

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 3:01 p.m. on Thursday, April 16, 2015 at Feather River Community College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California.

Trustees present: Sheehan, Elliott, McNett, Ware, Student Trustee Mayes

Trustees absent:

2. Closed Session Announcement:

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

3. Agenda

President Sheehan requested that Consent Agenda Item #8A8, Approval of Service Agreement between Feather River Community College District (CONTRACTOR) and Los Rios Community College District be moved to the Regular Agenda for additional discussion as item 9A1a. Trustee McNett also requested that Consent Agenda Item 8A7, Approval of Arrangement Agreement between Feather River Community College District and Crowe Horwath LLP for Professional Audit Services for Year ending June 30, 2015 be moved to the Regular Agenda as Item #9A1b. There being no objection or further discussion, the regular and consent agendas for the April 16, 2015 meeting at Feather River Community College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as amended, (Elliott/McNett/Sheehan /Ware/Mayes Aye) (None Opposed).

4. Minutes

The minutes from the Regular Meeting held on Thursday, March 19, 2015 at Feather River Community College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Ware/Elliott/Sheehan/Mayes Aye) (McNett Abstaining).

5. Items from the Public:

None

6. Vote to Approve Provisional Appointment of Feather River Community College Trustee Area I

President Sheehan opened discussion on the agenda item and announced that in accordance with State regulations the discussion and appointment of a provisional trustee must be made during an open and public Board meeting. He also stated that Feather River College advertised publicly for the provisional vacancy and that it received five applications from well-qualified individuals residing in area one. He indicated that the

applications received included Jason Christian, James Meyers, James Miller, W. Trent Saxton, and Ralph Taylor. President Sheehan stated that in order to begin the discussion he would request that one of the Board members make a motion to nominate one of the applicants as the provisional trustee. Trustee McNett nominated James Meyers from Clio to be the provisionally appointed trustee from area one. He stated that Mr. Meyers was raised in Plumas County, attended high school in Greenville, and that even though by his own admission, he had a rather lackluster high school experience, he set a goal to attend the University of California at Davis. Trustee McNett provided further review of the applicant's resume including his attendance at and the mentoring he received as a student at Sierra Community College. This encouragement, Trustee McNett continued, eventually led Mr. Meyers to continue his education and he eventually obtained a doctorate in education from Harvard University. Trustee McNett also stated that Mr. Meyers taught at both UC Berkeley and UC Davis in the field of agriculture and has 35 years of experience in the field. Trustee Elliott stated. as he a seconded Trustee McNett's motion, that this is the first time in the provisional appointment process that he has not known any of the applicants personally. He also stated that as he attempted to rank the individuals for purposes of the nomination he had found it difficult to accomplish as they were all well-qualified with attributes that would enhance the composition of the Board. He added that Ralph Taylor was also a well-qualified applicant that he knows to be organizationally active in his area of the community. Trustee Ware agreed with Trustee's McNett nomination and assessment of Mr. Meyers' application. There being no objection or further discussion, the Feather River Community College District Board of Trustee voted to approve Dr. James Meyers as its area one provisional trustee to fill the vacancy created by Leah West's resignation, (McNett/Elliott/Sheehan /Ware/Mayes Aye) (None Opposed) President Sheehan confirmed with Cindy Hall, Clerk of the Board that the provisional appointment would remain in effect until the next general election slated for November 2016.

7. Administration of Oath of Allegiance – Trustee Area I – Kevin Trutna

Tabled

8. Consent Agenda

*** A. Motion Items**

Personnel Requisitions, Personnel Actions, Payroll and Commercial Warrants, Budget Transfers, Budget Augmentations/Reductions, Approval of Instructional Service Agreement (ISA) between Feather River Community College District (DISTRICT) and Lake Almanor Fitness Center (AGENCY) for AGENCY to provide instructional and other services from July 1, 2015 through June 30, 2016 as outlined in the Agreement, were approved as presented (McNett/Elliott /Sheehan/Ware/Mayes Aye) (None Opposed).

6. Regular Agenda

*** A. Motion Items**

- 1) a) President Sheehan stated that the request for Approval of Service Agreement between Feather River Community College District and Los

Rios Community College District described the scope of work as having to do with Feather River College performing some training functions in Butte and Tehama Counties for the North Region Global Trade and Logistics (GTL), and he asked for more information on the request. After brief discussion, it was agreed by consensus to table the item until Derek Lerch, Dean of Instruction/CIO could be present to address the service agreement in more detail.

- 2) b) Trustee McNett addressed the agenda item by indicating that when the representative from Crowe Horwath provided the Board with the verbal report on the audit last year, he raised the point about an audit that would include an examination of the District's internal controls. He stated that he would like the Board to have the opportunity at some point in the near future to discuss whether or not it would be appropriate to have an audit that included internal controls. He noted that he understands that there would be an additional cost involved and he recommended that a timeline be explored so perhaps the two types of audits could be done at the same time. Trustee Elliott responded that in the course of the audit, samples of internal controls are reviewed, but the costs involved with a comprehensive audit of internal controls should first be explored. Kevin Trutna stated that the types of internal controls to be audited could be a discussion item at the June Board of Trustees retreat and there was consensus. He asked Katie Schmid, Chief Accountant to provide perspective on the types of internal controls that are reviewed when the auditors arrive to conduct the annual audit of the District's financials. Ms. Schmid reported that the auditors perform a cursory review of internal controls for all aspects of operation including, but not limited to, enrollment, fee assessment, the purchasing process, the receiving process, and the eligibility of enrollment to name a few. She added that the auditors are looking at what processes are written down and then how closely the District follows what is written down which becomes the measure of the audit. After further discussion, it was agreed by consensus to discuss such an audit and the extent of the controls to be audited at the June Board of Trustees retreat. In closing comments on the discussion, Trustee Elliott asked if the fee for audit services will be changing, and Ms. Schmid responded, "Not that she has seen". After further discussion and there being no objection, the request for Approval of Arrangement Agreement between Feather River Community College District and Crowe Horwarth LLP for Professional Audit Services for Year ending June 30, 2015 was approved with the understanding that the Board of Trustees will discuss the possibility of a more detailed audit of the District's internal controls at its retreat in June (McNett/Ware/Sheehan /Elliott/Mayes Aye) (None Opposed).
- 1) Kevin Trutna requested Approval of Curriculum Actions. Jeannette Kokosinski, Academic Senate President stated that the curriculum packet was fairly standard in nature. Karen Pierson, Chief Student Services Officer, on behalf of Derek Lerch, Dean of Instruction/CIO also reported that the revised items included in the request were fairly routine in nature and that new items included the addition of a Directed Study in Information Communications Technology (ICT). She also reported that substantive

items included a revision by Nathan Tharp, Digital Technology Instructor for the ICT Program and a revision by Bridget Tracy, Earth Sciences/Environmental Studies Instructor that involved changes to the double dipping language for the catalog. There being no objection or further discussion, the request for Approval of Curriculum Actions was approved as presented, (Elliott/McNett /Sheehan/Ware/Mayes Aye) (None Opposed).

- 2) Kevin Trutna requested Approval of Full-Time Tenure Track Faculty Position in Agriculture. Dr. Trutna explained that the position is a new position and that it came about through a ranking by the Academic Senate even before the College received approval to offer the bachelor's degree. Dr. Trutna requested that Jeanette Kokosinski add her comments about how the position received the top ranking from the Academic Senate. Dr. Kokosinski reported that the ranking of faculty positions started over a year ago with a discussion within the Council on Instruction (COI) whose members worked off a matrix of information that included, among other factors, impacts to FTES and how the program would fit into the community at large. She further explained that the programs that rose to the top of the ranking included agriculture, biology and mathematics and that the members of COI then brought the rankings down to the division level and then on to the Academic Senate where it was agreed that the agriculture position would be ranked number one in priority. After further discussion that included comments from Dr. Trutna, questions from President Sheehan, and additional comments from Dr. Kokosinski, the request for Approval of Full-Time Tenure Track Faculty Position in Agriculture was approved as presented, (McNett/Ware/Sheehan/Elliott/Mayes) (None Opposed).
- 3) Kevin Trutna requested Approval of BP 4060 Delineations of Functions Agreement. After brief discussion and there being no objection, the request for Approval of BP 4060, Delineations of Functions Agreement was approved as presented, (Elliott/McNett/Sheehan/Ware/Mayes Aye) (None Opposed).
- 4) Kevin Trutna requested Approval of BP 7380, Retiree Health Benefits. After further discussion and there being no objection, the request for Approval of BP 7380, Retiree Health Benefits was approved as presented, (Ware/Elliott /Sheehan/McNett/Mayes Aye) (None Opposed).

*** B. Roll Call Items**

None

C. Special Items/Reports

- 1) Katie Schmid, on behalf of Jim Scoubes, Chief Financial Officer, presented the District's Quarterly Financial Status Report as of March 31, 2015. Ms. Schmid directed the Board of Trustees' attention to the Unrestricted General Fund Summary on page six of the report where

revenues and expenses were reflected and compared to the previous year's numbers. She stated that although the report indicated that revenue was at 66% or \$9,551,844 compared to 71% for the prior year, the District had received an additional \$619,000 to bring the District to almost 71% of normal. She also reported that expenses total approximately 69% of normal and that the other funds contained in the quarterly report are running about the same. In closing comments on her report, Ms. Schmid reported that the District is anticipating the receipt of approximately \$2.2 million in property taxes this month.

- 2) Kevin Trutna introduced Bill McGinnis, Trustee, Butte Community College to those present and stated that Mr. McGinnis is currently active with the Accrediting Commission for Community and Junior Colleges (ACCJC) and conducts trainings on accreditation throughout the State. Dr. Trutna added that Mr. McGinnis would be speaking to the Board regarding accreditation processes and that he would highlight the areas of the accreditation standards that trustees should focus its attention on. Dr. Trutna also explained that Mr. McGinnis has been a trustee for 22 years and he has worked with the ACCJC for the last 12 years.

Mr. McGinnis thanked the Board of Trustees for inviting him to visit Quincy and he provided information on his background in higher education, the numerous boards he has served on and currently continues to serve on, his site visit team experience including the appeals committee recently assembled for San Francisco City College. He encouraged Board members to ask questions during his presentation if they had them and he noted that there is a move afoot at the present time to change the accreditation process. He explained that the Department of Education is considering having national accreditation standards developed and implemented for universities and colleges eliminating the need for regional accreditation. He added that the other movement afoot is the move by San Francisco City College to have the ACCJC evaluated and the report go to Washington, D.C. Mr. McGinnis reviewed how the ACCJC Standards were developed and the significance of the student achievement standards and institutional effectiveness and planning measures that will begin to play a significant role in accreditation. He also stated that trustees are responsible for certain actions and activities required by the Standards and these are contained for the most part in Standard IV. He encouraged the Board to go through the new Standards coming out, especially Standard IV, so that it can begin to familiarize itself with these responsibilities and use them as it completes its annual self-evaluation and there was further discussion. Mr. McGinnis reported that in the last several years board activity has been one of the most prominent reasons colleges receive accreditation recommendations, but that this seems to be in decline as other issues become more prominent. Mr. McGinnis also brought up Student Learning Outcomes (SLOs) and informed the Board that its job isn't to approve the institution's SLO's, but to make sure the process is in place and that the faculty are completing them. He added that through regular Board reports it can be determined how the process is functioning. He additionally encouraged the Board of Trustees, as it

completes its self-evaluation process, to think about what goals the Board wants for itself as a board and for the College, and then to ask itself whether or not it feels it's in compliance with the ACCJC Standards. He also encouraged the Board as it moves through the process to think of the process as a quality improvement process, one in which goals are set and activities are measured by performance through the self-evaluation. He added that Boards should then have a good discussion about what its accomplished and what it hasn't accomplished and then begin the discussion about how to improve performance.

Mr. McGinnis continued his presentation by indicating that another area he would like to touch on is the student achievement standards set by the Commission. He explained that there were five, possibly six of these standards that deal with career and technical training and that the standards are not meant to be goals but are instead meant to be interpreted as the floor. He explained that if an institution falls below these standards, the institution should then have a discussion about why it happened and what changes need to be implemented. He also talked about how the State of California is now coming up with the institutional effectiveness measures and that these measures are meant to be aspirational in nature and there was further discussion. Dr. Trutna commented that it was important to note that the Institutional Set Standards are a derivative of the federal regulations and dialog continued that included control of the physical plant, trustees participating on site visit teams, board and CEO relationships, the accreditation self-evaluation process and timeline and the board's role in this process if it chooses to be involved, FRC's approach to the work, and evidence collection and accessibility for the site visit team. He also recommended that members of the Board attend the reception normally held for the visiting team when it arrives, that board members be open and forthright in interviews with the team, and that trustees attend the exit interview if possible to hear what the visiting team thinks about FRC.

Communications, Presentations, and Reports

1. Board of Trustees

President Sheehan reported that there is news that Secure Rural Schools was passed by Congress as a trailer bill.

2. Associated Students

Paul Mayes, on behalf of Associated Students of Feather River College (ASFRC) reported that several activities are taking place the week of April 20th in recognition of April 22nd as Earth Day. He also reported that Day in the Mountains, FRC's annual recruitment event, is scheduled to take place on Monday, April 27th. He additionally reported that a student panel met recently with members of faculty to discuss student life. In closing comments on his report, Mr. Mayes stated that presentations on preventing sexual assault and dating violence were offered to all students the previous day in the Gallery.

3. Academic Senate

Jeanette Kokosinski reported that the Academic Senate continues to review and take action on policies and procedures. She also reported that by the end of May, the Board of Trustees will be provided with course information for the baccalaureate degree, and that administrator evaluations should be completed by the executive committee of the Academic Senate soon. Dr. Kokosinski additionally reported that elections for the next slate of Academic Senate officers will be completed by the end of April.

4. Classified Senate

Cynthia Hall, Classified Senate President reported that the Classified Senate meets again on Monday, April 20th where it will take up the continued review of policy and procedures.

5. Instruction

No Report

6. Student Services

Karen Pierson expanded on the report provided by Student Trustee Paul Mayes by stating that the student panel Mr. Mayes referred to in his report had a positive outcome as it was good for students to be able to share their perception of life outside the classroom. She also reported that the equity funding that FRC is receiving and that has been discussed at prior meetings will fund a new student life coordinator and a computer laboratory assistant that will address themes that continue to surface and are viewed as important to students. Dr. Pierson highlighted the four session presentations on sexual assault that were led by Stephanie Jimenez from Butte College's Safe Place and Wellness Program and noted that one of the most telling details of the presentations is that data on sexual assault indicates that three out of every five women will experience some sort of sexual assault during her college career and there was further discussion. Dr. Pierson additionally reported that on Friday, April 17th, Student Services will be submitting a grant application on suicide prevention that was written for the College by a grant writer from Plumas Rural Services. Dr. Pierson explained that the grant, if awarded, would involve local agencies including Plumas County Mental Health, Plumas Crisis Intervention and Resource Center (PCIRC), Drug and Alcohol, and the Plumas County Health Department. Dr. Pierson also reported that on Tuesday, April 21st, the College will host a cultural fair featuring the student diversity on campus. Dr. Pierson closed her report by indicating that she and David Burris, Director of Human Resources/EEO presented at the last meeting of Management Council and briefly to the Academic Senate on the four areas of manager responsibility when it comes to students. She noted that the discussion included what to do about disruptive students, what to do about students that concern you, what mandatory reporting is, and employee responsibility with regards to the complying with the Violence Against Women Act (VAWA). She added that the same presentation will be made available to all employees as part of the Day in the Mountains event.

7) **Superintendent/President**

Kevin Trutna reported that over spring break he attended the Phi Theta Kappa (PTK) awards event and luncheon in Sacramento honoring students that were selected as part of PTK's All California Academic Team. Dr. Trutna added that it was nice to see Kristen Wright and Naoki Matsumoto be recognized for their academic achievement. He also highlighted the current national rankings of both FRC rodeo teams stating that if the National Finals Rodeo (NFR) were held today, Head Coach Jesse Segura reports that FRC would be sending 19 of the 30 student spots available. Dr. Trutna also announced that Dr. Katie Desmond, Political Science Instructor has agreed to be the faculty writer for the accreditation self-evaluation report and that an updated accreditation timeline will be distributed to the Board at the May meeting. Dr. Trutna notified the Board that Butte Community College administration has notified FRC that the Instructional Service Agreement (ISA) for the Farmworker Institute for Education and Leadership Development (FIELD) to provide Basic Skills and ESL courses will not be renewed because Butte Community College has decided to oversee it instead. He further explained that this will result in the loss of approximately 60 FTES for next year and that he and Derek Lerch are looking at other options for replacing this FTES. In closing comments on his report, Dr. Trutna updated the Board on hearings on legislation involving the Good Neighbor Policy. He stated that the one organization that traveled to the hearing to speak up against the proposed legislation were representatives from the Nevada System of Higher Education (NSHE) and there was further discussion.

There being no further business, the meeting was adjourned at 5:17 p.m.

KT/ch