

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 3:08 p.m. on Thursday, April 19, 2012 at Feather River College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California.

Trustees present: Elliott, Schramel, Sheehan, West
Trustees absent: Ware, Student Trustee Burfeind

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

The regular and consent agendas for the April 19, 2012 meeting at Feather River College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California 95971 were approved as presented, (Sheehan/Schramel) unanimous.

The minutes of the Regular Meeting held March 15, 2012 at Feather River College Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (West/Sheehan) unanimous.

A. ITEMS FROM THE PUBLIC

None

B. CONSENT AGENDA

Personnel Requisitions, Personnel Actions, Payroll and Commercial Warrants, Budget Transfers, Budget Augmentations and Reductions, the Ratification of 2011/2012 Outfitter/Guide Operations Plan between Feather River College and Plumas National Forest to provide a variety of educational activities including fieldtrips through the Feather River Outings Group (FROG), the Ratification of 2012/2013 Outfitter/Guide Operations Plan between Feather River College and Plumas National Forest to provide a variety of educational activities including fieldtrips through the Feather River Outings Group (FROG), the Ratification of Agreement between Plumas Rural Services-Plumas Transit Systems and Feather River College for transportation services for Feather River College students effective July 1, 2012 through June 30, 2013, the Ratification of Agreement between Koch Elevator Company and Feather River College for routine maintenance on campus elevator(s) effective July 1, 2012, and the Approval of Municipal Lease Agreement between Ray Morgan Company and Feather River Community College for Canon Office Equipment were approved as presented, (Sheehan/Schramel) unanimous.

C. REGULAR AGENDA

*** 1. Motion Items**

a) Derek Lerch, Dean of Instruction/CIO Interim, requested Approval of Curriculum Actions. He reported that the curriculum packet is in large part tied to the revision of 2012-2014 College catalog and that good school-wide efforts have been made to improve the quality of the catalog in terms of its accuracy. After further discussion and there being no objection, the request for Approval of Curriculum Actions was approved as presented, (Sheehan/Schramel) unanimous.

b) Ron Taylor, Superintendent/President, requested Approval of Recommendation for California Community College Trustee (CCCT) Board Election. He stated that he was recommending the eight candidates noted in attached backup documentation and that the Board of Trustees had previously asked him to prepare a recommendation of candidates based on experience and connections with small rural colleges. There being no objection or further discussion, the request for Approval of Recommendation for California Community College Trustee (CCCT) Board Election was approved as presented, (Sheehan/West) unanimous.

c) Ron Taylor requested Approval of Revised Board Policies. He explained the revisions to BP 2100, Board Elections, BP 2430, Delegation of Authority – Policy, BP 3430, Prohibition of Unlawful Harassment and Discrimination, and BP 4400, Community Education Program and there was discussion. Trustee Sheehan recommended that a document be placed in front of the Board Policy & Procedures Manual (BPPM) that explains the policy approval and tracking process. There being no objection or further discussion, the request for Approval of Revised Board Policies was approved as presented, (West/Sheehan) unanimous.

d) Jim Scoubes, Chief Financial Officer, requested Ratification of the Quarterly Financial Status Report, CCFS-311Q for the Quarter ended March 31, 2012 (Q3). After further discussion and there being no objection, the request for Ratification of the Quarterly Financial Status Report CCFS-311Q for the Quarter ended March 31, 2012 (Q3) was approved as presented, (West/Schramel) unanimous.

*** 2. Roll Call Items**

None

3. Special Items/Reports

a) Jim Scoubes presented the District's Quarterly Financial Status Report as of March 31, 2012. He reviewed the Unrestricted General Fund Summary stating that District expenditures totaled \$8,956,802 or 71% of approved budget. He also reviewed the Restricted General Fund Summary, Child Development Fund, Capital Outlay, Retiree Benefits, and Student

Financial Aid Summaries and the Plumas County Treasurer's Investment Report as of February 2012.

- b) Derek Lerch provided introductory comments on classified staff members working under the Office of Instruction that included Zach Parks, Instructional Assistant – Environmental Studies, Saylor Flett, FROG Advisor/ORL Instructor, and Kelly Conner and Shawna Lindsey, Instructional Assistants Incarcerated Students Program (ISP) who were unable to be present. Additional members of the classified staff, Virginia Jaquez, Administrative Assistant Office of Instruction, Bryon Hughes Instructional Scheduler, Crystal Anderson, Instructional Assistant – Equine, Dottie Arcangeli, Senior Library Assistant, Joan Jarrett, Instructional Assistant – Basic Skills, and Billy Ogle, Instructional Assistant – Learning Center/Tutor Coordinator introduced themselves and provided the Board of Trustees and others in attendance with an overview of their backgrounds and departmental responsibilities at the College. President Elliott thanked those involved in the reports and he noted that the information personalizes the individuals and the work that they do on behalf of students and the District.

- c) Jim Scoubes, Chief Financial Officer and Josh Taylor, Fitness Center Manager and Head Softball Coach provided a report to the Board of Trustees on the Feather River Fitness Center. Mr. Scoubes reported that the first page of the backup documentation covered the operating results of the facility for fiscal year 2011-2012 by month and reflected a net operating loss as of March 2012 of \$74,883 in comparison to \$84,559 the previous year. He also reported that the information projects an overall operating loss on the facility of \$95,538 in comparison to \$119,708 the previous year. He additionally noted that the figures include the mortgage payment on the facility, costs involved with directors insurance, and expenses associated with repairs and upgrades to the building. After further discussion that included FTES involved with the facility, Josh Taylor provided a PowerPoint presentation to the Board of Trustees that included membership analysis by age, weekly class offerings, what's happening at the center, membership fee comparisons to the previous year, and dependencies and resources that contribute to the facility.

4. Communications, Presentations, and Reports

a) Board of Trustees

Trustee Sheehan reported that he believed that a simple one year extension of Secure Rural Schools was included in one of the versions of the Federal Transportation Act that has not yet passed so future funding is still pending on this issue. Trustee West reported that she had attended a session of Dr. Tom Heaney's history class earlier in the day and she was impressed with the presentation and content of the class and she extended her thanks to Dr. Heaney and others for the opportunity.

b) Associated Students

Karen Pierson, Chief Student Services Officer, on behalf of ASFRC reported that the constituency had expressed their appreciation for the opportunity to participate in the accreditation process. Dr. Pierson also reported that ASFRC has a field trip planned in the near future, that they are sponsoring a new gaming club on campus, and will be electing a whole new slate of ASFRC officers this spring.

c) **Academic Senate**

Rick Stock, Academic Senate President, reported that 13 of the 27 members of the Academic Senate are currently participating in hiring committees that include the digital technology position, library director and dean of instruction positions. He also reported that Dianne Libscomb, Art Instructor and Art Event Coordinator, recently published a book entitled, *Seven Southern Tales Plus One*, a collection of short stories born of Mississippi memories. In closing comments on his report, Mr. Stock stated that Joan Parkin, Director Incarcerated Students Program (ISP) had recently participated in the graduation of 23 of its participants at the Central California State Prison for Women in Chowchilla, California.

d) **Classified Senate**

Connie Litz, Classified Senate President stated that she would allow the introduction of classified staff members under the Office of Instruction to serve as her report.

e) **Instruction**

Derek Lerch reported that summer classes are open for enrollment and that these enrollments were included as part of the update on the P2 FTES projection of 1,617 that Jim Scoubes spoke about earlier in the meeting. He also reported that the Education Plan has been an item that the Council on Instruction has been working on for several months now and that it is currently under review by various campus committees with the expectation that the Academic Senate will approve it at an upcoming meeting so that it can be forwarded to the Board for its approval in May. Dr. Lerch additionally reported that the standards related to the training of distance education instructors involved with the Distance Education Plan, a related but separate document to the Education Plan, are being tightened up and different models are being explored to set consistent standards across different disciplines. He additionally reported on the progress of the 2012-2014 catalog, the submission of a required assessment on student learning due to the Accrediting Commission for Community and Junior Colleges (ACCJC) next spring, and new Title V language currently under consideration that would modify the way in which apportionment funding is calculated as it relates to the repeatability of certain courses that are activity and performance based.

f) **Student Services**

Karen Pierson reported that she and Connie Litz are busy planning Day in the Mountains scheduled for Monday, April 30th where at this year's event all participating students will be required to listen to a session regarding their major and then a session on academic advising will be provided with

individual advising also being made available. She added that a barbecue and other activities are also planned and that it is the expectation that a significant number of students will be registered for the fall semester. Dr. Pierson also reported that approximately 30 staff members, mostly classified employees, recently attended a workshop on providing good customer service and topics such as what is customer service and does the College do a good job of providing it were covered. She added that more workshops on the issue of customer service are planned for future professional development opportunities. Dr. Pierson additionally reported that April is sexual assault awareness month and that events and presentations on the prevention of a sexual assault are planned on campus and in the community in partnership with the Plumas Resource Center, Students in Free Enterprise (SIFE), and ASFRC. Dr. Pierson also stated that Scott Koeller from Student Outreach is off campus on a ten-day recruiting trip throughout California and Nevada and a student who has been trained in the area of recruitment is assisting with the effort and has revamped the College's recruitment PowerPoint and presented it to the Strategic Enrollment Management (SEM) Committee. She added that through this arrangement the College is learning ways in which to engage high school students through current student enthusiasm in a way that connects students with students and it is working well. Dr. Pierson noted that Student Services is also working with both Senates to finish policies and procedures on the student grievance process and student code of conduct for final approval and each spring Student Services plans a student recognition event, opens up the scholarship application process, and seeks nominations for the student speaker for commencement. In closing comments on her report, Dr. Pierson indicated that Student Services is also working on updating the catalog for accuracy in its component areas, continuing with the ongoing process of updating all of its current publications and its Viewbook, and is also working on more specialized advertising of programs.

g) Superintendent/President

Ron Taylor announced that SIFE has won its regional championship competition and that they will compete for a national championship in the near future. He also announced that the baseball team has clinched a playoff berth and that the softball team is very close to doing the same if they haven't already. Dr. Taylor also reported that he has received a confidential draft report from the accreditation site-visit team and that he and Dr. Lerch have reviewed it and completed a document relating to errors of facts that has been forwarded to the team chairperson, Dr. Tod Burnett. He also added that the "end-of-the-term-frenzy" has begun in earnest and part of this work includes the wrapping up of the tentative budget which makes him eager to see the Governor's May revise due by May 15th. Dr. Taylor also provided the Board with an update on Santa Monica Community College's decision to provide an alternative fee schedule for high demand classes stating that after a visit from the Chancellor and other considerations, the College has acted to rescind the differential fee structure for the coming year. Dr. Taylor also reported on various legislative bills currently under consideration including AB 2591

involving a proposal to provide for automatic backfill of local lost revenue, SB 1456 that implements many of the Student Success Taskforce recommendations, SB 1062, Strengthening the Chancellors Office, SB 1402, the reauthorization of the Economic Workforce arm of the statewide community college system, and SB 1560 which would revise the funding structure and would definitely not be helpful to community colleges in the short term.

Dr. Taylor noted that under upcoming events, he would report that in addition to the tentative budget at the May meeting, he hopes to have a report to the Board of Trustees on the shared-governance committee review it had previously requested. He also reported that Feather River College will sponsor the Community Supper on Wednesday, April 25th and that rehearsals are in progress for the Star Follies event scheduled for May 4th and 5th with commencement happening on May 25th at 5 p.m. He also encouraged Board members to check their calendars for Board retreat dates in June.

In closing comments, Dr. Taylor announced that there would be a campus community meeting on Wednesday, May 25th at noon in the Gallery to address the accreditation draft report and the future of the College.

There being no further business, the meeting was adjourned at 4:57 p.m.

RT/ch