

## 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 3:09 p.m. on Thursday, January 15, 2009 at Feather River College, Science Room 104, 570 Golden Eagle Avenue, Quincy, California.

*Trustees present:* Elliott, Schramel, Sheehan, West, Student Trustee Scoma  
*Trustees absent:* Burkey

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

President Elliott requested that Item B1e, Ratification of Equipment Purchase, be removed from the Consent Agenda and be placed under Motion Item C1a of the Regular Agenda. Dr. Taylor additionally noted that this would also include the removal of the warrant listed in Item B1b of the Consent Agenda involving the equipment purchase from the Consent Agenda to the Regular Agenda. There being no objection or further discussion, the regular and consent agendas were approved as amended, (Schramel/West) unanimous.

The minutes of the Regular Meeting held on December 11, 2008 meeting at Plumas Bank Notes Department Training Room, 32 Central Avenue, Quincy, California were approved as presented, (West/Schramel) unanimous.

#### **A. ITEMS FROM THE PUBLIC**

None

#### **B. CONSENT AGENDA**

Personnel Actions, Payroll and Commercial Warrants, Budget Transfers and Budget Augmentations and Reductions were approved as amended, (Sheehan/Schramel) unanimous.

#### **C. REGULAR AGENDA**

##### **\* 1. Motion Items**

a) President Elliott requested additional discussion on Item C1a, Ratification of Equipment Purchase, in order to clarify what occurred on the transaction to purchase athletic exercise equipment in the amount of \$26,099. Ron Taylor,

Superintendent/President, stated that in December 2007 the Board approved the donation of exercise equipment from Physical Therapy and Wellness Center, Inc. of Red Bluff, California. He also stated that he believed that at that time, the Board of Trustees was not aware that there was also a purchase in process that had been initiated with the owner, Mr. Ed Stroman. Dr. Taylor explained that the first half of the payment was made in June 2007 for equipment that was not actually part of the donation, and that the current request involves ratification of the purchase of the second half of the equipment that was intended to be purchased. He also stated that he realized that purchase processes, including obtaining three quotes, were not followed for the first half of the purchase, but that he had insisted that purchase procedures for the second half of the purchase be adhered to. Dr. Taylor also stated that he had verified that the equipment listed on Item C1a, Ratification of Equipment Purchase, was not the same equipment that was donated in December 2007. President Elliott stated that he was under the impression that the athletic equipment was a donation and that he did not recall that there was also a purchase involved in the transaction. Merle Trueblood, Director of Athletic Operations and Events, stated that after he began initial negotiations for the donation of the equipment, the number of individual pieces available increased, and that they were available for purchase for half the original purchase price. He also stated that the purchase had been discussed with prior administration and that there had been an agreement to purchase the equipment and delay the second half of the payment until the new fiscal year began. President Elliott requested information as to whether or not Board approval had ever been requested for the other half of the payment, and Mr. Trueblood replied that he had forwarded the breakdown of purchased equipment versus donated equipment to prior administration and that he was not sure whether or not the Board had been consulted. Trustee Sheehan recommended that the request for Ratification of Equipment Purchase be approved as presented with the understanding that the Superintendent /President and Chief Financial Officer develop and establish a policy that covers future combinations where charitable donations and purchases are involved so that staff are aware that these types of decisions require Board approval, (Sheehan/West) unanimous.

b) Dennis Bailey-Fougner, Chief Student Services Officer, requested Approval of 2008-2009 Transfer Plan. He stated that the plan is put forward and required by the State of California and that it details how the Transfer Center at Feather River College is going to assist students in making the transition to a four-year college or university. He also stated that Jodi Beynon, Program Manager Transition Services, specifically plans trips and site visits for our students and that she also arranges for other colleges to come to our campus and that she additionally communicates to students what the transfer requirements are in the UC and CSU systems. Mr. Bailey-Fougner also stated that Ms. Beynon additionally organizes a series of workshops on how to apply for scholarships, write a personal statement, and complete various transfer applications. He also noted that on the back page of the plan under "Advisory Committee", his title as chairperson of the committee should be corrected to read, "Chief Student Services Officer", instead of "Vice-President

of Student Services". After further discussion and there being no objection, the request for Approval of 2008-2009 Transfer Plan was approved as amended, (West/Schramel) unanimous.

c) Ron Taylor, Superintendent/President, requested Approval Updated 2008-2011 Strategic Plan. He stated that a complete explanation of the request was detailed on the Board packet cover sheet, and that two versions of the Strategic Plan were attached for review; one showing the updated goals and objectives in a readable format, and another draft showing the changes that were made concerning objectives that were completed as of December 2008. Dr. Taylor also stated that he had worked primarily with the Strategic Planning Committee on the modifications and that he had also discussed the plan with the campus community in October 2008. He indicated that modifications were modest in content and that they reflected a streamlined and unified approach to goals already established in the previous plan. Dr. Taylor also explained that several of the goals have been shifted to maintenance goals for administrators of various departments as these are items that the college should always be working to accomplish. Trustee Sheehan requested information as to whether or not there would be an accounting of what the strategic maintenance functions would be, and Dr. Taylor replied that it would be his intent that these functions would fall under each administrator's individual objectives for the year and a report and evaluation on these objectives and whether or not they had been accomplished would be covered in each administrator evaluation as well as his own. Trustee Sheehan stated that he felt documentation on these functions additionally needed to be reflected in the Strategic Plan itself. President Elliott stated that he noticed that on several occasions in the document a target date had not been set for a specific objective, and that additionally it appeared that some goals had been accomplished without specifying the date of their accomplishment. Dr. Taylor stated that he was in agreement regarding the necessity for target dates on goals appearing in the Strategic Plan, and in learning about the processes, habits, and abilities of the College to do planning, it is his intention when the next version of the plan with updates is submitted for approval, the Board will be able to see background that actually has an action plan for every objective listed. After additional discussion, the request for Approval of Updated 2008-2011 Strategic Plan was approved as presented, (Sheehan/Schramel) unanimous. Jamie Cannon, Classified/Senate President, requested information on whether or not the Faculty, Staff, and Administration FY 2008 area of the document would be updated and Dr. Taylor stated that he would approve these non-substantive changes and updates to the Strategic Plan.

d) Jim Scoubes, Chief Financial Officer, requested Approval of 2009/10 Non-Resident Tuition Fee. He stated that this is an annual State requirement and that based upon the average non-resident tuition fee charged by community colleges in northern California, it was recommended that the 2009-10 non-resident tuition fee at Feather River College be approved at the rate of \$190.00 per credit unit. He also stated that this amount does not exceed the limit of \$242.00 per credit unit established by the State of California. Trustee

Schramel requested information on the number of students that the non-resident tuition fee affects, and Dennis Bailey-Fougner replied that the number would be approximately two to three hundred. Student Trustee Scoma requested information on why colleges were not allowed to charge under the State average, and Mr. Scoubes replied that both California Education Code and State law mandate this requirement. After further discussion, and there being no objection the request for Approval of the 2009/10 Non-Resident Tuition Fee was approved as presented, (Schramel/Sheehan) unanimous

e) Michael Bagley, Chief Instructional Officer, requested Approval of New and Revised Courses. He stated that the list of outlines or programs has been updated to concur with what is being presently taught or they are a new course that is being introduced. He also stated that Attachment A to the agenda cover sheet reflected a revised course outline that covers questions that must be answered in order for curriculum to be generated. He explained that the revisions to the outline included an updated explanation of grades and grade points that discontinues the use of Credit/No Credit CR/NC, to a Pass/Not Passing P/NP system to lessen the confusion between grading on non-credit courses. Dr. Bagley additionally stated that the Curriculum Committee continues to work on course pre-requisites, Banner implementation coding, Student Learning Outcomes, and the introduction of new non-credit courses. There being no objection or further discussion, the request for Approval of New and Revised Courses was approved as presented, (Schramel/West) unanimous.

**\* 2. Roll Call Items**

None

**3. Special Items/Reports**

a) Jim Scoubes presented the District's Quarterly Financial Report as of December 31, 2008. He reviewed the Unrestricted General Fund Summary pointing out that the report makes a comparison of the current year at a point in time to the prior year and that it currently reflects \$3,589,000 in revenues as of December 31, 2008 compared to \$5,673,000 from the prior year. He also stated that this amount did not include \$2,603,000 in property taxes that the District had received in December 2008 that was not recorded prior to Board packets being distributed. Mr. Scoubes also stated that expenditures as of December 31, 2008 are \$5,804,000 compared to \$5,352,000 from the prior year. Trustee Sheehan stated that he had learned of a meeting to discuss a possible decrease in the allocation of one of the components of the LAIF funds due to the bankruptcy of Washington Mutual, and he inquired whether or not Mr. Scoubes had any further information on the issue. Mr. Scoubes reported that he had attempted to speak with Ginny Dunbar, Plumas County Treasurer, on the issue prior to her retirement, but that he had not been successful in obtaining any further

details on these discussions. There was further dialog on the issue, and Trustee Sheehan stated that he thought further information on the decrease in allocation, if any, would be useful to the Board, and he requested that Mr. Scoubes obtain further information on the fund and report back to the Board at a future meeting. Mr. Scoubes also reviewed the Restricted General Fund, Child Development Fund, Capital Outlay, Retiree Benefits, and Student Financial Aid Summaries, and he reported that all amounts remain within Board approved budget limits. Trustee Sheehan requested information as to whether or not the College has received a notice not to proceed on the construction of the Learning Resource Center, and Mr. Scoubes replied that the College had been notified as of December 17, 2008 not to proceed with the construction. Dr. Taylor also stated that the only expenditure he had authorized for the Learning Resource Center was \$10,000 in consultant fees so that the bid process could continue. There was further discussion regarding the current status of the State budget, and Mr. Scoubes reported that there are several scenarios presently being discussed and that it appears that Governor Schwarzenegger's approach to community colleges may include apportionment deferrals rather than budget cuts.

- b) Cameron Abbott, Director of Human Resources, reported that at the December meeting of the Board of Trustees the District identified Articles of discussion for the 2009-2012 Associate Faculty (AFT/CFT AFL-CIO 4952 contract and that the Associate Faculty intended to discuss all of the Articles listed. He also stated that this is an additional opportunity for members of the public to raise questions or concerns or make comments regarding these negotiations. There being no comment or further discussion, Mr. Abbott stated that he would proceed with negotiations by contacting the Associate Faculty Union to schedule a time to meet and begin discussions.
- c) Michael Bagley provided those present with a report on the Accreditation Mid-Term Report. He stated that the College is mid-way in their six-year accreditation cycle and that along with support material included in Board packets, Cynthia Hall, Administrative Assistant, had supplied Board members with a draft of the Accreditation Mid-Term Report. He also stated that the report addresses the eight recommendations given from the evaluation site visit team in the spring of 2006, and that the recommendations refer to four standards that comprise the basis for a college evaluation. Dr. Bagley stated that the mid-term report contains updated responses to all of the recommendations as well as responses to the self-evaluation that Feather River College completed in 2005. He also indicated that the report had been sent electronically to all employees for their review and comments, and he requested that Board members also review the material and submit their recommendations and comments in a timeframe that would allow a final draft to be placed on the agenda for approval at the February 19, 2009 Board meeting. Dr. Taylor also

stated that members of the Commission may request to speak with the Board chairperson during their site visit in late March or early April.

- d) Ron Taylor stated that he had anticipated providing a report to the Board on the status of the construction of the Learning Resource Center, but that he would defer to Nick Boyd, Director of Facilities, as Mr. Boyd was now present to provide an update on information concerning the project. Dr. Taylor prefaced Mr. Boyd's report by stating that steps had been taken during the month of December 2008 to adjust timelines for the bid process on the Learning Resource Center due to the State funding situation. Mr. Boyd reported that he had just participated in the initial bid opening process for the Learning Resource Center and that preliminary bids submitted across all bid divisions are favorable to the District. He also stated that the bid process is complex in nature and that the decision to extend the bid opening date deadline has benefited the College and allowed local contractors to have greater participation in the bid process. Mr. Boyd also reported that the bids would be reviewed over the next two weeks, and at that time he would seek a recommendation from the Chancellor's Office to award bids. He also explained that once approval to award bids had been received from the Chancellor's Office his plan would be to have the items placed on the agenda for Board approval within the next sixty days as this was the length of time that the bids are valid for. President Elliott requested information on the start date of construction on the project if the State were to agree on a budget, and Mr. Boyd replied that a tentative start date for construction is April 1, 2009 and that if there is a need to delay this date it may be June or July 2009. Dr. Taylor stated that the serious issue of cash flow that the State of California is currently facing is a hurdle that all construction projects of this type are concerned with, and that although Mr. Boyd's anticipated start date for the project is optimistic, it is important that revenues generated from the sales of bonds be received by the State in order for funding to be released to community colleges for bond related construction projects.
  
- e) Ron Taylor provided those present with an update on Strategic Enrollment Management and the Good Neighbor Policy. He stated that there were a number of meetings in December 2008 to discuss the challenge of the Good Neighbor Policy and summarize for staff and student leadership the work to date of the Enrollment Management Committee. Dr. Taylor also reported that the basic proposal coming out of the committee meetings is that the college would subsidize a certain number of Good Neighbor Policy enrollments that exceed the 100 FTES ceiling that is to be imposed as of fall 2009. He explained that the steep differential between \$42.00 per credit unit and \$210.00 per credit unit for those students exceeding the 100 FTES allotment would be a factor for students considering enrollment at Feather River College, and that subsidizing a certain number of these student enrollments would assist the College in transitioning over the 1,500

FTES threshold. Dr. Taylor also stated that part of his and the committee's recommendation would be to set target numbers of these enrollments by program as a guideline for a selection committee so that there is a balance throughout the institution and no one program feels the brunt of a Good Neighbor enrollment reduction. He further stated that the committee was recommending that eighty-five Good Neighbor enrollments be allowed by the College and that this would amount to approximately thirty-five student enrollments over the limit currently allowed. Dr. Taylor further stated that he believed his recommendation to the Board would be a more modest level of subsidy and additionally he stated that he felt a transition year for the College regarding the Good Neighbor Policy was prudent because any admissions policy where a pool of applicants is being considered is subject to student decisions which are unknown until they actually enroll. There was additional lengthy discussion on the issue including how students would be selected, how long the transition process would last, the health of programs that have a large Good Neighbor enrollment, and what the impact will be to programs dependent on this type of enrollment, especially athletics. Chris Connell, Academic Senate President, stated that although the Senate favors the committee's recommendation for a Good Neighbor subsidy, there is no easy solution to the issue and that consideration must be given to all the factors so that the health of on-campus programs remains vital and athletic program repercussions are kept to a minimum. Student Trustee Scoma stated that reductions in Good Neighbor enrollments would have an economic effect on local businesses, rental properties in the area, and community relations in general, and Chris Condos, ASFRC President, commented that he was motivated to attend Feather River College due in large part to the Good Neighbor Policy and that he personally knows of several prospective students that would reconsider their enrollment if they are unable to enroll under the Good Neighbor Policy. There was continued lengthy discussion regarding the issue that included Title IX compliance, exceeding or not exceeding the FTES limit, enrolling more California students, encouraging those students who are eligible to complete their California residency, occupancy at the residence halls, and the restrictions that apply to athletic programs regarding where they are permitted to recruit in the State of California. After additional discussion, Haley White, Head Women's Basketball Coach, stated that a decision on the Good Neighbor Policy is critical to the recruitment of prospective students for fall 2009 semester, and she encouraged those tasked with the decision of how the College would proceed on the issue not delay their decision any further.

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

##### **a) Trustee Reports**

Student Trustee Scoma reported that the SIFE club recently completed a "Spirit Video" that was filmed by a family member of his that currently studies

in the industry. He also reported that the video was filmed in Santa Cruz, California and that it will be used in future SIFE competitions.

Trustee Sheehan stated that there has been some dissatisfaction in the community expressed to him concerning the current state of the Vocational Technical Building and that he had recently toured the facility with former faculty member Pete Bartels to evaluate its condition. Trustee Sheehan stated that there appears to be a general lack of order in the shop area with regards to general maintenance and cleaning and he also stated that there appears to be a number of shop tools missing or moved to other areas of the campus. He stated that he has already discussed the issue with Michael Bagley and that he has requested that Dr. Bagley work with Nick Boyd to inventory what items and tools were located there, what is currently still there, and also that an individual be designated to intervene with regards to facility access. Trustee Sheehan stated that the facility is a community and college resource that was previously well equipped with shop tools and he requested that the condition of the facility and its contents be addressed and that a report on improvements to the area be provided at an upcoming meeting of the Board.

**b) Associated Students**

Chris Condos stated that he would be meeting with Josh Taylor, Head Softball Coach and ASFRC Advisor, on January 16, 2009 to map out student activities for the spring 2009 semester. He also stated that there will be a Community Day on April 4, 2009 where there will be home softball and baseball games and the community will be invited to bring their families and enjoy the activities.

**c) Academic Senate**

Chris Connell reported that the Academic Senate is currently concerned with filling two vacancies; one created by the resignation of Dr. Erik Kramer, Mathematics and Physics Instructor who resigned mid-year, and the other created by the upcoming retirement of George McNulty, Counselor, Matriculation, and CWEE Instructor. Dr. Connell stated that there is a critical need for additional mathematics courses at the College and that it is the general consensus of the Senate to have Dr. Kramer's replacement teach only mathematics. He also stated that counseling at the campus has been a long and controversial issue and that the Senate has initiated discussions and is looking at various models to better serve students. Dr. Connell indicated that he and Dennis Bailey-Fougner have already agreed to create a working group of faculty and Student Services members who will discuss various models and how the College will reconfigure the counseling position if it is necessary. Dr. Connell additionally reported that with the assistance of Dr. Tom Heaney, History Instructor, the Senate is reviewing pre-requisites and basic skills and that by the end of the 2009 spring semester they plan to have a system of pre-requisites for various classes in place. He also stated that placing students in appropriate classes will not only enhance basic skills but will also address issues of quality education and student behavior in the classroom.



**d) Classified Senate**

Jamie Cannon, Classified Senate President, reported that Human Resources and Payroll went into production with Banner on January 2, 2009.

**e) Instruction**

Michael Bagley reported that Feather River College hosted an art workshop with Phil Gallagher on January 10, 2009, and that it was well received and attended by the community. He also reported that earlier in the day, in collaboration with Plumas Unified School District, the College had hosted a joint professional development session with full-time faculty, high school teachers, and ROP to talk about career technical grants and other opportunities to improve services to students. Dr. Bagley also reported that he has been in communication with Eastern Plumas District Hospital regarding sharing costs for EMT courses in the Portola area. Dr. Bagley requested that Zachary Parks, Hatchery Director, provide those present with information on the current status of fish plantings and restrictions recently placed on the U.S. Department of Fish & Game. Mr. Parks reported that recently the Pacific Rivers Council and the Center for Biological Diversity had initiated litigation against the Department of Fish & Game in relation to their fish planting program. He also reported that the Department of Fish & Game was ordered to cease fish plantings anywhere in the State because of a lack of documentation regarding environmental impact and endangered species. Mr. Parks also stated that the Department of Fish & Game has negotiated exceptions to the litigation rulings, and in all actuality recent action regarding this issue will benefit the College's Hatchery Program as there are currently no restrictions placed on their capability to sell, stock, and plant fish in any area.

**f) Student Services**

Dennis Bailey-Fougnier reported that the Admissions and Records Office had gone into production with Banner registration services in October 2008 and all services within the student module have gone well. He also stated that the College would be showing the inauguration of President-Elect Barack Obama on Tuesday, January 20, 2009 in the campus center and he extended an invitation to Board members to attend if their schedules allowed. Mr. Bailey-Fougnier also stated that the Longboards competition will take place as scheduled Sunday, January 18, 2009 at the Johnsville Ski Hill, and that the Redstreak Snowball, a gala event to benefit the Plumas Ski Club, is scheduled for Saturday, January 24, 2009 at Longboards Bar and Grill in Blairsden.

**g) Superintendent/President**

Ron Taylor reported that staff and families attended and enjoyed a winter party at the Mineral Building in Quincy on December 20, 2008. He also reported that he had received a telephone call recently from Trustee Burkey and he was asked to convey her good thoughts and support to Trustees and college staff. Dr. Taylor also reported that Feather River College Alumni Dr. Jennifer Welser, daughter of Mike Welser, Business Instructor, was recently

featured in the *Feather River Bulletin* with regards to her employment at the Scripps Institute. He also announced that the recent men's basketball game victory over Lassen College in Susanville earlier in the week had apparently ended with some hard feelings regarding the competition. Dr. Taylor also stated that he had received a telephone call from Lassen College President, Dr. Doug Houston, regarding the incident, and he indicated that what took place at the game is still being reviewed. He also reported that Institutional Day was held on campus Tuesday, January 13, 2009 and staff participated in an exercise on their vision for the future of the college. He also stated that additional topics discussed at Institutional Day included the Institutional Research position becoming a permanent position, staffing for the ISP Program, further development of on-line courses, additional discussion regarding the hiring of a consulting firm to work on a Master Facilities Plan, and a half-time coordinator or director for fundraising and community relations. Dr. Taylor also stated that he initiated new staff recognitions during the event and presented years of service pins for the first time to individual employees who have bridged five, ten, fifteen, twenty, and twenty-five years of service to the District. He also stated that he awarded several Presidential commendation awards at the event to those employees who had contributed in special ways to further the mission of the college. Dr. Taylor also reported that he had recently met with Joseph Munoz who coordinates the California Mini-Corp Program, and he stated that Mr. Munoz had shared his concern over budgetary issues that might affect funding of this year's program. He also stated that, in his opinion, the State may be withholding payment of funds on any item that they are not legally required to pay. He additionally reported that CalGrant funding has not yet been received by the College, and that he had not authorized any pre-payment of these grants to students, as he had in August 2008, deciding to wait and see what the immediate effect on student finances would be. Dr. Taylor also reported that he had informed staff at Institutional Day that his feeling on the development of the 2009-2010 budget is that there will be a need to make a best estimate of the kind of cut that the College is likely to see and then build a budget around it. Trustee Sheehan stated that the County is also experiencing budget difficulties and that some employees may be placed on half-time employment. He also indicated that the County Annex Building near the college is not fully occupied and he stated that it may be useful for Dr. Taylor to speak with the County Administrator Officer regarding the possibility of leasing office space for overflow programs, such as ISP, if the vacancies were not anticipated to be filled in the near future.

There being no further business, the meeting was adjourned at 5:23 p.m.

RT/ch