

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 2:04 p.m. on Thursday, December 11, 2014 at Feather River Community College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California

Trustees present: Sheehan, Elliott, McNett, Ware (by conference call), West,
Student Trustee Mayes

Trustees absent: None

President Sheehan announced that the Board of Trustees had met in Closed Session and that no action had been taken.

2. Agenda:

The regular and consent agendas for the Organizational and Regular Meeting at Feather River Community College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Elliott/West/Sheehan /McNett/Ware/Mayes Aye) (None Opposed).

3. Minutes:

The minutes from the Regular Meeting held on Thursday, November 13, 2014 at Feather River Community College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (West/McNett/Sheehan /Elliott/Ware/Mayes Aye) (None Opposed).

4. Items from the Public:

None

5. Administration of Oath of Allegiance – Trustee Bill Elliott, Trustee Guy McNett, Trustee Dana Ware & Trustee Leah West

Kevin Trutna, Superintendent/President administered the Oath of Allegiance to Trustee Bill Elliott, Area II, Trustee Guy McNett, Area IV, Trustee Dana Ware, Area V, and Trustee Leah West, Area I.

6. Consent Agenda

Personnel Actions, Payroll and Commercial Warrants, Budget Transfers, Budget Augmentations/Reductions, Approval of Amendment to California Department of Education State Preschool Program Contract #CSPP-4338 deleting reference to \$74,487.00 and inserting \$78,850.00 in its place, and the Approval to enter into Constellation NewEnergy Pricing Schedule pursuant to and in accordance with

Master Electricity Supply Agreement executed on November 11, 2014 and November 12, 2014 by and between Constellation NewEnergy, Inc. and Feather River College for twelve (12) service accounts to include 300 Golden Eagle Avenue, Quincy, California (Feather River College Residence Halls) and multiple accounts at 570 Golden Eagle Avenue, Quincy, California beginning with the fiscal year June 30, 2015 and ending June 29, 2018 with three accounts with end dates of July 23, 2018 were approved as presented (West/McNett/Sheehan /Elliott/Ware/Mayes Aye) (None Opposed).

Trustee McNett asked for information from Jim Scoubes, Chief Financial Officer on Consent Agenda Item #6A6 Approval to Enter into Constellation NewEnergy Pricing Schedule inquiring if there was an estimate of how much the pricing schedule might save Feather River College. Mr. Scoubes responded that the college is currently paying around five cents per kilowatt hour and that approximately 1,800,000 kilowatt hours are used annually by the District.

Special Items/Reports

7A4 Presentation of the Independent Audit Report for the Year Ended June 30, 2014 – Tina Treis, CPA/Partner, Crowe Horwath/LLP

Tina Treis, 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, 2014 via conference call. With regards to the District audit, Ms. Treis 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. She also reported that the auditing firm utilizes a two-prong approach to its services visiting the District twice a year where it first performs interim testing and reviews internal controls, and then towards the end of the year audits year end balances. Ms. Treis reported that there were three changes to accounting guidances that did not have any material impact on the District. She also explained the impact of the upcoming GASB Statement No. 68 that becomes effective June 30, 2015 where the District will be booking a significant liability for its pension plan. This, Ms. Treis explained, will reduce the District's net position and she provided information on what processes both CalStrs and CalPers will be using. Ms. Treis continued her report by stating that the rest of the management letter documented the auditor's judgments about qualitative aspects of significant accounting practices, the fact that there were no corrected or uncorrected misstatements, significant difficulties, or disagreements with management during the audit process.

Ms. Treis additionally reviewed the audited financial statements and the three prongs of the audit that included a financial statement audit, state compliance audit, and a federal compliance audit. She explained that the Feather River College Foundation Statement of Cash Flows is included in the audit because it is significant and that it was placed on separate pages with a separate financial statement. She pointed out that the District's Foundation is unique in that it includes the philanthropic arm as most Foundations do, but it also has the residence halls and athletic center that are operated through separate processes

as well as the horse inventory. Ms. Treis reviewed the Independent Auditor's Report that documents management's responsibilities as well as auditor's responsibilities for the audit and she indicated that it was the opinion of Crowe Horwath that the financial statements were fairly stated in all material respects. She reviewed the Management's Discussion and Analysis for the fiscal year which reflected an overall increase in net position for the District as well as over a \$200,000 net increase in operations for the Foundation. She additionally reported that historically the District has experienced some difficulty in meeting the 50% law and in some cases had to ask for waivers, but this year that calculation came in at 54.35%, a good measure for the District. Ms. Treis advised the Board of Trustees that the audit report included just one finding that was related to state compliance and the Extended Opportunities Programs and Services (EOPS) Program. Trustee McNett asked for confirmation that the District had already implemented procedures to ensure compliance and Karen Pierson, Chief Student Services Officer indicated that the corrective action plan had already been implemented. President Sheehan requested information related to the reference to the unknown impacts of backfill shortfalls in Re-Development Agency (RDA) funds when the District as a community doesn't have RDAs, and Jim Scoubes, responded that the all Districts share in the statewide RDA shortfall even though some districts may not have an RDA in the community.

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, 2014. 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. She reviewed 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. She also explained entries on the Statement of Activities, Statement of Cash Flows, and the Notes to Financial Statements, and she noted that the District had purchased an additional apartment complex and then turned it over to the Foundation in September 2014.

Trustee McNett asked Ms. Treis for a summary of the processes involved with auditing the District's internal controls and the comment in the report about having no opinion. Ms. Tries responded that the audit firm completes a walk-through of the internal controls and in some cases tests the controls of selected areas to perhaps lessen its workload. She further explained that the reason the report states that the firm has no opinion on the internal controls is that the audit is based on financials and the type of audit that would examine internal processes would be a different study. President Sheehan stated that due to the uniqueness of the District and its relationship to the Foundation, did Ms. Treis have any opinion on further steps, if any, the Foundation should be taking to ensure that all is appropriate and there was further discussion. Ms. Treis thanked the Board of Trustees for allowing her to report via conference call and she recognized staff in Business Services for their efforts and attentiveness to the project.

7. Regular Agenda

* A. Motion Items

- 1) Derek Lerch, Dean of Instruction/CIO requested Approval of Curriculum Actions. He explained that a revised list of curriculum actions was being distributed due to an oversight in his office. He apologized for the error and went on to explain that the corrected request included course level additions and revisions. There being no objection or further discussion, the corrected request for Approval of Curriculum Actions was approved as presented, (West/McNett/Sheehan/Elliott/Ware/Mayes Aye) (None Opposed).
- 2) President Sheehan opened discussion on the request for Election of Officers by requesting nominations for President of the Board of Trustees and Vice-President of the Board of Trustees. After brief discussion, John Sheehan was nominated and re-elected to the office of President of the Board of Trustees, and Dana Ware was nominated and elected to the office of Vice-President of the Board of Trustees effective July 1, 2015 (Sheehan/Elliott/McNett/Ware/West/Mayes Aye) (None Opposed).
- 3) Kevin Trutna requested Approval to Declare 1990 LAG 49 Passenger Bus Serial #1S9CB311XLB167479 as Surplus Salvage Equipment. After brief discussion and there being no objection, the request for Approval to Declare 1990 LAG 49 Passenger Bus Serial #1S9CB311XLB167479 as Surplus Salvage Equipment was approved as presented, (Elliott/McNett /Sheehan /Ware/West/Mayes Aye) (None Opposed).
- 4) Kevin Trutna asked that the request for Approval to Participate in Creation of Tourism Improvement District (TID) be tabled until the Feather River College Foundation convened its meeting, so the topic could be addressed as a joint matter. Russell Reid, Vice-President Feather River College asked if the item should be added to the Foundation agenda and there was consensus agreement.
- 5) Kevin Trutna requested Approval of BP 6340, Bids and Contracts. He stated that the policy has been through the shared governance process and follows Community College League language. Trustee Elliott stated that since the District doesn't have dollar amounts, he would request that the Board of Trustees ratify all contracts. After further discussion and there being no objection, the request for Approval of BP 6340, Bids and Contracts was approved as presented, (Elliott/West/Sheehan/McNett /Ware/Mayes Aye) (None Opposed). Trustee Elliott added that he would encourage administration to disclose to those entities it might contract with that Board ratification is required for all contracts.
- 6) Kevin Trutna requested Approval of BP 3715 Intellectual Property. He stated that there is a corresponding administrative procedure that addresses the details of the process. After further discussion and there being no objection, the request for Approval of BP 3715, Intellectual

Property was approved as presented, (McNett/Elliott/Sheehan/Ware/West /Mayes Aye) (None Opposed).

- 7) Kevin Trutna requested Approval of Addendum to Employment Agreement between Feather River Community College District and Dr. Kevin Trutna. Superintendent/President. He stated that the addendum to the employment agreement had been discussed in closed session but by law needs to be voted on in an open session setting. After further discussion and there being no objection, the request for Approval of Addendum to Employment Agreement between Feather River Community College District and Dr. Kevin Trutna, Superintendent/President was approved as presented, (Elliott/McNett/Sheehan/Ware/West/Mayes Aye) (None Opposed).

*** B. Roll Call Items**

None

C. Special Items/Reports

- 1) Prior to the presentation of the District's Monthly Financial Report, Jim Scoubes recognized Katie Schmid, Chief Accountant for organizing the entire audit and for her good work and dedication to the District. Mr. Scoubes then presented the District's Monthly Financial Status Report as of November 30, 2014. He reviewed the Unrestricted General Fund Summary noting that expenditures totaled \$5,678,067 or 40% of approved budget. Mr. Scoubes reported that the budget process for 2015-2016 has started and that Annual Program Reviews (APRs) have been submitted to be ranked and prioritized by the Strategic Planning Committee (SPC).
- 2) Kevin Trutna requested that the presentation on the Environmental Studies Program be tabled until Dr. Darla DeRuiter, Outdoor Recreation Leadership Instructor and students involved in the presentation could be present.
- 3) Kevin Trutna requested that the update on the Book In Common be tabled.
- 5) Kevin Trutna opened discussion on the accreditation mid-term report by stating that the draft report was included for the Board's review and that it would be returned for adoption at the January meeting. The Board of Trustees also listened to summary comments from Derek Lerch.

Communications, Presentations, and Reports

1. Board of Trustees

President Sheehan reported on legislative bills that contain references to secure rural schools funding.

2. Associated Students

Paul Mayes, on behalf of Associated Students of Feather River College (ASFRC) reported that Esther Villegas, ASFRC President will attend a meeting at Butte College on Saturday, December 13, 2014 regarding the Development, Relief, and Education for Alien Minors (DREAM) Act. He explained that the DREAM Act supports the granting of conditional permanent residency to certain immigrants who have graduated from high schools in the United State and meet additional criteria. Karen Pierson reported that Ms. Villegas, who is undocumented herself, is very motivated to learn about the details of the DREAM Act and bring that information back to share with students at Feather River College. Mr. Mayes also reported that students have shared with him their desire to have the Eagle's Perch open later in the evening to serve those students that have night classes and there was further discussion. Mr. Mayes also reported on the state volleyball championships where a good number of students traveled to Cabrillo College to cheer on the Feather River College volleyball team.

3. Academic Senate

Jeanette Kokosinski, Academic Senate President reported that the members of the search committee for the head football coach position concluded its process and forwarded three candidates to the Dean of Instruction/CIO for further consideration.

4. Classified Senate

No Report

5. Instruction

Derek Lerch reported that Friday, December 12th is the last day of instruction and finals are scheduled to start on Monday, December 15th. He also reported that he is wrapping up faculty evaluations. Dr. Lerch additionally reported that FTES numbers are preliminary at this point and will typically align according to when students decide to enroll. Dr. Lerch also reported that the enrollment numbers for the fall semester appear to have hit the targets set by the District and he will have more definite numbers to report in the latter part of January. He additionally reported that he has been working on the bachelor's degree proposal and meeting with Russell Reid, Ag. Chair and Equine Studies Instructor, Jesse Segura, Head Rodeo Coach and others to get the application to the Chancellor's Office by next week's deadline.

6. Student Services

Karen Pierson distributed copies of new marketing material for Feather River College featuring students on the front cover. She stated that one of the students might be someone the Board of Trustees recognized as Student Trustee Paul Mayes and there was further discussion. Dr. Pierson also updated the Board on the types of marketing material currently being created for individual programs. She also reported that on Tuesday, December 9th, motivational speaker Jason Jannati was on campus to speak to students about the green business he has created, along with how to set goals, and the importance of character building. Dr. Pierson

additionally reported that the Diversity Committee is planning what they would refer to as a “cultural fair” where discussions on similarities and differences across continents will involve students and community members. Dr. Pierson also stated that the Student Intervention Committee has developed a process to follow up with students that are on probation, and the Communications Committee gave all staff guidelines about creating and professionalizing their email signatures. She additionally reported that Student Services Council has set a goal to improve signage across campus and is working closely with the Facilities Committee to make the appropriate recommendations. Dr. Pierson updated the Board of Trustees on housing, stating that approximately 20 students will be leaving the residence halls and about the same number will be moving in. She also noted that there’s interest in having sophomore students move into the Meadows Apartments as units become available and the student has no prior disciplinary issues. In closing her report, Dr. Pierson stated that she and Dr. Lerch are looking at those enrollments that are charged the health fee and the transit fee and those that are not and how these charges should fit consistently within the Instructional Service Agreement (ISA) contracts as the transit fees will increase in February 2015 to meet the increase in the cost of the service.

7) Superintendent/President

Kevin Trutna reported that the Community College League has scheduled its Effective Trustee Workshop January 23, 2015 through January 25, and the Legislative Conference follows on January 25th and 26th. He stated that any trustee interested in attending should contact his administrative assistant, Cindy Hall as soon as possible. Dr. Trutna highlighted his written report by stating that Paul Mayes earned academic all-conference honors with a 3.16 GPA. Dr. Trutna also reported that Rajinder Gill, Adult Education Director has placed all of FRC’s degrees on the CalJobs website and this will strengthen ties to workforce investment programs in the North State. He also stated that he had the privilege of going to the state volleyball championships to watch FRC compete against Irvine Valley Community College and Grossmont College the next day, and he was proud of what the team accomplished. He also reported that he was able to travel to Fresno, California to watch the women’s soccer team compete against Fresno City College, the number one soccer team in the state, and although the team came up short, it was a good season.

There being no further business, the meeting was adjourned at 3:40 p.m.

President Sheehan reconvened the meeting of the Feather River Community College District Board of Trustees at 3:47 p.m. for the presentation by students in the Environmental Student Program. Alan Burfeind, Richard Dolezal, Martha Ebersole, Robert Johnson, and Tyler Marshall provided a presentation to the Board of Trustees that included topics on what makes environmental studies at FRC unique including an ideal setting, hands-on learning, and approachable instructors. The presentation also included associate of science degree information including the core courses, menus in natural resources, electives and a

description of the certificates of specialization and seasonal firefighter basic training. The students emphasized the concept that we are caretakers of the environment and highlighted the special projects and programs like the hatchery. They also described the four-year project of collaring deer and monitoring the movement of the herd and the impacts on campus facilities. Additional special projects and programs included information on stream-bank restoration, the success and expansion of USFS internships, and future dreams and projects for the hatchery, grow program, Dellinger's Pond and restoration of campus ecosystems.

The meeting was then adjourned to the Feather River College Foundation meeting at 3:55 p.m.

At 5:34 p.m. President Sheehan reconvened the Regular and Organizational meeting of the Feather River Community College District Board of Trustees and there being no further business, the meeting was adjourned at 5:35 p.m.

KT/ch