

## MINUTES

### **BOARD OF TRUSTEES FEATHER RIVER COMMUNITY COLLEGE DISTRICT**

#### **1. CALL TO ORDER:**

President Elliott called the Regular Meeting of the Feather River Community College District Board of Trustees to order at 2:05 p.m. on Thursday, May 16, 2013 at Feather River College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California.

*Trustees present:* Elliott, McNett, Sheehan, Ware, West  
*Trustees absent:* Student Trustee Davis

#### **2. AGENDA:**

The regular and consent agendas for the May 16, 2013 meeting at Feather River College Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (West/Sheehan) unanimous.

#### **3. MINUTES:**

The minutes from the April 18, 2013 meeting at Feather River College Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California 95971 were approved as presented, (West/Ware) unanimous.

#### **4. ITEMS FROM THE PUBLIC**

None

#### **5. ADMINISTRATION OF OATH OF ALLEGIANCE – GUY MCNETT, PROVISIONAL APPOINTMENT BOARD OF TRUSTEES AREA IV**

Kevin Trutna, Superintendent/President administered the Oath of Allegiance to Mr. Guy McNett, Provisional Appointment Board of Trustees Area IV.

President Elliott adjourned the Regular Meeting of the Feather River Community College District Board of Trustees to Closed Session at 2:08 p.m.

President Elliott reconvened the Regular Meeting of the Feather River Community College District Board of Trustees at 3:09 p.m. He announced that prior to the Closed Session, Mr. Guy McNett had been sworn in as the provisional trustee representing area IV and he welcomed him to the position. He also announced that the Board of Trustees had met in Closed Session and that no action had been taken.

President Elliott asked if there was any additional public comment and there was none noted.

#### **6. CONSENT AGENDA**

Personnel Requisitions, Personnel Actions, Payroll and Commercial Warrants, Budget Transfers, Budget Augmentations and Reductions, Approval of Amended Instructional Agreement between Feather River Community College District (DISTRICT) and Lake Almanor Fitness Center, LLC (AGENCY) for the purpose of outlining the duties and responsibilities of each party as they relate to providing affiliated educational courses for the AGENCY, and Approval of Instructional Service Agreement between Feather River Community College District and Farmworker Institute for Education and Leadership Development (FIELD) to provide instructional and other services for Basic Skills and English as a Second Language (ESL) programs were approved as presented, (Sheehan/Ware) unanimous

## **7. REGULAR AGENDA**

### **\* A. Motion Items**

1) Kevin Trutna stated that he would turn the request for Approval of Curriculum Actions over to Derek Lerch, Dean of Instruction/CIO. Dr. Lerch requested Approval of Curriculum Actions indicating that the request contained a mixture of updates and routine revisions with one of the more interesting components being a new transfer degree approved by the Curriculum Committee and the Academic Senate in the discipline of Business. He also noted that the revisions to courses listed in the area of Administration of Justice comply with the new course standards developed between the California State Universities (CSUs) and community colleges and that community colleges are expected to create these transfer degrees that meet common state expectations and contain similar content. After further discussion and there being no objection, the request for Approval of Curriculum Actions was approved as presented, (West/McNett) unanimous. Dr. Trutna asked the Board of Trustees if they wanted additional information on how the transfer degrees fit into the system and there was consensus agreement that it would be good information to have.

2) Kevin Trutna requested Approval of 2013-2014 Tentative Budget. He stated that the governor had released his May budget revise and the information is favorable for community colleges and includes a 1.5% Cost of Living Adjustment (COLA) and some funding for growth. He explained that what this means for Feather River College is some additional FTES and the COLA is recognition that districts having been doing more with less but also implies that now you must do more with more and serve more students. He additionally reported that adult education that had previously been taken away from K-12 and placed with community colleges has been taken off the table for now in the May revise. President Elliott questioned the reduction in FTES that the District is currently budgeting for if there's an increase from the state and Jim Scoubes, Chief Financial Officer explained that the P-2 apportionment report was due April 20, 2013 and the tentative budget included the 1,547 FTES (down from 1,623) figure based on information obtained from that report. He added that the Final Budget will contain final FTES numbers consistent with actions be taken over the summer to increase FTES to 1,623.

President Elliott questioned the Prop 30 Education Protection Account (EPA) funding noted on page nine as revenue in account 8630 and then also reflected in expenditures in account 1110 Instructional Faculty Salary. Jim Scoubes explained when Proposition 30 was passed the accountability for the funds was established through the creation of the EPA and that the funding was required to be used for instructional faculty salaries only and that this was how he reflected the income and the expense in the tentative budget. President Elliott also questioned the reduction in the Restricted Fund by approximately \$400,000 and Mr. Scoubes responded that this reduction could be attributed to reductions in grant funding and other pieces of funding that make up the Restricted Fund. After further discussion and there being no objection, the request for Approval of 2013-2014 Tentative Budget was approved as presented, (Sheehan/West) unanimous.

3) Kevin Trutna requested Approval to Award Degrees and Certificates. After further discussion that included the number of graduates receiving degrees, the request for Approval to Award Degrees and Certificates was approved as presented, ( West/Ware) unanimous.

4) Kevin Trutna requested Approval of Expenditure for Hay Purchase in Excess of Delegated Limits. He explained that this is an annual request that allows for the purchase of hay at the moment it is determined to be at the lowest price in the commodity market. After further discussion that included an explanation of how the purchase of hay does not fit into the current purchasing process, President Elliott stated that he remembers going through this process in the past, but he recommended that the procedure be reviewed to see if it can be modified to include this type of purchase. Jim Scoubes indicated that Education Code establishes the limits on normal purchases, but the purchase of a commodity such as hay does not fit the Code and that the Board of Trustees is really approving the unique process of the purchase and not the amount. Trustee McNett asked if it would be that complicated to develop a process that addresses the unique situation that equine has and Trustee Sheehan responded that it probably was as it hasn't happened yet. After further discussion that included President Elliott's request that going forward he would like see the budgeted dollar amount reflected on future cover sheets, the request for Approval of Expenditure for Hay Purchase in Excess of Delegated Limits was approved as presented, (Ware/West) unanimous.

5) Kevin Trutna requested Approval of the Quarterly Financial Status Report, CCFS-311Q for the Quarter ended March 31, 2013 (Q4). After further discussion and there being no objection, the request for Approval of the Quarterly Financial Status Report, CCFS-311Q for the Quarter ended March 31, 2013 (Q4) was approved as presented, (West/Ware) unanimous.

6) Kevin Trutna requested Approval of 2013-2014 Student Member Privileges. He explained that per BP 2010, the privileges of the student member are to be reviewed annually and approved by the Board of Trustees for the upcoming term. He also stated that the compensation for student

trustee participation is currently set at \$25.00 per meeting and he asked for the Board's thoughts and consideration on the amount although he had no formal recommendation on the issue. After further discussion on the monetary relevance of the involvement and the lack of meeting participation over the last two years it was decided that the stipend would remain at \$25.00 and the request for Approval 2013-2014 Student Member Privileges (BP 2015) was approved as presented, (Sheehan/West) unanimous.

7) Kevin Trutna requested Approval of Fall 2014/Spring 2015 Academic Calendar. Dr. Trutna explained that the academic calendar had been through the entire vetting process and a change was made in the last meeting of Cabinet to include an additional flex day. Derek Lerch explained the philosophy and processes that need to be considered when setting the dates for the academic calendar including an earlier start date versus a later winter intercession or vice-versa and allowable timeframes for the processing of transcripts and diplomas. After further discussion that included the coordinating of any issues with the Plumas Unified School District calendar, the request for Approval of Fall 2014/Spring 2015 Academic Calendar was approved as presented, (Sheehan/West) unanimous.

8) Kevin Trutna requested Approval to Appoint Dr. Derek Lerch as Dean of Instruction/Chief Instructional Officer (CIO), an educational administrator, effective July 1, 2013 to June 30, 2014 at a salary step 3, \$107,745 annually. Dr. Trutna stated that he felt that the search committee had done an excellent job with their responsibility and that there was voiced interest from the entire campus with regards to having balanced representation. He added that he conducted second interviews with the well-qualified candidates that had been forwarded to him for consideration and he chose to sit on the decision not wanting to hire Dr. Lerch simply because he already worked for the District. He stated that after looking at Dr. Lerch's background, integrity, follow through and his willingness to do the job and be a leader along with his humanistic approach to his job he knew he was the best candidate. After further discussion, the request for Approval to Appoint Dr. Derek Lerch as Dean of Instruction/CIO, an educational administrator effective July 1, 2013 to June 30, 2014 at a salary step 3, \$107,745 was approved as presented, (West/Ware) unanimous. Trustee McNett noted that Dr. Lerch's presence will be missed in the classroom but that he will be impacting the lives of many more students in his role as Dean of Instruction/CIO.

9) Kevin Trutna requested Approval of Faculty Equivalencies. He explained that the equivalency process is designed for those individuals who do not meet the state-wide qualifications (to teach community college classes). He explained the equivalency policy as one in which the individual would show their work, training, and experience to be equivalent to a master degree in the discipline which a committee would then review to either grant equivalency or turn it down. After further discussion and explanation from Derek Lerch and Chris Connell, Academic Senate President the request for Approval of Faculty Equivalencies was approved as presented, (McNett/Sheehan) unanimous.

10) Kevin Trutna requested Approval of the Use of Proposition 30 Education Protection Account (EPA) Funds Received by the District in June 2013 for Instructional Salaries in the 2012-2013 Fiscal Year. After brief discussion and there being no objection, the request for Approval of the Use of Proposition 30 Education Protection Account (EPA) Funds Received by the District in June 2013 for Instructional Salaries in the 2012-2013 Fiscal Year was approved as presented, (Sheehan/Ware) unanimous.

**\* B. Roll Call Items**

1) Kevin Trutna requested Approval of Resolution #12/13-13 – Approval to Implement Internal Revenue Code (IRC) Section 125 Flexible Fringe Benefits Plan Effective July 1, 2013. He explained that the Flexible IRC Benefits Plan will provide the opportunity for District employees to maximize their health care benefits with tax-sheltered funds or select other insurance products. President Elliott asked if the District didn't already have such a plan in place and Dr. Trutna responded that it did but it needs to be updated. After further discussion and there being no objection, the request for Approval of Resolution #12/13-13 – Approval to Implement Internal Revenue Code (IRC) Section 125 Flexible Fringe Benefits Plan Effective July 1, 2013 was approved as presented.

Ayes:	Elliott, McNett, Sheehan, Ware, West
Noes:	None
Absent:	Student Trustee Davis
Abstain:	None

**C. Special Items/Reports**

1) Kevin Trutna presented the District's Monthly Financial Status Report as of April 30, 2013. He reported that a purchasing cut-off date has been implemented to assist Business Services with the closing of the fiscal year-end books. Jim Scoubes added that the District is through 83% of the fiscal year and has spent 78% of approved budget. President Elliott asked when the balance of the revenue can be expected and Mr. Scoubes responded that the state has promised to send it.

2) Kevin Trutna opened discussion on the plan to provide the Board of Trustees with an update on Feather River College Foundation enterprises while noting that Merle Trueblood, Director of Athletic Operations and Events was unable to be present to lead the presentation. He asked Trustees if they wanted to table the item until Mr. Trueblood could be present and there was consensus agreement to do so. Trustee Sheehan noted that he has been concerned for a while about the membership at Feather River Fitness and he felt that the Board should be looking to Mr. Trueblood on his perspective to increase membership so the facility can get back closer to breaking even. Dr. Trutna reported that he has asked Mr. Trueblood to provide an overview or audit of what each member is paying for membership fees. Trustee Sheehan also stated that the other

side of the equation involves what revenue the fitness center brings in in full-time equivalent students. He also stated that he felt it needs to be made clear to the Business Management Committee (BMC) of the Foundation that the membership numbers are not optimistic right now. Dr. Trutna added to the discussion by stating that the Education Code has changed over the years and it wants to limit districts to 15% of their FTES coming from physical education courses. He added that the Chancellor's Office has three main initiatives right now, transfer, basic skills, and career technical education and it is recommending that District's understand this before legislation ahead of legislation being passed.

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

##### **a) Board of Trustees**

Trustee Sheehan updated those present on the status of the letter sent to the United States Forest Service (USFS) signed by the Boards of Feather River College, PUSD, and the County about modifications in the 1908 Twenty-Five Percent Fund or Secure Rural Schools that would include penalties in the base for the 25% and that the USFS replied back that there has been a misunderstanding about this issue. He stated that movement will need to continue as the USFS appears to be intransigence on the issue of having the 25% percent penalty applied to the more than \$250,000,000 in penalties that they've secured from the private sector in Plumas County over the last ten years.

Trustee McNett commented that the previous evening he had attended the play *Listen to Your Mother* directed by Margaret Garcia, Associate Faculty English instructor at Feather River College and that he found it to be one of the most powerful and intimate productions ever seen on the stage in Plumas County. He added that the College can be proud of Ms. Garcia and the work done by her and the other ladies and one gentleman that participated in the show.

Trustee Ware reported that she had also attended the play *Listen to Your Mother* and was glad that she did as one of her friends was in the production. She noted that the play has only been put on in twenty locations in the United States including cities like San Francisco and New York City.

Trustee West welcomed Trustee McNett to the Board of Trustees stating that she was pleased to be working with him. She also congratulated Derek Lerch on his selection to be the permanent Dean of Instruction/CIO at Feather River College. Trustee West additionally extended an invitation to everyone present to attend the Star Follies scheduled for the upcoming weekend with shows at 6 p.m. and 8 p.m.

##### **b) Associated Students**

No Report

##### **c) Academic Senate**

Chris Connell reported that faculty and students are busy with end of the semester responsibilities. He also reported that probably one of the most important things the Academic Senate did this year was to start a serious and new discussion on values and faculty positions. He explained that with an interim superintendent/president and dean of instruction along with hiring two faculty members the previous year it didn't seem like a particularly good year to push forward on the idea, but the Senate set aside time during each meeting to discuss the issue in a new way and used some information and data prepared by Brian Murphy, Coordinator of Institutional Research and Planning. He added that one of the ideas given to him by Kevin Trutna was to begin the process of developing a faculty staffing plan to see if it could produce an ideal plan for the Academic Senate and the College and he sees the work of on this issue continuing into next year. Dr. Connell added that this would be his last meeting with the Board as Academic Senate President and that Dr. Jeannette Kokosinski will be the incoming Academic Senate President with Dr. Michael Bagley being voted in as the Division Chair for Arts and Sciences and Jerry Hoover continuing on in his role as Division Chair for Vocational and Technical Programs. Dr. Connell also stated that for a number of years individuals have been putting forth the idea of a first year experience for incoming freshman. He added that this happens at other institutions and can be developed in different ways through a lecture series or common reading. He explained that he is thankful that Dr. Trutna has put some muscle behind the idea in his role as superintendent/president and the College is looking at further developing this idea with a common reading of a book titled *Yellow Birds*, a novel written by an Iraq war veteran on the emotional hardships of war. Dr. Trutna added comments on the content of the book and who would be reading it and he explained that faculty members Shelley Miller, Early Childhood Education and Jerry Hoover, Administration of Justice commented that students reading the book would have access to different angles of what the writer was saying even though they wouldn't be reading the book in all classes.

d) **Classified Senate**

Connie Litz, Classified Senate President reported that the members of the Classified Senate are working to fill the terms that are up for re-election in the Classified Senate and it is encouraging new members to become more involved. She also reported that the Classified Senate is finishing up its peer evaluations of managers at this time.

e) **Instruction**

Derek Lerch reported that his office is currently wrapping up spring evaluations for both full and part time faculty. He also reported that one of items the Board of Trustees approved on the Consent Agenda was the Instructional Service Agreement (ISA) with Farmworker Institute for Education and Leadership Development (FIELD) as he is looking for the contract to provide both short and long-term enrollment stability for the District. Dr. Lerch additionally reported that in just the last couple of weeks the District received approval from the Chancellor's Office for the new digital technology degrees and certificates ending a year-long effort by Dr.

Nathan Tharp, Digital Technology Instructor and others to get this accomplished. Dr. Lerch reported his office is finishing up the contractual agreement with two other parties to pursue grants that would allow the District to procure curriculum management software utilized by the Chancellor's Office and the articulation system across the state. As follow-up to the Student Success Scorecard item discussed at a previous meeting, Dr. Lerch explained that he and Brian Murphy are having dialog about running the statistics on the scorecard to include more current cohorts as the numbers contained in the current scorecard are at least six years old. Dr. Lerch reported that he had attended the Feather River College theatrical production of *Noises Off* and he thought it was both clever and enjoyable to watch. .

f) **Student Services**

Karen Pierson, Chief Student Services Officer reported that the Board had previously received information about Day in the Mountains, an important enrollment event that takes place annually on campus, and she added that the Open House component of the event had been eliminated but is now being added back later in the fall semester and will be referred to as Friday in the Fall. She explained some of the theme involved with Friday in the Fall and additionally reported that FRC will be hosting PUSD administrators and counselors in the fall something that hasn't been done in several years.

Dr. Pierson also reported that student achievement was recognized on Wednesday, May 15<sup>th</sup> and 36 students selected by members of faculty and others were recognized for academic excellence as well as a number of other categories. Dr. Pierson also reported that ASFRC was able to partner with English Instructor Joan Parkin's speech class by hosting the debate on the death penalty and this year's event was held in the MPB and assessment is taking place on how to build and improve the event. She also stated that the Diversity Committee is working on ways to dispel the inadvertent stereotypes that might be going on here at Feather River College and that Margaret Garcia has been helpful in indicating that Mexican-Americans could be at risk for this type of behavior.

Dr. Pierson additionally reported that all children in the Child Development Center will be receiving a certificate as part of their graduation on Friday, May 17<sup>th</sup> and Feather River College candidates for graduation will be receiving diploma covers on May 24<sup>th</sup> at commencement even though the Admissions and Records Office must verify that they have completed all degree or certificate requirements after the terms ends. Dr. Pierson also provided details on commencement including the few changes that have been made from previous events.

Dr. Pierson continued her report by indicating that the Business Management Committee (BMC) of the Foundation meets Wednesday, May 22<sup>nd</sup> and there will be discussion about the need to establish pricing (for the residence halls) earlier in the academic year for the following year because the District needs to be able to announce earlier that the



applications are available. There was also an announcement about a pre-meeting barbecue at 4 p.m. prior to the BMC meeting and all students and Board members are welcome. Trustee McNett asked Dr. Pierson about progress on the housing issue in general and she asked for clarification if he was speaking to off-campus housing or housing in general and he responded he was talking about housing in general and places for students to stay. Dr. Pierson stated that students are given information on rentals and local realtors but that Feather River College does not take direct responsibility for off-campus housing.

Dr. Pierson also announced that members of Enactus compete in a national competition next week and she passed around a copy of a recent report that they will be using in the competition. In closing comments on her report, Dr. Pierson talked about student employment which Student Services oversees and she spoke to the importance of student employment both as a recruitment tool and a way for students to develop real life employment skills.

**g) Superintendent/President**

Kevin Trutna stated that members of the Board have his written report and that although he wouldn't go over everything contained in the document he wanted to note that members of the Feather River College baseball team just arrived in Fresno to compete in the Final Four state baseball tournament and he displayed a picture of the team in front of the Fresno City stadium after they had just gotten off the bus. He added that the team has had an incredible season and he was privileged to watch them win in the Super Regional tournament and witnessed FRC's pitcher win the game against Sierra College with just 94 pitches in nine innings. He also reported that the Feather River College Rodeo team is third in the nation and Jesse Segura, Head Rodeo Coach was named Coach of the Year for the entire western region and that several members of the rodeo team will be competing at nationals this summer in Wyoming.

Dr. Trutna highlighted the fact that he and David Burriss had talked about getting managers together for trainings and these trainings have been implemented with management council workshops where various personnel issues are discussed. He added that he had included all the topics covered in these workshops in his written Board report.

In closing comments, Dr. Trutna stated that he had recently met with Kaleetha Mills of the Foundation for Community Colleges regarding the management of the bond debt for the residence halls and they talked about options as well as requirements and further work is being completed to answer questions he did not know the answers to. He indicated that he will address the visit in the meeting with the BMC and that he had spoken with Kris Miravalle, President FRC Foundation about the visit that is at this point exploratory in nature. In closing comments, Dr. Trutna discussed scheduling a Board retreat during the summer and that it sounded as if the Board would prefer a retreat that is separate from a regular meeting date and there was consensus. He added that there is also the Board

evaluation to think about and he had asked Trustees individually if they were agreeable to completing the evaluation electronically through Survey Monkey so the results can be discussed at the retreat instead of spending time completing evaluation then or afterwards.

There being no further business, the meeting was adjourned at 4:43 p.m.

KT/ch