

## MINUTES

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

#### **1. Call Public Hearing to Order:**

President Sheehan called the Public Hearing for consideration of the Feather River Community College District's Final 2014-2015 Budget to order at 3:01 p.m. on Thursday, September 11, 2014 at Feather River Community College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California.

*Trustees present:* Sheehan, McNett, West

*Trustees absent:* Elliott, Ware

#### **2. Adjourn Public Hearing:**

President Sheehan asked if there was any public comment on the 2014/2015 Final Budget. There being no public comment offered, President Sheehan declared the public hearing for the consideration of the Feather River Community College District's Final 2014/2015 Budget closed at 3:02 p.m.

#### **3. Call to Order:**

President Sheehan called the Regular Meeting of the Feather River Community College District Board of Trustees to order at 3:03 p.m. on Thursday, September 11, 2014 at Feather River Community College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California.

*Trustees present:* Sheehan, McNett, West

*Trustees absent:* Elliott, Ware

#### **4. Agenda:**

The regular and consent agendas for the September 11, 2014 meeting at Feather River Community College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (West/McNett/Sheehan Aye) (Elliott/Ware Absent)

#### **5. Minutes:**

The minutes from the Regular Meeting held on August 21, 2014 at Feather River Community College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (West/McNett/Sheehan Aye) (Elliott/Ware Absent)

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

None

#### **7. Recognition of Retiring Classified Employee Henry Martin – Kevin Trutna/Nick Boyd**

Kevin Trutna, Superintendent/President introduced and recognized retiring classified employee Henry Martin stating that Mr. Martin had served the District for 37 years. Nick Boyd, Director of Facilities/CTO and Mr. Martin's supervisor presented him with a plaque from the District that contained a signed resolution from the Board of Trustees identifying some of the many contributions made by Mr. Martin during his employment. It was noted in the resolution that Mr. Martin had worked at the college through every superintendent/president that the college has hired. Mr. Martin thanked Dr. Trutna and the Board of Trustees for everything that the college has done for him and his family over the course of his employment and he stated that he has seen the college grow tremendously and hopes and prays that it will continue to do so. The Board of Trustees extended its appreciation to Mr. Martin for the many years that he has devoted to the college and wished him all the best in his retirement.

#### **8. Introduction of Rafael Lopez de San Ramon Blanco – Interim Full-Time Faculty Art Instructor – Kevin Trutna/Derek Lerch**

Kevin Trutna introduced Rafael Lopez de San Ramon Blanco to the Board of Trustees and Derek Lerch, Dean of Instruction/CIO provided the audience with some background information on the newly hired full-time art instructor. Dr. Lerch stated that Mr. Blanco is originally from Spain and studied in the United States under a tennis scholarship first in Florida and then in California at St. Mary's College where he completed his undergraduate degree in art. Dr. Lerch also explained that after returning to his home country for a while Mr. Blanco returned to the United States to study for his graduate degree which he completed at University of Nevada-Reno where he also taught. Dr. Lerch also indicated that Mr. Blanco's references without exception spoke to his enthusiasm and focus and the fact that the enrollment numbers could always be counted on to increase whenever Mr. Blanco taught classes.

Mr. Blanco addressed the Board of Trustees and others in the audience and told them how nice everyone has been since he arrived in Quincy. He also stated that he's excited to be at Feather River College and would like to develop an experience in his program where students can come into the studio and watch him work and feel inspired and comfortable while working on their own art projects. He explained that in trying to create this environment he is going to begin having open labs where he'll be working on his art while individuals can come in and observe him and he can teach, encourage, and be available for them at the same time. When asked by Dr. Trutna about his future goals for the art program, Mr. Blanco stated that he would like to grow the program gradually and where it's needed while also dreaming about what the program could be down the road. He also indicated that he needs more space if he's going to be teaching drawing and painting and other facets of art that focus on providing artists the space necessary to experience the essential creative process.

#### **9. Consent Agenda**

Personnel Actions, Payroll and Commercial Warrants, Budget Transfers, Budget Augmentations/Reductions, the Approval of Instructional Service Agreement between the Feather River Community College District (DISTRICT) and Chester Community Chorus (AGENCY) to provide instructional and other services for music education programs as described in the Agreement, and the Approval of

Subaward Agreement between Butte-Glenn Community College District (DISTRICT) and Feather River College (SUBRECIPIENT) for the sub-recipient to perform under the Prime Agreement issued by the California Community Colleges Chancellor's Office as Agreement Number 13-158-001 for Curriculum Alignment and Integration of Media Programs effective January 1, 2014 through November 3, 2014 were approved as presented, (McNett/West/Sheehan Aye) (Elliott/Ware Absent)

## **10. Regular Agenda**

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

- 1) Kevin Trutna requested Approval of 2014-2015 Feather River Community College District Final Budget. He stated that there are a few different nuances in this year's budget and he indicated that when last year ended, the institution had grown quite a bit in out-of-state residents as a result of the Good Neighbor students shifting over to become out-of-state students. He added that the beginning fund balance grew at the end of last year and the college had some built up needs because of the lean budget years. Jim Scoubes, Chief Financial Officer provided additional information on the final budget by reviewing the *Recommendations for Final 2014-15 Budget* memorandum dated August 24, 2014 from Dr. Trutna contained on page four of the budget book. The memorandum he explained acknowledged a particular strategy used in developing the 2014-2015 budget, one in which contingency funds were created to allow for necessary expenditures at a point in the semester when the college could predict the 2015-2016 budget. The changes, Mr. Scoubes explained, fell into one of five categories that included contingency expenses not in the preliminary budget, items included in the 2013-2014 budget but not spent until the 2014-2015 budget, ongoing expenses, one-time expenses, and expenses related to housing, and he reviewed each item listed in each of the categories. Mr. Scoubes also briefly discussed the Unrestricted General Fund Summary on page seven and pointed out that page eight contained a complete list of all the account codes used in the preparation of the proposed final budget. After additional review and discussion and there being no objection, the request for Approval of 2014-2015 Feather River Community College District's Final Budget was approved as presented, (McNett/West/Sheehan Aye) (Elliott/Ware Absent).

### **\* B. Roll Call Items**

- 1) Kevin Trutna requested Approval of Resolution #14/15-01 – Recognition of Retiring Classified Employee Henry Martin. There being no objection or further discussion, Resolution #14/15-01 – Recognition of Retiring Classified Employee Henry Martin was approved as presented.

Ayes: McNett, Sheehan, West

Noes: None

Absent: Elliott, Ware

Abstain: None

- 2) Kevin Trutna requested Approval of Resolution #14/15-02 – Approval of Gann Appropriations Limits. After further discussion and there being no objection, the request for Approval of Resolution #14/15-02 was approved as presented.

Ayes: McNett, Sheehan, West

Noes: None

Absent: Elliott, Ware

Abstain: None

### **C. Special Items/Reports**

- 1) Jim Scoubes presented the District's Monthly Financial Status Report as of August 31, 2014. He reviewed the Unrestricted General Fund Summary noting that two months of the new fiscal year have passed and expenditures totaled \$1,942,506 or 14% of approved budget compared to \$2,120,101 or 16% for the prior year.
- 2) Kevin Trutna provided opening remarks on the presentation on reasonable accommodations by explaining that the District provides reasonable accommodations for both its employees and its students and that the presentation would provide explanations in both areas. He introduced David Burris, Director of Human Resources/EEO and Marci Lang, Program Coordinator DSP&S/Workability III and explained that Mr. Burris would be reviewing services and reasonable accommodations for employees while Ms. Lang would be providing information on District services and reasonable accommodations for students. Mr. Burris outlined the Rehabilitation Act of 1973, Americans with Disability Act (ADA), and the California Fair Employment and Housing Act (FEHA) and covered the key points to know including the definition of a disability, the law and reasonable accommodations, and the workplace and the interactive process. Ms. Lang provided information on reasonable accommodations for students and course and program accessibility and she reviewed a list of commonly provided student accommodations and services that are designed to provide students with disabilities an equal opportunity to attain the same level of performance and enjoy the equal benefits and privileges as student without disabilities. Ms. Lang also reported that the Disabled Student Programs and Services (DSP&S) entity was enacted in California in 1976 with the passage of AB 77 to provide funding to cover the excess costs involved when providing support services to students with disabilities in California community colleges. She additionally reported that colleges are not required to have a program to serve this student population, although every community college in the state currently does. She added that the tasks of the department include the evaluation of each situation to determine which accommodations/services are reasonable and which are not, to respond quickly and in a timely manner, and to provide day to day support for the students while documenting thoroughly everything they do.

In closing comments on her presentation, Ms. Lang covered what happens when an accommodation is determined not to be reasonable and provided the Board with an example of a situation where this was the case. She added that the purpose of an accommodation is to adjust for the effect of the student's disability not to dilute academic requirements on campus.

- 3) Derek Lerch updated the Board of Trustees on the implementation of CurricUNET program software. He reported that an additional report will be provided later in the academic year when the software is actually implemented and integrated with Student Services. He stated that the college is a small school with a relatively large curriculum in terms of the number of degrees and certificates that it offers. He also explained that maintaining the accuracy of this curriculum is becoming difficult because the pieces in some instances are maintained in separate locations as Word documents. Dr. Lerch stated that in an effort to improve the ability to maintain the accuracy of the curriculum and the catalog a decision was made to transition to CurricUNET to assist the District with its maintenance of this important data. He explained that CurricUNET is a software package that interfaces with the data base and is web accessible and allows everyone to be able to view the curriculum inventory which improves communication on campus between faculty, advisors, and other staff members. He additionally reported that CurricUNET has grown since its inception and colleges are starting to realize that the software would be helpful and it is utilized by approximately 500 colleges, the Chancellors Office, and the University of California system. He added that an advising module is also being developed and this is something that the college was attracted to and will be looking into as it becomes available. Dr. Lerch walked the Board of Trustees through the approval sequence using a screen grab and answered questions from the Board on questions that it had.
- 4) Kevin Trutna introduced Craig Settlemire, Plumas County Counsel to the Board of Trustees and indicated that Mr. Settlemire would be briefly discussing board ethics, the Form 700 required by the Fair Political Practices Commission (FPPC), and the Conflict of Interest Code. Mr. Settlemire explained that a District's Conflict of Interest Code describes what positions will be required to fill out the annual Form 700 or Disclosure of Economics Interests document and what categories will be required. He added that once the form is filled out, it will presumably provide the public with information to help act as check to know whether or not that person may be making decisions that might impact them differently than it would the general public as a whole. Mr. Settlemire provided background information on the Political Reform Act adopted in the mid 1970's and stated that it was in part in reaction to government scandals occurring at the time and it along with the Brown Act were intended to make the governmental decision-making process more transparent. He also reported that Districts have a responsibility to review their Conflict of Interest Codes bi-annually and update it and that the Plumas County Board of Supervisors is the code reviewing body locally for these

documents. He also explained that his office sends out reminder notices to all special districts and he was pleased to let the Board know that he had received a response from the college on the review of its Conflict of Interest Code. In closing comments on his presentation, Mr. Settlemire covered what could happen if an agency does not file its own Conflict of Interest Code and the instances when a board member must file a Form 700 including assuming office, leaving office, and the annual filing due each April 1<sup>st</sup>. He also provided resource referrals for individuals that wanted further information on reporting requirements including the Fair Political Practices Commission's website and the website for the State Attorney General's Office.

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

1. **Board of Trustees**

No Reports

2. **Associated Students**

Karen Pierson, Chief Student Services Officer on behalf of ASFRC, reported that elections will be held over the next two days for students running unopposed for the remaining ASFRC officer positions. She informed the Board that the student body will vote to elect Emily Wallace, Director of Student Activities, Breanne Turner as Secretary, and Paul Mayes as the new Student Trustee. Dr. Pierson also indicated that ASFRC now has a full slate of officers and they are busy putting together a full schedule of activities for students and members of the community.

3. **Academic Senate**

No Report

4. **Classified Senate**

Cindy Hall, Classified Senate President reported that the Classified Senate is scheduled to hold its first meeting of the semester on Monday, September 15<sup>th</sup>. She also reported that the group will be looking at three policies that are on the agenda for action and several more that need to be discussed. Ms. Hall additionally reported that membership dues are currently due and she will be speaking to the group on the importance of their contributions. In closing comments on her report, Ms. Hall stated that she is also looking to call a meeting of the committee that oversees the Rose Cortez Memorial Scholarship to discuss the possibility of revamping the criteria to better serve scholarship recipients.

5. **Instruction**

Derek Lerch, Dean of Instruction/CIO thanked the Board of Trustees for approving the Instructional Service Agreement (ISA) between the College and the Chester Community Chorus. He added that it's a collaboration the college had had in the past that's been reinstated and it will benefit not only the college but the community of Chester as well. Dr. Lerch also reported that he's been working on another wild land fire training course

with the United States Forest Service (USFS) and hopes to have it completed sometime this fall.

**6. Student Services**

Karen Pierson reported that a record number of students attended New Student Orientation on August 22<sup>nd</sup> and that the event included a network fair and three workshops and the students had positive comments to report. Dr. Pierson also reported that the next big event is the College Career and Transfer Fair slated for Wednesday, September 17<sup>th</sup>. She explained that all Plumas County junior and senior high school students are invited to attend the event where they will have the opportunity to speak with college representatives and career and technical specialists regarding the different career opportunities available to them. She added that motivational speaker and Olympic gold medalist Dain Blanton will be the keynote speaker for the event and she extended an invitation to members of the Board to attend the event if their schedules allowed. Dr. Pierson updated those present on the Child Development Center reporting that the interim director, Sarah Frigo reports that enrollment is up from 25 students last year to 42 this year likely due to a strong communication campaign on the services offered. Dr. Pierson added that Extended Opportunities Programs & Services (EOPS) is also full too almost to the point where seeing each student three times is going to be a hard requirement to meet and program numbers all across campus are showing increases in interest and enrollment. Dr. Pierson also reported that the new interim director of financial aid, Andre van der Velden just started his employment and he already has expertise in financial aid but just needs some time to catch up to the regulations that apply to California as he formerly resided in state of Arizona. In closing comments on her report, Dr. Pierson reported that the move for students in transitional housing to the Meadows Apartments is going smooth. Trustee Sheehan asked how many students were in residence at the Meadows and Dr. Pierson responded the number changes daily but she believes it to be currently at eight or ten. Dr. Trutna added that there are still six students being housed in the job trailer and six in the former classroom referred to as the PUSD classroom and a number of students are still tripled up at the residence halls.

**7) Superintendent/President**

Kevin Trutna reported that he attended his second Plumas County Board of Supervisors meeting on September 9<sup>th</sup> where the novel *The Book Thief* was declared by resolution the County Book in Common by the supervisors. Dr. Trutna also reported that the American Volleyball Coaches Association (AVCA) has announced that the Feather River College volleyball team was selected for the AVCA Team Academic Award for 2013-2014. He noted that the award was received as a result of the team achieving a 3.5 team GPA and that Feather River College was the only California community college to receive the accolade. Dr. Trutna additionally reported that Feather River College also received an Honorable Mention Award in energy and sustainability from the Board of Governors for its self-generation energy projects and hatchery solar PV

installations and he showed the Board of Trustees the recycled glass award that Nick Boyd, Director of Facilities/CTO received in Sacramento earlier in the week.

Kevin Trutna continued his report to the Board by stating that Feather River College will welcome to campus Ms. Rue Mapp on September 22<sup>nd</sup> to speak on the 50<sup>th</sup> anniversary of the Wilderness and Civil Rights Act. He also stated that the purchase of the Meadow Apartments is currently in escrow and that he will make the Board of Trustees aware when escrow has closed. He also informed the Board that Ron Taylor, President Merced Community College told him to say "hello" to everyone in Quincy. Dr. Trutna explained that he was at Merced College to attend and listen Janet Napolitano, President University of California talk about community college transfers to the UC system and he and Dr. Taylor were able to have a discussion afterwards.

There being no further business, the meeting adjourned at 5:22 p.m.

KT/ch