

## 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 3:00 p.m. on Tuesday, May 10, 2011 at Feather River College, Science Room 104, 570 Golden Eagle Avenue, Quincy, California.

*Trustees present:* Elliott, Schramel, Shamberger, Sheehan, West, Student Trustee Oliphant

*Trustees absent:*

The regular and consent agendas for the May 10, 2011 meeting at Feather River College, Science Room 104, 570 Golden Eagle Avenue, Quincy, California, were approved as presented, (West/Shamberger) unanimous. Trustee Shamberger also requested that agenda item #C2a, Resolution #10/11-10 – Approval of Elimination of Certain FTE in the Classified Service and Directing Notification of Classified Employees, be moved up in the agenda to be addressed after approval of the Consent Agenda, agenda item #B. There being no objection or further discussion, the regular agenda for the May 10, 2011 meeting was approved as amended, (Shamberger/West) unanimous.

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

The minutes of the Regular Meeting held on April 21, 2011 were approved as presented, (Sheehan/West) unanimous.

#### **A. ITEMS FROM THE PUBLIC**

Trustee Sheehan requested that the normal time limit of twenty (20) minutes for public comment on any one agenda item be extended to thirty (30) minutes, (Sheehan/Schramel) unanimous.

The Board listened to lengthy public comment in opposition of Agenda Item #C2a, Resolution #10/11-10 – Approval of the Elimination of Certain FTE in the Classified Service and Directing Notification of Classified Employees

Karen Paiva, CSEA President and Faculty Secretary, read from a prepared statement indicating that the resolution before the Board to eliminate FTE in the classified staff was a disservice to the students who attend Feather River College and will produce turmoil in all departments. She also stated that in addition to being inequitable, the long term effects of the proposal have not been dealt with and will have an intense impact on FTES generation. Ms. Paiva also stated that additional impacts of the proposal will include the

inability to provide crucial placement and GED testing, impact services in the library, hurt established hatchery relationships, impact the printing and development of schedules, flyers, and athletic programs, and that enrollment services, recruitment efforts, and safety will also suffer. She also stated that the unit wants to work with the District to move through these challenging times but that as President of the Classified Schools Employee Association (CSEA) she wished to inform the Board that reduction of hours is a mandatory bargaining subject and that the District's failure to negotiate has resulted in the probability of an unfair labor practice charge being filed with the Public Employees Relations Board.

Julie Orloff, Student Services Technician, explained her role at Feather River College as one of two technicians in the Admissions and Records Office providing services to students, faculty, and staff. She provided those present with an overview of her responsibilities and how services would be impacted if the position in the Admissions and Records Office was reduced. Ms. Orloff thanked Board members for their time and respectfully requested reconsideration of the request for approval of a reduction of the position.

Erin Roth, Student Accounts Technician, stated that the proposed reduction would directly relate to the services she provides in accounts receivables in that she provides backup to the Student Services Technician's position. She provided those present with an overview of receivable transactions that result in student contact by the Student Services Technicians and how these services would be impacted should there be a reduction in the position covered by the resolution.

Leslie Mikesell, Interim Director of Admissions and Records, stated that while realizing that the institution is in a budget crisis and all departments will be affected by reductions, she wanted the Board to be aware of the functions, processes, and compliance issues that take place in the Admissions and Records Office. Ms. Mikesell distributed a handout covering statistics relating to forms, requests, and reports processed through the department she manages. Ms. Mikesell further indicated that the reduction of 40% in the Student Services Technician position will directly impact many of the functions that back up her position as Interim Director of Admissions and Records including grade changes, manual enrollment coding and overrides, and class conflict overlaps to name a few. In closing comments, Ms. Mikesell requested that the Board of Trustees reconsider the reduction to the Admissions and Records Office as stated in the resolution.

Linda Moore, Graphic Artist/Print Services Specialist, thanked the Board for their time and provided those present with a brochure of her responsibilities and the functions and processes that take place in the print center. She stated that the print center operates much like the infrastructure of a community and that if the position in the print center is eliminated, other departments will be greatly impacted and begin to fail. Ms. Moore provided an overview of some of her responsibilities that included minor repairs to both color and black and white copiers, the ordering and maintenance of paper supplies for the entire campus, development of class schedules, bound

accreditation and budget reports, tri-fold brochures for all programs, curriculum assignments for the entire Incarcerated Student Program, commencement programs, and Day in the Mountains material among others.

Virginia Jaquez, Administrative Assistant to the Chief Instructional Officer, stated that the resolution before the Board requesting approval of the elimination or reduction of certain classified positions has been a shock to the campus community. She also stated that as a member of the classified unit and CSEA Negotiations Committee, she felt it was her duty to report that during negotiations the District stated that only six (6) FTE would be recommended for reduction and that now many in the classified unit are worried about their colleagues and how they will provide for their families if the proposed reductions are implemented. She requested that the Board consider ways in which to work together to resolve budget issues while retaining employees enabling them to support themselves and their families. Ms. Jaquez offered ways in which reductions could be adjusted to meet the needs of the District as 1) restore the 0.25 FTE reduction in the Senior Library Assistant position and eliminate 0.25 FTE in the part-time library assistant position and in addition close the library at 7 p.m. instead of 9 p.m. 2) make the 1.10 FTE reduction in maintenance equal to the instruction office cut of 1.25 FTE, the business office reduction of 1.25 FTE and reduce the Student Services reduction of 1.525 FTE to the reductions of the rest. She added that with equity in reductions, the working environment of the institution will be preserved.

Jodi Beynon, Program Manager – Transition Services, stated that she felt that everyone understands that the District is in a budget crisis and that reductions are necessary. She also stated that she felt that there were alternatives to the reductions that could have been explored that were not explored as part of the process. Ms. Beynon specifically addressed the reduction to the Senior Office Assistant II position or matriculation assistant in the Career Transfer Center and she noted that the individual in this position is often the first point of contact for many students and their families when they come to campus. Ms. Beynon distributed a handout that detailed a portion of the responsibilities and workload of the Senior Office Assistant II in Student Services including assessment testing, state matriculation reporting, student progress reports, scheduling student advising appointments, file maintenance for each student, and GED testing eight times annually.

Linda Vaughn, Program Manager – EOPS, stated that everyone is aware that the budget situation is critical but she encouraged the Board to look at the institution's "efficiency of scale". She also stated that the College is down to the minimum of people needed to survive and that input has not been equitable across the board for the reductions that are being looked at. Ms. Vaughn also reported that individuals have already come up with a solution to cover the majority of the salary for the Senior Office Assistant II – Student Services reduction with categorical funds and that an opportunity for this input was never given a chance to be discussed.

Mike Welser, Business Instructor and Faculty Union President, stated that he felt that the proposal for reductions is a poor management choice for needed functions on campus and from a negotiating standpoint he felt that options were not given for how budgets and expenses could have been reduced.

Marty Brutlag, member of the public and on behalf of the Fish and Game Commission, stated that he was present to provide support in opposition to the reduction in the Instructional Assistant – Hatchery/Environmental Studies. He also stated that the hatchery position is a twenty-four hour, seven-day-a-week commitment because someone has to be there to take care of the fish.

Zach Parks, Instructional Assistant – Environmental Studies, stated that the hatchery is the first thing many individuals see when they enter the campus and he also reported that he attends to the needs of the hatchery on holidays, weekends, and after hours and often works 65 hours while receiving compensation for 40 hours. Mr. Parks explained that he doesn't expect more for the hours he puts in because he likes what he does. Mr. Parks also stated that when he took over the position at the hatchery, the facility was non-functional and in disarray and now there are 50,000 fish located there. He also indicated that he is not sure whether or not he will be able to bear the financial burden of the proposed reduction, but besides the responsibilities of his current position he also works with the Fish and Game Commission, Trout Unlimited, Chester High School, and has made improvements to the hatchery through successful grant funding. In closing comments, Mr. Parks stated that he felt if he were to leave the position the hatchery, which is the only one at a community college in the state and one of eight in the nation, would likely close.

Tom Davis, Academic Senate President, stated that he could not recall a day when things went from the sublime to the bizarre in such a short amount of time. He explained that earlier that morning he and Ron Taylor, Superintendent/President were present in Sacramento, California as Dottie Arcangeli was honored in her capacity as Senior Library Assistant by the Board of Governors as one of the recipients of the Outstanding Classified Employee of the Year Award and now he is back at the institution where she received her nomination and the Board is considering the approval of the elimination of 25% of her position. Mr. Davis further stated that it is only because of Ms. Arcangeli's hard work and dedication that the library runs as well as it does, and he does believe that it runs well as evidenced by student satisfaction surveys that are completed each year. He also stated that a new and much larger facility has just been built and additional students will come in droves and that no matter how you carve it out the new library facility can't be run with the reduction in staff that is currently being proposed. He strongly urged the Board to reconsider the elimination of any portion of the Senior Library Assistant position.

Michelle Fulton, Biology and Environmental Studies Instructional Assistant, Associate Faculty President and Project Director SB 70, stated that as part of her responsibility as Project Director SB 70 she was tasked to build collaboration while bringing students to the College and developing linkages

to education. She further stated that one aspect of this task was the hatchery and there is the potential now to provide a hatchery academy in the form of contract education with the Department of Fish and Game for their management personnel. She also stated that high schools in Sierra County and other areas are looking to the hatchery for a place to send students to and she indicated that the facility cannot function on less than a full-time person. Ms. Fulton additionally stated that as an instructor in the Incarcerated Student Program she knows that the Graphic Artist/Print Services Specialist position is essential to the ISP and that the elimination of this position will have a drastic effect on the program as well as the entire institution.

Heidi Von Dunker, student and member of the public, stated that she had spent the last three hours in the community lobbying for support and she stated that she had a simple proposal to submit to the Board. She explained that her proposal might not necessarily be doable, but that she would like to propose moving to a four-day work week while closing the campus on Mondays and allowing individuals to have a three day weekend so they could perhaps work somewhere else. She also stated that she had contacted the United States Forest Service and they have indicated that they are willing to forward any bio-sketches by anyone who is capable of training to their main training center. She additionally stated that her proposal would involve a twenty percent reduction in all wages with no loss in positions. Ms. Von Dunker also stated that she has a letter from the manager of the local Bank of America stating that they are willing to assist those individuals affected by reductions that need to refinance and lower their mortgage payments. In the time remaining, Ms. Von Dunker also stated that computers and lights could be turned off while not in use to lower utility costs for the District.

## **B. CONSENT AGENDA**

Personnel Requisitions, Personnel Actions, Payroll and Commercial Warrants, Budget Transfers, Budget Augmentations and Reductions, and the Ratification of Agreement between California Department of Education and Feather River College Upward Bound to participate in Summer Food Service Program were approved as presented, (Sheehan/Schramel) unanimous.

## **C. REGULAR AGENDA**

### **\* 2. Roll Call Items**

a) Jamie Cannon, Director of Human Resources, requested Approval of Resolution #10/11-10 – Approval of Elimination of Certain FTE in the Classified Service and Directing Notification of Classified Employees. She stated that as the Board is aware, the District is expecting a worst case scenario of a fifteen (15) percent reduction from the State. This reduction scenario has forced the campus to pursue a cut strategy which among many other items includes the elimination of certain services. Ms. Cannon also stated that the resolution before the Board recommends the elimination of 5.23 classified union full-time equivalent (FTE) employees and 1.5 classified management positions. She also explained that management has the right to

eliminate positions pursuant to Education Code 88017 and that these eliminations are being recommended due to lack of funds. Ms. Cannon also stated that section 88017 allows for bonafide reductions or eliminations of services being performed with notice to affected classified employees 45 days ahead of the effective date and she added that layoffs are solely within the discretion of the governing board and eliminations are not subject to mandatory bargaining issues. Ms. Cannon additionally stated that any elimination, especially an elimination of this magnitude, is incredibly difficult for the campus to bear and that Ron Taylor has met with each affected employee and discussed with them what would be represented to the Board of Trustees. Ms. Cannon additionally noted that the proposed eliminations have no bearing on the value of services employees provide and the District realizes that with these eliminations, the campus will be unable to offer all of the services it currently offers now. She also added that the College is required to bargain the effects of layoff and is scheduled to bargain a set of facts with the CSEA on Thursday, May 12, 2011 and it anticipates through effects of bargaining the parties will reach agreement on the rights of affected employees and implementation of the classified eliminations. In closing comments, Ms. Cannon added that on behalf of the administration and the campus, she was sorry to see the need for the eliminations, but sadly the State has forced the District's hand and leaves it with no other choice.

President Elliott asked for Ron Taylor's comments regarding the resolution and the public comment and Dr. Taylor stated that he felt that Ms. Cannon's remarks covered the main points of the issue, and he reiterated that the District is responding to the need to address a fiscal crisis and it must reduce costs and staffing, and he added that he believes that there will be more to come. He additionally stated that he regrets the need to take such action and he does understand the consequences of such action to individuals and their families. He also stated that the recommendations for particular positions are in no way based on the quality of work or performance or the value of the individual to the College. He also indicated that the District is facing a difficult timing challenge as there is no State budget for 2011-12 and there may not be one for months. He added that the Governor's revise is due out soon and that the District has been assured that when the State budget is adopted it will contain a cut to community colleges, but it is unknown how much. Dr. Taylor informed those present that there has been a fairly involved process to this point including multiple sets of eyes and the choices were not easy. He also stated that there was a conscious decision to spread eliminations across the institution while keeping necessary functions viable. He additionally stated that while the recommended eliminations are as listed in the resolution, the individuals affected will change as bumping patterns occur. Dr. Taylor added that perfect equity in this situation is not a realistic possibility due to the 50% law and other requirements and the sheer necessity of offering classes to generate revenue while fulfilling the mission of the College, but that a real effort has been made in this direction.

President Elliott stated as a sitting Board member for over twenty years the last twelve months have been some of the most difficult he has experienced. He also stated that actions today as well as previous cuts have been made in

an attempt to make sure there is a Feather River College moving into the future. President Elliott added that this has been an especially difficult decision for him as he knows many of the affected individuals personally. He added that no one knows what the future holds, and if significant changes occur as a result of the State coming together somehow the Board will revisit the issue again in the future.

Trustee Sheehan stated that what makes California different is that many years ago it determined that in order to have a successful society that everyone needed to be educated or have the opportunity to be educated and that this is what is being threatened this year. He also stated that the action taken today if it is taken will likely be followed by other actions because a 15% reduction in funding to an entity where 85% or a large majority of the funding is spent on salaries and benefits can't continue without additional reductions as a consideration. There being no further discussion, Resolution #10/11-10 – Approval of Elimination of Certain FTE in the Classified Service and Directing Notification of Classified Employees was approved as presented by a roll call vote as follows:

Ayes: Schramel, Shamberger, Sheehan, West, Elliott  
Noes: Student Trustee Oliphant  
Absent: None  
Abstain: None

#### **\* 1. Motion Items**

- a) Russell Reid, Equine Studies Instructor and Ag Chair, requested Approval of Expenditure for Hay Purchase Exceeding Delegated Limits. Mr. Reid stated that he comes before the Board of Trustees annually for authorization to purchase hay on the spot market as it is a commodity that needs to be purchased at the lowest price the moment it is available. President Elliott requested information on whether Mr. Reid was near the budget amount and Mr. Reid replied that the price of hay right now is not good. He explained that he is currently in the process of negotiating with ranchers for the purchase, and he is hopeful that he can save the District money. After further discussion and there being no objection, the request for Approval of Expenditure for Hay Purchase Exceeding Delegated Limited was approved as presented, (Sheehan/West) unanimous.
- b) Ron Taylor requested Approval of BP 2015, Student Member Privileges. He indicated that the item was tabled from last month's Board meeting and that under the law; privileges for the incoming student trustee must be considered on or before May 15<sup>th</sup>. There being no objection or further discussion, the request for Approval of BP 2015, Student Member Privileges was approved as presented, (Sheehan/West) unanimous.
- c) Ron Taylor requested Approval of BP 2105, Election of Student Member. He stated that there was a modification to the policy in that the date of July 1 was changed to June 1 and the word, "Member" in the title of the policy

was changed to read, "Trustee". Dr. Taylor explained that the Code mentions both dates inconsistently, but that he believes that the June 1<sup>st</sup> date is appropriate because it lines up the privileges and the seating of the new student trustee with the academic year. After brief discussion and there being no objection, the request for Approval of BP 2105, Election of Student Member, was approved as presented, (West/Shamberger) unanimous.

- d) Ron Taylor requested Approval of BP 2310, Regular Meetings of the Board. He provided those present with an overview of the modifications to the policy and he noted a new paragraph concerning teleconferencing basically reflects new code. He also explained that given the schedule of the Board meeting and the Cabinet meeting on May 5, additional modifications had been suggested that weren't reflected when Board agenda material was mailed. Dr. Taylor requested comments if there were any and additionally asked that the item be tabled for further action until a copy of the policy with all modifications could be presented. Trustee Schramel requested clarification on whether or not Government Code Section 54953 specified that the meeting or teleconferencing referenced needed to be within the District being represented and Dr. Taylor replied that it did, in terms of achieving a quorum. Trustee Schramel also requested information on whether or not Dr. Taylor knew if this section of the code applied to all boards or just boards of college districts or special districts and Dr. Taylor stated that he was not sure but he believed it was all boards. After further discussion and there being no objection, the request for Approval of BP 2310, Regular Meetings of the Board, was tabled for approval action at a future meeting of the Board, (West/Shamberger) unanimous.
- e) Ron Taylor requested Approval to Award Degrees and Certificates. He stated that every year as the District approaches commencement, the Board is asked to delegate authority to the Superintendent/President to award degrees at commencement. There being no objection or further discussion, the request for Approval to Award Degrees and Certificates was approved as presented, (Sheehan/Schramel) unanimous.
- f) Jim Scoubes, Chief Financial Officer, requested Ratification of the Quarterly Financial Status Report, CCFS-311Q for the Quarter ended March 31, 2011 (Q3). He stated that the information contained in the report and submitted to the State is reflective of information for a point in time and is completed by Katie Schmid, Chief Accountant. After further discussion and there being no objection, the request for Ratification of the Quarterly Financial Status Report, CCFS-311Q for the Quarter ended March 31, 2011 (Q3) was approved as presented, (Sheehan/Schramel) unanimous.

### **3. Special Items/Reports**

- a) Jim Scoubes presented the District's Monthly Financial Status Report as of April 30, 2011. He noted that revenues for the Unrestricted General

Fund stand at \$8,079,375 or 61% of the budget and that expenditures totaled \$9,958,290. Mr. Scoubes also reported that the Learning Resource Center (LRC) project has amounts totaling just over \$860,000 that are waiting for reimbursement from the State. He additionally stated that information from individuals at the State level indicate that deferral funding will be released to the District earlier than first anticipated.

- b) Ron Taylor introduced Barbara Cormack, Director of Financial Aid, who provided the Board of Trustees and others a brief report on the activities and responsibilities of staff in the Financial Aid Department. Ms. Cormack introduced members of her staff, Alyia Pilgrim, Financial Aid Technician, Kandi Whitley, Financial Aid Specialist, and Cheryl McElroy, also a Financial Aid Specialist, who were present and Ms. Cormack summarized some of the activities in the department as website update, Facebook presence, net price calculator implementation, Cal Grants, Chaffee Grants, scholarship coordination, financial aid awards notification, loan processing, assistance with Federal Applications for Free Student Aid (FAFSA), and veterans certification among others. Ms. Cormack also provided the Board with an overview of some of the many changes taking place in student financial aid regulations at the state and federal levels and statistics on how student contact and financial aid disbursements have increased in the Financial Aid Department since 2007-2008.
- c) Ron Taylor presented BP 2330, Quorum and Votes, BP 2360, Minutes, BP 2365, Recording, and BP 2410, Policy and Administrative Procedures in their current form for review by the Board of Trustees. There was brief review and discussion of the four policies and Dr. Taylor indicated that he is keeping a separate record of what policies have been reviewed by the Board to date and that he will make this record available when the Board meets later in the summer for its annual Board retreat.

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

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

Student Trustee Oliphant, on behalf of William Dennison, ASFRC President, reported that the main focus of ASFRC continues to be the “Mayfest on Main” celebration planned for students, families, and the community in the downtown area of Quincy on May 27<sup>th</sup> and the upcoming student awards ceremony. She also reported that the May 10<sup>th</sup> Board meeting would be her last as Student Trustee and she thanked the Board of Trustees for the experience and the opportunity to serve in what has been a hectic and interesting year. She additionally added that the Feather River College softball team is traveling to Weed, California, to compete in the super regional playoffs this weekend and that they will need to play well as they take on their rivals at College of the Siskiyous.

Trustee Shamberger expressed the difficulty that he has encountered with the decisions necessary in his position as a member of the Board of Trustees.

##### **b) Associated Students**

No Report

**c) Academic Senate**

Tom Davis, Academic Senate President, reported that the last scheduled meeting of the Academic Senate is Wednesday, May 11, 2011. He stated that among other perfunctory matters, the main issue is one that he has reported on before and deals with equivalency to the minimum qualifications for faculty. Mr. Davis also stated that his last meeting as Academic Senate President will be in June and that he had enjoyed working with the Board of Trustees and he appreciates the efforts of the Board in the face of this year's difficult decisions.

**d) Classified Senate**

No Report

**e) Instruction**

No Report

**f) Student Services**

Lisa Kelly, Interim Associate Dean of Student Services, concurred with Tom Davis' comments on the challenging times facing the District and she noted that the College will be working on the outcomes of the changes taking place on campus with regards to staffing and that she remains hopeful the institution will continue to work collegially to handle the work load. Dr. Kelly also announced that the Student Services Department is currently working with Mr. Guy McNett and the new veteran's administration representative to better serve veterans in the area and that she hopes to stimulate a new market for the College through collaborative grant-writing efforts. She also reported that Student Services is preparing for commencement and the relocation of servers to the Learning Resource Center. Dr. Kelly also reported that there will be an awards ceremony for students on Wednesday, May 18, 2011 and she explained that the awards are based on achievement and nominations by faculty and staff and she extended an invitation for Board members to attend the ceremony if their schedules allow.

**g) Superintendent/President**

Ron Taylor reported that the play, "Wizard of Oz" was a success and that the awards ceremony in Sacramento earlier in the day honoring Dottie Arcangeli was great recognition for her and the library. Dr. Taylor also reported that the baseball program's season came to an end with a loss to Sacramento City College in the regional competition. He additionally reported that Feather River College hosted a meeting of north state community college CEO's on Friday, May 6, 2011 and that the budget crisis and its impact on small rural colleges was a priority in many of the discussions. Dr. Taylor announced that the fundraising event, "Harlem Ambassadors" would be happening later in the evening and that, "Star Follies" would perform three shows over the weekend beginning Friday, May 13<sup>th</sup>. In closing comments, Dr. Taylor reminded the Board of Trustees of the commencement event on Friday, May 27<sup>th</sup> beginning at 3 p.m. and he asked Board members to present themselves at 2 p.m. at the Childhood Development Center for last minute instructions. Dr. Taylor

closed his report with comments on the movement of servers to the Learning Resource Center facility and that his office plans to contact Board members to schedule a planning retreat later in the summer.

There being no further business, the meeting was adjourned at 5:08 p.m.

RT/ch