

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, March 12, 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

Trustee Sheehan requested that Item B1a, Ratification of Personnel Actions, be removed from the Consent Agenda and be placed on the Regular Agenda as Item C1a. He stated that it would be useful for further discussion to take place regarding the manner in which personnel requisitions and hires are documented for Board action. There being no objection, the regular and consent agendas for the March 12, 2009 meeting at Feather River College, Science Room 104, 570 Golden Eagle Avenue, Quincy, California were approved as amended (Sheehan/Schramel) unanimous.

The minutes of the Regular Meeting held on February 19, 2009 meeting at Feather River College, Science Room 104, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (West/Schramel) unanimous.

A. ITEMS FROM THE PUBLIC

Guy McNett, member of the public, stated that he would like to raise the statewide and local unemployment issue that is currently occurring and is expected to increase in the coming months. He stated that in times such as these there would be a likelihood of an expected surge of students enrolling in the college system, particularly the community college system. Dennis Bailey-Fougner, Chief Student Services Officer, stated that he has a staff member who is organizing a visit from personnel from the Economic Development Department to assist the college with the influx of calls and questions from individuals desiring to return to school and the educational benefits available to them if they were to enroll at Feather River College. Ron Taylor, Superintendent/President, stated that he has heard reports from many districts across the State that are already posting double digit enrollment increases, and that Feather River College is experiencing these same increases at a more modest level. Trustee Sheehan stated that as a result of increased layoffs and the recently passed stimulus bill, unemployment benefits have been extended, a portion of COBRA payments or health benefits will be subsidized, and PELL grants have been increased, and that

these appropriations will directly impact the unemployed in the community and assist the college in several ways. Mr. McNett requested further information on whether or not the increased enrollment would be restricted only by housing or if there were other factors involved, and Trustee Sheehan remarked that he felt that the lack of available housing in the area will become less of a factor as a result of some individuals needing to leave the area to find employment. Dr. Taylor also stated that the housing issue could also be equalized to some extent with the transition in the number of Good Neighbor students that will be enrolling at the college.

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) Trustee Elliott requested further discussion and explanation of Item C1a, Ratification of Personnel Actions. Dr. Taylor stated that although he understood the intent of the personnel action form, he would defer to Cameron Abbott, Director of Human Resources for additional detail of the format. Mr. Abbott stated that a new process has been implemented by the Human Resources Department where requisitions are submitted for specific employment positions as a way to justify the position through budget prior to actually filling the position. He explained that what Board members were seeing in the current consent agenda is a transition to the adoption of the new requisitions and the phasing out of the old form formerly referred to as a Blue Hire form. Mr. Abbott requested that the Board review the consent agenda and make recommendations, if they had them, on how they would prefer hires to be documented. He also explained that the current plan would be to have the top section of the consent agenda reflect position requisitions and the lower section speak to the identity of the employee hired for the actual position. After further discussion and their being no objection, the request for Ratification of Personnel Actions was approved as presented, (West/Schramel) unanimous.

b) Jim Scoubes, Chief Financial Officer, requested Approval of 2009/2010 Schedule of Fees. He stated that the schedule of fees included in Board packets reflected the current fiscal year fee schedule and the proposed fee schedule for 2009-2010. Mr. Scoubes also stated that fee changes include an increase in the transportation fee from \$1.00 per unit to \$1.50 per unit, and an increase in the health fee from \$15.00 per semester to \$17.00 per semester. He additionally explained that both of the funds created by the collection of these fees are used entirely to benefit students. After further discussion, the request for Approval of 2009/2010 Schedule of Fees was approved as presented, (Sheehan/Schramel) unanimous.

c) Michael Bagley, Chief Instructional Officer, requested Approval to Accept Donation to Feather River College Culinary Arts Program. Dr. Bagley stated that the Almanor Culinary Arts Academy was formed to essentially shepherd in the beginning of the Culinary Arts Program at Feather River College. He also stated that Fred Hock, Carol Franchetti, the late Max Benton and others have done a phenomenal job in promoting the program, but they found it difficult to sustain the funding needed to continue their efforts. Dr. Bagley explained that the Culinary Arts Program has now been successfully transitioned to the Quincy campus and as a result of this continuation of the program the Almanor Culinary Arts Program now wishes to donate the \$6,893.71 left in their account to the Culinary Arts Program in Quincy. Trustee Sheehan congratulated those involved with the transition of the program and he also indicated that he felt there may be another culinary arts account that had been set up at Plumas Bank by the late Max Benton that may revert back to the State if there is no activity within a certain amount of time. There was further discussion regarding the issue, and Trustee Sheehan requested that Dr. Taylor follow up with Rick Rantz and Plumas Bank to see if the account exists or what the status on the account currently is. Trustee Elliott requested information on how the donation would be used and Michael reported that the donation will go to one-time costs specifically earmarked for the culinary arts program. After additional discussion, the request for Approval of Donation to Feather River College Culinary Arts Program was approved as presented, (Sheehan/West) unanimous.

d) Nick Boyd, Director of Facilities, requested Approval of Donated Equipment to Feather River College Facilities Department. He stated the equipment is a five-hundred pound manual lift donated by Nick's Heating and Refrigeration and will be used in the ongoing maintenance and operation of the College. There being no objection or further discussion, the request for Approval of Donated Equipment to Feather River College Facilities Department was approved as presented, (West/Sheehan) unanimous.

e) Michael Bagley requested Approval of New and Revised Courses. He stated that items number four and five, AOM118, Medical Terminology with DE Addendum, and BUS120 English for the Prof. with DE Addendum or distance education addendum, reflect Title V requirements that state the need for a separate approval process through the curriculum committee if a proposed or existing course is delivered in a distance education type of format. He stated that the Title V Course Outline of Record and Distance Learning Addendum was attached for Board review and that it reflects one of the key components for the Distance Education Plan that is currently being written as part of the overall Education Plan. Dr. Bagley also explained that item number six, HLTH401, was a Red Cross Class that will follow FEMA training guidelines to prepare students to assist in a natural or manmade disaster. He also stated that additional courses involved Title V Outline, HES001, Strength Training and Your Body, and HES002, Improving Cardio Respiratory Endurance. Trustee Sheehan requested information from Terrie Rose-Boehme, Program Coordinator DSPS & Workability, on item number

one, Math325 – Math Lab, and whether or not it was a distance education course, and Ms. Rose-Boehme stated that this was an error and that she was not teaching the class. Dr. Bagley stated the document should reflect Jeanette Kokosinski. Trustee Sheehan also requested that when documents refer to Title V, that it is also noted what law, code, or regulation Title V is from. Trustee Elliott additionally noted that on item number two, COLL602, Strategies for Individual Achievement, there was an indication that there was “No Outline Found” and that this should be corrected. After further discussion, the request for Approval of New and Revised Courses was approved as amended, (Sheehan/Schramel) unanimous.

f) Nick Boyd requested Approval of Campus Bus. He stated that he had previously requested approval to purchase a campus bus that had unfortunately been sold to someone else as the College was making the arrangements to purchase it. Mr. Boyd stated that this bus is a forty-nine passenger vehicle and is adequate to transport athletic teams. He also stated that the bus is equipped with an exhaust air filter which is going to be a requirement in the upcoming years. He additionally reviewed the bus expense comparison document and what the total cost savings would be based on league game transportation for all athletic teams. Dr. Taylor requested information on whether updated figures on the savings calculations include the impact of the change or decrease in games for next year and Mr. Boyd indicated that it did include a twenty percent decrease in games for baseball and softball. Trustee Sheehan stated that he understands that the College is attempting to develop various methods to green the campus and that one of the items various entities have done with regards to these efforts is to register with the California Climate Action Registry. He explained that in order to do this the College would need to have an accurate inventory of the various types of energy use that occurs. Trustee Sheehan also stated that a local manufacturer of bio-diesel is about to open in Vinton, California, and that the College may want to develop a relationship with this business as part of the College’s portfolio and also stave off the retro-fit of all the diesel equipment which is mandated under State law. He stated that it would be useful as part of the approval of the purchase of the bus that Mr. Boyd begin to inventory diesel usage on campus so as to meet the two needs that will be required in the future: one an accurate representation of carbon usage on campus, and the other perhaps to take advantage of a new local business who may need some assistance as they start up their business. After further discussion, the request for Approval of Purchase of Campus Bus was approved as presented, (Sheehan/West) unanimous.

f) Jim Scoubes, Chief Financial Officer, requested Ratification of Quarterly Financial Status Report CCFS-311Q for the Quarter Ended December 31, 2008 (Q2). He stated that page one of the documents reflects a beginning fund balance of 1.9 million dollars and that the State is in the process of making prior year adjustments that will decrease this balance by \$157,000. Mr. Scoubes explained that when making these prior year adjustments, the State takes into account factors such as growth funding, restoration stabilization and other factors. There being no objection, the request for

Ratification of Quarterly Financial Status Report CCFS-311Q for the Quarter Ended December 31, 2008 (Q2) was approved as presented, (Schramel/Scoma) unanimous.

*** 2. Roll Call Items**

Terrie Rose-Boehme requested Approval of Resolution #08/09-24 – Workability III Contract Renewal. She stated that the Workability III Contract is the only contract in Northern California to have its privileges given a three year extension and that it funds not only 100 percent of a classified position as well as twenty-five percent of her position, but also provides services to students in the form of books, tuition, mileage and other resources. Trustee Elliott requested information on what students the program serves, and Ms. Rose-Boehme reported that the program serves students with disabilities and provides them with the opportunity to meet with Department of Rehabilitation counselors who come to the campus to assist them with career opportunities, counseling, and job placement. Trustee Sheehan stated that he had previously attended an open house hosted by the DSPS Department and he requested information on when the next event might take place. Ms. Rose-Boehme stated that several such events are held regularly throughout each semester and that she would see that notification and an invitation would be extended to the Board of Trustees when the date of the next event was known. After further discussion, the request for Approval of Resolution #08/09-24, Workability III Contract, was approved as presented.

Ayes: Elliott, Schramel, Sheehan, West, Student Trustee
Scoma

Noes: None

Absent: Burkey

Abstain: None

3. Special Items/Reports

- a) Jim Scoubes presented the District's Monthly Financial Status Report as of February 28, 2009, and he reminded those present that the monthly report only reflects information concerning the unrestricted general fund. He stated that for the current year the District has received \$7,464,439 or sixty-two percent of what was budgeted and that on the expenditure side the District has spent \$7,996,142 or sixty-seven percent of the budget. Trustee Sheehan stated that the Board had previously been informed about possible apportionment delays from the State and he requested an update on this issue. Mr. Scoubes stated that based on what information he has at the present time, the State plans to defer part of the apportionment that they owe the District for January, February, March, and April and pay it in July 2009, and that the original \$200,000,000 statewide community college deferral normally paid in July may not be paid until October. He explained that these simulations have the potential of creating an approximate

\$170,000 cash flow problem for the College. There was additional discussion regarding the issue and the possibility of the need to use the TRAN and Mr. Scoubes stated he would report back to the Board on any new information received regarding apportionment deferrals as it is received. Trustee Elliott stated that when reviewing the Unrestricted General Fund Summary and what the College spent last year in a category and what was spent this year in a category, he was unable to determine if there was a significant change or not. He requested that another column be added to the summary that reflects a percentage of change to assist in clarifying this issue.

- b) Nick Boyd provided those present with an update on general facilities projects and the construction of the Learning Resource Center. He stated that construction is taking place at the Hatchery to cover the recirculation system that was installed last year. He also stated that the costs for the project are primarily funded through grants funds obtained by Zachary Parks, Hatchery Manager. Trustee Sheehan stated that it was his understanding that some of the funds were obtained through the Sierra Nevada Conservancy and that they had placed a stop-work order on the funding. He requested information on what effect, if any, this stop-work order was having on the construction at the Hatchery. Mr. Boyd stated that, to his knowledge, this was only a small percentage of the project and Mr. Parks was able to backfill the deficit with other grant funding. He also stated that his department is completing a culinary arts remodel in the Eagle's Perch and that they are installing equipment received from the culinary arts program at Lake Almanor. Mr. Boyd also reported that when the State budget was signed in February it enabled the State Department of Finance to package and sell general obligation bonds, but that the Chancellor's Office is not willing to commit on when funds from the sale of these bonds will be released. He also stated that bids for the project will expire on March 16, 2009 and he has contacted all the apparent low bidders and asked if they would extend the validity of the bids and that half of them have agreed to an additional sixty days extension. He also reported that the five bid divisions who would not agree to extend their bids are bid divisions that can be re-bid after construction is underway. There was additional discussion regarding the awarding of bids, what percentage might be local contractors, and whether or not there would be enough time to enclose the building before winter if bids were awarded in March or April. Mr. Boyd stated that if funding became available on or before May 15, 2009, a special Board of Trustees meeting could be called and bids could be awarded within a week to ten days and that construction could begin by June. He additionally stated that if the release of funds continued to be delayed and bids could not be awarded until July or August then there would need to be further discussion and a decision would need to be made on whether or not to begin construction. There was further discussion regarding bond sales and Mr. Boyd reported that the first two bond sales recently completed were for the regents or universities and that an additional

general obligation bond sale is scheduled for March 25, 2009. Mr. Boyd also informed that Board that the Pacific Gas and Electric power line that feeds the upper campus runs through the LRC construction site and that the District has been approved to relocate the line. He also stated that work will begin on this project in the near future. He additionally reported that the sewer line from the base of the entrance road to the upper campus is owned by the College and that Quincy Community Services District has a main line that runs down the middle of the road and that they do not currently have an easement. There was further discussion regarding where the point of responsibility for the Quincy Community Services District ends and whether or not an easement should be granted and Trustee Sheehan recommended that their responsibility should end at the side of the building.

4. Communications, Presentations, and Reports

a) Trustee Reports

Trustee Schramel stated that prior to the Board meeting he had visited the botany laboratory at the invitation of full-time faculty member Anna Thompson and he reported that he had thoroughly enjoyed the tour. Student Trustee Scoma reported that the SIFE team will be traveling to regional competition on Friday, March 20, 2009 in Seattle, Washington. He also reported that the Feather River College baseball team is ranked number three in Northern California at the present time and that the softball team is also competing well.

b) Associated Students

Chris Condos, ASFRC President, reminded those present that Saturday, March 28, 2009 is community day and he encouraged everyone to attend if their schedules allowed. He also asked if the April meeting of the Board of Trustees could be rescheduled as he was going to be out of area. Trustee Elliott stated that Board meetings normally coincide with the Board approved meeting dates and Dennis Bailey-Fougner added that Student Trustee Scoma could report on Mr. Condos' behalf.

c) Academic Senate

Chris Connell, Academic Senate President, reported that he is pleased to report that he has been meeting with Dr. Taylor on academic planning and that they have reached points of agreement on the issue. He explained that academic strategic planning is something that the Academic Senate has been interested in for years and that the planning will involve academic instructional needs on the campus, procedures, and eventually a solid plan. Dr. Connell stated that he felt that academic strategic planning will give all individuals on campus the opportunity to consider where they want to be instructionally. He also reported that there is now a Title IX Committee on campus comprised of faculty, coaches, and administrators. He stated that they have already met three times and their most recent discussions included a clear recommendation and justification to the Academic Senate on the soccer

position. Dr. Connell also reported that the Senate continues to move forward on the job search for the math position.

d) Classified Senate

Jamie Cannon, Classified Senate President, reported that Terrie Rose-Boehme represented Region One at the State Regional DSP&S Coordinator's meeting on February 26, 2009 in Sacramento, California. She also reported that DSP&S is providing increased services and accommodations to students during the spring 2009 semester due to an increase in student enrollment and that additional accommodations are needed, especially in the area of Assistive Technology. She additionally reported that DSP&S now offers ADA compliant restroom facilities in their department. Ms. Cannon also reported that she has confirmed that Dr. John Francis will be a guest lecturer on campus and at the Town Hall Theatre on May 13, 2009. She additionally reported that Feather River College will be sponsoring the Community Supper on April 22, 2009. Ms. Cannon also reported that she had just returned from the Asilomar Leadership Conference and she thanked Dr. Taylor for his role in nominating her for attendance at this prestigious and informative leadership opportunity.

e) Instruction

Michael Bagley reported that the tenure evaluation cycle has been completed for this academic year and that Pat Buckner, Director of Allied Health Programs, will be recommended for tenure at the April 16, 2009 meeting of the Board of Trustees. He also stated that an agreement has been signed between Feather River College and the Lake Almanor Fitness Center to offer approved educational courses and he commended Merle Trueblood, Director of Athletic Operations and Events for his good work and collaboration on the project. Dr. Bagley introduced Casey Condos, culinary student and active member of Students in Free Enterprise (SIFE) and he stated that Mr. Condos would provide those present with an overview of the quality of culinary classes currently being offered at the College. Mr. Condos reported that on Tuesday, March 10, 2009, culinary arts students in conjunction with their instructor Sean Conry, Executive Chef at Longboards restaurant, had the opportunity to prepare lunch and desserts for disabled veterans, one of whom had just returned from Iraq on January 26, 2009. He stated that the event was enjoyed by all those who were able to attend, and that a plaque of appreciation was presented to Sean Conry after the event. He stated that he hoped that additional opportunities of this nature would be made available to culinary arts students as it results in a good learning opportunity for everyone involved. Mr. Condos additionally thanked Connie Garrish, Culinary Arts Instructor, for her assistance with the event. Student Trustee Scoma also reported that Amy Schulz, Associate Faculty member and SIFE Advisor, has been nominated by members of the SIFE team for the Sam M. Walton Award for her entrepreneurial leadership and efforts to further the SIFE organization on the FRC campus.

f) Student Services

Dennis Bailey-Fougner reported that Equine Studies enrollment activities will take place on April 28, 2009 and that Day in the Mountains will be held on May 1, 2009. He stated that campus activities for prospective students will be held on these dates and enrollment services will be available for those who are prepared to register for their fall 2009 classes. Mr. Bailey-Fougner extended an invitation to Board members to attend the events if their schedules allowed and he indicated that if they were interested in volunteering to meet with prospective students and parents they could contact Karen Paiva, Senior Program Specialist DSPS, to let her know when they could be available. He also reported that a new program identified as a Community Host Program will be introduced in the near future where interested families in the community would provide general support to incoming FRC students in the form of occasional meals and attendance at sporting events while they are attending the College. He further stated that the concept was presented and developed by Kris Miravalle, President, Feather River College Foundation and that more information will be forthcoming in upcoming press releases and Board of Trustee meeting reports in the near future. Mr. Bailey-Fougner also stated that the Longboard ski races will take place on Sunday, March 15, 2009 at noon at Plumas Eureka State Park. He also elaborated further on Ms. Cannon's report regarding Dr. John Francis stating that Dr. Francis will begin his presentation on the FRC campus for students and staff at 3 p.m. on May 13, 2009. He also stated that Dr. Francis will then lead a walk with interested individuals to the downtown area where the Foundation will host a wine and cheese hour at the Studio Gallery and that the event will culminate with a 7 p.m. presentation at the Town Hall Theatre. Trustee Elliott commented that President Miravalle's new leadership role with the Foundation has resulted in new energy and an improved organizational structure for the Foundation, and he thanked Russell Reid, Director of Equine Studies and Foundation Vice-President for his work and assistance in this regard and on behalf of the Foundation.

g) Superintendent/President

Ron Taylor reported that he had attended the Northern California CEO Conference in Yosemite, California earlier in the week and that information covered at the conference was useful and of course involved the State budget situation. He also reported that the conference involved sessions working with legal counsel and that there was also lengthy discussion regarding accreditation with the CEO of the Accrediting Commission being present for a direct conversation. Dr. Taylor additionally reported that there was discussion on the master plan for higher education in California and that it looks like it will receive a fresh review by legislature. He also stated that there was additional dialog on the federal stimulus bill and a recognition that many of the benefits coming to community colleges from this bill are likely to come in the form of competitive grants. Dr. Taylor elaborated on Dr. Bagley's report on the agreement with Lake Almanor Fitness Center and he reported that for a modest initial investment, approximately \$7,000, the College will assist the center in setting up their facility to allow Feather River College classes to run through the center. He stated that he is impressed with the facility and the organization and that he anticipates a steady amount of enrollment to occur

through this effort. Dr. Taylor also reported that many people are aware that Sierra Pacific Industries will be closing their small mill in the near future and that due to the efforts of Michael Bagley, Russell Reid, and others on campus there has been established contact with SPI personnel and local leaders not only on what can be done to help individuals affected by the closure but also on what can be done to assist the economic development of this region. He also reported that implementation of the Good Neighbor Transition Plan is continuing and that the membership of the ad-hoc committee has been adjusted slightly to include additional classified representation. Dr. Taylor also stated that Cindy Hall, Administrative Assistant, would be contacting Board members regarding a date for a Board of Trustees retreat in June 2009 and Trustee Elliott requested that several dates in early July also be considered. Dr. Taylor also stated that Board members had been provided a packet of election material on candidates for the CCCT elections and reminded them that a vote by District Board members will be required at the April 16, 2009 meeting. Trustee Elliott stated that in the past, the Board has requested that the Superintendent/President make a recommendation on candidates who would be sensitive to small rural colleges and provide the Board with this information to assist them with the voting requirement.

There being no further business, the meeting was adjourned at 4:51 p.m.

RT/ch