

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 Thursday, June 16, 2011 at Feather River College, Learning Resource Center Building Room 105, 570 Golden Eagle Avenue, Quincy, California.

Trustees present: Elliott, Schramel, Shamberger, Sheehan, West, Student Trustee Burfeind

Trustees absent:

The regular and consent agendas for the June 16, 2011 meeting at Feather River College, Learning Resource Center Building Room 105, 570 Golden Eagle Avenue, Quincy, California, were approved as presented, (Sheehan/West) unanimous.

The minutes of the Regular Meeting held on May 10, 2011 were approved as presented, (Shamberger/Sheehan) unanimous.

A. ITEMS FROM THE PUBLIC

Karen Paiva, Faculty Secretary, Classified Union President, and member of the public stated that she wanted to address the \$13,730 for student employment at the fitness center. She also stated that this amount is over half of the classified salaries of most of the positions that have been affected by the recent reductions and layoffs. Ms. Paiva further stated that she did not understand how the Board could agree to employ a student when the lives of classified employees have been affected so drastically. President Elliott verified that the information Ms. Paiva was referring to was related to the memorandum regarding changes to the tentative budget and she replied that it was.

ADMINISTRATION OF THE OATH OF ALLEGIANCE – Pearl Burfeind

Ron Taylor, Superintendent/President, administered the Oath of Allegiance to Student Trustee Elect Pearl Burfeind. Dr. Taylor and the Board of Trustees welcomed Ms. Burfeind to her position as Student Trustee and stated that they are looking forward to working with her.

B. CONSENT AGENDA

Personnel Requisitions, Personnel Actions, Payroll and Commercial Warrants, Budget Transfers, Budget Augmentations and Reductions,

Ratification of Agreement between Feather River Community College District and Strata Information Group (SIG) for consulting services related to the implementation of the Banner® Curriculum, Advising, and Program Planning (CAPP) module, Ratification of Agreement between Feather River Community College District and Plumas Bank to electronically access accounts at Plumas Bank through Business Online Banking Services, Approval of Municipal Lease Purchase Agreement between U.S. Bancorp, Ray Morgan Company, and Feather River Community College for Canon Office Equipment, Approval of Faculty Equivalencies, and the Ratification of Memorandum of Understanding (MOU) between Ramona Munsell & Associates Consulting, Inc. and Feather River College to provide consultation and writing services related to the Upward Bound Program were approved as presented, (Schramel/Shamberger) unanimous.

C. REGULAR AGENDA

*** 1. Motion Items**

a) Michael Bagley, Chief Instructional Officer, requested Approval of New and Revised Courses. He stated that the request was an example of the good work completed by the Curriculum Committee and faculty with regards to prerequisites for English as well as capstone courses for the nursing program that allow for the assessment of student learning outcomes at the program level. Dr. Bagley also noted that the associate degree requirements have been upgraded to include the requirement that students complete all courses required for the Major with a "C" grade or better in each course. After further discussion and there being no objection, the request for Approval of New and Revised Courses was approved as presented, (West/Burfeind) unanimous.

b) Ron Taylor requested Approval of BP 2310, Regular Meetings of the Board. He stated that the policy was being returned to the Board for approval after the addition of wording relating to code and Board members attending meetings through teleconferencing. After further discussion and there being no objection, the request for Approval of BP 2310, Regular Meetings of the Board was approved as presented, (Sheehan/West) unanimous.

c) Jim Scoubes, Chief Financial Officer, requested Approval of 2011-12 Tentative Budget. He added that by law the Board of Trustees is required to approve and have in place a tentative budget by June 30th. Mr. Scoubes explained that the budget process began in August 2010 and that this process included the submission of program reviews and budget proposals by responsible parties in October 2010 for the 2011-2012 fiscal year. He also stated that due to the fiscal outlook for community colleges, the College immediately began to look at ways to reduce the budget and that joint meetings of the Budget Committee and Strategic Planning Committee were scheduled to address the issue and receive guidance. Mr. Scoubes additionally reported that an ad-hoc group from the Strategic Planning Committee was formed and chaired by Jamie Cannon, Director of Human Resources, and this group identified \$557,729 of savings through corrections and modifications to operational budgets and personnel reductions and that

this amount was then incorporated into the base budget for the 2011-12 year. Mr. Scoubes continued his overview of the process by stating that the Budget Committee, based on revenue projections and information from the State, determined that further reductions would be necessary and a 15% reduction scenario was developed resulting in \$604,000 in operational savings, \$321,263 in associate faculty reductions, \$113,234 in management salary concessions, \$116,520 in the reduction of management positions, student employment reductions of \$50,000, classified salary concessions totaling \$133,788, classified layoff positions totaling \$292,017 in savings, and faculty salary concessions totaling \$162,372 or a total budget savings of \$1,793,435 all of which was reflected in the proposed tentative budget.

Ron Taylor referred to the memorandum distributed prior to the start of the meeting which provided a listing of minor changes that had occurred after the Budget Committee met and recommended the budget. He also noted that an additional adjustment to the final budget will need to be made as the State is backing out on some technology funding that previously subsidized College internet access and that this amount is presently unknown. He provided a brief overview of the costs covered by the memorandum as involving redistricting costs, training costs, E-Transcript contract costs, student loan default assistance (WISS), and student employment and fringe benefit costs related to the fitness center. Jamie Cannon noted that the amount reflected in the memorandum for student employment at the fitness center was in the budget for last year and should not be considered a new funding stream for student employment. She further explained that this amount had been left out of the tentative budget in error and that the memorandum was correcting the omission. President Elliott verified that the tentative budget included the legal requirement of a 5% reserve and both Dr. Taylor and Jim Scoubes replied that it did with Mr. Scoubes noting that the reserve would be reflected and included as part of the beginning fund balance.

Jim Scoubes explained that the Governor had vetoed the budget submitted by the Democrats on June 15th and that the Controller for the State of California reported that revenues had increased from the estimates in the May revision by 5.9% or \$408,300,000, but that the State still faces a cash deficit of \$14.9 billion. He also provided the Board with an overview of the detail in the tentative budget book including revenues and expenditures for the 2011/2012 Unrestricted General Fund and he and Dr. Taylor answered questions from Trustees regarding FTES or workload measure, the reduction in revenue from forest reserve or the Secure Rural Schools Act, and capital outlay. After further discussion and there being no objection, the request for Approval of the 2011-2012 Tentative Budget was approved as presented, (Sheehan/Shamberger) unanimous.

d) Michael Bagley requested Approval to Hire James "J.D." Johnson as Head Football Coach/Physical Education Instructor effective July 1, 2011. Dr. Bagley described the search process as highly competitive and background reference checks were highly complementary of Mr. Johnson's abilities as a coach. Merle Trueblood, Director of Athletic Operations and Events, was asked to provide additional information on Mr. Johnson, and Mr. Trueblood

added that during Mr. Johnson's interview it was clear that academics and community involvement were cornerstones of his criteria for student athletes. Mr. Johnson, who was present, stated that his year as Interim Head Football Coach had been adventurous and with his family already cemented into the community, he is looking forward to the future and a long and successful tenure with the College. There being no objection or further discussion, the request for Approval to Hire James "J.D." Johnson as Head Football Coach/Physical Education Instructor effective July 1, 2011 was approved as presented, (Schramel/Sheehan) unanimous.

e) Nick Boyd, Director of Facilities, requested Approval of Notice of Completions for Learning Resource Center Construction Project. He stated that the requests involve prime contracts completed for D&D Plumbing, Inc., and REM Construction and that the work has been signed off on by the inspector of record. After further discussion and there being no objection the request for Approval of Notice of Completions for Learning Resource Center Construction Project was approved as presented, (Sheehan/Shamberger) unanimous.

f) Ron Taylor requested Approval of Agreement between Feather River Federation of Teachers AFT/CFT AFL-CIO and Feather River Community College District. He explained that he was pleased to report that members of the faculty have voted to approve the contract and that negotiations have been ongoing over the last two years. Dr. Taylor explained that the principal adjustments involve the timeline for tenure evaluations and the possibility of an alternative teaching calendar that differs from the current statutory 175 day academic calendar. He further explained that the contract also contains a section that clarifies the duties of the faculty flex coordinator and some adjustments to the various types of educational leaves available to members of faculty as well as salary comparisons and concession provisions depending on circumstances. President Elliott requested information on whether or not a legal review is completed on the contract and Dr. Taylor responded that if the institution feels that a section needs review it would be sent to legal counsel but not necessarily the entire contract. There being no objection or further discussion, the request for Approval of Agreement between Feather River Federation of Teachers AFT/CFT AFL-CIO and Feather River Community College District was approved as presented, (Sheehan/Schramel) unanimous.

Trustee Sheehan acknowledged the work of the faculty and the classified staff in getting to the point where a budget for the College could be accomplished although the outcome contains some difficult or "bitter pills" in terms of decreased staffing and a significant reduction of 7.5% in salaries. Dr. Taylor added that the MOU's that follow through and implement the contract provisions with classified staff and faculty have in them fall back positions so that if the budget comes in better than expected, the institution has a level to which it can fallback to in terms of a lesser reduction.

g) Jim Scoubes requested Approval of Allocation from Secure Rural Schools "Forest Reserve" Funds. He explained that the request involves the allocation

of \$700,000 from the Secure Rural Schools Fund to offset some of the cost overruns for the Learning Resource Center (LRC) construction project. He also noted that the backup documentation attached to the request provided the reader with an overview of the beginning reserve balance of \$1,226,245, the Secure Rural Schools current year apportionment total of \$296,684, current year Board approved expenditures totaling \$216,081, anticipated expenditures, pending one-time resources totaling \$181,275, as well as a projected Secure Rural Schools balance for June 30, 2012. Mr. Scoubes notified the Board that he had experienced difficulty while attempting to reconstruct some of the cost estimates due to a migration from the Bi-Tech system to the Banner accounting system. He continued his report by providing those present with the State funding allocation amounts for the LRC project that included \$413,000 for preliminary plans, \$360,000 for working drawings, \$8,459,000 in construction funding, and \$723,000 for equipment and furniture for a total project funding of \$9,955,000. He further explained that the State would release funds to the District based on a percentage of completion for each phase of the project. He also stated that his specific responsibility was to make sure that the District submitted requests for reimbursement through the District's purchasing agent Tamara Cline so that timely reimbursement was received and vendors could be paid. Mr. Scoubes noted that after further review of the data and being uncomfortable with the numbers he was seeing he requested further review of the Bi-Tech accounting system printout maintained at the Plumas County Office of Education (PCOE) and discovered that a \$452,000 budget augmentation error had occurred which in turn allowed for \$307,000 in additional overspending on the construction phase of the project's budget. There was lengthy discussion regarding the issue and what the true allocation need might add up to and information obtained from Nick Boyd and Jim Scoubes indicated that cost overrun estimates including additional soil condition testing, change orders, ensuing delays and the augmentation error would total an allocation need of approximately \$823,000 assuming that there is no reimbursement on any District claim pursued. President Elliott noted that there should have been a "standard of process" for accounting and contractor change order issues on the project and he voiced his frustration on the amount of the error and the overspending. After additional discussion that included the possibility of financial recourse from the architect and soils engineers, retention amounts, and current and ongoing legal costs involved with the project and at the suggestion of President Elliott, the request for Approval of Allocation from Secure Rural Schools "Forest Reserve" Funds was tabled for action until Monday, June 20, 2011, (Sheehan/Schramel) unanimous.

*** 2. Roll Call Items**

a) Jamie Cannon, Director of Human Resources, requested Approval of Resolution #10/11-11 – Approval of the Elimination of Certain FTE in the Classified Service and Directing Notification of Classified Employees. She stated that the resolution, negotiated with the CSEA unit, involves the temporary reduction in service of two positions, the Head Cook at the Child Development Center (CDC) and the Instructional Assistant – Disabled

Students Programs & Services (DSP&S). There being no objection or further discussion the request for Approval of Resolution #10/11-11 – Approval of the Elimination of Certain FTE in the Classified Service and Directing Notification of Classified Employees was approved as presented.

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

b) Ron Taylor requested Approval of Resolution #10/11-12 – Approval to Rescind Resolution #10/11-08 of March 4, 2011. He explained that the previous resolution to discontinue particular kinds of services should be rescinded as the District has since determined other means to achieve the cost reductions that were applicable to the resolution. After further discussion, the request for Approval of Resolution #10/11-12 – Approval to Rescind Resolution #10/11-08 of March 4, 2011 was approved as presented.

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

3. Special Items/Reports

- a) Jim Scoubes presented the District's Monthly Financial Status Report as of May 31, 2011. He noted that the revenue and expenditure amounts reflected on the Unrestricted General Fund Summary are amounts that are retrieved from the accounting system at the point in time that the form was created. He also reported that the revenues are reflected at \$8,402,552, an amount understated by \$2,427,277 due to timing processes dictated by the need for written receipt of funds from the Plumas County Office of Education (PCOE) before funds are actually recorded by the District. Mr. Scoubes also reported that expenditures reflected in the summary totaled \$11,235,520 or 85% of approved budget.
- b) Lori Bergum, Director of Student Support Services SSS/TRIO Program provided those present with a presentation on the Transfer Model Curriculum (TMC) Degree. She stated that as a part-time Articulation Officer for the District, her responsibility is to determine how the College's course work for students transfers to the university level. She explained that based on certain trends in California, the Public Policy Institute of California reported that California will have one million fewer college graduates than it will need to remain competitive in 2025. She also reported that in response to this information, the legislature proposed SB 1440, Transfer Model Curricula (TMC) Degree that prepares students to earn an associate degree for transfer to any California State University (CSU) after they have completed 60 semester units with 18 units in the major with a 2.0 GPA. Ms. Bergum reviewed the vetting process that

established the degree and she noted that degrees finalized to date include Administration of Justice, Communication, Early Childhood Education, Geology, History, Mathematics, Physics, Psychology, Sociology, and Theatre and the next steps Feather River College would take to finalize the TMC degree on campus.

- c) Ron Taylor provided a presentation to the Board of Trustees on legal requirements related to possible redistricting in response to the results of the 2010 U.S. Census. The presentation covered a basic briefing on the background, program, and proposal by the Community College League to offer a cost-effective and complete redistricting package. There was review and discussion of the information, and Dr. Taylor noted that Feather River College does not fall into mandatory redistricting but it may adjust area boundaries according to census data if it seems like the correct thing to do. The presentation also included a sample timeline, initial analysis option, and 2010 district maps on population change and Latino and Asian population density data. Trustee Sheehan commented that he did not feel that the maps provided by the League were accurate as they related to boundaries, and he recommended that the District handle the issue internally and consider contacting Steve Allen who has performed redistricting functions in the past for the College and County. There was further discussion regarding the issue, and Dr. Taylor also stated that he has explored the idea of the League working in conjunction with both school districts, but he has not been able to confirm a reasonable cost at this point with the League. After additional dialog, it was agreed by consensus that the item needed further review and that Steve Allen could be contacted with regards to performing the work should it become necessary.

4. Communications, Presentations, and Reports

a) Board of Trustees

No Report

b) Associated Students

No Report

c) Academic Senate

No Report

d) Classified Senate

Connie Litz, Classified Senate President, reported that she is beginning her second year of a two-year term as Classified Senate President and that during her term she has made it a priority to educate members on the activities of the Classified Senate. She also reported that the Classified Senate has voted in new representatives for its shared governance committees for the next year and that she felt there was a renewed interest in committee participation. Ms. Litz additionally reported that three \$500.00 Classified Senate scholarships have been awarded to students Melissa Bridges, Sebray Gossett, and Angelique Klein. President Elliott stated that it

has been a pleasure working with Ms. Litz over the past year and that he looks forward to continued reports on the Classified Senate.

e) Instruction

Michael Bagley, Chief Instructional Officer, stated that the last six months have been a difficult time for him personally and that the fact that the Board failed to recognize that this meeting was his last meeting of a nine year contract was disappointing. Dr. Bagley acknowledged Jim Scoubes, Nick Boyd, and Merle Trueblood as individuals he would miss as he often encountered them after hours putting in time when they should have been home with their families. He also acknowledged Leslie Mikesell for her work in Admissions and Records and congratulated her on her successful application as the permanent Director of the Admissions and Records Office. In closing comments, Dr. Bagley stated that he was proud of his accomplishments and that he felt that he would be missed. President Elliott stated that he has enjoyed Dr. Bagley's participation and contributions over the last several years.

f) Student Services

Ron Taylor, on behalf of Student Services, reported that the search for the Chief Student Services Officer position is at the final stages and that he hopes to have the name of the successful candidate available in the next week or two.

g) Superintendent/President

Ron Taylor thanked Michael Bagley for his years of service as Chief Instructional Officer.

President Elliott requested that during the upcoming planning meeting that action on the allocation of Secure Rural Schools funding take place before any other item on the agenda.

There being no further business, the meeting was adjourned at 5:41 p.m.

RT/ch