

MINUTES

BOARD OF TRUSTEES FEATHER RIVER COMMUNITY COLLEGE DISTRICT

1. CALL TO ORDER:

President Sheehan called the Organizational and Regular Meeting of the Feather River Community College District Board of Trustees to order at 2:07 p.m. on Thursday, December 12, 2013 at Feather River Community College, Learning Resource Center Room #103, 570 Golden Eagle Avenue, Quincy, California.

Trustees present: Sheehan, Elliott, McNett, Ware, West, Student Trustee Kauffman

Trustees absent:

2. AGENDA:

Kevin Trutna, Superintendent/President requested that motion item 6B2, Approval to Waive 180 Day Wait Period for Hiring Cal-Pers Employee after Retirement Date – Government Code §7522.56 & §21229 be pulled from the agenda as STRS will not allow the exception. Dr. Trutna also requested that Special Items/Report agenda item number 6C4, Presentation of the Independent Audit Report for the Year Ended June 30, 2013 by Tina Treis, CPA/Partner Crowe Horwath LLP be moved up in the agenda to take place after the administration of the oath of allegiance to Student Trustee Elect Timothy Kauffman. Dr. Trutna additionally requested that the agenda be amended to include the reading of a letter of appreciation that Dr. Darla DeRuijter Environmental Studies and ORL Instructor received. There being no objection or further discussion, the regular and consent agendas for the December 12, 2013 meeting at Feather River College, Learning Resource Center Room #103, 570 Golden Eagle Avenue, Quincy, California were approved as amended, (Elliott/McNett) unanimous.

President Sheehan noted that from his perspective there might be some needed discussion from Jeanette Kokosinski, Academic Senate President with regards to a line item requisition on the Consent Agenda for a full-time faculty hire.

3. MINUTES:

The minutes from the November 21, 2013 meeting at Portola High School, 133 Sixth Avenue, Portola, California were approved as presented, (McNett/Ware) unanimous.

4. ITEMS FROM THE PUBLIC

None

ADMINISTRATION OF OATH OF ALLEGIANCE – TIMOTHY KAUFFMAN – STUDENT TRUSTEE ELECT

Dr. Kevin Trutna administered the oath of allegiance to Student Trustee Elect Timothy Kauffman. Dr. Trutna welcomed Mr. Kauffman to the Board of Trustees

and explained that he would be the representing voice for students at Feather River College Board meetings.

Letter of Appreciation – Dr. Darla DeRuiter

Darla DeRuiter read a letter of appreciation dated December 8, 2013 in which Mr. Scott Hewett of Roseville, California expressed his deep appreciation for the random act of kindness Dr. DeRuiter and students in her Sierra Nevada Natural History and Outdoor Recreation Leadership class had performed for him as they met on a trail heading in opposite directions on the way back down from Plumas County's Rock Lake. Mr. Hewett explained that he was hiking the trail remembering his brother with some sadness when he encountered Dr. DeRuiter and her students who then divided up on each side of the trail raising their arms to form a tunnel for him to walk through. The letter from Mr. Hewett expressed the impact that this random act of kindness had on him as he thought about past times with his brother and wrote in the letter that that "it was exactly the type of thing that he and his brother Doug would have enjoyed doing unto others".

5. CONSENT AGENDA

President Sheehan asked if there was any discussion on any of the items in the consent agenda and there being none offered, Personnel Requisitions, Personnel Actions, Payroll and Commercial Warrants, Budget Transfers, and Budget Augmentations and Reductions were approved as presented, (Elliott/McNett) unanimous.

Tina Tries, CPA/Partner Crowe Horwath/LLP presented the Independent Audit Report for Feather River Community College District and the Feather River College Foundation for the Year ended June 30, 2013. With regards to the District audit, Ms. Tries made reference to a required management communication letter contained in the audit report that summarized the audit process including the auditor's responsibilities under government auditing standards and the planned scope and timing of the audit. Ms. Tries indicated that in an effort to condense her report she would not be covering everything contained in the management letter but would review the initial selection of and changes in significant accounting policies or their application including the disclosure of portions of pension liabilities which will impact all governmental agencies. She also reviewed the three prongs of the audit that included a financial statement audit, state compliance audit and a federal compliance audit and she referred those present to page 75 of the report which contained the Schedule of Audit Findings and Questioned Costs which she stated was a required report and summary of everything that happened in the audit. She stated that the report was an unmodified opinion (formerly referred to as an unqualified opinion) which indicates that the District's financial statements were fairly stated in all material respects. Ms. Tries reported that there were no matters, material weaknesses or significant deficiencies in the financial statement audit, state compliance audit or federal compliance audit for the year. Ms. Tries recognized Jim Scoubes, Chief Financial Officer and Katie Schmid, Chief Accountant for their good work on creating the financial reports that go into a successful audit process.

After brief questions from members of the Board, Ms. Tries moved on to report on the audit for the Feather River Community College Foundation, Inc. for the year ended June 30, 2013. She reviewed the required communications management letter contained in the front of the report covering the audit, management's responsibility for the financial statements as well as the auditor's responsibility in the audit process. Ms. Tries reported that the Foundation's audit was similar in nature to the District's with no mistakes or adjustments and just one uncorrected misstatement with regards to receivables that was not material in nature and will be corrected in the current year. Ms. Tries noted that the audit for the Foundation appears different in some respects as it is a non-profit organization and it was the unqualified opinion of the audit firm that the statements were presented fairly in all material respects. Ms. Tries continued her report by reviewing the Statement of Financial Position including assets, liabilities and net assets and the difference in Unrestricted, Temporarily Restricted and Permanently Restricted funds held by the Foundation. In closing comments on her report, Ms. Tries briefly reviewed the Statement of Cash Flows for the Foundation and then asked if there were any questions on the report. President Sheehan thanked Ms. Tries for her presentations and Dr. Trutna recognized staff for their submission efforts and attentiveness to the project.

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 Curriculum Committee has been working double and triple time to accomplish the workload for a new catalog year and that the packet includes new and revised items as well as transfer degree narratives in English, Social Sciences, Sociology and Studio Arts. Trustee Elliott requested information on why Feather River College is participating in the transfer degree process and how it helps students and Dr. Lerch responded that the two systems are different with different requirements and the development of these degrees has resulted in what constitutes a legal guarantee for the student that if he or she completes the degree transfer program of 60 units at the community college level there will be no more than 60 units required at the CSU level to obtain their degree. Trustee Elliott also asked Dr. Lerch what the timeframe was for Feather River College to be in compliance with all of its degrees and Dr. Lerch responded there should be 100 percent compliance on existing degrees by summer 2014. Trustee McNett asked if students could be told in the fall that the transfer degrees exist and Dr. Lerch responded that not until the Chancellor's Office has approved them could they be promoted to students. After further discussion and there being no objection, the request for Approval of Curriculum Actions was approved as presented, (Elliott/West) unanimous.

2) Kevin Trutna opened discussion on the request for Approval of Board of Trustee Meeting Dates by explaining how it was brought to his attention that

the meeting dates for 2014 had not yet been approved by the Board. He noted that the meeting dates were adjusted in some cases for various reasons and the Board Policy on the issue indicates that these adjustments must be approved in an open meeting. He explained that the March meeting was adjusted due to tenure and a March 15th deadline, the April meeting was adjusted due to spring break, September's meeting was adjusted due to the budget deadline, November's meeting was adjusted for the statewide president's training with the Community College League and December's meeting is adjusted due the holidays. After further discussion that included comments from Trustee Elliott that he preferred the third Thursday of the month for ease of planning and that the District had overcome these same issues in the past, the request for Approval of Board of Trustee Meeting Dates was approved as presented, (McNett/Ware) unanimous.

3) Kevin Trutna opened discussion on the agenda item, Election of Officers by stating that based on Board Policy and the Education Code, the organizational meeting of a community college must be held within fifteen days of the first Friday in December. Trustee Elliott put forward a motion to nominate and reelect the same slate of officers for 2014/15 that are currently in place and as a result John Sheehan was nominated and reelected as President of the Board of Trustees effective July 1, 2014, Leah West was nominated and reelected as Vice-President of the Board of Trustees effective July 1, 2014 and Kevin Trutna was reappointed as Secretary/Treasurer to the Board of Trustees effective July 1, 2014, (Elliott/Ware) unanimous.

4) Kevin Trutna requested Approval to Accept Donation of 50" Insignia LCD Television to the Feather River Community College Basketball Program. After further discussion and there being no objection, the request for Approval to Accept Donation of 50" Insignia LCD Television to the Feather River Community College Basketball Program was approved as presented, (West/McNett) unanimous.

5) Kevin Trutna requested Ratification of the Quarterly Financial Status Report CCFS-311Q for the Quarter Ended September 30, 2013(Q1). After further discussion and there being no objection, the request for Ratification of the Quarterly Financial Status Report CCFS-311Q for the Quarter Ended September 30, 2013 was approved as presented, (West/Elliott) unanimous.

*** B. Roll Call Items**

1) Kevin Trutna requested approval of Resolution #13/14-04 – Approval of Amendment to California State Preschool Program Contract #CSPP-3442 between California Department of Education and Feather River Community College District. There being no objection or further discussion, the request for Approval of Amendment to California State Preschool Program Contract #CSPP-3442 between California Department of Education and Feather River Community College District was approved as presented.

Ayes: Sheehan, Elliott, McNett, Ware, West, Student Trustee

Kauffman
Noes: None
Absent: None
Abstain: None

C. Special Items/Reports

- 1) Kevin Trutna presented the District's Monthly Financial Status Report as of September 30, 2013. He noted that 80% of budgeted resources in the Unrestricted General Fund are derived from State General Revenues. He also reported that when he did the math earlier in the day he determined that the District is currently 5/12^{ths} of the way through the budget year or 41.67% of approved budget. He reported that revenues are higher compared to the previous year due to the timing of receipt of the funding and Katie Schmid added that \$600,000 in recently received apportionment funding was added to the General Fund after the report went to print.

- 2) Kevin Trutna opened discussion on the agenda item by explaining that every other year Dr. Katie Desmond's Political Science 140 "Multiethnic America" class completes a Campus Climate Survey and presents the summary results to the Board of Trustees. Dr. Desmond thanked the Board of Trustees for its time while noting that the Political Science 140 class was small this year enrolling just ten students and with finals week and other student commitments she would report out on behalf of the class. Dr. Desmond introduced Kate DiCarlo one of her students who was present in the audience and indicated that Ms. DiCarlo has assisted her in editing the report. Dr. Desmond stated that the Campus Climate Survey is used to assess the general atmosphere and diversity of the FRC campus in terms of how safe, welcomed or comfortable a constituent group (students, faculty, staff and administrators) feels using categories such as race, gender, ethnicity and sexual orientation and then analyzing the results to develop the report. She indicated that the activity provides an opportunity for students to use their critical thinking skills and complete social science research and the project also teaches individual and group responsibility as well. Dr. Desmond reported that something new that was done this year was that the students attempted to add a level of analysis to the report by taking some of the findings and relating them to the statewide conversations taking place on student success. She reported that the response rate to the survey was good and there is always support received from the downtown businesses. She also indicated that the report showed that students enjoy a high level of comfort in the classroom and feel that they are treated fairly and with respect and that this information is something that FRC can be proud of. She also stated that employee responses indicated a good workplace comfort level. Dr. Desmond continued her report covering student feelings of isolation in older students, how students felt about harassment and discrimination, program awareness, class failure rates and overall happiness. Dr. Desmond concluded her report by speaking to the recommendations from the report that included a more robust sexual harassment training other

than the video employees are asked to watch and perhaps include students. She also indicated that additional recommendations included improved publicity regarding college programs and services, that FRC continue to capitalize on its diversity and plan and sponsor more events and finally that the College continue to review the current literature on student success among different race and ethnic groups and think about providing personal counseling for these and other populations.

- 3) Kevin Trutna and Dr. Chris Connell, English Instructor provided an update on the One Book Project – *Yellow Birds* by Kevin Powers. Dr. Trutna stated that one of the goals this year is to work with the Academic Senate to implement activities that go along with the Student Success Scorecard including integration across the community as Dr. Desmond had just discussed in her report, but also integration across disciplines. He explained that he started discussion with Dr. Connell on the idea of a first year experience or something similar and together they learned that some of the surrounding colleges were using the Book in Common to link students, faculty and employees in a common thread or learning experience. He followed up this statement by reporting that FRC took on the idea and like CSU-Chico and Butte Community College began using *Yellow Birds* as its One Book Project. Dr. Trutna also reported that a number of activities have already taken place and he distributed a handout containing a screenshot of the FRC website and how it would look and promote the sharing of the One Book Project. Dr. Connell weighed in on the conversation by stating that many colleges offer these activities in different formats as an area of study and to provide a common learning experience for students, staff and faculty because students come into a community college experience with many different backgrounds and in the last ten years emphasis has been placed on providing some sort of first year or common learning experience. Dr. Connell continued his report by indicating the FRC had embarked on providing such an experience this year using *Yellow Birds* mainly because other colleges were using it. He added that an ad-hoc committee was formed to talk about how the activity could be used and discussions were held at Institutional Day and during faculty flex conversations. He reported that it was decided that the inclusion of the novel in course instruction would be kept informal this year and instructors will be integrating it in part or in whole as it benefits their classes, Dr. Connell also reported that some of the local business are displaying the theme and the local book store has formed a reading group around the book too. He explained that a selection committee will be formed to select the next reading and to assess how successful and well received the One Book Project was this academic year. Dr. Trutna provided follow-up comments from the website screenshot outlining the purpose of the One Book Project.

D. Communications, Presentations, and Reports

- a) **Board of Trustees**

Trustee West conveyed her appreciation for scheduling the November meeting of the Board of Trustees in Portola and stated that she also enjoyed the tour of the high school.

b) **Associated Students**

Timothy Kauffman was asked if had anything to report on behalf of ASFRC students and he stated that he thought the Campus Climate Survey was a good idea and the One Book Project will get the students involved

Academic Senate

Jeanette Kokosinski welcomed Student Trustee Kauffman to the Board of Trustees and expressed her appreciation to him for taking on the responsibility as she felt it completed the composition of the Board. Dr. Kokosinski stated that she had previously spoken to the Board on the prioritization of faculty hires and that anthropology had been the discipline that had risen to the top. She also stated that the retirement of Dianne Lipscomb that will take place at the end of the spring 2014 semester poses both a delicate dilemma and an opportunity for the District as it reflects on what positions should be filled. Dr. Kokosinski reminded the Board of Trustees that the full-time faculty position in the field of anthropology has been vacant since 2007. She read in part from the Mission Statement for the College that indicates that FRC “will provide high-quality comprehensive student education and general education, degrees, and certificates and transfer programs for a diverse student population” and in order to accomplish this, 30 units of core classes are necessary with general education making up 50% of the remaining 30 units. She added that both art and anthropology, one in the social sciences and one in the humanities, are key components for these students because it gives them an option and menu of course to fill the breadth of general education. Dr. Kokosinski stated that the line item requisition on the consent agenda constitutes an amount that’s already in the budget and the situation actually provides an opportunity for the District to hire two full-time faculty not just one.

Classified Senate

Connie Litz, Classified Senate President reported that the Classified Senate has not had a meeting since the last Board meeting but that she could report that over the last month the fundraiser for the Rose Cortez Memorial Scholarship was concluded and \$574.00 was raised for the scholarship fund. She also recognized Dottie Arcangeli, Senior Library Assistant for her promotion and oversight of the scholarship and wished her well as she retires from the District.

e) **Instruction**

Derek Lerch stated that since Dottie Arcangeli had just arrived he would inform the Board that this would be Ms. Arcangeli’s last Board meeting as a Feather River College employee. He noted that she has been a long standing feature at the College and that most of the students know her and employees acknowledge her upbeat personality and contributions.

The Board expressed its appreciation to Ms. Arcangeli for her many years of service to the District. Dr. Lerch continued his report by stating that this week marks the end of finals week and that he is finishing up the evaluation season for faculty and visiting classes is part of the process. He also reported that Dr. Joan Parkin and her speech class put on a debate at the Town Hall Theatre on Wednesday, December 4th and this marks the fifth time the event has been held. He also reported that Dianne Lipscomb recently held an art show on campus that included refreshments and lots of creative artwork for attendees to enjoy. In closing comments on his report, Dr. Lerch reported that Amy Schulz, Director CTE/EWD Grants held the end of semester internship showcase on Friday, December 6th and that the event included some presentations and some projects that Feather River College can be proud of.

f) **Student Services**

Karen Pierson, Chief Student Services Officers thanked Dr. Katie Desmond for her work on the Campus Climate Survey especially since the results will be a good way of measuring the success of the goals that the Student Services Department set for itself. Dr. Pierson reported that the Diversity Committee has three big events coming up one on January 30, 2014 at the Main Street Theatre that will feature guest speaker Mr. Charlie Hardy who personally knew Dr. Martin Luther King Jr. and has a personal perspective to share on the Civil Rights Movement. Dr. Pierson also reported that she is working with Roxanne Valladao to bring in the movie *Twelve Years a Slave* and these events will coincide with February's celebration of Black History Month. Dr. Pierson additionally reported that Dr. Joan Parkin has helped the Diversity Committee secure a nationally known motivational speaker that will present on March 24th at the College and on March 25th at a downtown location on the topic on women and women's empowerment. She added that on April 9th guest speaker Beverly Ogle will present in the Galley on the culture of the Maidu Indian. Dr. Pierson additionally reported on other activities going on in Student Services including a review of the two vendors selected by Dr. Lerch and others to possibly offer website services for the College. She indicated that this is important as the website is the main marketing tool used by perspective students and parents and others wanting information on the College. In addition to these comments, Dr. Pierson stated that lately students have been vocalizing their desire to have the local transit service run later than it currently does and she is looking into this with the appropriate individuals. She also indicated that ASFRC had a recent election and four students ran unopposed and new officers will begin to reactivate the constituency in January She additionally explained that there may be various courses advertised in the Bulletin in the coming months as a way to market and promote classes especially those that might be experiencing low enrollment. She also stated that replacing those students in the residence halls that leave mid-semester is active and will continue to be through January amid what appears to be a stable year for the enterprise. In conclusion, Dr. Pierson indicated that with regards to the Child Development Center, the new funding from the State requires a match and Shelley Morrison, Director of the Child Development Center

had just informed her that she will be keeping the Center open until to 5 p.m. where previously it was closing at 3:30 p.m.

g) Superintendent/President

Kevin Trutna stated that he wanted to highlight several items some of which were on his written report and others were not. He began his report by stating that Feather River College volleyball player Nina Holmes was recently voted All-American, All-State and All-Norcal honors. Dr. Trutna stated that this is the second year in a row that FRC has had an All-American which is rare according to Sarah Ritchie, Head Volleyball Coach. He also reported that the fish hatchery is reporting that it has successfully spawned 56,000 trout eggs that they plan to grow and release into Bucks Lake. Dr. Trutna also announced that Terry Baumgartner had humbly informed him that he was voted Northern California Pro Scouts Association Junior College Coach of the Year for 2013 and updated him on former FRC student athlete Cody Anderson who recently received the Bob Feller Award. Dr. Trutna also addressed the full-time faculty hiring timeline included in his written report and added that the timelines are not set in stone but do provide a template for how long it takes to attract the best applicants. President Sheehan asked if the decision will be made on the new faculty hire(s) by the January Board meeting and Dr. Trutna responded that it would. In closing comments on his report, Dr. Trutna stated that the Strategic Planning Committee has met and is looking into how the Board objectives can be integrated into the Strategic Plan. He added that Institutional Day is January 9, 2014 and the presentation of the Facilities Master Plan will be provided along with a video on an active shooter scenario. He explained that the March 25th flex day may be used for a drill on an active shooter incident. In closing comments, Dr. Trutna addressed the Community College League's Effective Trustee Conference and asked that interested Trustees let his administrative assistant know if they wanted to attend. President Sheehan and Trustee McNett responded that they would like to register for the conference.

There being no further business, the meeting was adjourned at 3:50 p.m.

KT/ch