

MINUTES

BOARD OF TRUSTEES FEATHER RIVER COMMUNITY COLLEGE DISTRICT

1. Call to Order:

President Sheehan called the Regular Meeting of the Feather River Community College District Board of Trustees to order at 3:03 p.m. on Thursday, March 19, 2015 at Feather River Community College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California.

Trustees present: Sheehan, Elliott, Ware, West

Trustees absent: McNett, Student Trustee Mayes

2. Agenda:

The regular and consent agendas for the March 19, 2015 meeting at Feather River Community College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Ware/Elliott/Sheehan/West Aye) (McNett/Mayes Absent) (None Opposed).

3. Minutes:

The minutes from the Regular Meeting held on Thursday, February 19, 2015 at Feather River Community College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (West/Ware/Sheehan/Elliott Aye) (McNett/Mayes Absent) (None Opposed)

4. Items from the Public:

John Hafen, member of the public and a member of the Feather River chapter of Trout Unlimited stated that the chapter recently learned that Zach Parks, Instructional Assistant Environmental Studies has resigned from Feather River Community College. Mr. Hafen stated that the resignation of Mr. Parks was bothersome to the membership as Mr. Parks has consistently and positively partnered with Trout Unlimited in a variety of ways. Mr. Hafen reported that he understands that Mr. Parks has been told to "mothball" the hatchery and this is even more bothersome to the membership because it could mean the hatchery might not come back at all. He asked the Board of Trustees what it was going to do about the issue as Trout Unlimited stands ready to support the college in continuing to have a hatchery. Kevin Trutna, Superintendent/President responded that the comments about the hatchery being closed are false and he is unaware where Mr. Hafen could have received such information. Dr. Trutna reported that he personally met with Mr. Parks after Mr. Parks submitted his letter of resignation and they had a discussion that included the plan to employ a substitute at the hatchery until the process for a permanent replacement could begin. Mr. Hafen indicated that Mr. Parks was employed part-time and he wondered if his replacement would be structured in the same manner. Dr. Trutna responded that the job description for the hatchery position was currently under evaluation. Mr. Hafen thanked the Board of Trustees for its time in allowing him to speak on a matter that was not presently on the Board's agenda.

Kevin Trutna presented Trustee Leah West with a plaque commemorating her service and dedication as a member of the Board of Trustees since 2008. Trustee West stated that she has enjoyed the experience and has learned a lot in her participation on the Board and that she will miss the people that she has met and interacted with.

Kevin Trutna presented Dr. Michael Bagley, Mathematics Instructor with his certificate of tenure. Dr. Bagley thanked the Board of Trustees for acknowledging his tenure as he was excited to receive it. He thanked his family especially his wife Amy Schulz who was present at the meeting. Dr. Bagley stated that he considered himself lucky to be working with Jeanette Kokosinski, Academic Senate President and team member in mathematics. He reported that enrollment in calculus classes is growing and he has the largest cohort that he's ever had this semester. Dr. Bagley stated that he also looks to bring back a mathematics major as well as an associate's degree in the discipline.

5. Consent Agenda

Personnel Requisitions, Personnel Actions, Payroll and Commercial Warrants, Budget Transfers, Budget Augmentations/Reductions, and Approval of Agreement between Shasta-Tehama-Trinity Joint Community College District (DISTRICT) and Feather River Community College District (CONTRACTOR) to provide scope of work outlined in the CONTRACTOR'S CTE Enhancement Fund 60% Program Area Application (ATTACHMENT 1) in alignment with the CTE Enhancement Fund initiatives were approved as presented, (Elliott/West /Sheehan/Ware Aye) (McNett/Mayes Absent) (None Opposed).

Kevin Trutna noticed the Board of Trustees that there was a report item that needed to be added to the agenda. He stated that Katie Desmond, Political Science Instructor and Phi Theta Kappa Advisor along with two students would be reporting on the reestablishment of the Alpha Psi Zeta chapter of the Phi Theta Kappa Honor Society on campus including what the students have been doing in terms of service and other activities. It was agreed by consensus that a two-thirds vote at the time of the report would approve the addition to the agenda.

6. Regular Agenda

*** A. Motion Items**

- 1) Kevin Trutna requested Approval of Curriculum Actions. Derek Lerch, Dean of Instruction/CIO added comments by stating that the request was fairly standard in content and included revisions and/or updates. There being no objection or further discussion, the request for Approval of Curriculum Actions was approved as presented, (Elliott/West/Sheehan/Ware Aye) (McNett/Mayes Absent) (None Opposed).
- 2) Kevin Trutna requested Approval to Accept Donation of Zane Grey Novels. He noted that the donation comes from Joe and Linda Brennan and that some editions are over 100 years old. President Sheehan asked how the value of the donation is set, and Cynthia Hall, Clerk of the Board explained that the value is set by the person that donates the item(s). There being no objection or further discussion, the request for Approval to Accept Donation

of Zane Grey Novels was approved as presented, (West/Ware/Sheehan /Elliott Aye) (McNett/Mayes Absent) (None Opposed).

- 3) Kevin Trutna requested Approval of Student Equity Plan. He explained that having a Student Equity Plan in place is required by the State in order to receive intended equity funding, an offshoot of the Student Support and Success Program (SSSP). Dr. Trutna requested that Karen Pierson, Chief Student Services Officer provide the Board of Trustees with additional information on the request. Dr. Pierson explained that the Chancellor's Office awarded every community college in the State at least \$200,000 in student equity funding and that in order to receive it, the College would be required to develop a plan on how the funding would be spent. Dr. Pierson provided an overview of the Executive Summary of the Student Equity Plan and how it had been developed to identify strategies to address and monitor equity issues as well as mitigate any disproportionate impact on student access and achievement. After further discussion and explanation, the request for Approval of Student Equity Plan was approved as presented, (Elliott/Ware/Sheehan/West Aye) (McNett/Mayes Absent) (None Opposed).

President Sheehan asked what the administration's plan for the Institutional Researcher position was as the Student Equity Plan only funds \$10,000 of the position's salary which is clearly inadequate. Dr. Pierson explained that this amount for the salary would be the contribution from the Student Equity Plan, and Dr. Trutna added that an offer of employment was given to a candidate last week and he is presently waiting to hear back from them.

- 4) Kevin Trutna requested Approval to Pursue Lease-Leaseback (LLB) Professional Service to Provide Capital Project. He explained that this is a fairly new concept and he believed that it was last used on one of the buildings for agriculture. Dr. Trutna stated that he is moving forward with the new facilities/maintenance building and that the lease lease-back option is packaged as one construction service. He also explained that the Request for Qualifications (RFQ) has been sent out with three responses received. After further discussion and there being no objection, the request for Approval to Pursue Lease-Leaseback (LLB) Professional Service to Provide Capital Project was approved as presented, (Ware/Elliott/Sheehan /West Aye) (McNett/Mayes Absent) (None Opposed). President Sheehan questioned the five-year repayment structure mentioned by Nick Boyd, Director of Facilities/CTO and requested that the Board of Trustees hear additional explanation as to the short length of the repayment period as the project moves forward.
- 5) Kevin Trutna requested Approval of BP 2432, Administrator in Charge. There being no objection or further discussion, the request for Approval of BP 2432 Administrator in Charge was approved as presented, (Elliott/Ware/Sheehan/West Aye) (McNett/Mayes Absent) (None Opposed).
- 6) Kevin Trutna requested Approval of BP 7380 Retiree Health Benefits. Academic Employees. After further discussion and there being no

objection, the request for Approval of BP 7380, Retiree Health Benefits Academic Employees was approved as presented, (West/Elliott/Sheehan/Ware Aye) (McNett/Mayes Absent) (None Opposed).

*** B. Roll Call Items**

- 1) Kevin Trutna requested Approval of Resolution #14/15-03 – Approval to Establish April as Sustainability Month as Feather River College. After further discussion that included comments from Darla DeRuiter, Environmental Studies/ORL Instructor, the request for Approval of Resolution #14/15-03 was approved as presented.

Ayes: Sheehan, Elliott, Ware, West,
Noes: None
Absent: McNett, Mayes
Abstain: None

- 2) Kevin Trutna requested Approval of Resolution #14/15-04 – Approval to Support College and Career Pathways Act – Assembly Bill #288. After further discussion and there being no objection, the request for Approval of Resolution#14/15-04 was approved as presented.

Ayes: Sheehan, Elliott, Ware, West,
Noes: None
Absent: McNett, Mayes
Abstain: None

C. Special Items/Reports

Kevin Trutna requested approval to add a report to the agenda. As he explained previously, Katie Desmond and two students from the Phi-Theta Kappa Honor Society would be providing a report to the Board of Trustees on recent activities of its recently resurrected chapter. There being no objection. the request was approved as presented, (Ware/West/Sheehan/Elliott Aye) (McNett/Mayes Absent) (None Opposed).

Katie Desmond introduced Sidney Zink, Vice-President of FRC's Alpha Psi Zeta Chapter of the Phi Theta Kappa Honor Society. Ms. Zink updated the Board of Trustees on service projects that the group is currently involved with. She explained that members of the group are working on a Chapter United Project with Butte Community College and will spend the upcoming weekend picking up rubbish in Butte County. She also reported that additional service projects include volunteering at the local animal shelter and helping plant a vegetable garden at Plumas District Hospital. When asked about her major, Ms. Zink reported that she is from Placerville, California and is currently majoring in history with the eventual goal of becoming a college professor. Dr. Desmond added that the chapter was successful in its application for a FRC Foundation Mini-Grant

and Ms. Zink along with Shelby Stalians, Phi Theta Kappa Chapter President will be attending Phi Theta Kappa's Leadership Conference.

Katie Desmond also introduced Naoki Matsumoto, Treasurer, Alpha Psi Zeta Chapter of Phi Theta Kappa to those present. She added that Mr. Matsumoto is one of the All-California Academic Team winners from Feather River College and will be graduating and transferring after the semester. She additionally reported that Kristen Wright is the other All-California Academic Team winner, but Ms. Wright was unable to be at the meeting that day. Mr. Matsumoto reported that on March 27th and March 28th the group will go to Reno, Nevada for a Phi Theta Kappa convention where over 100 schools from the California/Nevada region will be represented. He also reported that he will be attending the recognition ceremony in Sacramento for All California Academic winners on April 7th. Dr. Desmond commented that at the conference in Nevada will expose the students to scholarship opportunities and they will be given assistance in writing a plan and agenda for a summer research project referred to as Honors and Action where the research will focus on elderly populations in rural communities and health services. When asked about his major, Mr. Matsumoto responded that he is a business major planning to transfer to get a degree in accounting. Dr. Desmond added that Mr. Matsumoto chose FRC for academic reasons and he is excelling in college level courses in a second language.

- 1) Jim Scoubes, Chief Financial Officer, presented the District's Monthly Financial Status Report as of February 28, 2015. He reviewed the Unrestricted General Fund Summary stating that through eight months of the budget year, the District has expended \$8,746,480 or 61% of a \$14,377,651 Board approved budget. Mr. Scoubes also mentioned that Katie Schmid, Chief Accountant provided him with information that indicates that the District over at least the past three years has been able to retain approximately four percent of each year's budget. Mr. Scoubes also reported that revenue continues to filter in and that this should be the last year for apportionment deferrals. He added that he will likely not hear anything on next year's budget until the Governor's May Revise. He added that information on Secure Rural Schools funding does not appear to be favorable.
- 2) Kevin Trutna providing opening remarks on the FTES update by stating that the report provides a snapshot of where the District is in relationship to FTES at the present time. He also stated that Derek Lerch, Dean of Instruction, CIO would provide additional details on the numbers. Dr. Lerch distributed a handout reflective of FTES estimates up to March 19, 2015 and he stated that the numbers include enrollment numbers up to and including the census date for community colleges, which is the date the State uses to calculate the college's enrollment for apportionment for the majority of classes. He reported that the fall semester met expectations in terms of on campus and distance education enrollment which was 400 FTES. He also reported that for the spring semester, the college is ahead of where it was a year ago but slightly lower than he had

hoped. He added that summer session will be needed to get the District to its FTES goal. He stated that the lower rung of the information table represented Instructional Service Agreements (ISA) which have mostly held fairly steady for the District. In closing comments on his report, Dr. Lerch also stated that he is estimating that 15 new FTES can be created with the partnership currently being developed with the USFS. Trustee Elliott asked questions about growth funding and the dialog concluded that it would be the 2015-16 year before the District would be eligible to receive it due to the small school exemption it previously chose to take.

- 3) Kevin Trutna provided opening comments on the Communications Committee report from Karen Pierson, Chief Student Services Officer. He stated that one of the objectives that's been discussed is improving communication in all areas of the campus. Dr. Pierson provided the Board of Trustees with a PowerPoint presentation on what the Communications Committee is and what the membership of the committee is comprised of per AP 2510, Participation in Local Decision Making. She explained that the committee oversees and advises the Superintendent/President on both external and internal communications on college-wide matters including the website, email communication, signage, advertisements, and marketing plans. She noted that the committee does not make or enforce policy but is a recommending body of lively, passionate, energetic, informed and tech-savvy shared-governance representatives. Dr. Pierson stated that Dr. Trutna has set a goal to improve communications and the supporting goal that she has developed includes communicating with all students, marketing the college, and improving communication between staff members through phone, electronic, paper and other means. Dr. Pierson reviewed the strategies developed to communicate with all students including an automatic email account upon application to the college, online technical support, a possible recommendation that all correspondence with FRC faculty and staff be sent through the established email account, an active updated FRC Facebook page, and a Twitter account. She also reviewed the strategies the committee has developed designed to market the college including advice provided to all FRC employees on standard email format and professional email signature and that it is reviewing the use of various FRC logos and that no recommendation has been made yet. In closing comments on her report Dr. Pierson indicated that advice has been provided to all employees with regard to the use of the "all employees" email response as part of its review and development of policies and procedures on how faculty and staff communicate with each other through different means. She added that the committee is also working on drafting a recommended voicemail message for employees to use and that proper use of the telephone will be covered as part of the March 24th flex day professional development workshops offered.

Communications, Presentations, and Reports

1. Board of Trustees

Trustee Elliott stated that he wanted to thank Leah West for her service to the District and he appreciated the fact that she always felt comfortable voicing her opinion. President Sheehan concurred stating that Trustee West brought a different approach and perspective into the meaning of shared governance in higher education, and he stated she would be missed. Trustee West thanked the Board for its comments while indicating that she would miss the people that her responsibilities had brought her into contact with.

2. Associated Students

Karen Pierson, on behalf of Associated Students of Feather River College (ASFRC) provided a brief report on activities surrounding Pi Day, March 14, 2015.

3. Academic Senate

Jeanette Kokosinski, Academic Senate President reported that the Senate has been working on policies as evidenced by the passing of BP 2432, Administrator in Charge and BP 7380, Retiree Health Benefits. She also stated that receiving official approval from the Chancellor's Office to offer the baccalaureate degree has elevated the institution to a new level. She additionally reported that the Academic Senate held a special meeting on February 9th to discuss the job description for the AG instructor and it was unanimously approved on February 16th. She added that the Academic Senate is hoping that the position moves forward in the approval process as soon as possible especially in light of the baccalaureate degree needing to be in place in 2016 and there was further discussion.

4. Classified Senate

Cynthia Hall, Classified Senate President reported that the last two meetings of the Classified Senate have been taken up with the review of AP 7123, Classified Hiring Procedures.

5. Instruction

Derek Lerch reported that it was great that Kevin Trutna was able to be in Sacramento for the official announcement and approval of FRC's first four year degree and that the campus is excited and also a bit overwhelmed at the work to be done surrounding the degree. He reported that Dr. Trutna has developed a tracking system action plan for the bachelor degree that staff members from the Chancellor's Office were impressed with when they visited the campus two weeks ago. He also reported that he felt that the visit that included two representatives from the academic affairs division went well and that both individuals were impressed with the tour of the college they received. Dr. Lerch stated that as far as classes go, the hardcopy of the fall schedule will go to Feather River Publishing on Friday, March 20th and that it will be back on campus by April 1st in time for priority registration that begins on April 13th. He also stated that as the Board of Trustees is aware, the ACCJC Mid-Term Report was mailed two weeks ago and it will be the first week of June before it meets and decides whether or not to accept the report. Dr. Lerch stated that Cabinet as the Accreditation Steering Committee is gearing up for the 2018 site visit by

already beginning to develop a timeline for what needs to be accomplished in terms of gathering practices, policies, and activities that show compliance with the Standards. Dr. Lerch closed his report by sharing information he learned in a class observation capacity through one of Dr. Mick Presnell's classes. He stated that Dr. Presnell is using an online text book resource in the classroom that tracks the student's activity and level of participation in the class and then compares it with the grade distribution received for the mid-term examination for example. He indicated that as expected it was shown to be an effective way to show students how their level of commitment to the class was directly tied to the grade they received and there was further discussion.

6. Student Services

Karen Pierson reported that Student Services last extended orientation program will take place on April 15th and will involve the Director of Safe Spaces from Butte Community College who will provide a presentation on preventing sexual assault, a topic and content that community colleges are required to deliver to all students in response to the new Violence Against Women Act. Dr. Pierson added that the presenter will also coordinate a workshop for all faculty and staff during fall flex on suicide prevention, and that the District is working in partnership with other county agencies to write a grant on the same topic. She also reported that on flex day March 24th, a student panel will talk about what there is to do in Quincy and how to make themselves busy and happy with the activities available in the area. Dr. Pierson closed her report with information on housing and she stated that there are only ten slots remaining.

7) Superintendent/President

Kevin Trutna reported that his office has received five applications for the District I provisional trustee appointment and that he will be sending the applications out to trustees for review. He also stated that at the April 16th meeting, the announcement of the provisional appointment selection will take place and the vacancy will be filled. Dr. Trutna followed up on Dr. Lerch's comments regarding the visit from the Chancellor's Office and he stated that he felt the two representatives left campus with an appreciation of what takes place at the equine center and the possibilities that exist with this four-year degree opportunity. Dr. Trutna also reported that Jerry Hoover, Administration of Justice Instructor has been asked by the U.S. State Department to work with the Reno Police Department because of his background and expertise. He additionally informed the Board that that a Book in Common presentation had taken place earlier in the day titled "War and the Environment" where he learned new things about war and its impacts on the world. Dr. Trutna continued his report by stating that the District, under Rajinder Gill's development, has been awarded an \$800,000 grant to provide training throughout the whole State of California on 21st Century Soft Skills. He followed these comments up with the announcement that Amy Schulz, Director of CTE/EWD Grants has resigned to join NAACE as its Vice-President of Membership. Dr. Trutna briefed the Board of Trustees on the Strategic Plan and Master Facilities Plan reporting that both these plans are in the final stages of the shared

governance approval process and will come to the Board for its approval in either May or June. Dr. Trutna provided the Board of Trustees with information on the Good Neighbor Policy reporting that he had met with several individuals on the issue including one individual from the Reno Rodeo Foundation that has been helpful regarding his support for the current language from Senator Gaines office and how he sees its expansion to be helpful to other colleges within the system.

President Sheehan added that he had received a request from the community to repair the tennis courts on campus so that the college can do a better job with Plumas Unified School District (PUSD), and Dr. Trutna responded that he is aware of the need due to high school tennis tournaments, and that the repair is on the Master Facilities Plan although it's not a priority at this time. President Sheehan asked to see a schedule of when it might happen so that the issue can at least be discussed with those that are requesting the repair.

In closing comments on his report, Dr. Trutna distributed handouts that reflected out-of-state fees and tuition for five different schools in Nevada, Oregon, and Colorado. He also reported that nominations for the California Community College Trustees (CCCT) board of the League have been received and unless otherwise directed, he will vote for those seven candidates that have a connection to small rural colleges and there was consensus.

There being no further business, the meeting was adjourned at 4:44 p.m.

KT/ch