

## 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 12:58 p.m. on Thursday, November 19, 2015 at Feather River Community College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California

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

*Trustees absent:*

Prior to the Regular Meeting Board members participated in a Working Session of the Feather River Community College District Board of Trustees where it listened to presentations on the following topics:

- a) Potential for Environmental Sciences Expansion – Bridget Tracy/Dr. Darla DeRuiter
- b) Sustainable Ecological Ag. Curriculum – Dr. Darla DeRuiter/Elizabeth Powell
- c) Accreditation Experience – Dr. Katie Desmond
- d) Ag. Department Overview – Russell Reid/Jesse Segura/JP Tanner
- e) First Year Experience/Full-Time Faculty Staffing Patterns – Dr. Chris Connell

The Working Session was called to order at approximately 10 a.m. and it was adjourned at 12:08 p.m.

#### **2. Closed Session Announcement:**

President Sheehan announced that the Board of Trustees had met in Closed Session and that no action was taken. There was no public comment on Closed Session items.

#### **3. Agenda:**

The Regular and Consent Agendas for the November 19, 2015 meeting at Feather River Community College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (McNett/Ware/Sheehan/Elliott/Meyers /Williamson Aye) (None Opposed)

#### **3. Minutes:**

The minutes from the Regular Meeting held on October 15, 2015 at Chester Recreation and Community Center, 450 Meadowbrook Loop, Chester, California and the Special Meeting held on October 29, 2015 at Feather River Community College District, Administrative Conference Room, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (McNett/Ware/Sheehan/Elliott/Meyers/Williamson Aye) (None Opposed)

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

None

## **5. Consent Agenda**

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

Ratification of Personnel Requisitions, Ratification of Personnel Actions, Payroll and Commercial Warrants, Budget Transfers, Budget Augmentation and Reductions, Approval of Extension Agreement between Touchnet Information Systems, Inc. and Feather River College to extend Application Subscription Program (ASP) Agreement dated August 7, 2008 for a period of five years commencing November 30, 2015, Approval of Adult Education Block Grant Regional Consortium Funding Appropriation Agreement for fiscal year 2015-2016, Approval of Agreement between Westcoast Innovations and Feather River College, Global Trade & Logistics for the North Far North Regional Consortium, (NFNRC) for website development services and banner design, and the Approval of Extension Agreement between Governet, a division of Nevada Contract Registry, Inc. and Feather River College (client) for CurricUNET System support services effective November 6, 2015 through November 5, 2019 were approved as presented, (Meyers/McNett/Sheehan/Elliott/Ware/Williamson Aye) (None Opposed).

## **6. Regular Agenda**

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

- 1) Kevin Trutna, Superintendent/President requested Approval of Curriculum Actions. After further discussion that included comments from Derek Lerch, Dean of Instruction/CIO that the curriculum actions included courses for the college's Bachelor of Science degree, the request for Approval of Curriculum Actions was approved as presented, (Meyers/Ware/Sheehan/McNett/Elliott/Williamson Aye) (None Opposed).
- 2) Kevin Trutna requested Approval to Accept Monetary Donation of \$20,000 from the Estate of Welles Carlton Clarke Jr. After further discussion and explanation of the donation, the request for Approval to Accept Monetary Donation of \$20,000 from the Estate of Welles Carlton Clarke Jr. was approved as presented, (McNett/Elliott/Sheehan/Meyers/Ware/Williamson Aye) (None Opposed).
- 3) Kevin Trutna requested Approval of the Feather River Community College District Student Equity Plan. He introduced Carlie McCarthy, Director of Student Success and Support Programs (SSSP) and Ms. McCarthy provided an overview of the Student Equity Plan, a new initiative from the Chancellor's Office. Ms. McCarthy provided background information on the Student Equity Plan by stating that it is targeted to assist disadvantaged student populations impacted by issues of equal opportunity. She further explained that focus is placed on increasing access and course completion, English as a Second Language (ESL) and basic skills completion, and increased degrees, certificates, and transfers for all students as measured by success indicators. After further discussion and there being no objection, the request for Approval of the Feather River Community College

District Student Equity Plan was approved as presented, (Elliott/Williamson /Sheehan/McNett/Meyers/Ware Aye) (None Opposed).

- 4) Kevin Trutna requested Approval of Faculty Equivalencies. After brief discussion and there being no objection, the request for Approval of Faculty Equivalencies was approved as presented (Elliott/McNett/Sheehan /Meyers/Ware/Williamson Aye) (None Opposed).
- 5) Kevin Trutna requested Approval to Accept Donation of African Animal Specimens from Berger and Carole Benson. After further discussion and there being no objection, the request for Approval to Accept Donation of African Animal Specimens was approved as presented (McNett/Elliott /Sheehan/Meyers/Ware/Williamson Aye) (None Opposed).
- 6) Kevin Trutna requested Ratification of the Quarterly Financial Status Report CCFS-311Q for the Quarter ended June 30, 2015 (Q4) and the Annual Financial and Budget Report 2014-2015. After further discussion and explanation from Jim Scoubes, Chief Financial Officer, the request for Ratification of the Quarterly Financial Status Report CCFS-311Q for the Quarter ended June 30, 2015 (Q4) and the Annual Financial and Budget Report 2014-2015 was approved as presented, (Meyers/Williamson /Sheehan/Elliott/McNett/Ware Aye) (None Opposed).

**\* B. Roll Call Items**

None

**C. Special Items/Reports**

- 1) Jim Scoubes provided the District's Monthly Financial Status Report as of October 31, 2015. He reviewed the Unrestricted General Fund Summary noting that the District has expended \$4,392,319 or 33% of approved budget compared to 33% for the prior year. He also reported that revenue for the period totals \$4,546,639 an amount that includes \$1,403,511 of beginning fund balance.
- 2) Kevin Trutna opened discussion on the report item by introducing Rick Stock, Outdoor Recreation Leadership Instructor. Mr. Stock provided the Board of Trustees with an overview of the program's Risk Management Plan and he explained that it was fairly standard in nature and documents what participants do and then helps manage the risk by operating and managing the risk safely through the written procedures. Mr. Stock noted that what makes his Risk Management Plan unique is that there are literally four people on campus with the keys to the equipment storage area and the van and these four people know the procedures well limiting the complexity of the decision making.
- 3) Kevin Trutna introduced Merle Trueblood, Director of Athletic Operations and Events to the Board of Trustees. Mr. Trueblood provided a PowerPoint presentation on athletics that included the student athlete

profile that focuses on academics first, character and good citizenship, ability to pay, athletic ability and community service interaction. He also included information in his presentation on student athlete eligibility, headcount by sport, student athlete headcount and FTES, student athlete grade point average (GPA) across all sports, student success beyond Feather River College and the next wave of future projects and Health and Exercise Studies (HES) proposals

- 4) Kevin Trutna opened discussion on the report topic or sun-shining of the California School Employees Association's (CSEA) Chapter Local #712 Initial Proposal to Feather River Community College District. David Burris, Director of Human Resources followed up Dr. Trutna's remarks by stating that there was no Board action necessary at this time and that the item was a public notice making the District and others aware of what items the unit will be addressing in its upcoming negotiations.
- 5) Kevin Trutna opened discussion on the report topic or sun-shining of the AFT-CFT Local #4615 Full-Time Faculty's Initial Proposal to Feather River Community College District. David Burris added that again no action by the Board of Trustees was necessary at this time and that the item was a public notice making the District and others aware of what items the unit will be addressing in its upcoming negotiations.

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

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

Student Trustee Williamson reported that the Phi Theta Kappa Honor Society is having its annual induction ceremony on Friday, October 21<sup>st</sup> at 1:30 p.m. in the LRC library. She also reported that PTK's food drive is going well and the college's Pasta Pantry that serves hungry students is receiving a lot of food. She added that work continues on the Honors in Action Project and that winter clothes are being collected and distributed to students that weren't adequately prepared for the colder weather.

Trustee McNett reported that the Greenville High School Drama Club will be providing a matinee performance at 2 p.m. on Saturday and again at 7 p.m. and he encouraged everyone to attend if their schedules allowed.

Trustee Meyers reported that he attended the fundraiser for the Culinary Arts Program at Longboards the previous weekend and enjoyed it very much. He also stated that while at the event he had the opportunity to meet the new principal from Greenville High School and he mentioned that he would appreciate FRC's assistance with dual-credit courses.

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

No report

##### **3. Academic Senate**

Jeanette Kokosinski, Academic Senate President reported that faculty have been discussing at the division level and somewhat at the Senate

level replacement positions in administration of justice, business, early childhood education, and women's basketball. She also reported that the Senate has been discussing new faculty hires potentially in the area of mathematics and English and in other areas like chemistry. Kevin Trutna asked Dr. Kokosinski about faculty opinions on a new hire in anthropology and if it had dropped down on the list somewhat and she responded that a hire in this discipline would warrant further discussion. She added that looking at the numbers supplied by Agnes Koos, Director of Institutional Research will hopefully lead the Senate in the right direction. She also stated that the Senate is trying to make the decision so it can get the job descriptions outlined and advertising can begin by March 2016. Dr. Trutna asked what would be the new hires that the Senate might be looking at beyond the four replacement positions and Dr. Kokosinski indicated that it would be hires in mathematics and English positions because these are the classes that students have trouble getting into.

#### **4. Classified Senate**

Cindy Hall, Classified Senate President reported that the Classified Senate met on Monday, November 16<sup>th</sup> where it reviewed approximately ten policies and procedures that the unit hopes to take action on during the month of December. She also reported that the Classified Senate recently held a fundraiser for the Rose Cortez Memorial Scholarship and exactly how much was made is still being tallied up. Ms. Hall closed her report by indicating that in her role as Classified Senate Accreditation Coordinator she is preparing to begin to receive accreditation evidence and create a repository where it will be housed until needed.

#### **5. Instruction**

Derek Lerch reported that the college submitted its Substantive Change Proposal for the Bachelor of Science Degree to the Accrediting Commission for Community and Junior Colleges (ACCJC) at the beginning of October. He also reported that the ACCJC's Substantive Change Proposal Committee met in November but due to the workload were unable to review the proposal but plans to do so in December. He added that if the proposal is accepted there will likely be a one day site visit within the next six months to watch instruction in the program and there was further discussion that included upcoming processes and timelines for the degree.

Derek Lerch continued his report by distributing a handout developed by Kevin Trutna that summarized the accreditation standards related to the Board of Trustees and there was further discussion. He stated that when more time is available there will be a broader and more collective discussion on what types of evidence will show compliance with the standards.

Derek Lerch also provided the Board of Trustees with an overview of the adult education block grant that including the structure of the consortium led by Feather River College and Plumas Unified/Plumas County Office of Education (PCOE) and the partners that have submitted applications to be

considered for portions of the \$750,000 in funding that is available. He explained that the applications were catalogued and distributed to a small review team who will review and score the applications and make funding recommendations to FRC and Plumas Unified/PCOE on December 8, 2015. Dr. Lerch answered questions proposed by President Sheehan, Trustee McNett, and Trustee Meyers that involved conflicts of interest that might occur during the process, numbers of applications, administrative responsibilities, whether or not the block grant came with a set of performance goals or standards and any limitations on funding. Derek Lerch closed his report by stating that the institution plans to go live with CurricUNET on Friday, November 20<sup>th</sup>.

## **6. Student Services**

Karen Pierson reported that in FRC's continuing effort to promote personal development, Student Services along with Merle Trueblood hosted five one hour sessions on preventing alcohol and drug abuse. She added that attendance was required for student athletes and all students were invited and there was capacity attendance at all five sessions. She explained that the students heard from experts in the field and two personal testimonials from former students on addiction and students responded well to the information although they did question the researcher's information on marijuana and the negative effects of its use.

Karen Pierson continued her report by stating that there had also been a response from the mental health outreach recently conducted during institutional flex day as faculty and staff had indicated that they wanted more resources and opportunities to reach out to students on mental health issues. She added that she has also unveiled a new portion of the Student Services website on talking to students that might be threatening to harm themselves. On a lighter note, Dr. Pierson reported that students participated in a great spirit week recently where they dressed up in costume for Halloween, movies were shown, and a dance was sponsored by the International Cultural Club at the Veteran's Hall where approximately 75 attended the fun event.

Karen Pierson also reported that the previous day members of the Extended Opportunities Programs and Services (EOPS) Advisory Committee met with members of the community regarding a General Education Diploma (GED) Preparation Center and an application to fund the center was submitted for consideration through the adult education grant Dr. Lerch spoke about earlier. She also reported that the college received a grant from the Plumas County Health Department and the Truth Initiative to examine the college's smoking policy on campus. Dr. Pierson also stated that she has been working with the Business Management Committee of the Feather River College Foundation to make sure that the college knows what the rates are for all three of the housing facilities for next year and it was determined that the rates will stay the same for now. Dr. Pierson concluded her report by indicating that on Tuesday, November 24<sup>th</sup> there will be a free Thanksgiving Day lunch for

all faculty, staff, and students and she extended an invitation to the Board of Trustees to attend the event if their schedules allowed.

7) **Superintendent/President**

Kevin Trutna reported that FRC's rodeo team is number one in the nation right now ahead of his alma mater Montana State University who is ranked number three. He also provided information from his written report that Academic Advisor Greg McCarthy notified him that 13 out of 13 FRC students that applied to Chico State University were accepted on the spot when representatives from the CSU recently came to campus. Dr. Trutna also reported that the horse hospital is up, occupied, and serving horses that have are sick. He noted too that Meredith Aragon, Head Softball Coach had four players receive National Fastpitch Coaches Association (NFCA) All-American Scholar Awards for maintaining above a 3.5 GPA. Dr. Trutna encouraged the Board of Trustees to stop by the library after the meeting and take a look at the unique exhibit put together by Venice Lombardo, Senior Library Assistant honoring veterans and their service. Dr. Trutna also stated that he included in his written report comments from Phi Theta Kappa President Kelly Williamson and Will Anderson, Vice-President on their attendance at the California/Nevada leadership conference they recently attended. He additionally reported that FRC student athlete Morgan Greene is interning with the County Board of Supervisors this semester and that he would like to see if she can attend an upcoming Board meeting to give Trustees some details on her experience. He also mentioned the Phi Theta Kappa induction ceremony on Friday, November 20th and noted the information in his report on the Student Alliance for Equality (SAFE) Club that will be attending a conference in Chico on Friday, December 5<sup>th</sup>. He additionally noted the area of his written report on campus safety and what the Safety Committee has been discussing in their most recent meetings. He indicated that there will be a full report on safety at the January Board of Trustees meeting. Dr. Trutna checked with the Board on items for the December meeting that would include a broader discussion on accreditation, Chris Connell or Darla DeRuitter returning to speak on the Book in Common and hopefully that the audits will be available for review and discussion.

There being no further business, the meeting was adjourned at 3:56 p.m.

KT/ch