

## 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 3:05 p.m. on Thursday, August 16, 2012 at Feather River College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California.

Prior to the Regular Meeting, a public hearing on the Final Budget for FY 2012/2013 was called to order. President Elliott asked three times if there was any public comment on the 2012/2013 Final Budget. There being no public comment offered, President Elliott declared the public hearing closed.

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

*Trustees present:* Elliott, Schramel, Sheehan, Ware, West, Student Trustee Davis  
*Trustees absent:*

The regular and consent agendas for the August 16, 2012 meeting at Feather River College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California 95971 were approved as presented, (Sheehan/Schramel) unanimous.

The minutes of the Regular Meeting held July 19, 2012 at Feather River College Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Schramel/Sheehan) unanimous.

#### **A. ITEMS FROM THE PUBLIC**

Amy Schulz, Director WIP-Youth Entrepreneurship, Students in Free Enterprise (SIFE) Advisor, and member of associate faculty stated that it pained her to inform the Board that she has filed a formal complaint of discrimination with the California Community Colleges Chancellor's Office regarding an egregious search process for the digital technology instructor program coordinator. Ms. Schulz also stated that she had attempted to resolve the issue internally with the Feather River College administration and Human Resources Department but that the informal investigation conducted was completely mishandled and not taken seriously. She added that David Burris, Human Resources Director/EEO who acted as the Equal Employment Opportunity officer on the original search committee also completed the first internal investigation and that the results were not transparent. Ms. Schulz continued her comments by stating that she had struggled with taking the issue to the Chancellor's Office and had given Derek Lerch, Dean of Instruction/CIO Interim the option of scrapping the whole position and starting the search process over noting in her discussion with him that she would stop the inquiries and the District would save money during challenging budget

times. Ms. Schulz additionally stated that unfortunately more facts came to the surface which compelled her to file the formal complaint of discrimination with the Chancellor's Office. She added that out of respect she wanted to personally inform the Board of Trustees regarding her complaint and she urged each member to please take the investigation into the matter seriously.

Ryan Exner, Feather River College alumni, SIFE alumni and member of the public stated that Feather River College has made a big difference in his life and that he is currently attending California State University Chico where he is pursuing a degree in management information systems. He provided those present with an overview of the contributions that the SIFE program and Amy Schulz have made in his life including life skills, leadership skills, and an optimistic outlook on his future.

President Elliott stated that he appreciated the public comments from both individuals on the issue while noting that there is a process that needs to be followed by the College and Ms. Schulz and that he would be unable to comment further on the topic.

## **B. CONSENT AGENDA**

Personnel Requisitions, Personnel Actions, Payroll and Commercial Warrants, Budget Transfers, Budget Augmentations and Reductions, Approval of Appointment of Contract with Professional Personnel Leasing (PPL) for Services during the Interim Superintendent/President Search Process, and the Approval of Appointment of Dr. Ron Taylor as a Non-Paid Special Consultant (Professional Expert) to advise the District on matters related to pending litigation were approved as presented, (Schramel/Sheehan) unanimous.

President Elliott welcomed Kevin Trutna, Superintendent/President Interim to Feather River College and officially appointed him Secretary to the Board of Trustees.

## **C. REGULAR AGENDA**

### **\* 1. Motion Items**

a) David Burris requested Approval of Dr. Kevin Trutna's Inter-Jurisdictional Exchange Agreement with Yuba Community College District at an Annualized Salary of \$155,000 Plus Allowances. After further discussion and there being no objection, the request for Approval of Dr. Kevin Trutna's Inter-Jurisdictional Exchange was approved as presented, (Sheehan/Ware) unanimous.

Kevin Trutna excused himself from discussion of agenda item C1b due to a possible conflict and briefly left the meeting location.

b) David Burris requested Approval of Superintendent/President Search Committee Composition and Timeline. He explained that both the Academic Senate and the Classified Senate are in the process of nominating

representatives from their constituency groups and that the administration, ASFRC, and the Foundation are also nearly complete with the names of the entire search committee expected no later than August 21, 2012. He also provided an overview of the timeline that included meetings with consultants, the job announcement approval, recruitment and application period, timeline for review of applications, timeframe to interview candidates and determine a recommendation to the Board, proposed dates for Board interviews and public forums, and the appointment of a new Superintendent/President. Trustee Sheehan noted that in the minutes from the last Board meeting there was a recommendation that the search committee be identified by Institutional Day and be confirmed by the next Board meeting and he emphasized it was important that there be no further delays in the timeline. President Elliott established and confirmed that Trustee Sheehan would be representing the Board on the search committee and that Trustee Ware would be an alternate representative if necessary. After further discussion and there being no objection, the request for Approval of Superintendent/President Search Committee Composition and Timeline was approved as presented, (Sheehan/Ware) unanimous.

c) Jim Scoubes, Chief Financial Officer, requested Approval of 2012-2013 Final Budget. He provided background information on Proposition 25 and Proposition 30 and discussion moved to deferrals, Cost of Living Increase (COLA), categorical funding limits, the budget process, Unrestricted General Fund and additions to the 2012-2013 Tentative Budget including Workers Compensation Insurance increases, the hiring of a digital technology instructor, costs associated with the Superintendent/President search, costs associated with the Supplemental Employee Retirement Plan (SERP), and augmentation for professional development. President Elliott requested and received an explanation as to the savings associated with SERP and asked that Mr. Scoubes and David Burris work together in the future to put forth the best information available. Mr. Scoubes continued discussion on the final budget by providing information on Secure Rural Schools funding, the small school exemption received last year, cash flow challenges, borrowing capabilities, and the \$725,950 of beginning fund balance needed to balance the 2012-2013 budget, an increase of what was noted in the tentative budget. Mr. Scoubes also noted that after the five percent reserve is deducted from the District's 3.5 million dollar beginning fund balance, the District is utilizing approximately one third of the remaining funds to balance this year's budget. After further discussion and there being no objection, the request for Approval of 2012-2013 Final Budget was approved as presented, (Sheehan/West) unanimous.

d) Jim Scoubes requested Approval of Plumas Bank and Bank of America Authorized Account Signatories as of August 16, 2012. After further discussion and there being no objection the request for Approval of Plumas Bank and Bank of America Authorized Account Signatories as of August 16, 2012 was approved as presented, (Sheehan/Schramel) unanimous.

e) Jim Scoubes requested Ratification of Quarterly Financial Status Report CCFS-311Q for the Quarter Ended June 30, 2012. After further discussion

and there being no objection, the request for Ratification of Quarterly Financial Status Report CCFS-311Q for the Quarter Ended June 30, 2012 was approved as presented, (Schramel/West) unanimous.

f) Nick Boyd, Director of Facilities/CTO requested that agenda item C1f, Approval of Notice of Completion – Learning Resource Center Bid Divisions 2,3,4,7 and 17 be tabled. He explained that the item had been originally placed on the agenda in good faith that the work would be completed and the work has not been completed. There being no objection or further discussion, action on agenda item C1f, Approval of Notice of Completion – Learning Resource Center Bid Divisions 2. 3, 4, 7 and 17 was tabled, (Sheehan/West) unanimous.

## \* 2. Roll Call Items

a) Jim Scoubes requested Approval of Resolution #12/13-03 – Approval of 2012/2013 Gann Appropriations Limit. He stated that the request is an annual requirement of all State agencies and puts limits on expenditures based on several factors. He also stated that after completing the required worksheet the 2012-2013 Gann Appropriations Limit for Feather River College Is set at \$11,998,563. After further discussion and there being no objection, the request for Approval of Resolution #12/13-03 – Approval of 2012/2013 Gann Appropriations Limit was approved as presented.

Ayes: Elliott, Schramel, Sheehan, Ware, West, Student Trustee  
Davis  
Noes: None  
Absent: None  
Abstain: None

## 3. Special Items/Reports

a) Jim Scoubes presented the District's Monthly Financial Status Report as of July 31, 2012. He reviewed the Unrestricted General Fund Summary as of June 30, 2012 noting that it is reflective of final revenues and expenditures as his office continues to finalize the 2011/2012 fiscal year. He also reviewed the Unrestricted General Fund Summary as of July 31, 2012 noting that revenues totaled \$925,197 which consisted mainly of beginning fund balance and that expenditures totaled \$938,120.

b) Merle Trueblood, Director of Athletic Operations and Events and Brian Murphy, Coordinator of Institutional Research and Planning provided those present with a report and Power Point presentation on athletics. The presentation included information that covered student athlete profiles and who they are, student athlete eligibility, and student athlete headcount, workload, and revenue headcount by sport. The report also included 2011/2012 grade point average (GPA) by sport and GPA in core academic classes, student athlete success beyond Feather River College and scholarship award amounts. In closing comments on the presentation, Mr. Trueblood also briefly listed several topics of concern for the athletic

department moving forward including a new proposal for Health and Exercise Studies (HES), Chancellor's Office repeatability issues, the loss of the Good Neighbor Policy, and student housing.

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

a) **Board of Trustees**

President Elliott reported that he will be absent from the September Board of Trustees meeting and that Vice-President Sheehan will conduct the meeting.

b) **Associated Students**

Karen Pierson, Chief Student Services Officer, on behalf of ASFRC, reported that an election will be held during the first two weeks of the semester to determine a new president for student government.

c) **Academic Senate**

Chris Connell, Academic Senate President, reported that classes begin Monday, August 20<sup>th</sup> and that the faculty recently completed fall semester faculty flex activities where they discussed student learning outcomes and the assessment cycle and what needs to be done on assessment during the semester to keep things moving forward. He additionally reported that faculty also received updates on financial aid and additional information on new policies in admissions and records, counseling, and other policy changes affecting students. Dr. Connell also reported that the faculty also worked on plagiarism and some writing methods to curb plagiarism and increase student productivity and they also addressed accreditation and what the faculty needs to do in order to respond to the accreditation recommendations.

d) **Classified Senate**

Connie Litz, Classified Senate President, reported that the Classified Senate recently held their first meeting of the fall semester and that the first order of business will be to vote on and designate the two representatives from their constituency that will participate on the search committee for the permanent Superintendent/President. She also reported that classified staff members have also been busy and focused on preparing to have students return to the campus.

Trustee Sheehan recommended that Dr. Connell develop a schedule of (search) committee meetings as soon as the composition of the committee is known so that the representatives are aware of the scheduled times and dates and Dr. Connell indicated that he would do so.

e) **Instruction**

Derek Lerch reported that enrollment appears to be up approximately four percent for full-time students compared to the same point in time the previous year although the report he's reviewing doesn't currently break down what student population the increase is coming from. He also stated that he just finished a report that Jack Scott at the Chancellor's Office has

asked all community colleges to prepare that dealt with many aspects of the College including enrollment, human resources, student services, and institutional research and that the report will be used as an advocacy tool by the Chancellor's Office to protect community colleges as much as possible if the Proposition 30 tax measure fails to pass in November. Dr. Lerch also reported that he's been attending many meetings preparing to open the campus and that an important topic being discussed with full-time faculty and associate faculty is assessment of student learning and getting up to speed with where the College needs to be so that the report that is due in March 2013 specifically addressing assessment of student learning is well done. He also reported that at the faculty flex meeting, regulations on repeatability were discussed as the list of the kinds of classes that will allow repeatability is becoming smaller necessitating the need for some curricular changes by the College. In closing comments on his report, Dr. Lerch stated that at the associate faculty flex meeting Dr. Connell had provided a brief presentation on the search committee for the permanent Superintendent/President and that the constituency was pleased and honored to be included in the process. He also spoke to accreditation stating that it was his understanding that Dr. Trutna would be requesting that he and others prepare a series of reports on the topic through the fall that speak to the specific recommendation items and how the District is doing, what progress is being made, and what needs to be done and Board approved.

f) **Student Services**

Karen Pierson reported that the residence halls are full and through the hard work and cooperation of coaches and housing staff accommodations have been secured for all students that were in need of rooms or housing. She added that housing will remain a focus of long term planning at the College. Dr. Pierson also informed the Board that there was a fire behind the residence halls early Saturday morning that did require evacuation of the facility and although it was put out with no one being injured this was a scary time for everyone concerned. She also stated that the investigation into the fire continues and that if it can be determined who was responsible for starting the fire appropriate action would be taken. Dr. Pierson additionally reported that new student orientation takes place on Friday, August 17<sup>th</sup> and that workshops on financial planning will be offered and students will be shown how to get oriented to using the student portal and other sessions will be provided including a new parent workshop and resource handbook for parents. She also reported that the campus will have a new paraprofessional counselor on campus during the fall semester as the result of a grant award and that the focus of the counseling will be directed to assist victims of sexual assault, domestic violence, and dating violence. Dr. Pierson additionally reported that different staff members volunteered to represent the College at the Plumas County Fair recently and they spoke to interested community members and current and prospective students about what the College has to offer. She also stated that as the Acting Superintendent/President she would report out on the recent administrative retreat that was held and she noted that subjects such as prioritization of facility requests, the role of

the Academic Senate in shared governance, the advising model, and how to complete a hiring requisition along with the hiring practices and how hiring committees are selected were covered. In addition to these topics, Dr. Pierson stated that Derek Lerch talked about accreditation and Brian Murphy led a session on strategic planning and an effective game of planning poker was played. She also reported that during this time Institutional Day was planned and that Institutional Day ended up being a great upbeat day where the presentation to participate in the search committee for the permanent Superintendent/President was launched, Derek Lerch updated everyone on accreditation, Jim Scoubes talked about where the institution is with regards to the budget and cash flow, and Kevin Trutna linked the meeting together with information on strategic planning and the future of the College. In closing comments on her report, Dr. Pierson announced that she will be presenting to Quincy Rotary on the College on Monday, August 27, 2012 and that several individuals will be participating in the presentation which will be a positive way to report out to the community on how Feather River College is doing in several performance areas.

**g) Superintendent/President**

Kevin Trutna stated that he is appreciative of the opportunity to serve at Feather River College and that from the first day he started employees have been helpful, welcoming, and encouraging. He also stated that he is impressed with the administrative team at the College and the faculty, classified staff, and students are happy to be here and he has enjoyed meeting them. Dr. Trutna indicated that he plans to complete a written report to the Board each month that he will share with the entire staff and part of what he wanted to share from this month's report was that two students from the rodeo team, Austin Alvernaz and Quin Hundsdorger, were named Academic All Americans by the National Intercollegiate Rodeo Association. He also reported that he had asked employees what kinds of advice they would give him as a new interim Superintendent/President and he received feedback that included knowing and understanding each department, to please visit each office, to not be completely centered on the Quincy area alone, to support student activities, and to meet each person individually. Dr. Trutna also shared his concern over the State budget and a cash flow system that from his perspective withholds funding to community colleges and other agencies to the point where colleges have to borrow funding in deferral months to make payroll and pay expenses and then pay interest on the funds they've had to borrow because the State doesn't pay them when they're supposed to. He confirmed with Jim Scoubes and Katie Schmid that the interest on the Tax Revenue & Anticipated Notes (TRAN) loans taken out by the College to bridge the deferral funding gap amounted to \$27,000 last year and will be approximately \$17,000 this year and that this situation bothers him a great deal. He also touched on accreditation by sharing part of a short essay he wrote on San Francisco City College's accreditation situation with Feather River College's accreditation situation and how some of the recommendations were similar in nature but contrasted greatly in institutional outcomes because San Francisco City College

failed to implement planning processes that were effectively going to meet what resources were available to them. Dr. Trutna explained that this situation points out how important strategic planning is to a college and will be to Feather River College as it begins updating its new Strategic Plan while including and recognizing the new budget realities facing community colleges.

There being no further business, the meeting was adjourned at 4:45 p.m.

KT/ch