

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 3:15 p.m. on Thursday, March 21, 2013 at Feather River College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California.

Trustees present: Elliott, Sheehan, Ware, West

Trustees absent: Student Trustee Davis

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

The minutes from the February 21, 2013 meeting 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, Approval of Memorandum of Understanding between Feather River Community College District (DISTRICT) (Educational Talent Search Program) and Plumas Unified School District (AGENCY) for the purposes of outlining duties and responsibilities of each party as they relate to providing affiliated education activities for AGENCY, Approval of Memorandum of Understanding between Feather River Community College District (DISTRICT) (Educational Talent Search Program) and Plumas Unified School District (AGENCY) for the purpose of outlining duties and responsibilities as they relate to providing affiliated educational activities for AGENCY, and the Ratification of Agreement between Feather River Community College District (DISTRICT) and Plumas Unified School District (AGENCY) for the purpose of outlining the duties and responsibilities of each party as they relate to providing affiliated course for the agency were approved as presented, (Sheehan/Ware) unanimous.

6. SELECTION PROCESS OF PROVISIONAL TRUSTEE CANDIDATE

President Elliott announced that three individuals had submitted letters of interest with regards to becoming the provisional trustee representing the

Greenville/Indian Valley area and those individuals would be given approximately five minutes each to describe their qualifications and understanding of the role.

Ms. Kathleen Copeland introduced herself to those present and read from a prepared statement indicating that her own post-secondary education and growth began at the community college level and served as a foundation to continually expand her educational goals. She also stated that as a trustee it would be her goal to share with many the lifelong value of pursuing a higher education and the importance of creating a seamless transition from high school to our community college. Ms. Copeland went on to say that she is familiar with each of the communities in Plumas County and what individual resources they each have to offer and she envisions Feather River College acting as a hub of collective community allowing all community members to feel involved. Ms. Copeland also stated that she would also look forward to following the accreditation process while looking for innovative ways to offer more possibilities at FRC. In closing comments to the Board, Ms. Copeland indicated that it is exciting that her community college is often recognized in the local newspaper with regards to sports, but to read that it ranks in the top ten in the state for progress and achievement is reason to celebrate. She added that she would look forward to staying abreast of the needs and objectives of community colleges and she would find the possibility of contributing to these areas both rewarding and invigorating.

Mr. Guy McNett addressed the Board and read from his letter of interest for the provisional appointment to the Board of Trustees by stating that he has strong feelings about community particularly in the area of healthcare and education. He added that he has attended Feather River College Board meetings on a regular basis for over eight years, personally knows several faculty and staff members, has board experience, and has taken classes at the school. He noted that he is also aware of the impact on public education brought on by financial uncertainty and declining revenue. He also stated that his county-wide perspective and experience has been enhanced by his involvement in all the surrounding communities, his 30 year employment with the Collins Pines company and his involvement with Eastern Plumas Health Care and their primary care clinic in Greenville.

Ms. Susan Weber introduced herself as being the current Director of the Indian Valley Academy in Greenville which she considers a great endeavor and innovative partnership with Greenville High School. She also noted she is passionate about student's education and has given her application for the provisional appointment significant thought and consideration. Ms. Weber also stated that she is excited about the opportunity and feels education is on the cusp of change in how it is viewed at and how it is offered. She added that she has worked for FRC's Educational Talent Search Program in all four communities and she feels students need to be prepared to be global participants both in the work force and in the academic realm. Ms. Weber also indicated that she has had the opportunity to travel all over the world and work in many different countries as a nun with Mother Teresa and these experiences have enriched her personally and would add to what she would

offer as a provisional member of the board. She added that she is deeply committed to the area and Indian Valley and would like to continue working with the challenges that remote areas are faced with and to growing the current partnership that exists with the academy and Feather River College.

President Elliott thanked the candidates for their interest in becoming a provisional trustee and he explained that next month the Board would take action and make its provisional appointment selection. He also explained the other opportunities available to community members that wish to serve the College. Kevin Trutna reminded the Board of Trustees that it must take action at the April meeting to make the appointment or it faces the consequence and the expense of informing appropriate authorities of the need to schedule a special election.

7. REGULAR AGENDA

*** A. Motion Items**

1) Kevin Trutna, Superintendent/President and Derek Lerch, Dean of Instruction/CIO Interim requested Approval of Curriculum Actions. Dr. Lerch explained that there is a new advanced EMT course developed by Judy Mahan, Director of Nursing and new courses in Outdoor Recreation Leadership that involve both basic and advanced trail building techniques. Dr. Lerch also noted that most of the curriculum packet items are related to the Agriculture Department and the changes taking place regarding repeatability and that the University Studies Ag Degree has been improved and is now more flexible for students working to transfer to a California State University system. At the request of Dr. Trutna, Dr. Lerch explained what happens after Board members approve curriculum actions by stating that all course changes have to be approved by the Chancellor's Office before the College can offer them or award approved degrees. He also explained that with Career Technical Education (CTE) there are consortia programs that have linked arms and the one consortium that Feather River College belongs to is referred to as the North Far North Consortium. He explained that its two most important goals in his mind are to coordinate efforts especially in urban areas where schools are close together so there isn't inter-district competition with course offerings and to also serve a role in identifying and managing grant opportunities that become available. Dr. Trutna added that the North Far North is an actual legal arm of the Chancellor's Office that looks at the competition to prevent unnecessary duplication of programs and it also looks at labor market analysis to determine if jobs are available in the region for the certificates being offered. After further discussion and there being no objection, the request for Approval of Curriculum Actions was approved as presented, (Sheehan/Ware) unanimous.

2) Kevin Trutna requested Approval to Accept Department of Boating and Waterways Grant Award. After further discussion and there being no objection, the request for Approval to Accept Department of Boating and Waterways Grant Award was approved as presented, (Ware/West) unanimous.

3) Kevin Trutna requested Approval to Accept Donation of Used Books to the Feather River College Biology Department. There being no objection or further discussion, the request for Approval to Accept Donation of Used Books to the Feather River College Biology Department was approved as presented, (Sheehan/Ware) unanimous. President Elliott requested that a thank you letter be sent to Kathy Peters for the donation.

4) Kevin Trutna requested Approval of the Feather River Community College District Initial Proposal to California School Employees Association Chapter #712. After further discussion and there being no objection, the request for Approval of the Feather River Community College District Initial Proposal to California School Employees Association Chapter #712 was approved as presented, (Sheehan/Ware) unanimous.

5) Kevin Trutna requested Approval of Equivalencies. He explained that the item was a clean-up item as there are state minimum qualifications that need to be met before individuals can teach in disciplines. He further explained that if an individual doesn't meet the specific qualifications listed, an equivalency of education and experience can be granted to meet the required standard. After further discussion and there being no objection, the request for Approval of Equivalencies was approved as presented, (Ware/West) unanimous

*** B. Roll Call Items**

1) Kevin Trutna requested Approval of Resolution #12/13-12 – Approval to Participate in the Fiscal Year 2013-2014 Tax and Revenue Anticipation Note (TRAN) Program. After further discussion and there being no objection, the request for Approval of Resolution #12/13-12 – Approval to Participate in the Fiscal Year 2013-2014 Tax and Revenue Anticipation Note (TRAN) Program was approved as presented.

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

C. Special Items/Reports

1) Jim Scoubes, Chief Financial Officer presented the District's Monthly Financial Status Report as of February 28, 2013. He reviewed the Unrestricted General Fund Summary noting that expenses totaled \$7,880,508 as of February 28th or 62% of approved budget compared to \$8,006,688 or 64% of approved budget for the prior year. President Elliott asked if Mr. Scoubes had received any information from the state about funding and Mr. Scoubes responded that he had participated in a conference call earlier in the day regarding the TRAN where information was shared that the state is currently experiencing 4.8 billion in revenues

that they were not expecting. He added that until Governor Brown's budget revision is made public in early May, it is still unclear what will happen.

- 2) Trustee Ware reported out on her attendance at the Community College League Effective Trustee Workshop in January and indicated that her first workshop focused on accreditation purposes, processes, and standards. She added that information that really got her attention had to do with statistical data indicating that in 2012 sanctions at community colleges had something to do with district boards 71% of the time. She also noted that she was proud of the professionalism embodied in the Feather River Community College Board as she felt members exhibited backgrounds and experience in both ethics and business. Trustee Ware also reported that other workshops focused on Board responsibility in accreditation with information encouraging trustees to focus on reliable data trends and lagging and leading indicators, not stories, feelings, anecdotes, or systematic program review data. Trustee Ware also noted that it would be good if there were more formal orientation processes for new trustees to include a binder of some sort and Kevin Trutna indicated that administrative staff is in the beginning stages of developing such a binder. She also reported on workshops that centered on the student pyramid of learning, Brown Act, and the importance of shared governance.

Trustee Sheehan reported that in addition to what Trustee Ware had learned and reported on about in workshops she attended, he noted that overall acceptance of the accreditation processes seems to be trending up including the role that Student Learning Outcomes (SLOs) plays in measuring student success. He also reported that workshops also focused on new money from Proposition 30 being set aside for staff trainings. He additionally acknowledged that the Commission is set up as a peer group to monitor community college compliance with both state and federal laws.

Kevin Trutna additionally reported on his attendance at the conference by stating that there were over 50 new trustees at the conference and that he felt many of them showed a certain degree of pride in beating out incumbents from their Districts with many years of service. He also stated that what was interesting to him was that some of the new trustees showed that they had little knowledge of the role and authority of boards and they were encouraged by instructors that now that the elections were over to stop campaigning and focus on the overall good of their colleges and communities.

4. Communications, Presentations, and Reports

a) Board of Trustees

Trustee West thanked the three candidates interested in the provisional appointment to the Board for their interest in the position and for attending the meeting.

President Elliott referred to his tour of the Allied Health Building noting that if CPR classes are not already offered it would be good for the community. He also thanked Laura Beaton from Feather River Publishing for the article in this week's paper on the value of the agriculture and equine studies classes.

b) Associated Students

No Report

c) Academic Senate

Chris Connell, Academic Senate President reported that members of faculty have completed mid-terms and students are beginning to smile again after a somewhat difficult first part of the semester. He also reported that the Senate is also in the process of evaluating administrators and the elections for Senate representatives and a division chair will be determined through an upcoming election process.

d) Classified Senate

Connie Litz, Classified Senate President reported that the Classified Senate is also working on finalizing its evaluation of administrators this week. She additionally reported that she has been awarded a scholarship to attend the classified leadership institute taking place in June. She added that the scholarship is offered by the state-wide unit of the Classified Senate and that it's been some time since someone from Feather River College has attended this institute. Ms. Litz also reported that the scholarship will cover the cost of travel, registration, and meals and that she plans to report back on her attendance and share with staff what she has learned and any new ideas that might work at FRC.

e) Instruction

Derek Lerch reported that with regards to planning the summer schedule, the District is approximately 20 FTEs below where it was last year and that the Board may remember running an expanded summer schedule in 2012 to get FTES up to its target of 1,623. He also reported that he requested a budget augmentation in a memorandum to the Budget Committee last week to run a similar summer schedule in 2013 comprised of distance education classes, Incarcerated Student Program (ISP) courses, and instructional service agreements (ISAs) including a new ISA that he hopes to introduce at next month's Board meeting involving migrant farm workers and English as a second language (ESL). He added that the goal is to start small and expand the agreement as time goes by. Dr. Lerch reported that the accreditation follow-up report and the assessment of student learning report have both been mailed to the Accrediting Commission for Community and Junior Colleges (ACCJC). Trustee Sheehan asked about the involvement of associate faculty in the accreditation process and Dr. Lerch responded that the associate faculty contract was signed last year and among the topics worked on with the associate faculty unit was its role in the SLO assessment process. He added that the associate faculty group is large and varies quite a bit in stability due to long-term and short-term members of the unit so training and communicating with them can be

a challenge. He added that the accreditation process will bring more of the disbanded groups together so meaningful dialog can take place and as much as possible increase the buy-in from associate faculty on student learning outcomes. In closing comments on his report, Dr. Lerch stated that he will be attending the CIO statewide meeting at the beginning of April.

f) **Student Services**

Kevin Trutna, on behalf of Karen Pierson, Chief Student Services Officer reported that the Diversity Committee is sponsoring a Chautauqua event honoring March as women's history month. He also noted that he was impressed with the quality and the amount of events this committee put on last month in honor of Black History Month being celebrated in February. Dr. Trutna also reported that Student Services is working on pages to improve their sections of the FRC website and it is also working on policies and procedures involving student conduct and student grievance procedures. He additionally reported that the advisory committee for EOPS and CARE have scheduled a second meeting on March 28, 2012.

g) **Superintendent/President**

Kevin Trutna stated that he would also like to thank the three candidates interested in seeking a provisional appointment to the Board of Trustees for being leaders in their communities. He lightheartedly pointed out that if appointed, the provisional trustee will have homework, attendance will be taken and they will have tests and be graded by everyone in the community.

Dr. Trutna also reported on a recent meeting with representatives of Keenan and Associates indicating that there are some changes that he would like to see implemented by the District like placing Phil Clark, Loss Prevention Specialist for Keenan in a permanent position on FRC's Safety Committee as it will improve perspective and help workers compensation rates in the future. He also reported that accreditation is an ongoing issue and while referring to a graph of typical information contained in a college's Annual Report due to the ACCJC, he noted that buried in the federal regulations is information requiring colleges to be setting targets or thresholds for when they should decide to step in and complete further analysis of trends. He added that Feather River College hasn't been doing this, so he asked the Council on Instruction (COI) to take a look at these trends and determine the thresholds for when this should happen. He reported that after looking at the need, COI determined that one deviation below the standard would be the threshold. There was further discussion of the issue and Brian Murphy provided information on why past replications are unavailable and how he would be tracking this information moving forward.

Dr. Trutna also referred to a Student Success Redefined report where 900 students were interviewed about what matters to them about being successful and he indicated the results were fascinating. He added that this was a presentation at one of the workshops he attended and is really

a call to action for faculty and staff to think about what they can do to help students.

Dr. Trutna also stated that he has biography packets on individuals seeking election to the California Community College Trustee (CCCT) Board and he asked how trustees would like him to handle the seven votes designated to the College. President Elliott requested that Dr. Trutna recommended candidates that would best represent would best represent small rural colleges. In closing comments on his report, Dr. Trutna indicated that information on the financials of Feather River Fitness and the residence halls would be available at April's meeting and it was determined it would be best to present this information at the May meeting as Trustee West would not be available in March. He also informed the Board of Trustees that he has been invited to attend the Napa Valley CEO Symposium as one of only seven presidents in the state to receive an invitation and he is looking forward to the opportunity that this conference offers its invitees. He also referred to the article in last week's paper about FRC's ranking as a college and he read from a letter he had received from community member Brian Hansen who took the time to complement the college in a written letter on this achievement.

Dr. Trutna also extended an invitation to trustees to attend the first ever Feather River College Chili Cook-off taking place on Monday, March 25, 2013 at noon at the Eagle's Perch.

There being no further business, the meeting was adjourned at 4:58 p.m.

KT/ch