

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, May 21, 2015 at Feather River Community College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California.

Trustees present: Sheehan, Elliott, McNett, Meyers

Trustees absent: Ware, Student Trustee Mayes

2. Administration of Oath of Allegiance Provisional Trustee Area 1 – Dr. James Meyers

Kevin Trutna, Superintendent/President administered the Oath of Allegiance to Provisional Trustee Area One, Dr. James Meyers who was appointed to fill the vacancy created by the resignation of Leah West. Dr. Meyers thanked the Board of Trustees for affording him the opportunity to serve on the Board of Trustees and that he would do his best to live up to the responsibilities of the position. At Dr. Trutna's recommendation, Dr. Meyers provided a brief background of his career stating that he grew up in Indian Valley and graduated in 1963 from Greenville High School and later from Sierra College. He stated that from there he made his way to the University of California at Davis with plans to become a vocational agriculture teacher but he discovered he didn't really care for it much. He further stated that with assistance from a professor, he obtained a job with the University as an extension farm advisor and he made his career with the University system until his retirement seven years ago. He stated that he is glad to be on the Board because he is a true believer in the community college system and that he would not have experienced the career he had without it.

3. Agenda

President Sheehan requested that agenda item 7A11, Approval of California Environmental Quality Act (CEQA) Exemption for Biomass Boiler be tabled as no action would be necessary at this time. Trustee McNett stated that he had questions on Consent Agenda Item #6A8, Approval of Agreement to Provide Services between Feather River Community College District (FRCCD) and the Regents of the University of California (UNIVERSITY) to provide anatomical cadaver from its UC Davis Body Donation Program and provide services to include administrative and technical procedures necessary for the procurement, blood testing and preparation if applicable of anatomical materials as described in Exhibit A Scope of Services on page 8 of the agreement. President Sheehan requested that the item be moved to the Regular Agenda as item #7A11. There being no objection or further discussion, the regular and consent agendas for the May 21, 2015 meeting at Feather River Community College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as amended (Elliott/McNett/Meyers/Sheehan Aye) (Ware/Mayes Absent)

4. Minutes

The minutes from the Regular Meeting held on Thursday, April 16, 2015 at Feather River Community College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Elliott/Ware/Meyers/Sheehan Aye) (Ware/Mayes Absent)

5. Items from the Public:

None

6. Consent Agenda

*** A. Motion Items**

Personnel Requisitions, Personnel Actions, Payroll and Commercial Warrants, Budget Transfers, Budget Augmentations/Reductions, Approval of Agreement between Feather River Community College District (DISTRICT) and Redwoods Community College District (AGENCY) for the purpose of outlining the duties and responsibilities of each party as they relate to providing affiliated education course for the AGENCY, Approval of Agreement between the Feather River Community College District (DISTRICT) and Shasta Community College District (AGENCY) for the purpose of outlining the duties and responsibilities of each party as they relate to providing affiliated education course for the AGENCY, and the Approval of Instructional Service Agreement between Feather River Community College District (DISTRICT) and Sierra Rescue (AGENCY) for AGENCY to provide instructional and other services for outdoor safety and recreation as described in Agreement effective July 1, 2014 to June 30, 2015 were approved as presented (McNett/Elliott/Meyers/Sheehan Aye) (Ware/Mayes Absent).

7. Regular Agenda

*** A. Motion Items**

- 1) Kevin Trutna requested Approval of Curriculum Actions. After further discussion and brief explanation comments from Derek Lerch, Dean of Instruction/CIO, the request for Approval of Curriculum Actions was approved as presented, (McNett/Elliott/Meyers/Sheehan Aye) (Ware /Mayes Absent).
- 2) Kevin Trutna requested Approval of 2015-2016 Tentative Budget. Dr. Trutna stated that the Tentative Budget is basically a rollover budget with a few minor items incorporated into it. He explained that these items included an increase for California State Teachers Retirement System (CalSTRS) and Public Employee Retirement System (PERS) due to a new law passed two to three years ago that will increase District STRS and PERS contributions by approximately two percent per year until capping out at about 19%. Dr. Trutna also explained that another adjustment to the Tentative Budget is the addition of a full-time faculty Ag instructor and an operational budget for the four-year degree. Jim Scoubes, Chief Financial Officer added that the Tentative Budget was based on a 1.58% Cost of

Living Adjustment (COLA) and the Governor's May revise reduces that adjustment to 1.02% and there was further discussion. Trustee Elliott commented about what he viewed as significant decreases in the amount of property taxes and the reduction that he noticed in anticipated out-of-state tuition revenues. Trustee Elliott stated that he was hoping that the Board could see the Final Budget in August so it has a month to consider it and Dr. Trutna responded that it depends on whether the State passes the final budget on time. Dr. Trutna also added that the increase in the minimum wage was another adjustment that was made to the overall rollover budget. Trustee Elliott noted that the gross receipts for the Meadows Apartments were also down and Dr. Trutna stated that he would be going over those budgets at the June 22nd retreat. There being no objection or further discussion, the request for Approval of the 2015-2016 Tentative Budget was approved as presented, (Elliott/McNett/Meyers /Sheehan Aye) (Ware/Mayes Absent).

- 3) Kevin Trutna requested Ratification of the Quarterly Financial Status Report, CCFS-311Q for the Quarter Ended March 31, 2015 (Q4). 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, 2015 (Q4) was approved as presented, (Elliott/McNett /Sheehan/Meyers Aye) (Ware/Mayes Absent).
- 4) Kevin Trutna requested Approval of BP 2015 Student Member Privileges. After further discussion and there being no objection, the request for Approval of BP 2015, Student Member Privileges was approved as presented (Meyers/Elliott/McNett/Sheehan Aye) (Ware/Mayes Absent).
- 5) Kevin Trutna requested Approval of 2014-2015 Department of Education Child Development Center Self-Evaluation and he stated that Sara Frigo, Interim Director of the Child Development Center was present to elaborate on the report. Sara Frigo explained that the State of California requires that the Child Development Center present to the Board of Trustees a final end of the year program self-evaluation. She explained that the Center could be compared to a mini community college because it has FTES and needs to meet certain student learning outcomes and this is what the report details and reflects. She reported that this year the center is experiencing approximately a 30% increase in revenues and a 40% increase in enrollment of children ages two to five years of age and more than half of these children are the children of Feather River College students. Ms. Frigo also reported that children enrolled at the Child Development Center met all of the measures contained in the goals that were set by the Center from fall to spring. There was further discussion about the interest and need for infant care and whether or not there is currently a facility for the service. After brief comments from Trustees McNett and Elliott, the request for Approval of 2014-2015 Department of Education Child Development Center Self Evaluation was approved as presented, (McNett/Elliott/Meyers /Sheehan Aye) (Ware/Mayes Absent).

- 6) Kevin Trutna requested Approval to Award Degrees and Certificates. There being no objection or further discussion, the request for Approval to Award Degrees and Certificates was approved as presented (McNett/Meyers /Elliott/Sheehan Aye) (Ware/Mayes Absent).
- 7) Kevin Trutna requested Approval of Faculty Equivalencies. After further discussion and there being no objection, the request for Approval of Faculty Equivalencies was approved as presented, (McNett/Meyers/Elliott /Sheehan Aye) (Ware/Mayes Absent).
- 8) Kevin Trutna requested Approval to Purchase Hay for Feather River Community College District in Excess of Delegated Limits. After further discussion and explanation from Dr. Trutna, the request to Purchase Hay for Feather River Community College District in Excess of Delegated Limits was approved as presented, (Elliott/McNett/Meyers/Sheehan Aye) (Ware /Mayes Absent).
- 9) Kevin Trutna requested Approval of Capital Outlay Facility Projects Prioritization List. He explained that the close-out on the elevator in the Learning Resource Center is the reason the LRC received a top priority listing from Nick Boyd, Director of Facilities/CTO. After further discussion and there being no objection, the request for Approval of Capital Outlay Facility Projects was approved as presented, (Elliott/Meyers/McNett/ Sheehan Aye) (Ware/Mayes Absent).
- 10) Kevin Trutna requested Approval of Fall 2016/Spring 2017 Academic Calendar. After further discussion and there being no objection, the request for Approval of Fall 2016/Spring 2017 Academic Calendar was approved as presented, (Meyers/McNett/Elliott/Sheehan Aye) (Ware/Mayes Absent).
- 11) Kevin Trutna requested Approval of Agreement to Provide Services between Feather River Community College District (FRCCD) and The Regents of the University of California (UNIVERSITY) to provide anatomical cadaver from its UC Davis Body Donation Program and provide services to include administrative and technical procedures necessary for the procurement, blood testing and preparation if applicable of anatomical materials as described in Exhibit A Scope of Services on page 8 of the agreement. Trustee McNett asked if personnel from the University of California Davis had been to the FRC campus to inspect where the cadaver will be housed, and Derek Lerch responded that the specifications were sent to Feather River College and that the cadaver shed was built to those specifications but that no one from the University has requested that a visit be scheduled. Trustee McNett also inquired what programs the cadaver would be utilized in and Dr. Lerch responded that the programs would primarily involve anatomy and biology. Trustee McNett additionally requested that the Board receive a brief report at a future meeting on the benefit to programs. After further discussion and there being no objection, the request for Approval of Agreement to Provide Services between Feather River Community College District (FRCCD) and The Regents of the University of California (UNIVERSITY) to provide anatomical cadaver

from its UC Davis Body Donation Program and provide service to include administrative and technical procedures necessary for the procurement, blood testing and preparation if applicable of anatomical materials as described in Exhibit A Scope of Services on page 8 of the agreement was approved as presented, (McNett/Meyers/Elliott/Sheehan Aye) (Ware /Mayes Absent).

*** B. Roll Call Items**

None

C. Special Items/Reports

- 1) Jim Scoubes, Chief Financial Officer presented the District's Monthly Financial Status Report for the period ending April 30, 2015. He reviewed the Unrestricted General Fund Summary stating that expenditures for the period totaled \$10,951,791 or 76% of approved budget. Mr. Scoubes noted that the District is currently operating under budget by approximately 7% as approved budget would reflect an 83% usage. He also reported that revenues for the period reflect \$10,325,629 and he reported that some of the property taxes are not reflected in that number due to the timing of the report.
- 2) Kevin Trutna provided opening remarks on the Preparation for 2018 Accreditation Site Visit Report and he requested that Derek Lerch provide a brief explanation of the details of the accreditation timeline. Derek Lerch explained that the next comprehensive site visit takes place in spring 2018 and to meet that timeline he will need to mail the accreditation self-evaluation at the end of December 2017. He also stated that the college will be writing to the revised 2014 accreditation standards and that the accreditation leadership team and President's Cabinet as the Accreditation Steering Committee have begun preparing for their respective roles. Dr. Lerch additionally reported that the goal for the fall 2015 semester is to work to capture evidence that shows compliance with the standards and to also use this time to reflect and identify where weaknesses might be. Trustee McNett indicated that he would suggest scheduling a workshop that focuses in on Standard IV and there was further discussion regarding when this might be scheduled. Dr. Trutna announced that has been asked to chair the site visit team to Taft College during the fall of 2015 and that he is looking forward to the opportunity as Taft Community College is a small rural single college District located in Kern County.
- 3) Kevin Trutna provided opening comments on the Student Learning Outcomes Assessment Cycle (SLOAC) Committee annual summary update which he noted is also part of accreditation. He indicated that Derek Lerch would provide a brief update on what the Committee accomplished over the academic year. Dr. Lerch stated that there has been a great deal of attention focused on student learning at every level of higher education over the last 15 plus years. He also stated that he felt

FRC's response to SLO assessment has been a bit piecemeal in nature. He explained that as new requirements were introduced by the federal government and the accreditors, new college systems were added that grew and developed into what he considers this sort of piecemeal approach. He further explained that one of the things the SLOAC has tried to do this year was to step back from all of the small scale processes built over the last decade, to see how things fit together and improve on that fit, and then come up with a clearer way that programs can communicate their assessment results to themselves, to other programs, and then to the SLO assessment committee in preparation for full communication to the campus. Dr. Lerch indicated that the report, attached as backup documentation in Board packets, represents the Committee's annual summary on student learning and he considered it a good exercise to go through. There was further discussion and explanation of the graph on page one of the summary report and Dr. Lerch responded to questions from Trustee Elliott, Trustee McNett, and Trustee Meyers.

- 4) Kevin Trutna provided opening comments on the report on the faculty hiring process noting that he asked Chris Connell, English Instructor and Academic Policies Committee Chairperson to address the Board on the status of the procedure. Dr. Connell explained that for the last few years the Academic Policies Committee has been working on AP 7121, Faculty Hiring and that the old Board Policy Manual is being vacated and new policies are being written and that this has been a complex task. He provided the Board of Trustees with an overview on why the procedures exist and why it's an important set of procedures to iron out beginning with the passage in 1988 of AB 1725 that established shared governance in community colleges to instill in the governance structure cooperation among all constituencies in decision making. Dr. Connell distributed a handout on AP 2510, Participation in Local Decision Making, noting that this is the procedure that outlines how the District relates to various constituencies on campus and he reviewed that information along with information on the back on the handout that referenced what 10+1 means in the faculty hiring process.

Kevin Trutna commented that when AB 1725 was written, community colleges were still under the K-12 system and this legislation basically broke community colleges away from the K-12 mindset and allowed it to enter into the California state mindset. He further commented that the legislation points out that academic and professional matters is what a teacher should be an expert in and that the law was written to say if teachers are experts in these fields then they should be involved in the decision making. He also explained that terms and conditions of employment are union issues and are different from academic and professional matters. Dr. Trutna concluded his comments by stating that he keeps the two separate by remembering that whatever a teacher should be an expert in that is what would fall under the 10 + 1.

Dr. Connell continued his report with information on how the District determines a position will be filled and he noted that this is not covered in

the policy but instead is outlined in the Education Plan and also by past practice where there is reliance on collegial consultation between the Office of Instruction, President's Office, and the Academic Senate for the decision. He explained that every college has its own process in place for faculty hiring and no two are processes are usually the same. Noting that the mission of the College is to educate and because FRC has a small faculty new faculty members must be well chosen and the outcome of these decisions are extremely important. He noted that while the old policy functions adequately, the new procedure must be updated so that it provides a workable hiring process that has a practicable outcome to it. He added that it must contain clear procedures and provide adequate guidance to administration and faculty without being too restrictive. He noted that one problem the committee is encountering is the urge to restrict every single thing that happens in the search committee and this is difficult to do while allowing the process to still provide a pathway to solutions to problems that will inevitably arise in a faculty search.

Dr. Connell concluded his report by stating that his aim in finishing up the process is to create a tool that will build successful communication and good working relationships on campus and one that will also develop a sense of trust among those involved. Trustee Meyers asked whether or not a new faculty position is initiated by the Dean of Instruction. Dr. Connell responded that this is one option, but the initiation could also come forward from the division chair or from a faculty member that plans to retire. There was further discussion that included the pathway of job description approval, confidentiality, conflicts of interest, how the dean of instruction reports back to the search committee, the possibility of second interviews for the search committee, the initial scripted process, and the number of individuals checking references.

- 5) Kevin Trutna opened discussion on the initial proposal from the California School Employees Association Chapter #712 to the Feather River Community College District. He stated that as part of opening the negotiation process, the Chapter has requested that the District sunshine the articles it would like to bring forward and have addressed in its initial bargaining proposal. David Burris, Director of Human Resources added that the District will sunshine its own set of proposals later in the year. He also stated that the current CSEA agreement will end June 30, 2016.
- 6) Kevin Trutna provided opening remarks on the agenda item by stating that the Environmental Ecosystem Management (ENVR251) class has done extensive work recently on Dellinger's Pond and he indicated that students from the class would provide a brief overview and additional information on the project. Randel Fluke introduced fellow classmates Tristan Kadish, Roberto Martinez, Coti Pettit, Kim Benedetti, Kyle McCammon, and Emma Deal and he stated that they represented the first section of ENVR251. Tristan Kadish reported that the class had participated in the process of figuring out what could be accomplished in one semester and with specific goals in mind apply it to Dellinger's Pond. He stated that in addition to the class spending time at the pond identifying plant and wildlife they also

researched the history of the pond and how it was donated to Feather River College by Ruth Dellinger. He added that the pond has been neglected over the years and the class has identified some uses for it in the near and distant future and developed the information into a report. Mr. Kadish elaborated by stating that the goal is to make Dellinger's Pond much more functional as a classroom for environmental studies classes and humanities classes and to also make it functional as a wildlife viewing facility for students the public, and local schools and to keep it as natural and nature friendly as possible while periodically monitoring data to stay informed. Mr. Kadish added that the report created by the class is a living document meant to be interpreted and updated in the future with the hope that it will be a useful guide to students and other individuals who desire to be good stewards of the land. Trustee McNett asked the students when Board members could have a copy of the report and Darla DeRuiter, Environmental Studies Instructor indicated she could provide a report digitally or in written form and written reports were requested with a suggestion from President Sheehan that the report be posted to the college website. The Board of Trustees thanked the students for their information and for taking the initiative on the opportunity.

Communications, Presentations, and Reports

1. Board of Trustees

Trustee Elliott asked whether or not the new money announced by Governor Brown for community colleges was the same funding referred to earlier discussions on the Tentative Budget and Kevin Trutna responded that "yes" Governor Brown was looking at an increase over the previous year's funding amount and that the details of the amount of the increase would be known when the final budget is released. Trustee McNett acknowledged the importance of Feather River College being named the top small community college in California and he thanked the faculty, staff, and administration for the hard work involved with obtaining this ranking.

2. Associated Students

Karen Pierson, Chief Student Services Officer (CSSO), on behalf of ASFRC indicated that she would include a report on student activities in her upcoming CSSO report.

3. Academic Senate

Jeanette Kokosinski Academic Senate President, reported that faculty is wrapping up the semester and making sure that grades are turned in. Dr. Kokosinski also reported that an election was held in the Academic Senate and that Judy Mahan will continue as Academic Senate Treasurer, Chris Connell will continue as Vice-President, and that she will continue in her role as Academic Senate President for the 2015-2016 academic year.

4. Classified Senate

Cynthia Hall, Classified Senate President reported that the Classified Senate met on Monday, May 18th where members listened to information on accreditation, finished its review of AP 7123, Classified Hiring

Procedures and is also close to identifying those officers and representatives elected to represent the Classified Senate over the next one or two years.

5. Instruction

Derek Lerch reported that he and Russell Reid, Ag Chair and Equine Studies Instructor have been on two trips in the last few weeks down to the Ag Departments of CSU-Chico and UC-Davis to discuss and receive input from faculty and administrators on what curriculum needs to be included for a good bachelor's degree program. He also reported that they listened to concerns that the institutions have as community colleges transition from two-year to four-year degrees. Dr. Lerch noted that the conversations were productive and they were glad that they took the time to schedule and attend the meetings. He also reported that Dr. Trutna has also been scheduling meetings with a leadership group of individuals on the four-year degree so that overall aspects of the program can be discussed in more detail. He added that part of the work that needs to be completed over the summer includes a substantive change report to the accreditors that outlines the change in curriculum that will take place. In closing comments on his report, he stated that Dr. Pam Walker, Vice-President of Academic Affairs at the Chancellors Office and the individual primarily responsible for the four-year degrees will be on campus Friday, May 22nd to not only discuss the progress of FRC four-year degree but participate in commencement ceremony events as the keynote speaker.

6. Student Services

Karen Pierson followed up on the four-year degree discussion by stating that when the curriculum issues on the four-year degree come up or are being discussed, staff members in Student Services are listening and paying attention to what contributions can be made and what marketing ideas can be changed or should be explored to get the word out to students that FRC has a four-year degree. Dr. Pierson also reported that on the student activity front, the group of students that so successfully put on the Cultural Fair are also planning a disco dance for the upcoming academic year. The goal of the group putting on the event she stated was that they want to earn enough money to take the international students on a trip to San Francisco. Dr. Pierson reported that a student recognition ceremony was recently held outside near the Eagle's Perch and students were recognized in a variety of ways including improvement in a class, personal perseverance, grade point average, and other good works. She also announced that commencement begins May 22nd as Dr. Lerch noted with a reception starting at approximately 3:30 p.m. where participants can interact with graduates and family members and there was further discussion. Dr. Pierson continued her report by stating that students that participated in The Follies event were glad they did, had a great deal of fun with the event, and were diligent about attending practice sessions. Dr. Pierson closed her report with information on the upcoming move of the Admissions and Records Office and the Financial Aid Department into the vacated library space and that following that move the Counseling and Advising Office, Student Employment, Student Activities, Academic

Support, and staff in the Career Transfer Center will move into that vacated space.

7) **Superintendent/President**

Kevin Trutna stated that he would highlight several items in his written report including information that he had toured the building that formerly housed the convalescent hospital and that he had spoken with Dr. Jeff Kepple, CEO, Plumas District Hospital about the building and it being too problematic at this time for the hospital to consider purchasing it or taking it over. Dr. Trutna also reported that he included in his written report the information gathered by members of Phi Theta Kappa on the Cultural Fair, monthly topics covered in sessions of the 2014-2015 Management Council, and the Ansel Adams Photography Contest. He also made mention of the biomass boiler information contained in his written report and he noted that this will be covered in more detail next month with a presentation from Jonathan Kusel, founder of the Sierra Institute for Community and Environment. He also highlighted the pictures of the newly remodeled vacated library space, the new fitness equipment and carpet installed at Feather River Fitness, and the changes taking place at what was previously the Outdoor Recreation Leadership boat house that will now serve as a meeting place for the Ag Department. Additionally Dr. Trutna reported that Santa Monica College has been approved to offer a four-year degree in computer animation, Rio Hondo College was selected to offer a four-year degree in automotive technology, and Solano Community College was selected to offer a four-year degree in biotechnology. In closing comments on his report, Dr. Trutna referred to a handout he had made available to Board members on a tentative agenda for the June 22nd Board retreat and he noted that he would make the self-evaluation document available to Board members via a separate email. Trustee Elliott suggested that there be some open time placed on the agenda for discussion of the Strategic Plan or what direction the Board of Trustees envisions the College heading in the next three to five years. Trustee McNett also requested that approximately ten minutes be placed at the beginning of the agenda for the museum curator to speak about the facility.

Trustee Meyers stated that he wondered if were possible for Board members to review a different sort of analysis on the budget showing what the College's investments are by program, student numbers, and staffing. He indicated that he was unable to get a picture of where the College's financial priorities are with the analysis provided in the Tentative Budget and there was further discussion.

Kevin Trutna finished his review of the tentative agenda for the Board retreat meeting, and he announced the Book in Common selection for the 2015-2016 academic year and he made copies of the book available to Board members.

There being no further business, the meeting was adjourned at 5:23 p.m.
KT/ch