

## MINUTES

### **BOARD OF TRUSTEES FEATHER RIVER COMMUNITY COLLEGE DISTRICT**

#### **3. 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, September 10, 2015 at Feather River Community College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California.

*Trustees present:* Sheehan, Elliott, McNett, Meyers, Ware, Student Trustee  
Williamson

*Trustees absent:*

#### **4. Closed Session Announcement:**

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

#### **Presentation of Certificate of Appreciation to Karen Stratton, Associate Faculty, Nursing Program**

Derek Lerch, Dean of Instruction/CIO introduced Karen Stratton, Associate Faculty, Nursing Program to those present. Dr. Lerch presented Ms. Stratton with a certificate of appreciation from the college for her assistance during a recent medical emergency. Dr. Lerch explained to the Board of Trustees that a student in one of Ms. Stratton's nursing classes experienced a seizure and needed assistance and that Ms. Stratton handled the entire situation with expertise and calm professionalism until emergency responders could arrive. Ms. Stratton thanked Dr. Lerch and the Board of Trustees for recognizing her efforts and she indicated that she reacted instinctively to the situation and was glad to be of assistance to the student and others in the classroom.

#### **5. Agenda:**

The Regular and Consent Agendas for the September 10, 2015 meeting at Feather River Community College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, CA were approved as presented, (Elliott/McNett/Sheehan/Meyers/Ware/Williamson Aye) (None Opposed).

#### **6. Minutes:**

The minutes from the Regular Meeting held on August 20, 2015 at Feather River College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Ware/Meyers/Sheehan/McNett/Elliott/Williamson Aye) (None Opposed).

The minutes from the Special Meeting held on August 27, 2015 at Feather River College, Administrative Conference Room, 570 Golden Eagle Avenue, Quincy, California were approved as presented (Ware/Meyers/Sheehan/McNett/Elliott/Williamson Aye) (None Opposed).

#### **7. Items from the Public:**

None

## **8. Consent Agenda**

### **\* A. Motion Items**

Ratification of Personnel Requisitions, Ratification of Personnel Actions, Payroll and Commercial Warrants, Approval of Memorandum of Understanding between Feather River College and Plumas District Hospital for Plumas District Hospital to provide an ambulance and an Emergency Medical Technician (EMT) during five football games at a rate of \$35.00 per hour, Approval of Memorandum of Understanding between the Plumas Unified School District (DISTRICT) and Feather River Community College District to enter into a dual enrollment partnership that will adhere to Title 5 and Education Code provisions governing concurrent/dual enrollment specified in Section 48800 and subsection 348802 (a and b) as well as Section 76002,B.3., Approval of Agreement Shasta-Tehama-Trinity Joint Community College District (DISTRICT), Woodland College-Yuba Community College District (LEAD COLLEGE) and Feather River Community College District (CONTRACTOR) for CONTRACTOR to provide to DISTRICT the services to help develop, enhance, retool, and expand quality career technical education offerings that build upon existing community college regional capacity in response to regional labor market needs, Approval of Agreement between the Feather River Community College District (DISTRICT) and Sonoma County Junior College District (AGENCY) for the purpose of outlining the duties and responsibilities of each party as they relate to providing affiliated educational course for the AGENCY, Approval of Agreement between Feather River Community College District (DISTRICT) and Hartnell Community College District (AGENCY) for the purpose of outlining the duties and responsibilities of each party as they relate to providing affiliated educational course for the AGENCY, and the Approval of Agreement dated August 1, 2015 between Plumas County Sheriff's Department (Sheriff) and Feather River Community College District (Contractee) for Sheriff to provide law enforcement services at athletic facilities were approved as presented, (Ware/Elliott/Sheehan/McNett/Meyers/Williamson) (None Opposed)

## **9. Regular Agenda**

### **\* A. Motion Items**

- 1) Kevin Trutna requested Approval of 2015/2016 Final Budget. He stated that there were very few changes from the Tentative Budget and he asked Jim Scoubes, Chief Financial Officer for further comments on the budget if he had them. Mr. Scoubes reported that he has not received any additional information from the State of California on funds that are believed to be coming and that these amounts were not included in the Final Budget. He did explain that the 1.02% Cost of Living Adjustment (COLA) had been included because this amount had been confirmed. In further discussion regarding the 2015/16 final budget, Mr. Scoubes noted that approximately \$1,700,000 was allocated to Education Protection Account (EPA) instructional revenue and expenditures. President Sheehan commented on

the range of budgets included in the budget book and he asked if Mr. Scoubes could develop a one page summary addendum that contained all of the budgets and Mr. Scoubes indicated that he could. In additional discussion it was noted that Trustee Meyers asked to see a summary budget by program as a “wish list” item. After further discussion and there being no objection, the request for Approval of the 2015/2016 Final Budget was approved as presented, (Elliott/McNett/Sheehan/Meyers/Ware /Williamson Aye) (None Opposed).

- 2) Kevin Trutna requested Approval of 2015-2016 Feather River Community College Transfer Plan. He explained that funding is provided to community colleges to run transfer centers and after a few additional comments from Karen Pierson, Chief Student Services Officer discussion on the agenda item was turned over to Carlie McCarthy, Director, Student Support and Success Programs. Ms. McCarthy stated that transfer is a college-wide effort and she works closely with faculty as well as other programs to accomplish student goals on transfer. She outlined the services provided in the Transfer Plan including services provided to students, transfer activities for fall 2015 and spring 2016, special services available to underrepresented students, facilities and staffing, advisory committee activities and meetings, evaluation and reporting, and FRC’s transfer rate compared to the statewide average. After further discussion and there being no objection, the request for Approval of 2015-2016 Feather River Community College Transfer Plan was approved as presented, (Elliott/Meyers/Sheehan/McNett/Ware/Williamson Aye) (None Opposed).
- 3) Kevin Trutna requested Approval of Faculty Equivalencies. He stated that a category to the spreadsheet backup documentation had been added noting what the terms under which the equivalency was granted and he also explained the pathway of approvals that equivalency goes through. After further discussion and there being no objection, the request for Approval of Faculty Equivalencies was approved as presented, (Meyers/McNett /Sheehan/Elliott/Ware/Williamson Aye) (None Opposed).

**\* B. Roll Call Items**

- 1) Kevin Trutna requested Approval of Resolution #15/16-05 – Approval of Gann Appropriations Limit. After further discussion and there being no objection, the request for Approval of Resolution #15/16-05 – Approval of Gann Appropriations Limit was approved as presented.

Ayes: Sheehan, Elliott, McNett, Meyers, Ware, Student Trustee  
Williamson  
Noes: None  
Absent: None  
Abstain: None

**C. Special Items/Reports**

- 1) Jim Scoubes presented the District's Monthly Financial Status Report as of August 31, 2015. He reviewed the Unrestricted General Fund Summary noting that expenditures equaled \$2,123,633 or 15% of the total expenditure budget.
- 2) Kevin Trutna opened discussion on the report item by stating that the Association of California Community College Administrators (ACCCA) hosts an Administrator 101 Seminar that provides attendees with information on the entire community college system. He also reported that the seminar also serves to identify future community college leaders and is a way for the college to prepare these individuals with a broad based knowledge of the system. Dr. Trutna stated that Carlie McCarthy and Katie Schmid, Chief Accountant attended this year and he asked them to attend the meeting and share with the Board of Trustees some of what they learned at the seminar. Carlie McCarthy reported that she found the seminar to be comprehensive in content covering the history and dynamics of the community college system together the nuts and bolts of college financing, employment relations, writing performance evaluations, handling conflict and conflict resolution, effective enrollment management techniques and the importance of integrating student support services, instructional services and management in this process. Ms. McCarthy closed her report by stating that she felt that one of the most valuable parts of the seminar was the networking contacts that were made as a result of her participation because it involved new administrators and employees from all departments at large, medium, and small community colleges.

Katie Schmid followed up on Ms. McCarthy's comments by speaking about some of the keynote speakers that led topic discussions at the seminar. She also stated that approximately 20 of the 72 individuals in attendance were from smaller colleges. Ms. Schmid agreed that the networking was valuable both personally and professionally and although she's been in her position 11 years, her participation in the seminar broadened her perspective on how all the departments in a community college system work together to achieve institutional effectiveness. The Board of Trustees thanked Ms. McCarthy and Ms. Schmid for their reports and encouraged Dr. Trutna to support other employees to attend future seminars.

- 3) Kevin Trutna provided opening remarks on the tenure process report that Mike Welsler, Business Instructor and Faculty Union President and Jeanette Kokosinski, Chemistry and Mathematics Instructor and Academic Senate President would be providing to the Board of Trustees. He stated that he wanted to have a brief discussion with the Board about tenure because it's a unique situation that involves both legal mandates outlined in the collective bargaining agreement and the details of tenure that are carried out by the Academic Senate. Mike Welsler reported that the basis for tenure is outlined in Education Code and the collective bargaining agreement contains the details. He provided an overview of the tenure process stating that from his perspective it is an exhaustive four year process involving both student, peer, and administrative evaluations for a

faculty candidate. He also reported that a tenure review committee is comprised of the Dean of Instruction/CIO, Academic Senate President, Faculty Union President, Division Chairs, and a faculty member closest to the candidate's discipline. Mr. Welser continued his report by explaining the length of each year's contract through the four years and the remediation process if it is necessary. He also pointed out that having been granted tenure does not grant a faculty member permission to do whatever he or she wants to do. Mr. Welser answered questions from the Board of Trustees that included the evaluation process after tenure is granted, what percentage of faculty members at FRC are granted tenure, and whether or not a promotion process is linked to tenure in the community college system. Jeanette Kokosinski stated that the tenure process is not something the Academic Senate takes lightly and every time a tenure committee meets to discuss a tenure evaluation, it looks towards achieving committee consensus.

- 4) Kevin Trutna opened discussion on the grants application and approval process report by directing the Board attention to the backup documentation attached to the report cover sheet. He described the "Confirmation of Review – Grants/Contracts/MOUs" as a document that he started when he began employment with the District. He further explained that the document requires the review and signature of the Chief Accountant, HR Technician, and Director of Facilities/CTO and the member of President's Staff that is recommending approval to the Superintendent/President. He explained that the form was developed because agreements of all types were coming to him for signature and that the form assisted him in knowing that the staff members with authority to check on financing, facilities, and personnel had reviewed the material. Dr. Trutna referred the Board to the backup documentation provided on the agenda item that included a sample budget sheet on the AB 86 state grant and then contrasted that information with the award sheet from the federal TRiO grant and there was further discussion.

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

##### **1. Board of Trustees**

Trustee Ware commented that after attending high school athletic events in Chester and in Quincy over the last 15 years she feels that the presence of Feather River College and the success of many of its programs has had a positive effect on residents of the Plumas County.

##### **2. Associated Students**

Student Trustee Williamson reported that she had been speaking with many of the students on campus recently and that she is looking forward to speaking with Kevin Trutna regarding some of the student concerns that have been expressed. She also stated that she would be attending the upcoming College Career and Transfer Fair scheduled for Monday, September 14, 2015 and that she is also working with students interested in filing paperwork for the upcoming election for ASFRC officers.

3. **Academic Senate**

Jeanette Kokosinski reported that what's front and center for the Academic Senate is faculty positions with the upcoming retirement of Shelley Miller and Mike Welser and a potential replacement for Jerry Hoover. She also stated that new faculty hires are also an item up for discussion especially in the disciplines of mathematics and English. Dr. Kokosinski added that with the addition of the bachelor's degree program, students will be flooding into the mathematics classes that are already at capacity.

4. **Classified Senate**

No Report.

5. **Instruction**

Derek Lerch thanked the Board of Trustees for approving Consent Agenda Item #8A5, the memorandum of understanding between FRC and PUSD to enter into a dual enrollment partnership. He stated that this is a step forward in creating a mutually beneficial agreement for both Districts and there was further discussion. Dr. Lerch also reported that accreditation is in full swing on the campus with shared governance committees becoming acquainted with the Standards and in some cases committee members have been given their assignment and are looking into the type of evidence that will show compliance. He also reported that his office is busy developing the 2016-2018 college catalog, the Curriculum Committee is working on the curriculum for the bachelor's degree, and the focus that his office and other agencies are putting on the AB 86 adult education planning grant that FRC is currently the fiscal agent for.

6. **Student Services**

Karen Pierson shared a picture with the Board of Trustees of staff members that attended the Student Services retreat recently held at her home. She reported that staff focused on temperament inventory and the mindset inventory and how staff measures Student Services Student Learning Outcomes. She also shared a photograph of her at the New Student Orientation that pictured her riding a mechanical bull and she described some of the other fun activities that students did as they got to know one another that evening. Dr. Pierson reported that on Monday, September 14<sup>th</sup> approximately 250 high school juniors and seniors from around the county will attend the College Career and Transfer Fair and both they and FRC students will listen to a motivational speaker talk about how self-confidence plays an important role in student success. Dr. Pierson also highlighted upcoming student activities including a movie on the campus green, a student trip to Reno, movies at the Town Hall Theatre, and a dance sponsored through the Cultural Club on Halloween evening. Dr. Pierson also reported that an additional presentation was given on sexual assault and drug and alcohol awareness to the rodeo students and it was well received. She added that the Child Development Center is full to capacity and that she has been receiving positive remarks from parents on the Center's Interim Director's organizational skills. Dr.

Pierson closed her report by providing an overview of the October 2, 2015 Friday in the Fall stating that the college will host student activities in conjunction with the Rodeo Program's Challenge Rodeo and other campus activities taking place that weekend.

7) **Superintendent/President**

Kevin Trutna reported that he will be working with his administrative assistant to schedule a Board work session the morning of November 19, 2015. He also reminded trustees that the October Board meeting will take place in Chester earlier than normal and will include a community lunch. Dr. Trutna highlighted items from his written report including the graph information from institutional set standards and how colleges will have differences with these set standards depending on what they offer in terms of degrees, certificates, and transfer opportunities. He also touched on the article relating to the findings and recommendations recently released by the task force assigned by the Chancellor's Office to look at the Accrediting Commission for Community and Junior Colleges (ACCJC). There was further discussion that included the options that are currently being discussed should a change in the college's accrediting agency take place.

There being no further business, the meeting was adjourned at 5:12 p.m.

KT/ch