer degree covered as part of the request for approval of curriculum items included the Licensed Vocational Nursing (LVN) program and Dr. Lerch responded "no" it did not. Trustee Elliott also asked about the transfer degree and the agriculture program and Dr. Lerch responded that he knew that several tracks in the agriculture degrees have been vetted and approved. Trustee Elliott recognized the good work of Audrey Peters, Director of Upward Bound in her earlier luncheon presentation and he asked about the possibility of increasing enrollment fees for classes held

in Greenville. Dr. Lerch responded that enrollment fees are set by the state and cannot be modified.

Trustee McNett thanked Kevin Trutna, his staff, and his colleagues for organizing and attending the meeting in Greenville. He added that he felt that it was not only the right thing to do but that the effort would continue to benefit the community and encourage students to attend Feather River College.

Trustee Ware voiced her concern regarding the possibility and the dangers involved with school employees choosing to arm themselves while at work.

**b) Associated Students**

No Report

**c) Academic Senate**

No Report

**d) Classified Senate**

Connie Litz, Classified Senate President reported that the classified employees are currently in the process of evaluating those administrators that are due for evaluation and reviewing those procedures that govern administrator evaluations. She also conveyed her appreciation for the meeting in Greenville.

**e) Instruction**

Derek Lerch reported that the revision for the 2014-2016 college catalog was completed last week and that he hopes to have copies available at the April Board meeting. He also reported that he remains in the process of shepherding a few more transfer degrees through to the Chancellor's Office and is also preparing for a larger than normal faculty evaluation cycle that will be coming up. Dr. Lerch also reported that the search committee for the art instructor is moving forward and the committee will begin reviewing applications after the position closes on March 14<sup>th</sup>. In closing comments on his report, Dr. Lerch stated that with regards to accreditation he had presented to members of Cabinet last week the portion of the mid-term report due next March that lists the status of the college's planning agenda items.

**f) Student Services**

Derek Lerch on behalf of Karen Pierson, Chief Student Services Officer reported that student services will host a nationally recognized motivational speaker on March 25<sup>th</sup> at Plumas Bank Notes Department at 8 a.m. as part of Women's History Month. He also reported that Dr. Pierson has been working with ASFRC to determine whether or not it is interested in reviewing the campus smoking procedure as there has been some discussion lately about whether or not smoking should occur on campus. He added that Dr. Pierson oversees the Strategic Enrollment Management Committee which is currently reviewing and prioritizing

different ideas for FTES generation and that she is also working to advertise for the upcoming vacancy of the Director of the Child Development Center. He explained that Shelley Morrison, the Director for 23 years, plans to retire at the end of June. Dr. Lerch also reported that outreach staff and employees of the Educational Talent Search (ETS) program are providing assessment testing to all junior and seniors at Plumas Unified School District (PUSD) to help them understand their readiness for college and the application process involved. He additionally reported that the Respond to Youth staff from Plumas Rural Services (PRS) have made arrangements with Merle Trueblood to provide presentations to all student athletes on how to prevent sexual assaults. He added that Dr. Pierson wanted the Board to be aware that Barbara Cormack, Director of Financial Aid has prepared some materials for the Foundation on how scholarship donors should go about establishing a scholarship at Feather River College and additionally that a sub-committee of the Communications Committee is reviewing the college's processes from a student prospective so as to determine if student email, network accounts and Moodle are meeting expectations or can be improved.

President Sheehan recognized John Schramel, previous long-time Board member representing the Indian Valley District that was in attendance at the meeting.

**g) Superintendent/President**

Kevin Trutna opened his report by indicating that he would be passing along the sample ballot for the California Community College Trustee (CCCT) Board and that he had a draft nomination form containing his recommendations for candidates that he felt represented Northern California and small rural colleges. President Sheehan stated that he thought that the District had nominated Stephan Castellanos from San Joaquin Delta College in the past and he would recommend that he be nominated again and there was further discussion. Dr. Trutna reminded the Board that prior to the regular meeting on April 10 there will be a closed session and that as part of the regular meeting, Willy Duncan, Superintendent/President of Sierra College will present on how the state budget system is developed and how it trickles down to the districts. President Sheehan stated that he would appreciate it if Mr. Duncan, with Dr. Trutna's assistance, could spend some time on what modifications to the categorical programs have come out of the legislature that allegedly loosen the restrictions on these funds and what effects it might have on the District. Dr. Trutna reported that the rodeo banquet was held on March 8<sup>th</sup> and over 270 people attended the event. He added comments on the grant partnership with Shasta College, Chester Elementary students visiting the college, students that presented at the wildlife conference and the upcoming Plumas Business Summit and PUSD business plan competition on March 28<sup>th</sup> at Grizzly Creek Ranch. At Dr. Trutna's request Margaret Garcia, Associate Faculty English instructor highlighted her attendance at recent writing conferences in Seattle, Washington and Portland, Oregon where she attended workshops with a focus on writers in

small rural areas. She also reported that she is the director and co-producer of *Listen to Your Mother*, a series of five staged readings in celebration of Mother's Day scheduled for May 2 and she encouraged those present to attend the event as more than half the cast are Feather River College employees. Dr. Trutna concluded his report with information that Feather River College had been noticed in a recent publication of the National Association of Community College Entrepreneurs (NACCE) for the business plans on sustainable agriculture submitted by Brian Sundberg and Presley Alexander.

There being no further business, the meeting was adjourned at 3:38 p.m.

KT/ch