

## 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 2:00 p.m. on Thursday, August 21, 2014 at Feather River Community College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California.

*Trustees present:* Sheehan, Elliott, McNett, Ware, West

*Trustees absent:*

#### **2. ITEMS FROM THE PUBLIC REGARDING CLOSED SESSION:**

President Sheehan called for public comment regarding any of the items listed on the agenda as Closed Session discussion items.

#### **3. ADJOURN TO CLOSED SESSION:**

There being no public comment offered, the Regular Meeting of the Feather River Community College District Board of Trustees was adjourned to Closed Session at 2:03 p.m.

#### **4. RECONVENE TO OPEN SESSION:**

President Sheehan reconvened the Regular Meeting of the Feather River Community College District Board of Trustees to order at 3:03 p.m. on Thursday, August 21, 2014 at Feather River Community College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California.

#### **2. ITEMS FROM THE PUBLIC:**

Kyle Merriman, member of the public, stated that she wished to comment on the possible acquisition of property at 623 Main Street, Quincy, California by the Feather River Community College District. Ms. Merriman stated that the property under consideration is next to where she resides and she wanted to express a few of the concerns she has with regards to living in close proximity to housing for college students. She indicated that she can appreciate the desire and need for students to be social but late hour noise and partying will wake her up and as a professional that values her sleep this is going to be an obvious problem that will need to be addressed. She also shared her concern about the close proximity of gas stations to the apartment complex that sell alcohol and that this would be an issue of safety not only for the students living in the complex but a safety issue for the neighborhood as well. Ms. Merriman also had questions regarding whether or not there was going to be any effort to conduct an assessment regarding the economic impact of such a purchase including the effect the purchase would have on the value of her property.

Trustee McNett thanked Ms. Merriman for coming to the Board meeting and expressing her concerns while noting that Board members wouldn't be allowed to comment on

discussions conducted in Closed Session. Kevin Trutna, Superintendent/President directed comments to the Board of Trustees while stating that zoning addresses many of the concerns voiced by Ms. Merriman and that this particular property at 623 Main Street is zoned for multiple residences or MR. He also stated that the college will have on-campus staff members living at the complex 24 hours a day seven days a week whether it be assistant coaches or residence assistants. Dr. Trutna also stated that the college plans to make improvements to the property, mitigate noise by putting up fences, and work with Plumas Transit to provide a stop at the location for the pickup of students. Dr. Trutna also emphasized that the college wants to do everything it can to be a good neighbor to those families living in the area.

Susie Adair, member of the public and current manager of the units at 623 Main Street, Quincy, California notified the Board of Trustees that she had delivered a sealed envelope addressed to the Board of Trustees before the meeting. Kevin Trutna stated that he had the envelope and he would see that the Board of Trustees received a copy of the contents.

#### **5. CLOSED SESSION ANNOUNCEMENT:**

President Sheehan announced that the Board of Trustees had met in Closed Session and that it had authorized the Superintendent/President to set up and close escrow for the purchase of 623 Main Street, Quincy, California. He also stated that as with the existing residence halls, the Foundation would be the owner of 623 Main Street, Quincy, California and there would be a deed of trust with the College for not greater than fifteen years for the purchase of the facility.

Kevin Trutna added that with hearing some of the concerns of community members living in close proximity to the apartment complex, the college would be willing to hold an informational session on the topic with the community to respond to and answer some of the questions and concerns individuals might have.

#### **6. ITEMS FROM THE PUBLIC:**

Linda Batson, member of the public stated that she had attended the Community Supper in Quincy the previous evening and many of the students from Feather River College were there and she noticed coming through the line that these students were extremely pleasant, polite, and friendly. Ms. Batson wanted to commend staff or whoever might be speaking with the students regarding their interactions with others in the community because they were very pleasant to be around and have dinner with.

Johanna Downey, Executive Director of Plumas Crisis Intervention and Resource Center (PCIRC) stated that she wanted to introduce herself to the Board and Trustees and let it know that she looks forward to working closely with Feather River Community College in the near future to help support, supplement, and complement services that it provides to students, faculty, and staff.

At 3:20 p.m. President Sheehan returned to Items from the Public and allowed an additional member of the public to address the Board regarding the purchase of 623 Main Street, Quincy, California. Samantha (last name unknown) stated that she and her family have been tenants of the apartments at 623 Main Street, Quincy, California for two years and she did not think that 60 days was going to be a sufficient amount of time to find another rental within her family's price range. President Sheehan stated that the

Superintendent/President had indicated earlier his desire to work with the current occupants of the facility so that moving would be the least difficult as possible.

**7. AGENDA:**

The regular and consent agendas for the August 21, 2014 meeting at Feather River Community College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Elliott/West/Sheehan/McNett/Ware Aye) (None Opposed).

**8. MINUTES:**

The minutes from the Regular Meeting held on July 17, 2014 at Feather River Community College LRC Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (McNett/West/Sheehan/Elliott/Ware Aye) (None Opposed).

**9. CONSENT AGENDA**

Personnel Requisitions, Personnel Actions, Payroll and Commercial Warrants, Budget Transfers, Budget Augmentations/Reductions, the Approval of Memorandum of Understanding (MOU) between Feather River Community College (FRCC) (DISTRICT) and Tahoe Institute for Rural Health Research (TIHHR) to outline the specifics of the working relationship between the two parties for various research components and data collection on the District's intercollegiate student athlete population as it relates to concussion or mild traumatic brain injuries, Approval of Agreement between Feather River College and CIVITAS relative to providing consulting services to Feather River College, Approval of Agreement between Kronick Moskowitz Tiedemann & Girard, A Professional Corporation (KTMG) and Feather River College (CLIENT) to provide legal services to CLIENT at the request of CLIENT, Approval of Agreement between Plumas Rural Services – Plumas Transit Systems (PRS) and Feather River College (FRC) for PRS to provide transportation services through the Plumas Transit Systems within Plumas County for Students of FRC, Approval of 2014 Memorandum of Understanding between Feather River College and Plumas District Hospital to provide ambulance and Emergency Medical Technician services during five football games at the rate of \$35.00 per hour, Approval of Memorandum of Understanding (MOU) between Pinnacle Evaluation Services and Feather River College for evaluation services for the 2013-2014 project year for the Upward Bound (UB) grant project at Feather River College, Approval of Authorization to Order (ATO) Under State Contract CALNET3 Telecommunications Services provided by a contract entered into by AT&T and the State of California, Approval of Agreement between Eastern Plumas Health Care (AGENCY) and Feather River Community College District (DISTRICT) stipulating that AGENCY shall make available to designated students in the VOCATIONAL NURSING PROGRAM its physical facilities and clinical equipment to provide such students the PROGRAM its physical facilities and clinical equipment to provide such students the opportunity to obtain clinical training and experience, and the Approval of Contract agreement between Feather River Community College District (DISTRICT) and the CHANCELLOR agrees to act on behalf of the DISTRICT for the purpose of collecting through the State Franchise Tax Board's Interagency Offset Program outstanding student financial aid and

proper non-financial aid obligations owed to the District were approved as presented (Elliott/McNett/Sheehan/Ware/West Aye) (None Opposed).

## **10. REGULAR AGENDA**

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

- 1) Kevin Trutna requested Approval of Revised Feather River Community College Salary Schedules for 2014-2015 Academic Year. After further discussion and there being no objection, the request for Approval of Revised Feather River Community College Salary Schedules for 2014-2015 Academic Year was approved as presented, (Elliott/Ware/Sheehan/McNett/West Aye) (None Opposed).
- 2) Kevin Trutna requested Approval of Faculty Equivalencies by the Governing Board. After further discussion and there being no objection, the request for Approval of Faculty Equivalencies was approved as presented, (McNett/West) unanimous.

### **\* B. Roll Call Items**

None

### **C. Special Items/Reports**

- 1) Jim Scoubes, Chief Financial officer presented the District's Monthly Financial Status Report as of July 31, 2014. He reviewed the Unrestricted General Fund Summary noting that expenditures reflect \$894,229 or 7% of approved budget. He additionally reported that revenues for the period are actually higher than reflected as more revenue had been received but did not get recorded for the report. In closing comments on his report, Mr. Scoubes stated that he is working on the Final Budget for the College so it can be presented to the Board of Trustees at its September meeting. Trustee Elliott pointed out that 30 days into the budget year there are already budget transfers being submitted and there was further discussion and explanation for the transfers.
- 2) Jesse Segura, Head Rodeo Coach provided a report to the Board of Trustees on the rodeo program. He stated that he's been with the college now for ten years now and in those ten years the rodeo program has done well and he thanked the Board of Trustees and the college for the quality of students that have come from all over to participate in rodeo. He provided an overview of the college rodeo program explaining that there are 11 rodeo regions in the United States and two teams from each of these regions get to compete at the National Rodeo Finals each year and in eight of the last ten years Feather River College has won its region. He also explained that at the finals Feather River College competes against 350 to 400 of the top rodeo students in the nation and the competition is very tough but Feather River College has elevated its team to the top five or seven teams in the nation. Coach Segura explained the challenges he

faces when trying to recruit students away from other schools that have much more to offer in the way of scholarships, housing, and other enticements because they simply have more funding with which to work. He noted that his program fundraises between \$40,000 and \$60,000 per year and last year it was able to provide \$40,000 in scholarships to rodeo students. Coach Segura stated that he has the best rodeo team this year at FRC that he's ever had with four national high school champions on the team. Coach Segura also explained that one of the things that separates his program from other athletic programs is that the rodeo area back by the softball fields is actually a working ranch where students learn to weld, drive tractors, take care of animals, and learn the skills that they can apply in their lives outside of rodeo with at times just their two year degree. He provided some examples of what his students are doing after they leave the program and indicated that he's proud of the work ethic that students learn while at Feather River College noting that 33% of the degrees awarded at graduation last year were agriculture degrees and certificates. In closing comments on his report, Coach Segura stated that the one thing that would really help his program is to have a teacher for the agriculture program. He explained that there are 50,000 high school students in the Future Farmers of America (FFA) programs and he feels the college is missing out on an opportunity to recruit these students that would do well in his program. He added that another item that would really help his program is a covered arena because as he explained he believes that if students in his program had a place to perform and compete and get out of the rain and the snow, the program would be able to support at least 35 events a year and draw people to the area and boost the local economy at the same time. Coach Segura also introduced Courtney Wood as a student in his program as well as an Academic All American and Ms. Wood explained her love of the sport and why she choose Feather River College above as many as ten different four-year universities that she had applied and been accepted to.

- 3) Mick Presnell, Director of Distance Education/Webmaster provided a PowerPoint presentation and overview of the new Feather River College website. The presentation covered the advantages to the new website hosted by Campus Suite including a reduction in the complexity of hosting the current website and a company that could consolidate services and streamline the process for content managers. Dr. Presnell reported that the relationship with Campus Suite personnel has proven to be smooth, responsive, and professional and the process began in March 2014 and included a launch timeframe of about 18 weeks which was missed by only one week due to a vacation. He also reported that there were three main phases involved in launching the website that included a planning phase, building phase, and finishing phase and that this approach to implementing the website worked very well from the very beginning. Dr. Presnell also reported that excellent training videos were provided and content managers have found that the software has been easy and intuitive to use. He also showed the Board of Trustees some of the features of the new website including the events calendar, announcements site, slideshows of campus pictures, and staff and faculty

directories by department. Kevin Trutna provided additional comments on how the website serves as a marketing tool that will recruit new students but also is a resource tool for those individuals looking for information on the college. The Board of Trustees thanked Dr. Presnell for his report while sharing its appreciation on the look and feel of the much improved website.

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

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

Trustee Elliott reported that he will be out of the area for the month of September but he would be available via email.

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

Karen Pierson, on behalf of ASFRC, reported that ASFRC has two officers who will be assisting her at new student orientation on August 22<sup>nd</sup>. She also reported that the officers have a long list of upcoming activities planned for the fall semester and that they are enthusiastic about future possibilities. Dr. Pierson also reported that ASFRC will be holding another election to see if additional officers and a new student trustee are interested in being elected to the open positions. She added that some of the changes they plan to implement are regular office hours, the availability of coffee, tea, cocoa, and popcorn for students, and rally and spirit days throughout the semester.

##### **3. Student Services**

Karen Pierson announced that Friday, August 22<sup>nd</sup> is New Student Orientation and she distributed copies of the student handbook that will be provided to all new students and returning students if they want one. She explained that with the new Student Success Program there is prescribed curriculum that must be offered to students at New Student Orientation and that the handbook fulfills this curriculum requirement. Dr. Pierson also explained that during the orientation there will be a network fair prior to three workshops taking place where approximately 34 different vendors will be in attendance that want to meet the students or provide information. She added that supplies will be given to students and lunch is on the schedule along with entertainment to keep students from becoming distracted with what's going on.

In an effort to promote safety this year, Dr. Pierson provided Board members with an example of a flyer that will be provided to all faculty and staff that contained the numbers to be called in case of emergencies or student distress. The flyer also contained guidelines for responding to students of concern and information on what the Student Incident Team is, who the members are, and how to contact them.

##### **4. Academic Senate**

Jeanette Kokosinski, Academic Senate President reported that faculty are preparing for the start of fall classes and that the last few days have been

productive in terms of structured faculty flex days and Institutional Day. She also reported that the Senate had its first meeting on Wednesday, August 20<sup>th</sup> and she had requested that Kevin Trutna address the topic of sand volleyball and out of that discussion she had received some feedback from the faculty that had to do with the way the addition of the sport was communicated. She stated that Dr. Trutna had been made aware of the comments, and that she had been asked to include in her report to the Board the importance of shared governance in the decision making process. She added that an additional area of concern that the faculty requested she address in her report is the process for granting California residency and how a greater level of communication on the requirements would be helpful in having faculty understand how a student meets the criteria for California residency. Dr. Kokosinski also reported that the Book in Common was a topic of discussion at the Academic Senate meeting and both English instructors, Chris Connell and Joan Parkin will be overseeing the presentations related to this year's Book in Common, *The Book Thief*. Dr. Kokosinski concluded her report with a brief explanation regarding a National Endowment for the Humanities (NEH) grant opportunity that Dr. Parkin was contacted about applying for and that she would let Derek Lerch, Dean of Instruction/CIO explain the opportunity further.

**5. Classified Senate**

Cindy Hall, Classified Senate President reported that she had been elected as the new Classified Senate President just two days before the Board meeting and that she would be using the next month to become more familiar with her responsibilities.

**6. Instruction**

Derek Lerch reported that Zach Parks, Instructional Assistant Environmental Studies had requested that he report that Annie Kresse an environmental studies student working in the hatchery was recently awarded an Inland Kokanee Salmon Scholarship. He also wanted Dr. Lerch to report that the Plumas County Department of Fish & Game voted to provide funding at its last meeting to assist him with the purchase of new fish eggs as a water quality disaster that occurred about a month ago unfortunately resulted in the loss of just about all the trout in the hatchery.

Dr. Lerch also reported that he had spoken briefly to the campus earlier in the morning regarding enrollment and that he would have a more in depth report available in October when the enrollment numbers are more substantiated. He added that the college is moving aggressively to increase enrollment for the fall semester and as of yesterday the numbers reflect the numbers are strong. He also stated that classes begin next week and there have been a number of flex activities and good conversations around the Book in Common and the different ways it can be molded into the classroom and the community. President Sheehan indicated that Environmental Alternatives might be interested in participating because of its involvement with foster children.

Dr. Lerch reported that the next draft of the accreditation mid-term report will be brought forward to Cabinet in October for review and distribution to the Academic Senate and Classified Senate for their review and approval and input will be encouraged from the entire campus. He added that once constituent approval has been received it will be placed on the agenda for Board approval either in December 2014 or January 2015.

Dr. Lerch responded to Trustee McNett's earlier comment to Jesse Segura about tracking rodeo students once they leave Feather River College by explaining that the college has been using a completer/leaver survey tool to do this and students are sent the survey through regular mail or email and asked to complete a series of questions on what they are or have been doing since leaving Feather River College and how they feel about the college and the education they received while they were here.

Dr. Lerch followed up on Dr. Kokosinski's comments on the NEH grant stating that it's a grant called *Bridging Cultures* and Dr. Parkin will be using that grant, if it is awarded, to bridge the cultures between the campus and the incarcerated student population. He further explained that it's a two year grant and bolsters resources in the prisons and a bit of coursework sharing would also be involved between students.

Dr. Lerch additionally reported that this is the first year of an intern partnership with the United States Forest Service (USFS) that provided the students involved with an inside track into the hiring process and that without exception all the individuals involved with managing the college's interns reported a positive experience and that the USFS has doubled the number of intern opportunities that will be available next summer.

**7) Superintendent/President**

Kevin Trutna reported that he had spoken with Amy Schulz, Director of CTE/EWD Grants/Enactus Advisor regarding President's Sheehan comments about members of Enactus possibly contacting new businesses as they start up in the county and Ms. Schulz indicated that she would explore the idea further as she thought it was a good idea. Dr. Trutna highlighted items from his written report by stating that he just happened to be watching the FIFA Under 20 (U20) Women's World Cup Soccer one morning and realized that he thought he knew the player that had just scored what ended up being the winning goal for Uganda and it was Sherifa Sumaila from FRC's women's soccer team. Dr. Trutna also reported that his article about FRC needing student housing was published in this week's paper and he had received some positive emails from members of the community on the content. He also reported that the Kindred Murillo, superintendent/president of Lake Tahoe Community College (LTCC) had recently visited the college to discuss FRC's incarcerated student program as LTCC's enrollment is significantly down and they are looking at ways to shore up their FTES maybe with a similar program. He noted that Dr. Murillo had called him about a week later to let him know how impressed she was with FRC's campus as a "destination campus" and how the unique programs it offers is something she would

like to model at LTCC. Dr. Trutna also highlighted the fact that the volleyball team was nominated for an American Volleyball Coaches Association (AVCA) Team Academic Award for the 2013-2014 year for excellence in the classroom. He additionally reported good things from Institutional Day including a short presentation on safety from CHP Commander Joe Edwards who will be back in January with more in depth training on a variety of situations that might occur on campus. In closing comments on his report, Dr. Trutna reported that through his connections with another chapter of Rotary he was able to present seven full sets of men's golf clubs and seven full sets of women's golf clubs to be donated to Quincy High School. He also reported that the clubs were presented at Monday's meeting and Jennifer Dyrr and the high school students with her were so pleased to receive them and Ms. Dyrr indicated that they had enough equipment to assist other young golfers and if anyone knew of any other high school that would benefit from the donation to please contact her. He also indicated that a note from Jim Scoubes indicates that the balance of the Secure Rural Schools fund sits at \$980,270.

There being no further business, the meeting adjourned at 4:53 p.m.

KT/ch