

MINUTES

BOARD OF TRUSTEES FEATHER RIVER COMMUNITY COLLEGE DISTRICT

President Elliott called the regular meeting of the Feather River Community College District Board of Trustees to order at 3:07 p.m. on Thursday, April 15, 2010 at Feather River College, Science Room 104, 570 Golden Eagle Avenue, Quincy, California.

Trustees present: Elliott, Schramel, Shamberger, Sheehan, West, Student Trustee
Camp

Trustees absent:

The agenda for the April 15, 2010 meeting at Feather River College, Science Room 104, 570 Golden Eagle Avenue, Quincy, California was approved as presented, (Schramel/West) unanimous.

The minutes of the Special Meetings held on March 4, 2010 and March 9, 2010 at Feather River College, Equine Studies Instructional Classroom, 570 Golden Eagle Avenue, and the Regular Meeting held on March 18, 2010 at Feather River College, Science Room 104, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (West/Sheehan) unanimous.

A. ITEMS FROM THE PUBLIC

None

B. CONSENT AGENDA

President Elliott requested that Consent Agenda Item B1a, Ratification of Personnel Requisitions, be moved to the Regular Agenda for further discussion. Trustee West additionally requested that Consent Agenda Item B1d, Budget Transfers, also be moved to the Regular Agenda for further discussion, (Sheehan/West) unanimous. After additional dialog and there being no objection, Ratification of Personnel Actions, Payroll and Commercial Warrants, and Budget Augmentations/Reductions were approved as presented, (West/Schramel) unanimous. President Elliott requested that the amended items be placed at the end of the Regular Agenda.

C. REGULAR AGENDA

*** 1. Motion Items**

a) Michael Bagley, Chief Instructional Officer, requested Approval of New and Revised Courses. He stated that the bulk of his request involved curriculum related to program level Student Learning Outcomes (SLOs). Dr. Bagley referred to Attachment M of the backup documentation reflecting the Student

Learning Outcome that a graduate of the Vocational Nursing program would be qualified to do upon successful completion of the certificate program. He also noted that new courses developed to meet student and community demand included four courses in entrepreneurship that were created to provide students with a global introduction to the process of turning an idea into a successful startup enterprise. Dr. Bagley also stated that new items additionally included substantive works by Dr. Tom Heaney, History Instructor, and that these history courses are primarily aimed at Liberal Studies teacher preparation at Chico State University. After further discussion and there being no objection, the request for Approval of New and Revised Courses was approved as presented, (Sheehan/Schramel) unanimous.

b) Ron Taylor, Superintendent/President requested Approval of Agreement to Implement CCC Apply. He also stated that he felt it would be beneficial to the Board if he also included agenda item C1c, Approval of Agreement to Implement CCC Tran in his discussion because the two items mirrored one another. He explained that both agreements involve the contracting of professional services from a software provider or subcontractor with the State system on a contract with the Butte-Glenn Community College District to present an electronic online common admission application and an electronic transcript exchange system for community colleges for the entire state. Dr. Taylor stated that each community college must opt in for these services and that he was pleased to see Lisa Kelly, Interim Associate Dean of Student Services, begin to see these processes through. He also reported that the College is receiving a grant to cover a significant portion of the initial front-end expenses, but that future budget development will include a need to provide for ongoing software costs. Dr. Taylor introduced Leslie Mikesell, Student Services Registration Technician, who provided those present with an additional overview of the products and their benefits. Trustee West voiced her concern over the expense at a time when the institution should be looking to reduce its costs and there was general discussion regarding the necessity of why the programs needed to be implemented now and how future annual costs would be covered. Dr. Taylor responded that he felt that the costs for the programs was modest in comparison to the benefits that the College would receive in the form of the promise of additional fluidity and a customer friendly accessible enrollment process. After lengthy discussion regarding the request that included training costs, confidentiality, transcript articulation, automation and the enrollment process, risk management, and Title IX applicability the request for Approval of Agreement to Implement CCC Apply and the request for Approval of Agreement to Implement CCC Tran was approved as presented, (Sheehan/Schramel), West opposed.

d) Ron Taylor requested Approval of Agreement between Feather River College and Strata Information Group (SIG). He explained that SIG is a consultant that will provide a combination of training and process analysis that relates to the Banner database implementation. He further explained that the College is facing a Banner upgrade deadline scheduled for spring 2011 and in order to successfully be able to meet this deadline, the current Banner 7 software must be completely stabilized. There was further discussion regarding the request, and Dr. Taylor explained that some of the system issues that the College currently faces require further analysis of Banner 7 and the institution's current processes. Dr. Taylor also stated that the contract

will probably involve expenses of approximately \$10,000 for a week or two of study and consultation with staff, and then after the initial work is completed an analysis of what needs to be done to stabilize Banner 7 and implement Banner 8 will be provided. President Elliott requested information on why consideration was being given to SIG instead of Sungard, and Dr. Taylor responded that the reasons involved cost per hour and experience and training devoted to end users at the point of implementation. Trustee Sheehan stated that one of the issues discussed at a recent meeting of the Foundation Business Management Committee was the inability of the current Banner system to provide the ability to move financial aid for students to the residence halls for rent payments. He asked whether or not this had been addressed by the user group, and Jamie Cannon, Interim Director of Human Resources reported that it has been addressed by the user group but that the capability to perform this function in Banner does not exist yet. Dr. Taylor further explained that the problem appears to be a weakness in the software itself that will require reprogramming and a job ticket has been submitted to Sungard so that a solution can be researched. Trustee Sheehan stated that he felt that the College should set a goal to have this capability implemented by August when the students begin to check into the residence halls because it has clearly been identified as a weakness that will threaten the financial structure of the residence halls. Jim Scoubes, Chief Financial Officer, provided further explanation regarding the weakness in the current Banner system by stating that when students change their schedules or add and drop classes the reallocation of funds is not appropriately calculated resulting in a complex set of accounting and distribution errors. After further discussion and there being no objection, the request for Approval of Agreement between Feather River College and Strata Information Group (SIG) was approved as presented, (Sheehan/Shamberger) unanimous.

e) Ron Taylor requested Approval of Student Member Privileges 2010-2012. He explained that according to policy, student trustee privileges require annual approval by the Board of Trustees by May 15th and that the listed privileges included in Board packets is the same list of privileges previously approved for student trustees. After further discussion, Dr. Taylor recommended approval unless there was a desire on the Board's part to amend the current privileges. There being no objection or further discussion, the request for Approval of Student Member Privileges 2010-2012 was approved as presented, (West/Schramel) unanimous.

f) Jim Scoubes requested Ratification of Annual Financial and Budget Report (CCFS-311 Annual) (Financial Report for Fiscal Year 2008-09) (Budget Report for Fiscal Year 2009-10). Mr. Scoubes provided those present with a white-board timeline presentation of due dates for the reporting requirements for the 311Q quarterly reports and the CCFS-311 annual report. He also emphasized that the 311Q quarterly reports were revenues and expenditures for a specific point in time while the CCFS-311 annual report reflected the final numbers for revenue and expenses for the entire 2008-09 year after all year-end closing entries and adjustments have been made. After further discussion, President Elliott recommended that approval of the annual report become a yearly agenda item for the Board of Trustees to approve. Trustee Sheehan also recommended that a training program, useful to these types and levels of discussions, be implemented for those individuals involved with

the reports. Mr. Scoubes also conveyed that he is available to discuss the annual report with anyone wanting additional information or explanation of its contents. In closing comments, Dr. Taylor stated that he has made a commitment to employees to have periodic informational meetings with all the bargaining units to be sure that everyone understands the same information and has a chance to question it if they want to. There being no objection or further discussion, the request for Ratification of Annual Financial and Budget Report (CCFS-311 Annual) (Financial Report for Fiscal Year 2008-09) (Budget Report for Fiscal Year 2009-10) was approved as presented, (Sheehan/Schramel) unanimous.

g) Jim Scoubes requested Ratification of Quarterly Financial Status Report (CCFS-311Q) for the Quarter Ended December 31, 2009 (Q2). After brief discussion and there being no objection, the request for Ratification of Quarterly Financial Status Report (CCFS-311Q) for the Quarter Ended December 31, 2009 (Q2) was approved as presented, (Sheehan/Schramel) unanimous.

h) Ron Taylor request Approval of Recommendation for CCCT Board Election. He stated that he had been asked to prepare a recommendation based primarily on experience with issues facing small and rural community colleges and that after taking this into account his recommendation included Eva Kinsman, Copper Mountain Community College, Jerry Hart, Imperial Community College, Isabel Barreras, State Center Community College, Nancy Chadwick, Palomar Community College, Donald Singer, San Bernardino Community College, Louise Jaffe, Santa Monica Community College, and Walter Howald, Coast Community College. Dr. Taylor explained that he felt that the latter two individuals were the most qualified of the remaining candidates even though they were from predominately large urban area districts. After further discussion and there being no objection, the request for Approval of Recommendation for CCCT Board Election was approved as presented, (Schramel/Shamberger) unanimous.

i) Nick Boyd, Director of Facilities, requested Approval to Submit Categorical Exemption for the California Environmental Quality Act (CEQA) Application for MPB Modernization. He reported that on June 30, 2010 the District had submitted a Formal Project Proposal (FPP) for the modernization of the Multi-Purpose Building (MPB). He also reported that he had received notification from the Chancellor's Office that they have expressed an interest in placing this project into the expense portion of the 2011-2012 State budget. Mr. Boyd further explained that the District now needs to submit the California Environmental Quality Act (CEQA) exemption application as the remodeling of MPB interior walls will involve no environmental impact. After further discussion and there being no objection, the request for Approval to Submit Categorical Exemption for the California Environmental Quality Act (CEQA) Application for MPB Modernization was approved as presented, (Sheehan/Schramel) unanimous.

(j) Nick Boyd requested Approval to Designate Used Flooring from Multi-Purpose Building as Surplus Material. He explained that the flooring was damaged due to water leakage and per policy must be declared as surplus before it can be sold or donated. After a brief discussion and there being no

objection, the request for Approval to Designate Used Flooring from Multi-Purpose Building as Surplus Material was approved as presented, (Sheehan/Shamberger) unanimous.

(k) President Elliott requested further discussion of Consent Agenda Item B1a, Ratification of Personnel Requisitions. He stated that he wanted to specifically address and discuss the plan for salary reductions as it relates to personnel costs. Dr. Taylor explained that there were several recommended positions for hire listed on the employee requisition agenda item and he added that he wanted to point out that there were reduced percentages involved for a couple of the positions. He further explained that all of the listed positions had been thoroughly vetted with staff and evaluated on whether or not the job is essential and that there is a desire to move forward and begin the recruitment process on these positions. He used as an example the importance of recruiting for and converting the current temporary position for the District's database administrator to a permanent position and he briefed those present on what the likely repercussions of not filling the position would be. Dr. Taylor also stated that it is unknown whether or not there will be an adequate applicant response to the reduced 12 month 80 percent position until the position is flown. He also referred to the assistant athletic trainer position, explaining that the position needs to be made permanent to maintain compliance and is being requested as a ten month seventy percent classified position. Trustee West requested information on why the District needed an assistant athletic trainer, and Dr. Taylor responded that the position was proposed for possible elimination last summer, but that the contention was, and staff agreed by general consensus, that the position was necessary for safety reasons and also because multiple athletic venues being held at the same time in different areas require it. After discussing agenda item C1l, Ratification of Budget Transfers, the Board returned to item C1k, Ratification of Personnel Requisitions and the request for Ratification of Personnel Requisitions was approved as presented, (Sheehan/Schramel), West opposed.

(l) Trustee West requested that discussion continue on item B1d, Ratification of Budget Transfers. She specifically addressed the reasons and general purposes for several budget transfers including the covering of expenses for student travel in the amount of \$800, the purchase of four year warranties for football uniforms in the amount of \$8,500, employee travel expenses and student travel in the amount of \$5,000, the coverage of travel to target schools, conferences, and summer programs in the amount of \$1,500, the coverage of expenses for regional shirts if the team makes playoffs in the amount of \$2,000 and she emphasized that these amounts are but a snapshot of monthly budget transfers perhaps occurring twelve times a year. Trustee West continued to express her concern regarding the number and amounts of budget transfers, stating that after all the hand-wringing done in March with regards to the budget and a possible \$800,000 deficit that needs to be addressed, she felt that many of the budget transfers deserved harder assessment. Merle Trueblood, Director of Athletic Operations and Events, responded by stating that football uniforms had not been purchased in five years and that supplies and equipment budgets had been significantly reduced necessitating the transfer. There was additional discussion regarding the purposes for budget transfers with regards to athletics and the necessary

costs to run a program. Dr. Taylor also added that as Superintendent/President it is his responsibility to often find a middle ground that makes sense while understanding that there are often different points of view on every budget item. After taking action on agenda item C1k, Ratification of Personnel Actions, the Board returned to agenda item C1l, Ratification of Budget Transfers and there being no objection the request for Ratification of Budget Transfers was approved as presented, (West/Schramel) unanimous.

*** 2. Roll Call Items**

Jim Scoubes requested Approval of Resolution #09/10-23, Approval to Participate in the 2010-2011 Tax Anticipation and Revenue Note (TRAN) Program. He stated that he was requesting participation in the TRAN Program at a three million dollar level due in part to the apportionment deferrals that the State will be implementing in 2010/2011. Mr. Scoubes also referred Board members to a revenue and expenditures graph attached to the backup documentation of the resolution that reflected the need to borrow funds through the TRAN Program to offset expenditures until property tax revenues are received. After further discussion and there being no objection, the request for Approval of Resolution #09/10-23, Approval to Participate in the 2010-2011 TRAN Program was approved as presented.

Ayes: Elliott, Schramel, Shamberger, Sheehan, West, Student
Trustee Camp

Noes: None

Absent: None

Abstain: None

3. Special Items/Reports

- a) Jim Scoubes presented the District's Quarterly Financial Status Report as of March 31, 2010. He reviewed the Unrestricted General Fund and reported that revenues reflected in the report as of March 31, 2010 total \$6,689,121 or fifty-two percent of the budget and that due to timing this amount would not be reflective of all anticipated revenue. Mr. Scoubes also stated that the report additionally reflected expenditures of \$8,538,643 or sixty-seven percent of the budget. He additionally noted that there were no other significant issues to report in any of other District funds. Mr. Scoubes also directed the Board's attention to page fourteen of the report that documented the State apportionment deferrals and how they are affecting revenues normally received by the College.
- b) Nick Boyd provided those present with a report on the status of the Learning Resource Center Construction Project. He reported that the first floor electrical is almost complete and that the concrete pours are at the halfway point. Mr. Boyd also reported that the structural steel is scheduled to begin on April 20th and will last approximately nine days. He additionally reported that the District has been vocal about construction site safety as the District is self insured and any violations that have been witnessed have been promptly addressed as well as

documented in construction meeting minutes. Mr. Boyd further explained that to further emphasize the seriousness with which the District takes construction site safety, he has chosen to contact and enlist the advisory services of the Occupational Health & Safety Administration (OSHA) on the job site.

- c) Michael Bagley provided those present with an update and report on the status of accreditation. He distributed three handouts that included key dates for accreditation, timelines on Student Learning Outcomes (SLOs), and a follow-up work plan report. There was lengthy review and discussion of the information contained in the handouts including data for the annual report, evidence and responses to the Commission's recommendations 1, 2, and 4 for the follow-up report on the College's last site visit, and self-study training and other progress being made on authoring the College's next accreditation self-study due in February 2012. Dr. Bagley extended an invitation to members of the Board to consider participating in the May 3, 2010 self-study accreditation training and to work on the self-study to further their understanding and knowledge of the process.

4. Communications, Presentations, and Reports

a) Trustee Reports

Student Trustee Camp reported that ASFRC had published the second version of the student newspaper, "In Your Face" and that students had also recently painted the student center with bright new colors and the FRC logo. She also reported that student elections are currently in progress via email and that they should be completed during the first week of May. Trustee Shamberger reported that he was pleased to be back in Plumas County and he thanked those involved for forwarding him the Board packets and other informational material while he was out of the County. He also stated that he was pleased to see that the option to reduce programs and staff had been tabled and that other options for cost-savings reductions are being considered. Trustee West commented that with regards to the draft of the Strategic Plan, she would request that wherever possible that the reference to "community" be amended to read "communities" so as to inform the reader that there is more than one community in the region. President Elliott stated that one of the responsibilities that members of the Board have is to evaluate the Superintendent/President and he reported that he had received information from the Classified Senate on the process. He also stated that he anticipates a packet being sent out by Dr. Taylor in the near future regarding the process and that a session to discuss the evaluation should be scheduled. Chris Connell, Academic Senate President, reported that evaluation information from the Academic Senate will be forthcoming.

b) Associated Students

No Report.

c) Academic Senate

Chris Connell reported that the Academic Senate is working on wrapping up several areas of policy prior to the end of the academic year while also

addressing a number of budget issues that are still outstanding. He also reported that the Senate has also had several discussions on the new draft of the Strategic Plan.

d) Classified Senate

Jodi Beynon, Classified Senate President, reported that priority registration for the fall semester began April 14, 2010. She also reported that the nomination of Rose Cortez as Classified Employee of the Year was successful and that the family of Ms. Cortez plans to travel to Sacramento to accept the award of her behalf. Ms. Beynon also reported that tickets for Feather River College's theatrical production of Oklahoma are on sale and she extended an invitation to those present to attend the event if their schedules allow.

e) Instruction

No Report

f) Student Services

No Report

g) Superintendent/President

Ron Taylor reported that he would soon be seeking the Board's approval on an additional contract that was received too late to place on this month's agenda. He explained that the Medi-cal Administrative Activities (MAA) Program will be a contract with the Glenn County Office of Education placed on the May Board of Trustees agenda that will allow the College to access a stream of federal funding by tracking the time of staff members that refer students, colleagues, and the public to health services. Dr. Taylor also reported that on Tuesday, April 20, 2010 a number of staff members will receive training and orientation on the process.

Dr. Taylor reported that like many community colleges, Feather River College participates in a contract whereby a consultant that has been vetted and selected by the Community College League bargains on our behalf for lower electricity costs. He also reported that he had received information from the vice-chancellor at the Chancellor's Office that over the last four years Feather River College has outdone many larger institutions in terms of energy efficiency rebates.

Dr. Taylor commented that he had provided Trustees with copies of the Board Focus magazine not knowing whether or not they had received their own copy. He also stated that he had also provided Board members with an informational flyer that is being distributed to employers and others interested in industry training regarding an opportunity that Feather River College and the Plumas County Office of Education are partnering together to offer. He explained that the activity will allow employers and educators the opportunity to get together to discuss and develop the job skills analysis that is needed when you consider offering new training in sustainable energies and related skills.

Dr. Taylor also reminded Board members that there is still available space to register for the upcoming Board of Trustees conference in Long Beach if

there were any Trustees interested in attending. He additionally reminded Board members if they were interested in training in the area of Ethics and Government for Trustees, they could attend the training scheduled for April 30, 2010 at the County Annex Building. Dr. Taylor also reminded Trustees that graduation will take place on Friday, May 21, 2010 at 5 p.m. and that Cynthia Hall, Administrative Assistant, would be working with participants on arrival times, etc.

There being no further business, the meeting was adjourned at 5:28 p.m.

RT/ch