

## 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 3:07 p.m. on Thursday, August 15, 2013 at Feather River College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California.

*Trustees present:* Sheehan, Elliott, McNett, Ware, West

*Trustees absent:*

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

#### **2. AGENDA:**

The regular and consent agendas for the August 15, 2013 meeting at Feather River College Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (McNett/Elliott) unanimous.

#### **3. MINUTES:**

The minutes from the July 18, 2013 meeting at Feather River College Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California 95971 were approved as presented, (West/Ware) unanimous.

#### **4. ITEMS FROM THE PUBLIC**

None

#### **5. CONSENT AGENDA**

Personnel Requisitions, Personnel Actions, Payroll and Commercial Warrants, Budget Transfers, Budget Augmentations and Reductions, Ratification of the Student-Right-To-Know Reporting Subscription Agreement between the Chancellor's Office of the California Community Colleges (COCCC) and the Feather River Community College District to facilitate compliance by community college districts with the information reporting requirements of the Student-Right-To-Know Act effective July 1, 2013 through June 30, 2015, and the Approval of Memorandum of Understanding between Ramona Munsell & Associates Consulting, Inc. (RMA) and Feather River College to provide consultation and writing services to the College in developing a successful TRIO application under the Title IV Student Support Services Program were approved as presented, (McNett/West) unanimous.

#### **6. REGULAR AGENDA**

**\* A. Motion Items**

1) Kevin Trutna, Superintendent/President requested Approval of Recommendation from the Academic Senate of Feather River Community College District to Award Emeritus Faculty Status to Mr. Joseph Muñoz. He read information from a framed copy of the Academic Senate's April 10, 2013 signed resolution that collectively detailed Mr. Muñoz's contributions to Feather River College from 1971 to 2007 and then presented the resolution to Mr. Muñoz who was present in the audience. Mr. Munoz thanked Dr. Trutna and the Board of Trustees for the award while stating that his teaching career at Feather River College spanned several Superintendent/Presidents and that he couldn't have imagined being happier teaching at another school. He added that he and his wife had raised their family here in Quincy, been involved in the community, and that when he felt he was out on a limb at times throughout his tenure he always felt supported by the faculty and administration. There being no objection or further discussion, the request for Approval of the Recommendation from the Academic Senate of Feather River Community College District to Award Emeritus Faculty Status to Mr. Joseph Muñoz was approved as presented in a roll call vote, (Sheehan/Elliott/McNett/Ware/West) unanimous.

2) Kevin Trutna and Derek Lerch, Dean of Instruction/CIO requested Approval of Faculty Equivalencies. After further discussion and there being no objection, the request for Approval of Faculty Equivalencies was approved as presented, (West/Elliott) unanimous.

**\* B. Roll Call Items**

None

**C. Special Items/Reports**

1) Kevin Trutna and Jim Scoubes, Chief Financial Officer presented the District's Monthly Financial Status Report as of July 31, 2013. Dr. Trutna provided opening remarks on the report stating that the information was a snapshot of the end of the year while noting that the two remaining unknown factors at this time are the payback of the Redevelopment Agency (RDA) funds and what the District's deficit coefficient will be. Jim Scoubes reviewed the Unrestricted General Fund Summary as of June 30, 2013 noting that revenues at the time the report was created totaled 11,841,501 and expenditures totaled \$12,057,836 and the beginning fund balance was used to offset the difference and balance the budget as it typically is. Mr. Scoubes reported that with regards to the District's deficit coefficient he was using the more conservative number that is posted on the Chancellor's Office website even though information from a recent budget workshop indicates it will be less than that. President Sheehan asked what decreases in the touch on reserves took place because of the positive situation with revenues and expenditures and there was further discussion and explanation. In closing comments on his report Mr.

Scoubes reviewed the Unrestricted General Fund Summary for the month of July indicating that expenditures totaled \$1,166,500 for the period and reflect expenses paid that may have previously been on hold.

2. Kevin Trutna opened discussion on the draft 2013-2014 Board of Trustees planning calendar by reminding Trustees of the presentation that Dr. Doug Houston, Chancellor, Yuba Community College District (YCCD) gave when he visited Feather River College and spoke about accreditation expectations for Board trainings and how he mentioned that there is a rhythm for Board trainings at YCCD that benefits everyone. He reviewed a portion of the 2013-2014 Board meeting reports listed in the draft and went over the questions at the bottom of the draft that addressed meetings in Chester or Portola, individual department or program presentations, formal reports from athletics, fitness center, and the residence halls, continued introductions of classified staff and training on specific topics. Dr. Trutna discussed bringing in Dr. Nathan Tharp, Digital Technology/ Humanities Instructor to talk about his accreditation presentation and President Sheehan requested that mandatory Board trainings also be plugged into the calendar. There was further discussion regarding future trainings and Dr. Trutna indicated that he was asking for direction from the Board on whether or not they wanted to discuss input for the calendar now or at the Board retreat and there was consensus that members would think about the needs and then finalize the items it at the retreat.

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

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

Trustee Ware thanked Dr. Trutna for the information he's been forwarding to her regarding City College of San Francisco adding that the information has been both interesting and alarming. Guy McNett indicated that a former Feather River College student that everyone can be proud of is Cody Anderson who was drafted by the Cleveland Indians. He explained that Mr. Anderson is scheduled to pitch his first minor league game that evening in Akron, Ohio. Trustee West encouraged those present to go out and support the Plumas Sierra County Fair taking place through Sunday.

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

Karen Pierson, Chief Student Services Officer reported that an election for ASFRC officers including the student trustee will be held soon.

##### **c) Academic Senate**

Derek Lerch on behalf of Jeanette Kokosinski, Academic Senate President reported that the Academic Senate will focus this year on the creation of an administrative procedure for faculty hiring. Dr. Trutna also reported that the Senate will also be working on the One Book Project and how to incorporate the novel into classroom discussions for the spring 2014 semester.

##### **d) Classified Senate**

Connie Litz, Classified Senate President reported that the first meeting of the semester for the Classified Senate is scheduled for Monday, August 19, 2013. She also reported that Beth Reid is Vice-President, Julie Orloff is Secretary, and Virginia Jaquez is Treasurer and all shared-governance committee representatives have been filled. President Sheehan asked about restoration of Classified Senate positions and Ms. Litz responded that she wasn't quite sure what President Sheehan meant in terms of getting these positions back up to speed but this sounded like a relative question for the Classified Union President.

e) **Instruction**

Derek Lerch reported that classes begin on Monday, August 19 and that this week has been a productive week of flex activities for faculty and staff. He also reported that one of the activities conducted was the Reading Apprenticeship Program which is an offshoot that the Chancellors Office refers to as the Basic Skills Initiative and one in which members of the program travel around from college to college and in this case offer advice on how to approach reading with their students. Dr. Lerch also reported that with regards to accreditation there is the 2018 site visit and there is also a mid-term report due in March 2015 and although this might sound like a long ways away, in order to get it to the Accrediting Commission for Community and Junior Colleges (ACCJC) on time it must be finished in December 2014. Trustee McNett asked Dr. Lerch if members of the Board have access to a copy of the timeline and he indicated that he would be happy to provide one. Dr. Lerch also indicated that it is still too early to make any definitive statement about enrollment for the fall semester but based on simple headcount and unit value the institution is up about one percent over last year. He also reported that the graduation of the LVN cohort took place recently and that the 20 graduates worked hard and they have a brighter future based on their involvement in the program. Dr. Lerch added that because of the efforts of the Community College League Feather River College has bought into a consortium purchase of new software that checks for originality of written work and this helps instructors communicate effectively with students on plagiarism and the originality of their work.

f) **Student Services**

Karen Pierson reported that staff from Student Services attended a retreat on Friday, August 16 and it was both fun and valuable. She explained that those in attendance rated their level of service and how to better communicate with each other and also talked about Student Services Student Learning Outcomes (SLOs). She added that the retreat was really based on getting to know one another better as there are many new people in the division. She added that she feels that Student Services does embrace the factors that contribute to student success and it is talking about building its whole set of outcomes around these factors discussed on Institutional Day including helping them to be focused, directed, nurtured, engaged, connected and valued. There was further discussion about the factors for student success and Dr. Trutna explained that data collected by the RP Group, a company of institutional

researchers who interviewed students on what they need to succeed, was part of an Institutional Day presentation and that these factors continued to come up among the over 700 students they interviewed. Dr. Pierson continued her report by stating that New Student Orientation takes place on Friday, August 16<sup>th</sup> and that new activities created to help students connect will be launched and a motivational speaker will be provided to talk about the importance of connecting and connecting early as they arrive on campus and start classes. Dr. Pierson responded to Trustee McNett's question about the number of freshman students registering for New Student Orientation by indicating she felt there were approximately 85 who had officially notified her office that they would be in attendance. Dr. Pierson also stated that in preparation for the start of classes, members of Student Services met with the Academic Senate and members of the associate faculty and what they emphasized in their discussions was their dedication to customer service ethics and how they plan to focus on this aspect of their daily work. She also stated that the Threat Assessment Team will continue to meet to focus and discuss students whose behavior might be an area of concern for the overall campus. She also announced that Student Services continues to promote the new fall event Friday in the Fall scheduled for October 4<sup>th</sup> and 5<sup>th</sup> that will replace the open house aspect of Day in the Mountains and it will fit in nicely with other activities taking place that weekend including the rodeo competition, football, and soccer games. Dr. Pierson presented Trustees with a tube of chap stick as a marketing gift while noting that other marketing gifts might be presented at future meetings. In closing comments on her report, Dr. Pierson mentioned the Plumas Sierra County Fair and how Feather River College will have a presence in the form of a booth in Serpillio Hall staffed by volunteers to connect with everyone who might want information on what the College has to offer.

**g) Superintendent/President**

Kevin Trutna stated that he had submitted his written report to the Board but that he wanted to highlight the fact that at Institutional Day awards were given to those employees receiving three or more mentions from graduating students that they had been influential in the student's education at Feather River College. He explained that the certificate or Golden Eagle Award was bordered with the student comments and presented to the employees that received three or more mentions by the students interviewed. Dr. Trutna reported that the volleyball team is having a car wash fundraiser after the parade in the Les Schwab parking lot and everyone is encouraged to drive over and get a car wash from the ladies on the team. Dr. Trutna provided an additional overview of the week's activities including the presentations by Dr. Darla Cooper of the RP Group who talked about the six factors of student success in the morning and the Completion by Design presentation in the afternoon that talked about students who drop out of school and how it can be recognized ahead of time and prevented. He gave the staff kudos for engaging in the workshops and showing their interest in what was being addressed to assist students and address student retention.

There being no further business, the meeting was adjourned at 4:32 p.m.

KT/ch