

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 3:09 p.m. on Thursday, July 17, 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

Trustees absent:

President Sheehan announced that the Board of Trustees had met in Closed Session and that it had directed administration to continue negotiations with regards to real property to be utilized for additional student housing. He also announced that the Board of Trustees had discussed the evaluation of the Superintendent/President and talked about the possibility of utilizing a different evaluation tool in future evaluations.

2. AGENDA:

The regular and consent agendas for the July 17, 2014 meeting at Feather River Community College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Elliott/Ware/Sheehan/McNett/West Aye) (None Opposed).

3. MINUTES:

The minutes from the June 16, 2014 Special Meeting at Best Western Rose Quartz Inn Conference Room, 402 Poplar Valley Road, Chester, California and the minutes from the Regular Meeting held on June 19, 2014 at Feather River Community College LRC Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (West/McNett/Sheehan/Elliott/Ware Aye) (None Opposed).

5. CONSENT AGENDA

Personnel Requisitions, Personnel Actions, Payroll and Commercial Warrants, Budget Transfers, Budget Augmentations/Reductions, the Approval of Instructional Service Agreement between Feather River Community College District and Lake Almanor Fitness, LLC to provide instructional and other services for health education programs at Lake Almanor Fitness LLC in Chester, California, the Approval of Contract #CSPP-4338 between the California Department of Education and Feather River Community College District for the purpose of providing a California State Preschool Program effective July 1, 2014 through June 30, 2015, the Approval of Contract #CCTR-4171 between the California Department of Education and Feather River Community College District for the purpose of providing a General Child Care & Development Program effective July 1, 2014 through June 30, 2015. The Ratification of Agreement between Feather River College and Liebert Cassidy Whitmore, a

Professional Corporation, to provide special services as a member of the Northern California Community College District Employment Relations Consortium, the Approval of Agreement between Feather River Community College District and Plumas Arts Commission wherein the College will pay a total of five thousand (\$5,000.00) to Plumas Arts Commission to be used specifically toward the purchase and installation of a digital projection unit in exchange for reduced Town Hall Theatre rental rates for certain events and two years of reduced rate digital on-screen advertising when it becomes available, the Approval of Agreement between the COUNTY OF PLUMAS, a political subdivision of the State of California (COUNTY) and Feather River Community College District (FRCCD) to provide family planning, physical assessment, referral, counseling, and health education service to FRCCD students for the 2014-2015 academic year, the Approval of Retainer Continuation Agreement between Feather River Community College District and School and College Legal Services of California for legal services in the amount of 80 hours or \$15,600 effective July 1, 2014 through June 30, 2015, the Approval of Equivalency of Marci Lang as Educational Administrator to Satisfy Title 5 Requirements and not to award a faculty service area in any discipline, the Approval of Memorandum of Understanding (MOU) between Feather River College and Plumas Crisis Intervention and Resource Center for the purpose of providing office space on the Feather River College campus to be shared by the Independent Living Program (ILP) Coordinator from the Plumas Crisis Intervention and Resource Center and the Foster, Homeless, & Transitional Youth Services Program Liaison from the Plumas County Schools one half-day per week during the fall and spring semesters, and the Approval of Memorandum of Understanding (MOU) between Feather River College and Plumas County Schools for the purpose of providing office space on the Feather River College campus to be shared by the Foster, Homeless & Transitional Youth Services Program Liaison from the Plumas County Schools and the Independent Living Program (ILP) Coordinator from the Plumas Crisis Intervention and Resource Center one half-day per week during the fall and spring semesters, and the Approval of Agreement between Feather River Community College District (DISTRICT) and Lassen Union High School District (AGENCY) for the purpose of outlining duties and responsibilities of each party as they relate to providing affiliated education course for the AGENCY were approved as presented, (McNett/Ware/Sheehan/Elliott/West Aye) (None Opposed)

6. REGULAR AGENDA

*** A. Motion Items**

- 1) Kevin Trutna requested Approval of Feather River Community College's Salary Schedules for the 2014-2015 Academic Year. He explained that due to excel spreadsheet formula errors a revised agenda item was being presented. Cindy Hall, Administrative Assistant distributed the revised salary schedule information prepared by David Burris, Director of Human Resources. After further discussion and there being no objection, the request for Approval of 2014-2015 Academic Year Salary Schedules for Feather River Community College was approved as amended (Elliott/Ware/Sheehan /McNett/Ware Aye) (None Opposed),

*** B. Roll Call Items**

None

C. Special Items/Reports

- 1) Kevin Trutna, on behalf of Jim Scoubes, Chief Financial Officer presented the District's Quarterly Financial Status Report as of June 30, 2014. Dr. Trutna reviewed the Unrestricted General Fund Summary with those present reporting that the report ends the fiscal year and that final cleanup work is still taking place to close the books. Dr. Trutna pointed out that the summary reflects that the District is at 88% of approved budget on receivables and 92% of approved budget on expenditures and that these numbers will be adjusted slightly as the Business Office performs final close out procedures.

D. Communications, Presentations, and Reports

1. Board of Trustees

President Sheehan reported that some of the press in the last two or three days have been reporting on the possibility of a bi-partisan agreement on Secure Rural Schools going forward. He added that whether this happens or not remains to be seen, but it does appear that leaders in both parties are beginning to talk about not just a one year solution this time and that opponents of the program are beginning to feel a little more comfortable with the program in general.

2. Associated Students

Karen Pierson, on behalf of ASFRC, reported that she is meeting weekly with the two new ASFRC officers and they are establishing office hours for the ASFRC office near the student lounge, assisting with the website, and will be helping with presentations for new student orientation. Dr. Pierson informed the Board of Trustees that the new ASFRC President is Esther Villegas and the Vice-President is Brianna Ely. Dr. Pierson also reported that a special election will take place in the fall to elect a new student trustee.

3. Academic Senate

Derek Lerch, on behalf of Jeanette Kokosinski, reported that he has been working the last several weeks with Dr. Kokosinski on the CurricUNET software implementation and right now it's basically a mechanical process of building workflows in the software that match workflows within the Banner system on campus.

4. Classified Senate

Brian Murphy, Classified Senate President Elect, reported that he has accepted a position at Lassen College and that this would be his last day as an employee of the District. He also reported that the Classified Senate

has not met since the last Board meeting so there is nothing further to report on.

5. Instruction

Derek Lerch, Dean of Instruction/CIO reported that the District's 320 enrollment report has been submitted to the Chancellor's Office and although there are some adjustments that he and Dr. Trutna are looking at, it does not appear that the FTES enrollment target was achieved. He added that he is looking into developing a plan to make sure that such a shortage does not happen in the future. Dr. Lerch also reported that the website will go live this weekend and many individuals have contributed their time and effort to bring the project together. He additionally reported that a large group of individuals met earlier that day to discuss the AB 86 adult education grant. He explained that the grant had not originally been on anyone's radar but in just its first few months of implementation has already brought together a wide array of adult education support providers from all over the county to discuss and explain their services and where the services might overlap or merge with others in the field. In closing comments on his report, Dr. Lerch stated that Rafael Lopez, the new art instructor, will be at the August Board meeting to meet the Board of Trustees.

6. Student Services

Karen Pierson, Chief Student Services Officer, reported that as Dr. Lerch stated, a lot of ground work has gone into getting the website ready to go live and she wanted to give credit to those individuals in Student Services that had provided the bulk of that work. She stated that Carlie McCarthy, Academic Advisor/Recruiter was responsible for the "My FRC" portion of the website, Ms. McCarthy and Leslie Mikesell, Director of Admissions & Records/Registrar were responsible for the "Admissions and Records" portion, and Connie Litz took care of the "Student Services" part of the project. She added that the approach that was taken was to look at the website from a marketing perspective for new students, to create a website that serves as an effective resource for current students, and to reach out to the community in a way that would provide them with information about both college and county services and resources. Dr. Pierson continued her report by stating that Sarah Frigo is the new interim Director of the Child Development Center and she comes to the position with a great deal of experience and commitment to early childhood education working with both families and children. Dr. Pierson additionally reported that Plumas Transit has created new expanded routes and Student Services plans to capitalize on this and make sure students are aware that they can travel into town during the evening especially on Wednesday evenings when they can obtain a free nutritious meal at the Community Supper. Dr. Pierson distributed handout brochures that trustees could place in strategic locations in their communities to promote the college. President Sheehan noted that he had received a request for assistance in the form of a moderate expansion of the Enactus Program to essentially be the greeter for new businesses in the County. He elaborated by indicating that a member of Enactus would need to review

the records for fictitious filings at least in the retail sector and then perhaps make a telephone call to the business about the opportunities and resources available in them in Plumas County.

7) Superintendent/President

Kevin Trutna stated that he would be highlighting several items from his written report one being the completion of the new website and he reminded trustees that if they wanted to look at the website before it goes live, the code to do so was in his written report on the back page. He also reported that the Foundation has hired Carolyn Carter Shipp as its part-time executive director and she will begin work on August 1. Dr. Trutna also indicated that as a follow-up to last month's meeting, the Memorandum of Understanding (MOU) addressing office space for the foster, homeless and transitional youth liaison has been renewed and appears this month for approval as one of the items on the Consent Agenda. He also addressed the timeline involved to make a change with regards to the auditors that the District uses and Jim Scoubes will have more information for the Board at next month's meeting. In closing comments on his report, Dr. Trutna stated that Dr. Lerch had addressed the FTES report and that this is still being worked on and there was further discussion. Dr. Trutna announced Brian Murphy's decision to accept a position at another college and that Mr. Murphy has been a valued employee at FRC. The Board of Trustees thanked Mr. Murphy for his service to the College and wished him well in his future employment. Dr. Trutna continued his report by stating the administrators had participated in a retreat and talked about topics and how to be an effective administrative team. He also addressed the planning calendar and reviewed the contents with trustees and there was further discussion of upcoming training opportunities and scheduled reports for the Board. President Sheehan and Trustee McNett both recommended that the calendar be placed on the agenda for approval at the August meeting.

Dr. Trutna concluded his report by distributing information on sand volleyball as a California Community College Athletic Association (CCCAA) sanctioned sport. The information included a projected budget covering one-time startup costs, a yearly operational budget, travel for competitions, and personnel costs. Dr. Trutna added that this is the first year that the sport will be recognized by the CCCAA and he explained the basic tournaments involved with the sport and how it is played. He also reviewed the pros and cons of deciding to add the sport and he made sure to point out that adding the sport has not received full shared governance discussion with all groups on campus. He stated that his recommendation is to add the sport and Sarah Richie, Head Volleyball Coach provided additional comments about the sport and the reputation of the current volleyball team. President Sheehan asked Russell Reid for comments on Dr. Trutna's recommendation and Mr. Reid stated that the lack of shared governance discussion is an issue that Dr. Trutna has addressed and that he will need to deal with. After further discussion, Dr. Trutna heard no opposition to his recommendation to add sand volleyball as an athletic sport at Feather River College.

There being no further business, the meeting adjourned at 3:59 p.m.

KT/ch