

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 3:02 p.m. on Thursday, January 16, 2014 at Feather River Community College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California.

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

2. AGENDA:

Kevin Trutna, Superintendent/President requested that agenda item #6B2 Resolution #13/14-07, Recognition of Retiring Classified Employee Kandi Whitley and agenda item 6B3, Resolution #13/14-08, Recognition of Retiring Classified Employee Dottie Arcangeli be moved up in the agenda to be addressed first so that those employees present to be recognized could depart if they did not want to stay for the entire meeting. There being no objection or further discussion, the request for approval of the regular and consent agendas for the January 16, 2014 meeting were approved as amended, (Ware/Elliott/Sheehan/West /Kauffman Aye) (McNett absent).

3. MINUTES:

The minutes from the December 12, 2013 meeting were approved as presented, (Elliott/Ware/Sheehan/West/Kauffman Aye) (McNett absent).

4. ITEMS FROM THE PUBLIC

None

RECOGNITION OF RETIRING CLASSIFIED EMPLOYEES – KEVIN TRUTNA

6B3 Kevin Trutna requested Approval of Resolution #13/14-08 – Recognition of Retiring Classified Employee Dottie Arcangeli. Although Ms. Arcangeli was unable to be present for the presentation, Dr. Trutna read aloud the formal resolution that summarized Ms. Arcangeli's employment and community contributions over her 23 years of employment. There being no objection or further discussion, Resolution #13/14-08 was approved as presented.

Ayes: Sheehan, Elliott, Ware, West, Student Trustee Kauffman
Noes: None
Absent: McNett
Abstain: None

6B2 Kevin Trutna requested Approval of Resolution #13/14-07 – Recognition of Retiring Classified Employee Kandi Whitley. Dr. Trutna presented a plaque of

recognition to Ms. Whitley who was present in the audience and Barbara Cormack, Director of Financial Aid and Ms. Whitley's supervisor read aloud the formal resolution summarizing Ms. Whitley's employment and community contributions during her six and one half years of employment. Ms. Whitley thanked Dr. Trutna and the Board of Trustees for the recognition while noting that her passion was indeed assisting foster, homeless and transitional youth students with the difficult process of documenting their financial need. There being no objection or further discussion, the request for Approval of Resolution #13/14/-07 was approved as presented.

Ayes: Sheehan, Elliott, Ware, West, Student Trustee Kauffman
Noes: None
Absent: McNett
Abstain: None

5. CONSENT AGENDA

Personnel Requisitions, Personnel Actions, Payroll and Commercial Warrants, Budget Transfers, Budget Augmentations and Reductions and the Memorandum of Understanding between Feather River Community College District and Plumas County Schools to provide office space on the Feather River College campus to be shared by the foster, homeless and transitional youth liaison from Plumas Crisis Intervention were approved as presented, (Elliott/West/Sheehan/Ware /Kauffman Aye) (McNett Absent).

6. REGULAR AGENDA

*** A. Motion Items**

- 1) Kevin Trutna requested Approval of 2014-15 Feather River Community College District Non-Resident Tuition Fee at \$194.00 per semester unit. He explained that the Chancellor's Office sets the fee option for districts based on a statewide average expense of education. Jim Scoubes, Chief Financial Officer elaborated further on the calculations and President Sheehan asked if there had ever been an analysis done on how much more the institution could get assuming that FTES stayed stable. Jim Scoubes explained what had happened several years back when there had been a decision to raise the out-of-state tuition to \$220 and out-of-state student enrollment experienced a sharp decline. After further discussion and there being no objection, the request for Approval of the 2014-15 Non-Resident Tuition Fee at \$194.00 per semester unit was approved as presented, (Elliott/Ware /Sheehan/Ware/West/Kauffman Aye) (McNett absent).

*** B. Roll Call Items**

- 1) Kevin Trutna requested approval of Resolution #13/14-06 - Resolution to Establish Safe Harbor Periods Relative to the Employer Shared Responsibility Payments Provisions of the Affordable Care Act (ACA) Regulations. Dr. Trutna explained that the Safe Harbor Period had been

previously set by the Board at six months and with most colleges going to a twelve month look-back period, David Burris, Director of Human Resources/EEO recommended that a twelve month look-back period be established. After further discussion and there being no objection, the request for approval of Resolution #13/14-06 Resolution to Establish Safe Harbor Periods Relative to the Employer Shared Responsibility Payments Provisions of the Affordable Care Act (ACA) Regulations was approved as presented.

Ayes: Elliott, Ware Sheehan, West, Student Trustee Kauffman
Noes: None
Absent: McNett
Abstain: None

C. Special Items/Reports

- 1) Kevin Trutna opened discussion on the agenda item and Jim Scoubes, Chief Financial Officer presented the District's Quarterly Financial Status Report as of December 31, 2013. He reviewed the Unrestricted General Fund Summary noting that revenues for the period reflected \$4,696,858 or 36% of approved budget. President Sheehan stated that theoretically the institution should be at 50% and Mr. Scoubes reported that in reality the institution is at 50% because the report was prepared a week early for distribution purposes and failed to reflect the first installment of property taxes received in late December in the amount of 2.8 million dollars. He added that when this amount is added to the current numbers revenues reflect 57% of approved budget. Additional discussion included an update on deferrals and a proposed end to inter-year deferrals if Governor Brown's budget passes. In closing comments, Mr. Scoubes reported that expenditures totaled \$6,292,254 for the period with other numbers in the report remaining flat.
- 2) Kevin Trutna opened discussion on the update of the Feather River College website by reminding the Board that improving the website had been a discussion topic at the Board retreat in September. He explained that since then, there was a decision to go back to square one with the website plans and good progress has been made towards narrowing down a vendor that will complete the design, programming and hosting of the website for the College. He further explained that once the website is deployed, employees designated as content managers will maintain the web pages. Dr. Trutna introduced Mick Presnell, Director of Distance Education/Webmaster who presented additional information on the vendor with a PowerPoint presentation highlighting the advantages, features and experience that the company brings to developing websites for small colleges. Dr. Presnell reported that the vendor the campus has selected, Campus Suite, provides many of the services that were previously pieced out to different vendors improving efficiency while consolidating services under one roof. One of Dr. Presnell's slides focused on examples of three website landing pages that Campus Suite has produced for other small

colleges and he noted that the company has 15 years of experience in the field, is user friendly and provides a flexible content management system (CMS). Dr. Presnell also noted that some of the other advantages that Campus Suite provides include “Cloud Based” editing software, attractive layout and design templates, excellent training and tech support, picture galleries and automated slides, an option for campus only pages and proven success in student interest and enrollment. At Dr. Trutna’s request Dr. Presnell explained that because the implementation process is more involved, time to launch the new website would be approximately 16 weeks. Trustee West asked about costs associated with the new website and Dr. Presnell reported that the bid from Campus Suite is \$12,639.00 for the initial design setup and data migration and then a monthly fee of \$794.00. When asked about athletics webpages, Dr. Presnell explained that athletics will retain its own website managed by another vendor but that it will continue to link up with the new site through an already established commonality.

- 3) Kevin Trutna provided an update of information on the Emergency Operations Plan (EOP). He reported that there was a video on an active shooter scenario that was shown to employees at Institutional Day on January 9th and that he and other administrators have met with Sgt. Todd Johns from the Plumas County Sheriff’s Department on two other occasions to discuss emergency training. Dr. Trutna also reported that an active shooter drill is planned for the March 25th flex day when there won’t be any students on campus. He noted that a copy of the EOP plan had been included in Board packets and that it will now go to President’s Cabinet for approval and then be forwarded to both the Academic Senate and Classified Senates as an informational item. Nick Boyd continued the discussion by providing a PowerPoint presentation of the draft EOP while commenting that the plan provides a general Incident Command Structure (ICS) for different types of extraordinary events, major incidents, or disasters the District could encounter. He addressed the challenge of how the District would notify its students and employees of an event and reported that with Dr. Trutna’s support a notification system is going to be purchased for classrooms and common areas. He also stated that the current Nixle mobile device notification would also be activated in such an event. Trustee Elliott asked if the residence halls would be covered by the notification system and Mr. Boyd responded that the system has the capability to be expanded to include the residence halls. He also explained what the solution would be for locking down the doors to offices and classrooms if lockdown should become necessary. Trustee Elliott expressed his appreciation for the proactive approach the College is taking on having a plan in place for disasters and major events even though everyone hopes it will never be needed. In closing discussion on the item, Trustee Elliott noted that the draft Plan indicates an annual review will be completed of the Plan and he wondered if that would be at the Board level. Mr. Boyd responded that the annual review would be at the Safety Committee level and Trustee Elliott stated that personally he would like to see a periodic review of the progress of the implementation

of the Plan and Dr. Trutna indicated that a report of this type could be scheduled.

- 4) Kevin Trutna provided the Board of Trustees with an update on community outreach. He distributed copies of an Outreach Report to the Board of Trustees that stated the goal of the College was to improve community outreach and how this would be measured through the establishment of relationships with community leaders and service organizations and by presentations by staff in communities throughout Plumas County. The handout also contained a list of activities to date, planned activities during spring 2014 and the types of information that would be included in community reports. He added that his goal is to have similar rotating reports like the one completed for Eastern Plumas County also done for Indian Valley, Chester/Lake Almanor, and Quincy and that this information could eventually be combined to become a Community Report. Dr. Trutna also reported that the March 13th Board of Trustees meeting is scheduled to take place in Greenville and that Trustee McNett has shared with him a list of community leaders to be invited. He also indicated that he would like to continue the activity of having Feather River College students visit high schools in the different areas to share their stories as an additional form of community outreach.

D. Communications, Presentations, and Reports

a) Board of Trustees

Trustee Elliott reported that he had seen former trustee John Schramel at a recent theatre event and he looked well. Trustee West stated that she noticed the sign being constructed on the east entry into Quincy and it looks great. Trustee Ware recommended that everyone get his or her flu shot including families with children. Student Trustee Kauffman reported that officers for ASFRC have been elected and Franklin Mullen will serve as President, Samuel Schopplein will serve as Vice-President, and Lauren Guthrie will be serving as Secretary. He also reported that the officers have already scheduled meetings and are beginning to talk about sprucing up the student lounge. Mr. Kauffman additionally reported that he is involved with Enactus this semester and the membership is planning a canned food drive to benefit the Campbell's Let's End Hunger campaign.

b) Associated Students

The report on ASFRC was included with Student Trustee Kauffman's previous report.

c) Academic Senate

Jeanette Kokosinski, Academic Senate President initially stated that she had no report and President Sheehan inquired if there had been further progress on faculty positions. Dr. Kokosinski reported that the Senate is currently looking at finalizing a job description for the art position.

d) Classified Senate

Connie Litz, Classified Senate President reported that in an attempt to improve communication in the constituency she is asking that committee representatives provide her with a brief summary or bulleted list of activities of the committee he or she represents and she will compile the information into a monthly report.

e) **Instruction**

Derek Lerch, Dean of Instruction/CIO reported that Curriculum Committee action will resume at the February Board meeting and that all of the required transfer degrees have been through the Curriculum Committee process and will now move to the Academic Senate before coming to the Board for its approval. Dr. Lerch also reported that preparation for the new catalog continues and that it will hopefully be available on campus in the middle of April in a new and streamlined format. He also stated that with regards to accreditation, it is still his goal to have a draft of the mid-term report presented to the Board the latter part of April. Dr. Lerch added that he and Dr. Kokosinski completed a walk-through of some of the classrooms towards the end of the semester and he felt that it was beneficial to examine what rooms appeared to be cluttered and those that needed repairs to whiteboards, etc. In closing comments on his report, Dr. Lerch stated that classes just began and enrollment looks good and appears to be on track to hit the state cap. At President Sheehan's request Dr. Lerch named the transfer degrees that Feather River College already has in place.

f) **Student Services**

Karen Pierson, Chief Student Services Officers added to Timothy Kauffman's information by stating that the new student government would also like to hold forums to hear student's concerns directly and that they plan to hold more student activities. Dr. Pierson also reported that with regards to activities, Professor Charlie Hardy will talk about the birth of the civil rights movement at the Town Hall Theatre on Thursday, January 30th, and that she is hosting Mr. Hardy for dinner at her home the night before the presentation. Dr. Pierson additionally reported that the Advising Task Force has heard presentations recently on DegreeWorks, a software tool for putting together an electronic Student Education Plan (SEP) and are now looking at CurricUNET, a company that organizes curriculum and student advising for colleges. She also reported that New Student Orientation took place last Friday and 25 new students attended the spring orientation and gave outstanding evaluations on the process and presenters involved. Dr. Pierson reported that with regards to marketing, Student Services is redoing ads in the Plumas County Visitors Guide and the View Book using photographs of the new Learning Resource Center (LRC) taken by Mick Presnell. In closing comments on her report, Dr. Pierson stated that planning for the May 23rd commencement event is taking place and a new format is being considered that would move the honors portion of the presentation to the noon hour which would leave room for a musical presentation. She also stated that on January 15th, the institution distributed \$850,000 in financial aid to students all without a

student accounts technician and absent one financial aid technician and that most of this funding goes directly into local economies.

g) Superintendent/President

Kevin Trutna stated that the Board of Trustees had his written report and that it had been revised a couple of times due to new accomplishments that continued to come in from staff. He stated that Nick Boyd had just sent him a picture of the new "Welcome to Quincy" sign that's being put up at the east end of town. He expressed his appreciation to employee Bryan Plocki for the woodworking expertise he applied to the community project. Dr. Trutna also reported that he and Derek Lerch have met with Plumas Unified School District (PUSD) Superintendent Micheline Miglis and Ed Thompson, its Director of Student Performance regarding a grant for adult based education. He explained that although there is not a huge population for adult based education in Plumas County the governor has set aside funding to enhance these types of programs. Dr. Trutna also announced that Feather River College was mentioned in the publication *American Horsemen*. He additionally reported that four out of five trustees are up for election in November. In closing comments on his report, Dr. Trutna commented that he had attended the basketball game in Susanville earlier in the week and he also showed members of the Board small tee shirts he had made for the children of employees to wear at games indicating what fraction of a future FRC student they were on the back.

There being no further business, the meeting was adjourned at 4:37 p.m.

KT/ch