

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 3:03 p.m. on Thursday, May 15, 2014 at Feather River Community College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California 95971.

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

Trustees absent:

4. ITEMS FROM THE PUBLIC

Leslie Mikesell, Director of Admissions and Records/Registrar and member of the public stated that she would like to comment on Consent Agenda Item #5A6, Approval of Recommendation to Reject Claim Submitted by Leslie Mikesell. She stated that the Board of Trustees had been sent an earlier email with a letter of request concerning an injury she suffered at Feather River Fitness. Ms. Mikesell stated that she wanted to be available if there were any questions regarding the content of her letter and to advise the Board of Trustees that the intent of her letter was to request assistance with her personal out-of-pocket costs related to the injury that her insurance won't be covering. Ms. Mikesell stated that she has no intent of going any further as she has plenty of vacation and sick leave so that when she does have her surgery this part will be taken care of. She also indicated that her concern is the 20% in medical expenses that she will pay out-of-pocket and that she is tentatively scheduled for surgery in July 2014. Ms. Mikesell stated that she has an interest in Feather River Fitness replacing the non-slip shower mats in the shower stall area that were there previously and that signs about the slipperiness of the area be posted or installed. President Sheehan asked for comments and Trustee Elliott recommended that the item be pulled from the consent agenda for further discussion.

Kevin Trutna, Superintendent/President introduced Bart Andrus, Head Football Coach to the Board of Trustees. Mr. Andrus stated that he was happy to be at Feather River College and that he has been busy conducting exit interviews with players who plan to return for next year's football season. He stated that he's excited to coach here and at this level and that he considers himself a product of the California Community College system and explained that he was able to further his education and obtain a bachelor's degree and a master's degree while participating in the sport that he loves.

Dr. Trutna requested that agenda items 6A1, Approval of Resolution #13/14-10, Recognition of Retiring Full-Time Faculty Art Instructor Dianne Lipscomb and agenda item #6A2, Approval of Resolution #13/14-11, Recognition of Retiring Classified Employee Shelley Morrison, Director of Childhood Development Center be moved up

in the agenda so that the presentation could take place while the honorees and their colleagues were present and there was consensus.

Trustee McNett indicated that he had a question on Consent Agenda Item #5A7, Approval of Agreement between Feather River Community College District (College) and Greenville Rancheria, a Native American Tribe of Maidu to clear forested land to prevent wildfires. He asked if it would be necessary to pull it from the Consent Agenda in order to ask the question and Dr. Trutna indicated that Trustee McNett could ask his question now if he wanted to. After brief discussion, it was agreed by consensus that the resolutions on the regular agenda would be addressed prior to addressing the question on Consent Agenda Item #5A7.

2. AGENDA:

The regular and consent agendas for the May 15, 2014 meeting were approved as amended, (Elliott/Ware/Sheehan/McNett/West/Kauffman Aye) (None Opposed).

3. MINUTES:

The minutes from the April 10, 2014 meeting at Feather River Community College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Elliott/West/Sheehan/McNett/Ware/Kauffman Aye) (None Opposed)

RECOGNITION OF RETIRING FULL-TIME FACULTY MEMBER DIANNE LIPSCOMB AND CLASSIFIED EMPLOYEE SHELLEY MORRISON – KEVIN TRUTNA

6B1 Kevin Trutna requested Approval of Resolution #13/14-10 – Recognition of Retiring Full-Time Faculty Art Instructor Dianne Lipscomb. Derek Lerch, Dean of Instruction/CIO read aloud the formal resolution that summarized Ms. Lipscomb's college and community contributions and achievements during her ten years of service to the college and presented her with a plaque extending the Board's appreciation and its best wishes for a happy retirement. Ms. Lipscomb thanked the Board of Trustees while indicating that she has enjoyed working at Feather River College and the challenges and successes involved. She commented that art provides an inestimable value in society and she looks forward to seeing what the new professor does to support the arts and what he or she might think of that she hadn't. President Sheehan encouraged those present to view the student art exhibit now on display at Pangaea Restaurant if they would like to see a sample of the good work that Ms. Lipscomb has been doing. There being no objection or further discussion, the request for Approval of Resolution #13/14-10 – Recognition of Full-Time Faculty Art Instructor Dianne Lipscomb was approved as presented.

Ayes: Sheehan, Elliott, McNett, Ware, West, Student Trustee
Kauffman

Noes: None

Absent: None

Abstain: None

6B2 Kevin Trutna requested Approval of Resolution #13/14-11 – Recognition of Retiring Classified Employee Shelley Morrison, Director of Child Development Center. Karen Pierson, Chief Student Services Officer read aloud the formal

resolution that summarized Ms. Morrison's long association, employment history, and college and community contributions over the past 25 years and presented her with a plaque that extended the Board's appreciation and its best wishes for a happy retirement. Ms. Morrison thanked the Board of Trustees, Dr. Pierson, and Dr. Trutna while indicating that she feels blessed to have had a job that she loved and one that she looked forward to coming to almost every day. Ms. Morrison recognized her support staff, teachers, and especially her supervisor Dr. Pierson for her willingness to listen and for her support of child development and the skills that are taught in the Child Development Center. After further discussion and there being no objection, Resolution #13/14-11, Approval of Resolution #13/14-11 – Recognition of Retiring Classified Employee Shelley Morrison was approved as presented.

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

5. CONSENT AGENDA

Trustee McNett requested further information on Consent Agenda Item 5A7, Approval of Agreement between Feather River Community College District and Greenville Rancheria, a Native American Tribe of Maidu to clear forested land to prevent wildfires. He indicated that the only question he had on the item was with regards to liability insurance coverage and he wondered if the District actually receives any document from the Greenville Rancheria's insurance company indicating that the project is covered. Kevin Trutna responded that an insurance document naming the District as an additional insured is required before any work on the project can begin. President Sheehan stated that he had also discussed the item with Kevin Trutna including the scope of work and area to be treated and the project flows out of the work done several years ago to lay out the territory as to the different types of timber, etc.

Personnel Requisitions, Personnel Actions, Payroll and Commercial Warrants, Budget Transfers, Budget Augmentations and Reductions, and approval of Agreement between Feather River Community College District (College) and Greenville Rancheria, a Native American Tribe of Maidu to clear forested land to prevent wildfires were approved as presented, (McNett/West/Sheehan/Elliott Ware//Kauffman Aye) (None Opposed).

6. REGULAR AGENDA

*** A. Motion Items**

- 1) Kevin Trutna and Jim Scoubes requested Approval to Reject Claim Submitted by Leslie Mikesell. Dr. Trutna stated that the request discussed earlier by Leslie Mikesell is in consideration of the injury she sustained at the fitness center. He also stated that Keenan and Associates has reviewed

the claim and recommended that the District reject the claim. Trustee Elliott asked why the Board of Trustees was seeing the claim and Dr. Trutna responded that claims against the District were previously reviewed in closed session and that when he looked at the government code on the subject, he found that many Districts review claims in open session and he proceeded with this as a new process. Jim Scoubes explained the process that takes place when a claim is filed against the District as one in which once received the claim is forwarded to Keenan and Associates for a review. He also explained that public entities are afforded a six month window in which a claim can be filed and private industry can be up to as much as two years. He indicated that during the six month period the claims administrator will continue to conduct its investigation into the claim and come back to the District at some point in time with a recommendation. He additionally explained that the rejection of the claim by the Board of Trustees starts the six month time period that a public entity is entitled to.

President Sheehan asked Ms. Mikesell when she planned to have the surgical procedure performed on her knee and Ms. Mikesell responded by stating that the original injury happened the morning of March 27, 2014 and after seeing her regular physician a Magnetic Resonance Imaging (MRI) was completed that diagnosed a tear in the anterior cruciate ligament (ACL) of her left knee and a partial tear of the anterior meniscus ligament. Ms. Mikesell indicated that because of the duties in her office she would not be able to schedule the necessary surgery until July. President Sheehan requested information regarding when the Board might have a better idea of the costs involved and Ms. Mikesell stated that the surgery will be out-patient in nature and then she will be scheduled for physical therapy appointments. She further stated that costs involved would be her \$500 deductible and then 20% of the remaining costs until she has met her maximum out-of-pocket expenses that she estimates to be approximately \$3,500. After further discussion and there being no objection, the request for Approval to Reject Claim Submitted by Leslie Mikesell was approved as presented, (West/Ware/Sheehan/McNett/Kauffman Aye) (Elliott Abstaining).

- 2) Kevin Trutna requested Approval of Curriculum Items and Derek Lerch provided further details by stating that the request involved curriculum cleanup, revisions to several biology classes, and some cheer and dance classes. After further discussion and there being no objection, the request for Approval of Curriculum Actions was approved as presented, (West /McNett/Sheehan/Ware/Elliott/Kauffman Aye) (None Opposed).
- 3) Kevin Trutna requested Adoption of 2014-2015 Tentative Budget and Jim Scoubes provided additional detail on the request. Dr. Trutna stated that the Tentative Budget was developed prior to the governor's May revise that was released on Monday, May 12th. Dr. Trutna also stated that the revise included a 1/100th of a percent decrease in the Cost of Living Increase (COLA) and a few surprises with regards to the STRS and PERS contributions. Dr. Trutna also explained that part of the budget development process included funding approximately ten percent of the funding requests that came through the Annual Program Review (APR) process. He added

that new budget items not previously included in budget development included \$5,000 into an American's with Disabilities Act (ADA) account to accommodate students that might need an interpreter, etc. He additionally noted that if the funding is not spent it will be earmarked for facility improvements related to ADA issues. President Sheehan asked about funding set aside for the Affordable Care Act (ACA) and Jim Scoubes responded that it wasn't included in the 2014-2015 Tentative Budget because the District will not incur any costs related to ACA in the 2014-2015 budget year. Jim Scoubes concluded the report by stating that the previous budget was rolled over and adjustments were made for increases in COLA and salary steps and that members of the Budget Committee were unanimous in their vote to recommend the Tentative Budget to the Superintendent/President for approval. Trustee Elliott asked Mr. Scoubes if expenses will exceed revenues for next year's budget and if the District would be looking to the Beginning Fund Balance (BFB) to balance the 2014-2015 budget and Mr. Scoubes responded "yes it would" and there was further discussion. Dr. Trutna also pointed out that not everyone spends their entire budget and this savings is not recognized until the books are closed and any savings in this regard would deflect from the total BFB used. Trustee McNett asked the question that now that the May revise is in, what impact would it have on the Tentative Budget and Mr. Scoubes responded that the decrease in COLA will impact the District's budget by 1/100ths of a percent and the growth funding won't impact the District at all because not all Districts have been restored by the amount each one was cut and this could take two to three years. Dr. Trutna additionally explained that the contingency fund placed into the President's Office for the 2013-14 year was rolled over into the Tentative Budget to again prevent having to access the BFB for unexpected requests and emergencies. After further discussion and there being no objection, the request for Approval of the 2014-2015 Tentative Budget was approved as presented (Elliott/West/Sheehan/McNett/Ware/Kauffman Aye) (None Opposed).

- 4) Kevin Trutna requested Adoption of 2014-2016 Feather River Community College Catalog. After further discussion that included comments from Derek Lerch, the request for Adoption of 2014-2016 Feather River Community College Catalog was approved as presented, (Ware/McNett/Sheehan/Elliott/West/Kauffman Aye) (None Opposed).
- 5) Kevin Trutna requested Ratification of the Quarterly Financial Status Report, CCFS-311Q for the Quarter Ended March 31, 2014 (Q4) and Jim Scoubes provided additional information by stating that the information is reported to the state no more than 45 days after the quarter ends and shows revenue, expenditures, and FTES. There being no objection or further discussion, the request for Ratification of the Quarterly Financial Status Report, CCFS-311Q for the Quarter Ended March 31, 2014 (Q4) was approved as presented, (West/Elliott/Sheehan/McNett/Ware/Kauffman Aye) (None Opposed).
- 6) Kevin Trutna requested Approval of Expenditure for Hay Purchase in Excess of Delegated Limits. He explained that hay is delivered in many lots

throughout the year and there are different qualities involved for each cutting, etc. Dr. Trutna also stated that the agenda item allows for Russell Reid, Agriculture Chairperson and Jim Scoubes to purchase hay for the equine, rodeo, and horse boarding programs using a competitive bidding process instead of BP 6340 Contracts and AP 6340 Bids and Contracts. He also stated that the purchase price for all programs will not exceed the approved 2014-2015 budget amount and will meet the program standards for quality, cutting, shipping and storage. Trustee Elliott stated that although he is supportive of the request, he would ask that the policy be looked at for next year so that the request and the agenda item do not need to be repeated each year. Jim Scoubes explained that hay purchases could be added to the list of exceptions outlined in AP 6330 Purchasing after receiving approval through the shared governance process. After further discussion and there being no objection, the request for Approval of Expenditure for Hay Purchase in Excess of Delegated Limits was approved as presented, (McNett/Ware/Sheehan/Elliott/West/Kauffman Aye (None Opposed).

- 7) Kevin Trutna requested Approval to Award Degrees and Certificates. After further discussion and there being no objection the request for Approval to Award Degrees and Certificates was approved as presented, (West/Kauffman /Sheehan/Ware/Elliott/Kauffman Aye) (None Opposed).
8. Kevin Trutna requested Approval of 2014-2015 Student Member Privileges (BP 2015). After further discussion and there being no objection, the request for Approval of 2014-2015 Student Member Privileges was approved as presented, (McNett/Elliott/Sheehan/Ware/West/Kauffman Aye) (None Opposed)
9. Kevin Trutna requested Approval of BP 7150 Evaluation of Administrators /Managers. After brief discussion and there being no objection, the request for Approval of BP 7150 Evaluation of Administrators/Manager was approved as presented, (West/McNett /Sheehan/Elliott/Ware/Kauffman Aye) (None Opposed).
10. Kevin Trutna requested Approval of BP 3410 Non-Discrimination. There being no objection or further discussion, the request for Approval of BP 3410 Non-Discrimination was approved as presented, (Elliott/Ware /Sheehan/McNett/West/Kauffman Aye) (None Opposed).

*** B. Roll Call Items**

Roll call Items were previously approved, see above.

C. Special Items/Reports

- 1) Jim Scoubes presented the District's Monthly Financial Status Report as of April 30, 2014. He reviewed the Unrestricted General Fund Summary with those present stating that expenditures for the year total \$10,472.429 or 77% of approved budget. He also indicated that the deadline for

submitting requisitions has passed and the auditors are set to return to the campus the week of June 9th. Mr. Scoubes also reported that approximately \$177,000 has been received as the District's share of Secure Rural Schools funding and there was further discussion.

- 2) Kevin Trutna introduced Juan Nunez, Feather River College Athletic Trainer to the Board of Trustees and he announced that Mr. Nunez would be providing information and a PowerPoint presentation on the field of athletic training and what services the athletic training department provides to FRC's student athletes. Mr. Nunez referred the Board of Trustees to the FRC catalog when speaking to the requirements for a Health and Exercise Studies (HES) degree, transfer degree, or certificate of achievement in athletic training. His presentation covered career opportunities available for students that complete the Associate of Science degree and transfer, recent equipment enhancements made available by VTEA/Perkins funding, information on former students, National Athletic Training Association (NATA) standards, data on services to students, current challenges facing the program including lack of personnel and limited facilities and equipment, and goals for the program. Mr. Nunez elaborated on the goal to solidify the partnership with the Tahoe Institute for Rural Health Research (TIRHR) to work with FRC's student athletes researching mild traumatic brain injuries (mTBI) and he distributed a flyer outlining the mission and vision of the company that is a subsidiary of the Tahoe Forest Hospital District.

D. Communications, Presentations, and Reports

1. Board of Trustees

Trustee West encouraged everyone to support the Star Follies this weekend. Trustee McNett thanked Derek Lerch and his staff for the good work that's been accomplished in processing 150% of what is required in the area of transfer degrees. Student Trustee Kauffman reported that he and other members of Enactus will be traveling to Uganda to further the work that the team accomplished when it first visited a rural village in the Kanugu District of southwestern Uganda.

2. Associated Students

Karen Pierson, Chief Student Services Officer reported that ASFRC plans on having one more student event before the semester ends and they plan to have a barbecue the week of May 19th. She also reported that she is awaiting GPA verification before announcing the new slate of ASFRC officers for the coming year. When asked about the number of students that might be graduating. Dr. Pearson reported that the registrar indicates approximately 90 students plan to participate in commencement exercises on May 23rd.

3. Academic Senate

Jeanette Kokosinski, Academic Senate President reported that the committee that decides the Book in Common for the campus has chosen the novel *The Book Thief* for the 2014-2015 reading.

4. Classified Senate

Connie Litz, Classified Senate President reported that the Senate is winding down the semester and that all officers in the Classified Senate have fulfilled two year terms. She also reported that once these four positions are filled an announcement will be made to the Board of Trustees at a regular monthly meeting.

5. Instruction

Derek Lerch reported that he had distributed a draft of the accreditation mid-term report earlier to each Board member and he explained that the draft has been reviewed by members of Cabinet and sent out to the entire campus for employee review and input. He requested feedback from the Board of Trustees if they had any by the June 16, 2014 Board meeting. He further explained that he would be incorporating the feedback from both the campus and the Board over the summer, and that a final draft of the report would be prepared for formal approval by campus constituencies, members of Cabinet, and the Board of Trustees before it is sent to the Accrediting Commission for Community and Junior Colleges (ACCJC). Dr. Lerch also reported that he is working with the associate faculty union to schedule associate faculty evaluations in the spring semester and faculty evaluations in the fall so that there is a better balance between the two semesters with regards to the evaluation system. Dr. Lerch additionally reported that the Academic Senate approved an assessment plan and the Classified Senate has it on its agenda for action on May 19th and it will likely be one of the items that will be covered at next month's Board retreat. Dr. Lerch also commented on the arrival of Bart Andrus and that Mr. Andrus seems to be focused on the right things which include getting down to business. He additionally reported that there's been no decision on the full-time faculty art instructor at this time and that he should have information to share during the month of June. When asked, Dr. Lerch provided information on the number of transfer degrees he was expecting to move through the approval process in the next academic year.

6. Student Services

Karen Pierson thanked the Board of Trustees for its letters of support with regards to the Student Support Services (SSS) grant and she indicated that obtaining the additional letters needed to support the grant remains a work in progress. Dr. Pierson also reported that Barbara Cormack, Director of Financial Aid has chosen to take retirement and her position along with the Director of Child Development Center position will be filled in the coming months. She additionally reported that Carlie McCarthy, Academic Advisor/Recruiter recently attended a national conference for community colleges in marketing and public relations and reported back that young people really aren't using Facebook anymore that they're using Twitter. She added that Ms. McCarthy has set up a Twitter account and students are following her on this account as Student Services is always looking at better ways to communicate with its students. Dr. Pierson additionally reported that Day in the Mountains was held and was

successful with some of the comments indicating that it was “the best yet”. She highlighted the fact that faculty are requesting more time with the students and that completion of the assessment testing prior to arrival has improved the flow of registering the students once they are here. Dr. Pierson commented that the Student Recognition Ceremony went well and scholarship recipients were announced and the Alice Foster Memorial Scholarship was presented to a student in the field of Environmental Studies. She also reminded the Board that graduation takes place May 23rd and that Michael Bagley has been chosen as the faculty speaker, Marc Johnson, President of University of Nevada Reno will be the commencement speaker, and that refreshments will be served beginning at 3:30 p.m. She added that those students that are not financially able to meet the \$40 cost involved with participating in the event can contact her office for assistance with these costs. Dr. Pierson also indicated that work study hour requests are out to all faculty and staff and that the Strategic Planning Committee and Budget Committee did grant the work study budget an additional \$10,000 to assist with all the requests for student hours that come in annually. Dr. Pierson also stated that the assessment test center will undergo a remodel that will bring it back into compliance with state mandates for GED testing as soon as the financial aid, admissions and records, and advising and counseling are moved to the space formerly occupied by the library. In closing comments on her report, Dr. Pierson stated that there are new mandates under the Violence Against Women Reauthorization Act that Plumas Resource Center and Plumas Rural Services currently assist the college with that will require a closer look at current language because the college is now obligated to include bystander intervention, report domestic violence, dating violence, and also incidents of stalking. She added that there is also federal policy that would imply that the college has responsibility to investigate and sanction sexual assaults that happen off campus and this is not currently part of the student code of conduct procedures.

7) Superintendent/President

Kevin Trutna reported that the Feather River College chapter of Phi Theta Kappa will become active again beginning with the fall semester. He added that Dr. Katie Desmond, Political Science Instructor has volunteered to take over as advisor for the group after about a five year absence. Dr. Trutna also reported that recently permissions to access student schedules was granted to administrative staff and administrative assistants including the switchboard where previously this needed to be completed through admissions and records staff. He explained that there have been incidents where students needed to be located quickly and this change in process will enhance efforts to know where students can be located instead of having to contact other personnel that might not be available. Dr. Trutna also addressed the information on the Book in Common that will continue in the 2014-15 academic year reporting that the lectures he attended recently to discuss the *Yellow Birds* novel were high quality presentations.. Trustee McNett reported that he attended and appreciated all three presentations, but he personally found the lecture led by Jerry Hoover, Administration of Justice Instructor to be what community

college is all about and he hopes that the Book in Common will become a tradition at the college.

Dr. Trutna distributed and reviewed copies of the tentative agenda for the Board of Trustees retreat scheduled for 9 a.m. on June 16th at the Rose Quartz Inn in Chester and he asked the Board what other individuals they wanted in attendance. Trustee Elliott responded that he would prefer only the Superintendent/President and members of the Board to be in attendance. President Sheehan requested that at least a thirty minute closed session be set aside for evaluations.

Dr. Trutna reviewed his written report and he highlighted student and employee achievements, scholarship signings, the recently signed contract partnering the USFS with Feather River College student interns over the summer, the announcement of a half-time executive director's position for the Foundation, and the Hunger Banquet recently held to increase awareness of world hunger and food insecurity. Cindy Hall, Administrative Assistant who attended the event provided her perspective on how attendees actively participated as either low income, medium income, or high income individuals that determined where they would sit at the banquet.

There being no further business, the meeting adjourned at 5:05 p.m.

KT/ch