

## 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 3:01 p.m. on Thursday, September 15, 2011 at Feather River College, Learning Resource Center Building Room #105, 570 Golden Eagle Avenue, Quincy, California.

*Trustees present:* Elliott, Schramel, Shamberger  
*Trustees absent:* Sheehan, West, Student Trustee Burfeind

Prior to the Regular Meeting, a public hearing on the Final Budget for FY 2011/2012 was called to order. President Elliott asked three times if there was any public comment on the 2011/2012 Final Budget. There being no public comment offered, President Elliott declared the public hearing closed.

President Elliott announced that the Board had met in Closed Session and that it had taken action by unanimous decision to direct the Superintendent/President to pursue litigation.

The regular and consent agendas for the September 15, 2011 meeting at Feather River College, Learning Resource Center Building Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Schramel/Shamberger) unanimous.

Trustee Shamberger noted that in the second sentence of Section G of the minutes from August 18, 2011, the word, "goals" should be amended to read, "goats". There being no objection or further discussion, the minutes of the Regular Meeting held on August 18, 2011 at Feather River College, Learning Resource Center Building Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as amended, (Shamberger/Schramel) unanimous.

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

Mike Welser, Business Instructor and Faculty Union President, reported that during full-time faculty flex activities at the beginning of the semester there were questions regarding the website. He also noted that there was further discussion regarding how individual faculty members could become active in updating their webpages with a Contribute software purchase of \$100.00 per person. He reported that in lieu of the current budget crisis and noticeable lack of funding, the full-time faculty union had agreed to fund the purchase for any full-time faculty members who wanted the Contribute software.

#### **B. CONSENT AGENDA**

Personnel Requisitions, Personnel Actions, Payroll and Commercial Warrants, Budget Transfers, Budget Augmentations and Reductions,

Ratification of Agreement between Feather River Community College District and Strata Information Group for Banner® Financial Aid Functional and Technical Services and the Ratification of Instructional Agreement between Feather River Community College District and the Department of Correctional and Rehabilitation High Desert State Prison Fall 2011 was approved as presented (Schramel/Shamberger) unanimous.

## **C. REGULAR AGENDA**

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

a) Derek Lerch, Dean of Instruction/CIO Interim requested Approval of New Courses. Dr. Lerch stated that the two courses developed by Amy Schulz, Associate Faculty member and Students in Free Enterprise (SIFE) Advisor were approved in the spring by the Curriculum Committee and that they replace a similar class that connected to SIFE projects. He added that the courses, BUS172 and BUS172L, separate out the lecture and lab components of the class and allow students enrollment flexibility. Trustee Schramel inquired if Dr. Lerch was aware of what, “power listening” referred to as listed in the catalog description of BUS172 and Dr. Lerch responded that he was not sure. There being no objection or further discussion, the request for Approval of New Courses was approved as presented, (Schramel/Shamberger) unanimous.

b) Jim Scoubes, Chief Financial Officer, requested Approval of 2011-2012 Final Budget. Mr. Scoubes read from a prepared statement and stated that the 2011-2012 final budget process began 11 months ago when the Strategic Planning Committee requested Annual Program Reviews from all programs along with their proposed budget requests. He also stated that the Strategic Planning Committee provided direction to the Budget Committee to begin the process of allocating funds to the various program needs. Mr. Scoubes also added that the Budget Committee provided an ad-hoc group that reviewed thousands of lines of accounts and with input from additional committees, the District decided to recommend to the Board a tentative budget that reflected a 15 percent, \$1,800,000 reduction. He additionally reported that in June, Governor Brown signed the State budget with a 6.2 percent reduction to community colleges, a reduction not as severe as the 15 percent allowed for in the District’s tentative budget. Mr. Scoubes continued his statement by indicating that in July, there was discussion between the Chancellor’s Office, several committees, and the Board of Governors to provide small districts the option to take an exemption to the workload reduction specified in the 2011 Budget Act and the District chose to take that exemption. He explained that with the combination of the signing of the State budget, the potential mid-year cuts, and the exemption from workload reduction, the District revised its tentative budget to properly reflect the anticipated revenues and expenditures and a budget recommendation was presented and accepted by the Superintendent/President. Mr. Scoubes concluded information on his request by reviewing and explaining the final budget adjustments for the 2011-2012 fiscal year totaling \$1,064,033. President Elliott commented that the budget process was a difficult effort and a process in which he felt everyone was

given an opportunity to participate. He also cautioned those present that the reprieve although welcome will likely not last and the District will be faced with the difficult process once again in the coming year. President Elliott thanked everyone for their cooperative spirit in the face of drastic reductions that he knows touched many individuals personally. Trustees Schramel and Shamberger concurred with President Elliott's comments and there being no further discussion or objection the request for Approval of the 2011-2012 Final Budget was approved as presented, (Shamberger/Schramel) unanimous.

c) Ron Taylor requested Approval to Adjust October 2011 and December 2011 Board of Trustee Meeting Dates. There being no objection or further discussion, the request for Approval to Adjust October 2011 and December 2011 Board of Trustee Meeting Dates was approved as presented, (Schramel/Shamberger) unanimous.

d) Ron Taylor requested Approval of Board of Trustee Meeting Dates January 2012 through December 2012. There being no objection or further discussion, the request for Approval of Board of Trustee Meeting Dates January 2012 through December 2012 was approved as presented, (Shamberger/Schramel) unanimous.

e) Jim Scoubes requested Ratification of Quarterly Financial Status Report, CCFS-311Q for the Quarter Ended June 30, 2011 (Q4). He explained that the report is reflective of the actual expenditures for 2007-08, 2008-09, 2009-10, and the projected expenditures for 2010-2011. He also stated that his office has not completed the closing of the financial books for the 2010-2011 year, but it is close to doing so and the auditors are scheduled to arrive in 45 days. 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, 2011 (Q4) was approved as presented, (Schramel/Shamberger) unanimous.

f) Ron Taylor requested Approval to Accept Donated EMS Equipment from Physio Control, Inc. He explained that Judy Mahan, Director of Allied Health has been in contact with individuals in the industry that supply equipment to nursing hospitals and training centers and the donated equipment needs formal acceptance per Board Policy. After further discussion and there being no objection, the request for Approval to Accept Donated EMS Equipment from Physio Control, Inc. was approved as presented, (Schramel/Shamberger) unanimous.

## \* 2. Roll Call Items

(a) Jamie Cannon, Director of Human Resources, requested Approval of Resolution #11/12-03, Approval of Supplemental Employee Retirement Program (SERP) or Certain Eligible Employees. She explained that the purpose is to offer early retirement incentives for eligible employees while the District would gain fiscal savings. She explained that the

resolution will have a built-in caveat that indicates that once employees submit a notice that they desire to retire, the District has the time to evaluate the savings and if it is fiscally something that the District wishes to pursue it will be approved and the SERP will move forward. Ms. Cannon further explained that the process includes group meetings and individual counseling sessions for interested employees and that the incentive is being handled through Keenan and Associates, the District's current property, liability, and worker's compensation insurance carrier. After further discussion and an explanation from Ms. Cannon on the benefit to the employee, the request for Approval of Resolution #11/12-03 Approval of Supplemental Employee Retirement Program for Certain Eligible Employees was approved as presented.

Ayes: Elliott, Schramel, Shamberger

Noes:

Absent: Sheehan, West, Student Trustee Burfeind

Abstain: None

- (b) Jim Scoubes requested Approval of Resolution #11/12-04, Approval of GANN Appropriations Limit. He read from a prepared statement on the history of the initiative and then directed the Board to page two of the backup documentation that contained the GANN Limit Worksheet. Mr. Scoubes reported that with using the calculations established through the worksheet, the 2011-2012 Appropriations Limit for the Feather River Community College District is established at \$11,887,962. He added that a second calculation is conducted through the worksheet to determine those revenues that are subject to the limit to ensure that the District is not over its limit and that it's important to understand that not all revenue sources count towards the District's GANN limit. Mr. Scoubes reported that the 2011-2012 Appropriations Subject to the Limit amounted to \$10,755,418. After further discussion and there being no objection, the request for Approval of Resolution #11/12-04 was approved as presented.

Ayes: Elliott, Schramel, Shamberger

Noes:

Absent: Sheehan, West, Student Trustee Burfeind

Abstain: None

### **3. Special Items/Reports**

- a) Jim Scoubes presented the District's Monthly Financial Status Report as of August 31, 2011. He noted that he had included a budget report of the Unrestricted General Fund Summary as of June 30, 2011 because his office continues the work necessary to close the books for 2010-2011. Mr. Scoubes also reported that for the period ending August 31, 2011, the Unrestricted General Fund Summary reflects revenues of \$1,605,417 or

14 percent of the budget and expenditures totaled \$1,938,021 or 17 percent of the budget.

- b) Josh Taylor, Manager, Feather River Fitness and Recreation, presented a report to the Board of Trustees on the fitness center based on membership dues information and a Business Office report that included a review of the first year, current progress and status, future plans, other business tasks including marketing campaigns, product planning, and promotion of services, membership based business concerns, timelines and goals, looking ahead with a three-year plan, dependencies and resources, and membership versus membership increases July 1, 2010 through September 1, 2011. Merle Trueblood, Director of Athletic Operations and Events, added comments on HES class offerings and health club management. President Elliott thanked Mr. Taylor and Mr. Trueblood for their report and he noted that the information is timely and important and he added that he especially appreciated the data on the financials as it has important effects on the budget for the College.

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

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

Trustee Schramel stated that he was pleased that the budget process was nearly over. Trustee Shamberger reported that he felt that the coverage and recent article in the regional newspaper on the new Library and Learning Resource Center was well done.

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

No Report

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

Rick Stock, Academic Senate President, reported that the Senate had met on September 14<sup>th</sup> and there was discussion on a variety of items including being tasked by Dr. Taylor to begin exploring the possibility of a faculty hire if it's needed and required. He also stated that in general there is a desire to "shore up" areas of general education and as this relates to budget there are many that feel it would help the District from a budgetary perspective by increasing retention and student persistence.

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

Connie Litz, Classified Senate President, reported that the Classified Senate also met on September 14<sup>th</sup> and with no major issues facing the unit at the moment, it continues to focus on matters of policy review. She also reported that in speaking with staff members, many are beginning to feel the stress of the additional workload brought on by recent reductions in the workforce.

##### **e) Instruction**

Derek Lerch reported that the College has just passed the enrollment census date which is the date the State uses to gauge enrollments in classes and ultimately determine the level of revenue the College will receive. He also reported that he is working with Malia Hard, Management Information

Specialist (MIS) to determine a preliminary estimate on the FTES count for the fall semester that will help shape where the District goes in terms of enrollments for spring and summer 2012 terms. Dr. Lerch also reported that his office is in the final stages of building the spring 2012 class schedule with the assumption that it will look very much like the spring 2011 schedule since the FTES target is relatively the same. He additionally reported that the campus is finishing up its review process of the accreditation self-evaluation document and that final feedback and comments are due by September 30, 2011. Dr. Lerch also reported that the Curriculum Committee met on Wednesday, September 7<sup>th</sup> and locally approved the first degree developed to ensure easier transferability for community college students to CSUs and potentially UCs. He added that the degree is from the Early Childhood Education Program and full-time faculty member, Shelley Miller, played a significant role in the process over the summer.

**f) Student Services**

Karen Pierson, Chief Student Services Officer, reported that Student Services has taken on two new initiatives including the promotion of employees wearing name tags and providing and delivering excellent customer service during this period of economic downturn and heightened customer demand. Dr. Pierson also reported that from a policy review standpoint, Student Services is working hard to ensure that interpretation of College policies such as the Good Neighbor Policy or residency requirements are interpreted in a consistent manner. She additionally reported that Students Services is also looking at other policies including Students Rights and Grievances and Standards of Conduct and it is also developing measures for the Student Services Student Learning Outcomes. Dr. Pearson highlighted the launch of the Community Education Program and she noted that 50 registrations have been received so far with six of the classes having already started. She additionally reported that outreach and recruitment efforts have started into Northern California and Nevada and Scott Koeller who works in student outreach will be visiting college fairs and high schools to let them know what Feather River College has to offer. In closing comments, Dr. Pierson reported that housing is at capacity and enrollment at the Child Development Center is almost at capacity. She added that upcoming events include the College and Career Fair scheduled for Tuesday, September 20<sup>th</sup> that will include 27 participating colleges and the hosting of 400 Plumas County high school seniors where they will be given access to explore job opportunities and speak with individuals employed in various fields. Dr. Pierson additionally noted that ASFRC is increasingly more active and is planning a fiscally conservative homecoming event in line with the current budgetary crisis the campus is experiencing.

**g) Superintendent/President**

Ron Taylor reported that the Board may have noticed the articles in this week's paper commemorating the 9/11 disaster and he noted that some of this was inspired by Feather River College and Dr. Tom Heaney, History Instructor, and others in partnership with the Plumas Arts Commission and community radio. He also stated that individual staff members have also participated in various ways on campus to commemorate their individual

stories regarding this day in our country's history. Dr. Taylor additionally reported that Constitution Day is being recognized by students in the Political Science 101 class with interactive posters, the "Kid's Night Out" event was again hosted on September 9<sup>th</sup> by staff members in the Athletic Department, and that the football team participated in its first home game on Saturday, September 10<sup>th</sup>. He added that the game was delayed due to thunderstorms moving through the area and that the campus sustained some flood damage in the ensuing rain storms. Dr. Taylor continued his report by stating that the Child Development Center held an orientation for the parents of children attending the facility and beginning Friday, September 23<sup>rd</sup>, the Rodeo Program holds its, "Tough Enough to Wear Pink" event with a scheduled concert after the rodeo that will provide entertainment and dancing. He also reported that on Thursday, September 29<sup>th</sup>, there will be a stop on campus of the, "Extreme Entrepreneurship Tour" from 9:30 a.m. to 11:30 a.m. in the Multi-Purpose Building (MPB). He explained that the event is sponsored by the District's Workforce Innovations Partnership Grant under Amy Schulz and is an event where speakers encourage youth to learn about business and entrepreneurship and how to promote themselves and shape their life and become productive citizens. Dr. Taylor continued his report by stating that Gina Rangel, one of the leaders in the Students in Free Enterprise (SIFE) Program won a national essay competition under the auspices of the National Association for Community College Entrepreneurship (NACCE) Programs and he recognized the essay and the student for her excellent writing ability. He followed up the report by indicating that Ms. Rangel will be honored in October at the NACCE convention and that he and Amy Schulz will be in attendance to see Ms. Rangel recognized.

Dr. Taylor reported that the political environment has been volatile for the last few months and he mentioned that President Obama proposed the American Jobs Act in the last few days and he is looking at this as an avenue for potential funding for the College in terms of facilities, renovation, and funding for training. He added that there is also discussion at the national level on the Secure Rural Schools Act and although it is not expected that the Act will be renewed as it has been in the past, there is discussion about a replacement for this forestry money through private funds. He additionally reported that there is a petition circulating within California that would benefit community colleges if it gets on the ballot and passes in November to pass an oil extraction tax that would designate a certain amount of funding to community colleges from every barrel of oil processed. He also reported that two bills that were signed by the Governor are one that has to do with local level approval of stand-alone courses and the other one streamlines work in consortia between community college districts and K-12 districts when they form a consortium to promote career technical education. Dr. Taylor also reviewed other bills pending and advocated by the community college system that included common assessment testing among community colleges, electronic transcripts, redistricting, and financial aid for undocumented students. He also stated that a bill was passed and if the Governor signs it would delay the implementation of the jump in community college fees from \$36.00 per unit to \$46.00 per unit until summer 2012. Dr. Taylor additionally mentioned that changes with regards to the regulations on repetition and withdrawal from

courses by students in credit courses have taken place recently and he is looking at the implications on what this would mean in terms of enrollment and FTES at the College and that additionally he received information at the recent meeting of the Board of Governors that the Good Neighbor Policy is apparently being phased out from the Nevada side and notice has been served to the Chancellor's Office and the implications of this decision in terms of FTES and impact to programs that recruit heavily from Nevada will need to be reviewed. Dr. Taylor additionally informed the Board that Jim Scoubes has provided him with a report that the District has complied with the 50 percent law for last year and he has asked Mr. Scoubes to draw up the same sort of report for the current year based on the budget that was just passed.

There being no further business, the meeting was adjourned at 4:34 p.m.

RT/ch