

MINUTES

BOARD OF TRUSTEES FEATHER RIVER COMMUNITY COLLEGE DISTRICT

3. Call to Order:

President Sheehan called the Organizational and Regular Meeting of the Feather River Community College District Board of Trustees to order at 3:00 p.m. on Thursday, December 10, 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:

4. 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 the Closed Session item. President Sheehan welcomed guests and members of the Feather River College Foundation to the joint Organizational and Regular meetings.

5. Agenda:

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

6. Minutes:

The minutes from the Regular Meeting held on November 21, 2015 at Feather River Community College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (McNett/Meyers/Sheehan/Elliott/Ware/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, Budget Transfers, Budget Augmentations and Reductions, Approval of Institution Participation Agreement (IPA) between Instructure, Inc. (Sub-contractor) and Feather River Community College District (Participating Institution) for the implementation and use of the hosted learning management system (LMS) provided as a subscription cloud service over the Internet and commonly known as Canvas were approved as presented, (McNett/Elliott/Sheehan/Meyers/Ware /Williamson Aye) (None Opposed).

Trustee McNett requested additional information on Consent Agenda Item #8A6, Approval of Institution Participation Agreement between Instructure, Inc. and Feather River Community College District. He asked Derek Lerch, Dean of Instruction/CIO for a layman's description of what the agreement will do for FRC. Dr. Lerch explained that there are different types of Learning Management Systems including proprietary versions like Blackboard and open source versions like the one the college currently uses referred to as Moodle. Dr. Lerch also explained that these systems are basically platforms used by community colleges for students and teachers to communicate online. He added that some of the features of these LMS platforms include the ability for teachers to communicate with students about class expectations, assignments, grades, and the scheduling and development of student forums. Dr. Lerch also indicated that approval of the agenda item will allow for the college to transition from the Moodle platform it currently utilizes to Canvas which delivers a more polished interface between students and teachers. He reported that the Chancellor's Office, in an effort to encourage a common LMS at community colleges across the state, is providing the platform to FRC at no cost and there was further discussion.

President Sheehan announced that the Board of Trustees would move to the Special Items/Reports section of the agenda and entertain Item #9C2, Presentation of the Independent Audit Report for the Year Ended June 30, 2015. He noted that Tina Treis, CPA/Partner Crowe Horwath/LLP would be providing the report via conference call due to weather concerns.

9. Regular Agenda

C. Special Items/Reports

- 2) Tina Treis provided the Board of Trustees with an overview of the Independent Audit Report for the Feather River Community College District for the Year Ended June 30, 2015 via conference call. She referred the Board to the letter that accompanied the audit report noting that it covered several items of importance to the Board. She reported on the Significant Accounting Policies and Management Judgments and Accounting Estimates and the impact of the adoption of these Standards on the District. Ms. Treis also reported that Crowe Horwath is required to inform the Board of material corrected and uncorrected misstatements and she noted that there was one uncorrected misstatement that involved a reduction in the District's net pension liability of \$320,000 due to an incorrect discount percentage used by CalPERS. She added that the misstatement would be corrected next year and was not due to anything that the District had done. Ms. Treis also noted that there were no significant difficulties encountered during the audit or disagreements with management and she thanked personnel in Business Services for their cooperation in putting the information for the audit together.

Ms. Treis continued her report by stating that with regards to the financial statements of the business-type activities of the District, it was the unmodified opinion of Crowe Horwath LLP that the statements referred to in the audit presented fairly, in all material respects, the financial position of the District in accordance with accounting principles general accepted

in the United States of America. The overview provided by Ms. Treis highlighted and included information, comments, and explanation on the District's Statement of Net Position, Statement of Revenue, Expenses, and Change in Net Position, and the District's Statement of Cash Flows. Ms. Tries concluded her report by summarizing the finding in the Student Accounts Receivable area including the criteria, condition, effect, cause, fiscal impact, recommendation, and corrective action plan for the finding. Trustee McNett noted that at some point in the future, he would like to request a meeting that would provide him with a better understanding of the relationship that exists between Feather River College and the Feather River College Foundation.

Kevin Trutna, Superintendent/President informed the Board of Trustees that Chris Connell, English Instructor would address agenda item #9C3, Update on Book in Common now as he had a teaching commitment that precluded him staying any longer.

- 3) Kevin Trutna provided opening remarks on how the Book in Common Project came to be at FRC and Chris Connell updated the Board of Trustees on this year's read and the faculty and campus activities surrounding the Book In Common Project. Dr. Connell distributed a handout as information while reporting to members of the Board that this will be the third year that the college has participated in the Book in Common and that this year the book chosen was a non-fiction Pulitzer Prize winning book authored by Elizabeth Kolbert entitled *The Sixth Extinction*. He explained that the book covers the five major extinctions of the world and asks the reader whether or not we're in a sixth such extinction. He explained that all the activities surrounding the Book in Common Project are voluntary in nature and have included field trips hosted by Darla DeRuiter, Environmental Studies and Outdoor Recreation Leadership (ORL) Instructor, brown bag lunch discussions for those that are interested, and the use of the book by faculty and students in the classroom setting. He added that an on-campus lecture series surrounding the book is scheduled for the spring semester and an FRC sponsored film is also likely.

9. Regular Agenda

*** A. Motion Items**

- 1) Kevin Trutna requested Approval of Curriculum Actions. After further discussion and there being no objection, the request for Approval of Curriculum Actions was approved as presented, (McNett/Ware/Sheehan /Elliott/Meyers/Williamson Aye) (None Opposed).
- 2) Kevin Trutna stated that the Organizational Meeting of a community college is required to take place within fifteen days of the first Friday in December and that action to nominate and elect the Board President, Board Vice-President, and the appointment of the Board Secretary are included as part of Regular Agenda Item #9A2. Bill Elliott nominated John Sheehan for the

position of Board President and Dana Ware for the position of Vice-President. There being no objection or further discussion, John Sheehan was elected to be President of the Feather River Community College Board of Trustees and Dana Ware was elected to be the Vice-President of the Feather River Community College Board of Trustees effective July 1, 2016, (Elliott/Williamson/Sheehan/McNett /Meyers/Ware Aye) (None Opposed). Kevin Trutna was also appointed to fill the office of Secretary to the Feather River Community College Board of Trustees effective July 1, 2016. (Elliott/Williamson/Sheehan/McNett /Meyers/Ware Aye) (None Opposed).

- 3) Kevin Trutna requested Approval to Adopt Initial Proposal from the District to AFT-CFT Local #4615 Full-Time Faculty. After further discussion and there being no objection, the request for Approval to Adopt Initial Proposal from the District to AFT-CFT Local #4615 Full-Time Faculty was approved as presented, (McNett/Elliott/Sheehan/Elliott/Meyers/Williamson Aye) (None Opposed).
- 4) Kevin Trutna requested Approval to Adopt Initial Proposal from the District to CSEA Chapter #712. After further discussion and there being no objection, the request for Approval to Adopt Initial Proposal from the District to CSEA Chapter #712 was approved as presented (Ware/Meyers /Sheehan/McNett/Elliott/Williamson 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 November 30, 2015. He reviewed the Unrestricted General Fund Summary noting that expenditures for the period total \$5,688,561 compared to \$5,685,934 for the prior year. Mr. Scoubes commended Katie Schmid, Chief Accountant and others in Business Services for their work on putting the audit information together for Crow Horwath, LLP.

D. Communications, Presentations, and Reports

1) Board of Trustees

No Report

2. Associated Students

Kelly Williamson, Student Trustee, on behalf of Associated Students of Feather River College (ASFRC) reported that Alpha Psi Zeta is wrapping up its warm clothing drive and she sees students walking around in the warm clothing that was made available. Ms. Williamson also reported that the Chapter's canned food drive has gone extremely well and she has been able to hand out over 250 items to students over the Thanksgiving Day holiday. She added that she is also partnering with Plumas County Crisis and Intervention Center (PCIRC) as they received a \$500 grant

from the 20,000 Lives Foundation to help restock the Pasta Pantry. She explained that the grant would require an accounting of what items are distributed to students.

3. Academic Senate

Jeanette Kokosinski, Academic Senate President reported that the final Academic Senate meeting of the fall semester was held on Wednesday, December 9th and members looked at the ranking of faculty hires. She also reported that further review and development of the job description will take place and it is the goal of the Senate to have the process wrapped up in January 2016.

4. Classified Senate

Cindy Hall, Classified Senate President reported that the Classified Senate has not met since the November meeting of the Board of Trustees, but she reported that the profits from the Rose Cortez Memorial Scholarship fundraiser totaled just over \$433.00.

5. Instruction

Derek Lerch reported that the annual FRC debate was held the previous evening at the Town Hall Theatre and there was a good crowd. He also reported that he felt that the debate was the best choreographed event since the college began debating subjects and that the students did a good job of trying to stay on track with the broad topic of gun control. Dr. Lerch continued his report by stating that the college received notification and approval from the Accrediting Commission for Community and Junior Colleges (ACCJC) for its bachelor's degree and he noted that Russell Reid, Ag Chair and Equine Studies Instructor and Carolyn Shipp, Executive Director Feather River College Foundation should be commended for the extra work they put in on the process. He also noted that the ACCJC has been challenged by the Department of Education on its authority to authorize bachelor degree programs and that he will be closely monitoring further movement on the challenge to see what takes place. Dr. Lerch continued on the topic of the college's bachelor degree by stating that the folks in the agriculture department have posted the interest application for the bachelor's degree to the website with a closing date for receipt of applications of January 22, 2016. He closed his report by stating that he had attended one day of a two day conference held in Sacramento on educating incarcerated students and there were interesting perspectives and interests from the approximately 200 individuals that were in attendance.

6. Student Services

Karen Pierson, Chief Student Services Officer distributed portable electronic device chargers to each Board member. She also reported that staff in Student Services are busy updating information for the new two-year catalog. She additionally reported that policies and procedures involving Student Services are being updated as many of them appear in print form in the catalog. Dr. Pierson reported to the Board that Student Services has also begun work to address the audit finding on student

receivables and there will be a mapping out of how a payment plan will be inserted into the registration process to make sure that all students that request a payment plan sign the appropriate documents prior to enrollment.

Karen Pierson continued her report by stating that Student Services is planning on making use of a Banner module on housing and that once that's implemented the need for verbal communication between the student accounts technician and housing personnel will be lessened significantly. Dr. Pierson additionally reported that most of the staff in Student Services have been moved into a new center that formerly housed the counseling and advising office. She extended an invitation to the Board of Trustees to attend an open house for the yet to be named center on Wednesday, December 16th from 11 a.m. to 1 p.m. Dr. Pierson additionally noted that the college is transitioning from its own unique application for enrollment to a common application used across the state called CCCApply and that the application will contain a Title IX questionnaire for athletic purposes.

Karen Pierson also reported that New Student Orientation is scheduled to take place Friday, January 8th and that a Week of Welcome or "WOW" week was planned to welcome students to campus and that a former FRC student would be speaking on his experiences after leaving the college.

7) Superintendent/President

Kevin Trutna highlighted items from his written report stating that fall sports ended with a bittersweet loss in double overtime by the men's soccer team to Lake Tahoe Community College over the Thanksgiving Day weekend. Dr. Trutna also reported the volleyball team experienced a heartbreaking loss in the playoffs to Fresno City College that went back and forth before ending FRC's chances of advancing further into the playoffs. He noted that Sarah Richie experienced her 200th win at FRC and was again named GVC Coach of the Year for winning another Golden Valley Conference Championship. Dr. Trutna added that 20 men and women student athletes in soccer were named to the all-academic team and their names were listed in his report. He noted that scholarship offers are beginning to come in for these students and he considers this a reflection of the types of top quality individuals FRC brings to the campus. He also pointed out Kelly Williamson's picture in front of a well-organized Pasta Pantry and thanked her for her work on making sure hungry students have enough to eat. He followed up Dr. Lerch's report on the inmate reentry conference they each had attended one day of by stating that it was a worthwhile and informative session. Dr. Trutna also reported that Kelly Williamson and Will Anderson, both officers and members of Phi-Theta Kappa Honor Society, have been nominated for the All USA-Today Academic Team Scholarship award. Dr. Trutna closed his report with comments from his written report on the drug and alcohol awareness workshops put on by Karen Pierson and Merle Trueblood, Director of Athletic Operations and Events. He noted that reviews from students have been very good and students are in support of future presentations on a

diverse range of subject matter. He also provided his comments on the faculty hiring recommendations with four positions currently in the budget. He also reported that absent further and compelling information, he would recommend the hiring of the four positions listed that would include Early Childhood Education, Business (pending a retirement), Mathematics, and Women's Basketball.

There being no further business, the meeting was adjourned to the Foundation Board of Directors meeting 4:15 p.m.

The meeting was reconvened to the Feather River Community College Board of Trustees meeting at 4:58 p.m. and then officially adjourned at that same time.

KT/ch