

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 3:01 p.m. on Thursday, October 17, 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:

2. AGENDA:

The regular and consent agendas for the October 17, 2013 meeting at Feather River College Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Elliott/McNett) unanimous.

3. MINUTES:

The minutes from the September 11, 2013 Special Meeting at Longboard's Restaurant 403 Poplar Valley Rd, Blairsden, California and the Regular Meeting held on September 12, 2013 at Feather River College Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California 95971 were approved as presented, (West/Elliott) unanimous.

4. ITEMS FROM THE PUBLIC

None

5. CONSENT AGENDA

Personnel Requisitions, Personnel Actions, Payroll and Commercial Warrants, Budget Transfers, Budget Augmentations and Reductions, the Approval of Emergency Facilities & Land Use Agreement between USDA Forest Service and Feather River Community College for use of College facilities for meals effective August 27, 2013 through August 29, 2013, Approval of Agreement between Inland Potable Services, Inc. and Feather River Community College District for diving services for Potable Water Tanks/Reservoirs, Approval of Agreement between Yosemite Community College District Child Development Training Consortium (YCCD/CDTC) and Feather River College for Campus Coordinator Consortium activities, reporting requirements and other components specific to campus Child Development Training Consortium, Approval of Memorandum of Understanding (MOU) No. 14-048 between Butte-Glen Community College District (DISTRICT) and Feather River College (INSTITUTION) to define roles and responsibilities of the parties as it relates to the California Community Colleges (CCC) online electronic admission systems known as CCCApply and the ccc federated student account systems known as OpenCCC, Approval of

Agreement between Chabot-Las Positas Community College District (CLPCCD) (DISTRICT) on behalf of its California Early Childhood Mentor Program and Feather River College/Feather River Community College District (CONTRACTOR) to provide resources for implementation of the CONTRACTOR'S program subject to District approval and as described on Attachment A., Approval of Agreement between Feather River Community College District (DISTRICT) and Lassen Union High School 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 between the County of Plumas, a political subdivision of the State of California (COUNTY) and Feather River Community College District (FRCCD) to provide preventative health care and health education services to students at FRCCD for the 2013-2014 academic year were approved as presented (Ware/West) unanimous.

Kevin Trutna, Superintendent/President stated that he would like to point out for the Board's information that an item listed on the consent agenda references a requisition to fill a permanent position. He explained that there was the belief that a letter of resignation would have been submitted by the time the Board packets were assembled for mailing and the letter has not yet been received. He requested that the Board of Trustees leave the Consent Agenda as presented and should this employee choose not to resign then the position would not be filled.

6. REGULAR AGENDA

*** A. Motion Items**

1) Kevin Trutna opened initial discussion on the request for Approval of Curriculum Actions by indicating that Derek Lerch, Dean of Instruction/CIO would be leading further discussion. Dr. Lerch stated that the request included a relatively brief set of items for this month's meeting and that the Curriculum Committee is working its way through a large amount of additional items to be approved in the coming months. After further discussion and there being no objection, the request for Approval of Curriculum Actions was approved as presented, (West/Ware) unanimous.

2) Kevin Trutna requested approval of BP 7265, Manager Terms and Conditions of Employment and BP 7245, Confidential Employee Terms and Conditions of Employment. He explained that there were previously Administrative Procedures attached to both the Board Policies but when trying to move them through the approval process the discussions relating to the terms and conditions of employment for other groups caused some confusion among the constituencies not affected by the policy. He further explained that it was decided to remove the administrative procedures from the process and honor the terms and conditions of employment for managers and confidential employees through a meet and confer process. After further discussion and there being no objection, the request for approval of BP 7265, Manager Terms and Conditions of Employment and BP 7245, Confidential

Employee Terms and Conditions of Employment were approved as presented, (West/Elliott) unanimous.

3) Kevin Trutna requested Approval of BP 4224, Transferring Academic Credit to Feather River College and he indicated that Derek Lerch would be providing further information on the request. Dr. Lerch explained that the item was an issue that came up during the accreditation site visit as it is a policy that's required by the Accrediting Commission for Community and Junior Colleges (ACCJC) and the District did not have one in place at the time. After further discussion and there being no objection, the request for Approval of BP 4224, Transferring Academic Credit to Feather River College was approved as presented, (McNett/Elliott) unanimous.

4) Kevin Trutna requested Approval of BP 3507, Compliance with National Incident Management System (NIMS) and State Standardized Emergency Management System (SEMS). He explained that SEMS was actually started as a result of the Oakland Hills firestorm because responding fire departments fittings for fire hydrants were not standardized and wouldn't fit and as a result emergency response was significantly hindered. He added that the policies indicate that the College is adopting the national and state standards for compliance with emergency response including the assignment of an incident commander for such emergencies. After further discussion and there being no objection, the request for Approval of BP 3507, Compliance with National Incident Management System (NIMS) and State Standardized Emergency Management System (SEMS) was approved as presented, (Ware/McNett) unanimous.

5) Kevin Trutna requested Approval of 2013/2014 Feather River Community College Transfer Plan while indicating that Karen Pierson, Chief Student Services Officer would provide further details on the request. Dr. Pierson indicated that annual approval of community college transfer plans is a state requirement and that the attached transfer plan provides details of the transfer services Feather River College provides to its students and the services that are supported by advising, student services, EOPS counseling, TRiO and athletics. She also detailed the transfer activities taking place for both the fall 2013 and spring 2014 semesters, special services for underrepresented students, facilities and staffing, evaluation and Feather River College's transfer rate compared to the statewide average for the year 2006-2007. Brian Murphy, Coordinator of Institutional Research and Planning explained why the transfer rate information from the Chancellor's Office might seem outdated because information indicates that many students are taking up to six years to graduate. After further discussion and there being no objection, the request for Approval of 2013/2014 Feather River Community College Transfer Plan was approved as presented, (McNett/West) unanimous.

6) Kevin Trutna requested Approval to Begin Pilot Benefit Program to Match Employee 403(b) Contributions Up to a Specified Amount from January 1, 2014 through May 31, 2014. Dr. Trutna explained the details of the benefit as one that is generally reserved for Chief Executive Officers (CEOs) but is also

offered to employees at two other community colleges. He further explained that the topic came up in discussions with David Burris, Director of Human Resources when the price of a seldom used employee disability insurance policy was negotiated and reduced by \$29,000 and he thought it would be beneficial to use the savings to benefit employees in a way that would promote financial responsibility and encourage employees to save. He reported that currently only 17 of the approximately 110 full-time employees contribute to a 403(b). He also reported that the pilot plan would be offered through five months of the spring semester and sunset on May 31, 2014. There was lengthy discussion of the details of the pilot program that included questions by Trustee McNett on whether it would be a one-time benefit or an ongoing benefit and Dr. Trutna explained that the amount would be available every year if the pilot program proved to be sustainable and affordable and pending Board approval. Trustee McNett asked if anyone had checked into any implications with the Employee Retirement Income Security Act (ERISA) and Dr. Trutna responded that this could be researched but that the District was already providing a contribution to a 403(b) for one employee. David Burris added that it was his understanding that public schools do not fall under ERISA. Trustee West voiced her concern with how the Board could justify spending taxpayer dollars on such a match for employees and she stated that she felt that approval of such a request was financially irresponsible. Dr. Trutna indicated that Trustee West's point was well taken and that discussions had already taken place regarding public perception while adding that this is a benefit that's already being offered with Trustee West responding back that this benefit would be over and above other retirement plans. President Sheehan asked how Dr. Trutna felt this benefit would increase employee responsibility and Dr. Trutna explained it would allow them to make up the income gap not provided with PERS and STRS retirement plans. After lengthy additional discussion and reassurance from Dr. Trutna that the program would end in May of 2014 for re-evaluation, the request for Approval to Begin Pilot Benefit Program to Match Employee 403(b) Contributions Up to a Specified Amount from January 1, 2014 through May 31, 2014 was approved as presented, (Elliott/McNett/Sheehan/Ware), (West Opposed). After approval of the request, Dr. Trutna requested direction from the Board on a press release and President Sheehan requested that any press release on the matter be delayed for a couple of weeks.

7) Kevin Trutna requested Approval to Accept Monetary Donation from the Working Fund-California Section of the American Chemical Society, Inc. to the Feather River Community College District Chemistry Program while noting that Derek Lerch would provide additional information on the contribution. Dr. Lerch reported that the American Chemistry Society is a large organization that supports education and every year they award a community college faculty member in the north section a teaching award and in the 2012-2013 year Jeanette Kokosinski, Academic Senate President and full-time chemistry and mathematics instructor received the award resulting in a \$500.00 donation from the organization to the chemistry department and a personal stipend for Dr. Kokosinski. After further discussion and there being no objection, the request for Approval to Accept Monetary Donation from the Working Fund-California Section of the American Chemical Society, Inc. to

the Feather River Community College District Chemistry Program was approved as presented, (West/Elliott) unanimous.

8) Kevin Trutna requested Approval to Declare Aluminum Hatchery Boat with Trailer as Surplus Property. He indicated that the boat has only been used in the hatchery ponds a couple of times in the last decade and Zach Parks, Instructional Assistant Environmental Studies/Hatchery felt that he could sell the item to an interested party with the proceeds benefiting his program. After further discussion and there being no objection, the request for Approval to Declare Aluminum Hatchery Boat with Trailer as Surplus Property was approved as presented, (McNett/Ware) unanimous.

*** B. Roll Call Items**

None

C. Special Items/Reports

- 1) Jim Scoubes, Chief Financial Officer presented the District's Quarterly Financial Status Report as of September 30, 2013. He reviewed the Unrestricted General Fund Summary noting that expenses totaled \$3,167,445 or 24% percent of approved budget. He noted that revenues as of September 30th were recorded at \$1,303,954 but the District has actually received more than that with timing issues preventing the actual reflection of those revenues. Mr. Scoubes indicated that the rest of the report included other fund summaries including the Restricted General Fund, Child Development Fund, Capital Outlay Fund, Retiree Benefits Fund, and the Student Financial Aid Fund. Mr. Scoubes noted that the Secure Rural Schools Fund is tracked in the Capital Outlay Fund Summary and he reported that on October 2, 2013, President Obama signed HR 527 which extended Secure Rural Schools Funding for one more year which he is estimating to be close to the amount received in 2012 or approximately \$200,000. Trustee Elliott recommended that the funds be used to restore the Secure Rural Schools Fund balance and President Sheehan concurred while explaining that certain portions of the fund had been utilized during difficult budgetary years.
2. Kevin Trutna provided opening remarks on the report on athletics indicating the Merle Trueblood, Director of Athletic Operations and Events would be leading the presentation. Merle Trueblood provided a PowerPoint presentation on Feather River Community College athletics noting that the guidelines for student athletes includes academics, financial ability to pay, athletic ability and personal character including citizenship. He also provided an overview of athletic eligibility that included being enrolled in a minimum of 12 units, weekly enrollment checks, minimum 2.0 grade point average (GPA), progress reports, mandatory study hall, and a mandatory Student Educational Plan (SEP). Mr. Trueblood introduced Brian Murphy, Coordinator of Institutional Research and Planning who presented information to the Board of Trustees on student athlete headcount, workload revenues, headcount and GPA by

sport and questions and comments from Board members were addressed. Mr. Trueblood provided closing comments on the report by addressing success beyond Feather River College and reporting that 213 athletic scholarships totaling \$6,709,205 have been awarded and four athletes have turned professional between 2011 and 2013. Mr. Trueblood closed the presentation with comments on the Health and Exercise Study (HES) Proposal, changes to Title IX and the landmark UC Davis decision, repeatability issues, Affordable Care Act, Housing and the Student Success Initiative

3. Kevin Trutna provided a report to the Board of Trustees on the draft 2013-2016 Strategic Plan as Board members had requested that the draft of the Plan be made available for review prior to final approval. Dr. Trutna stated that he wanted to point out that the draft Strategic Plan contained four strategic directions that relate directly to the four accreditation standards which makes the information easy to report on, track and consolidate. He explained how the draft information was developed through shared-governance committee work and that it required shared-governance committee members to think about what they wanted each committee to accomplish in the next three to five years. Dr. Trutna also reported that the timeline for the Strategic Plan includes completing the work of filling in the blanks in the draft plan by the end of the year and to also provide updates on its progress. Trustee Elliott stated that he felt that the College needs a plan to grow the college to improve economies of scale and financial strength and he felt that this should be included somewhere in the Strategic Plan and he didn't see it if it was included. Dr. Trutna referred to page three and the section "Strategic Direction II" of the draft where there was reference to the development of a model to predict and track overall FTES and that the Strategic Enrollment Management Committee will determine through analysis an optimal FTES goal by teaching methodology and there was further discussion. Trustee Ware stated that there are always more things to do than you can get accomplished and she added that she felt there would need to be some prioritization among the topics in the Plan and secondly that she only saw the Board of Trustees mentioned in one section and she felt it needed to be in every section to reflect involvement in all areas. Trustee Ware also asked that in the three to five years of the Plan will there be a reporting out process on the information and Dr. Trutna responded it would likely be reported on at the annual Board of Trustees retreat. Trustee Elliott asked if the Plan would include the pursuit or new program or expansion of existing programs and there was further discussion.
4. Kevin Trutna opened discussion on the agenda item by stating the he has been working closely with Derek Lerch and other members of President's Staff to develop a mathematical model for predicting FTES and with this in mind Dr. Lerch and Brian Murphy have been working to provide the best estimate that they can on where the College stands with regards to FTES. Dr. Lerch then provided a PowerPoint presentation on FTES and he stated that the District's ability to track FTES has improved dramatically in the last few months as a result of Mr. Murphy's work. He also stated that

what will also become clear from the data in the presentation is that the District is in the middle of a shift in enrollment due to the tightening of residency requirements and the loss of Good Neighbor. Dr. Lerch continued his FTES presentation by covering earned and shifted FTES for 2012-2013 and the 1,622 FTES enrollment target for 2013-2014. He additionally covered enrollment data or unique headcount by census date of both full-time and part-time students as well as the average number of units being taken by students. Other PowerPoint slides presented by Dr. Lerch reflected enrollment production or FTES by residency type, enrollment potential or sections by course type, and enrollment potential by FTES projection. Dr. Lerch concluded his report by covering new Datamart scripts and FTES tools created by Brian Murphy that will be used to efficiently forecast FTES in the future.

D. Communications, Presentations, and Reports

a) **Board of Trustees**

No Report

b) **Associated Students**

No Report

c) **Academic Senate**

No Report

d) **Classified Senate**

Connie Litz, Classified Senate President reported that she is back up to speed with regular Classified Senate meetings taking place. She also reported that many of the classified staff attended recent flex day workshops on October 12 and found those that they attended both fun and useful and were appreciative of the opportunity to participate.

e) **Instruction**

Derek Lerch reported that on the accreditation front he has taken all of the self-identified planning agenda items from 2012 and distributed them to administrators so progress reports could be developed and turned in. He also reported that through this work, ten or fifteen items still need additional attention between now and next summer in preparation for the development and completion of the accreditation mid-term report that needs to be ready by December 2014. He indicated that one of his goals is to have a draft of this report to the Board of Trustees for its review in spring 2014. Dr. Lerch continued his report by stating that he is busy with faculty evaluations and he is spending time in the classroom as part of the evaluation process. He additionally followed up on flex day activities for faculty and he mentioned that one that was of particular interest was a presentation put on by Dr. Katie Desmond, Political Science Instructor and Dr. Tom Heaney, History Instructor about creating engaging online classrooms and that there were others that were also well-attended.

f) **Student Services**

Karen Pierson reported that the actual information on the Plumas Unified School District Counselor and Administrator Retreat that took place after the September 18th College, Career, and Transfer Fair was covered on page three of Kevin Trutna's written report and was a great success. She also reported that the Friday in the Fall event took place on October 4th and 5th and it exceeded expectations as the goal was to reach approximately 40 students and family members and that approximately fifty individuals attended this first ever outreach event. Dr. Pierson additionally reported that three international students were recently awarded a partial reduction in their non-resident tuition based on policy and in return they will provide a presentation on campus on each of their cultures. She added that the Diversity Committee is stepping up to provide student activities in the absence of an active ASFRC and some of the events include partnering with Plumas Arts to provide discount movie tickets and activities with the Enactus students. Dr. Pierson also noted that there will be an EOPS Advisory Committee meeting on November 6th and they'll be telling our committee more about the way in which book vouchers are handled and a new lap-top loaning program. Dr. Pierson distributed a handout on the Child Development Center activities and she indicated that Shelley Morrison's message to the Board is that she could use a few more students if anyone is aware of someone needing child care services.

g) Superintendent/President

Kevin Trutna stated that his written report this month was lengthy with a lot of pictures and that he wouldn't go over all the items but wanted to highlight some of what has been happening on campus since the last Board meeting. He stated that he would be off campus the week of October 21st leading an accreditation site-visit team to evaluate the Salvation Army College for Officer Training and that the visit would be a different type of visit as this particular college does not follow Education Code so the team will need rely mostly on the accreditation standards to evaluate the college. Dr. Trutna added that on page six of his report Board members would notice one of the graphics used during the report on FTES and that in October, March, and June there would be additional discussion on the topic. Dr. Trutna turned the Board's attention to page eight of his written report where information on another objective was highlighted involving the request to improve college community outreach. He reported that during the October 15th Flex Day activity, Merle Trueblood and coaches took various student athletes to visit several Plumas County high schools to meet with groups of high school students to promote Feather River College and help answer questions the students might have about college life. In closing comments on his report, Dr. Trutna highlighted upcoming campus events including the Environmental Capstone presentation on November 6th at 11 a.m. and he extended an invitation to Trustees to attend this event or any other activity listed on page ten of his report if their schedules allowed. He added that the annual Joint Foundation and Board of Trustees meeting scheduled for December 12 will be held at Moon's Restaurant and that the November 21st Board meeting is scheduled to be held at Portola High School with a community

leaders luncheon scheduled at a local restaurant followed by a tour of the high school. President Sheehan requested that community leader invitations be extended to Kirk Lambert, Rachelle Ramelli, Julia Mark, Anne Taylor and perhaps Bob Marshall.

There being no further business, the meeting was adjourned at 5:23 p.m.

KT/ch