

MINUTES

BOARD OF TRUSTEES FEATHER RIVER COMMUNITY COLLEGE DISTRICT

Trustee Schramel called the regular meeting of the Feather River Community College District Board of Trustees to order at 3:05 p.m. on Thursday, September 17, 2009 at Feather River College, Science Room 104, 570 Golden Eagle Avenue, Quincy, California.

Trustees present: Schramel, Sheehan (via telephone), West, Student Trustee
Camp

Trustees absent: Elliott

Trustee West stated that she had concerns regarding agenda item B1b, request for Approval of Personnel Actions, in the area of Certificated Temporary Assignments and she requested information regarding why there were no stipend amounts listed for several of the Associate Faculty positions with regards to office hours. After further discussion, Trustee Sheehan requested that agenda item B1b, Approval of Personnel Actions, be removed from the Consent Agenda and that it be placed on the Regular Agenda as item C1b for further discussion and clarification. There being no objection, the regular and consent agendas for the September 17, 2009 meeting at Feather River College, Science Room 104, 570 Golden Eagle Avenue, Quincy, California were approved as amended, (West/Schramel) unanimous.

The minutes of the Regular Meeting held on August 20, 2009 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

None

ADMINISTRATION OF THE OATH OF ALLEGIANCE

Dr. Ron Taylor, Superintendent/President, administered the Oath of Allegiance to Student Trustee Elect, Jessica Camp. Dr. Taylor and the Board of Trustees welcomed Ms. Camp to her position as Student Trustee and stated that they are looking forward to working with her in her new position.

B. CONSENT AGENDA

Personnel Requisitions, Payroll and Commercial Warrants, Budget Transfers and Budget Augmentations and Reductions were approved as presented, (Sheehan/West) unanimous.

C. REGULAR AGENDA

* 1. Motion Items

a) Ron Taylor requested Approval of Provisional Appointment Board of Trustees District V. Dr. Taylor introduced Mr. Doug Shamberger as the candidate for the provisional appointment District V, and he indicated that Mr. Shamberger is a retired librarian and library director and that he worked for many years in the Yuba Community College District. Dr. Taylor also stated that he believes Mr. Shamberger understands the mission and the culture of community colleges and is passionate about service to students. Trustee Sheehan requested that Dr. Taylor provide those present with an explanation of what a provisional appointment of a trustee means, and Dr. Taylor explained that a provisional appointment is effective from the date of the appointment to the next regular election for trustees in November 2010. He further explained that after a provisional appointment is approved by the Board, the District is obligated to post a notice of the appointment in the local paper and that the public can, if they wish, contest the appointment by circulating a petition and filing the petition with the Superintendent of Schools within thirty days. After further discussion and there being no objection, the request for Approval of Provisional Appointment Board of Trustees District V, Doug Shamberger, was approved as presented, (Sheehan/Schramel) unanimous.

b) Trustee Sheehan requested further discussion and clarification of agenda item, B1b, Ratification of Personnel Actions. Jamie Cannon, Interim Director of Human Resources, explained that these amounts are part of a contract that will be ratified next month and that the hourly rate of pay had been reduced based on the associate faculty salary schedules to fifty percent, a load factor for computing office hours. She also explained that as the Board packet went to print these figures were not available and that they could be provided in the future or at the next meeting. Michael Bagley, Chief Instructional Officer, explained that during the previous year a semester of office hours would have equated to approximately \$15,000 and this year it will equate to about \$7,500. Trustee West requested information regarding what amount of time the eleven hours that was referred to was for, and Dr. Bagley replied that it refers to eleven hours per semester. There was further discussion and explanation of the associate faculty union contract regarding office hours, and Ms. Cannon stated that future personnel actions forms submitted for Board approval would provide these pay rate amounts. There being no objection or further discussion, the request for Ratification of Personnel Actions was approved as presented, (Sheehan/West) unanimous

c) Ron Taylor requested Approval of 2009-2010 Feather River College Transfer Plan. He stated that annual approval of the District's transfer plan is required by the State of California and he deferred to Jodi Beynon, Program Manager Transition Services and Classified Senate President, for additional information or questions from the Board. Ms. Beynon reported that the transfer plan no longer includes Humboldt State and that this was anticipated due to budget reductions but transfer services are being maintained even with anticipated budget reductions. Trustee Sheehan requested further clarification

on transfer activities for spring 2010, specifically what University of California campuses would fall under agreement with Feather River College for transfer. Ms. Beynon replied that transfer agreements would be available to the University of California at Davis, Santa Cruz, and Santa Barbara. There being no objection or further discussion, the request for Approval of 2009-2010 Feather River College Transfer Plan was approved as presented, (Sheehan/Schramel) unanimous.

d) Ron Taylor requested Approval of Board of Trustee Meeting Dates January 2010 through December 2010. He stated that the dates listed designate the standard third Thursday of every month as Board of Trustee meeting dates and that once they are approved they can be posted to the website for public information purposes. There being no objection, the request for Approval of Board of Trustee Meeting Dates January 2010 through December 2010 was approved as presented, (Schramel/West) unanimous.

e) Ron Taylor requested Approval to Adjust December 2009 Board of Trustee Meeting Date. He stated that the current meeting date is scheduled for December 17, 2009 and that it would be beneficial for the purposes of the Christmas holiday and Joint Foundation and Board of Trustees meeting to move the meeting to December 10, 2009. There being no objection, the request for Approval to Adjust the December 2009 Board of Trustee Meeting date from December 17, 2009 to December 10, 2009 was approved as presented, (West/Sheehan) unanimous.

f) Ron Taylor requested Approval of BP 4245, Academic Integrity. He stated that the policy serves to establish standards so that students understand what academic dishonesty consists of and allows for the enforcement of those standards in classrooms and activities at the College. He also stated that BP 4245 puts discretion appropriately in the hands of the instructors either in an informal or formal process and he recommended Board approval. Chris Connell, Academic Senate President, stated that there have been previous policies in place regarding the integrity of student work but that they needed to be revised every few years due to the policy being too strict, having loopholes, or not functioning properly. He additionally stated that the latest issue was a lack of tracking of formal or informal occurrences and that the current draft addresses this deficiency. After further discussion and there being no objection, the request for Approval of BP 4245, Academic Integrity, was approved as presented, (Sheehan/West) unanimous.

g) Ron Taylor requested Approval of BP 3250, Institutional Planning. He stated that the revised and updated policy is in response to the accreditation recommendations to refine and further develop the College's planning system. He also stated the revisions simplify the policy with regards to plans and goals and he indicated that he would elaborate more fully on the issue in his status report on institutional planning scheduled for later in the meeting and at the October 8, 2009 Board of Trustees meeting. Dr. Taylor also reported that the policy has been through the shared governance process having been approved by both Senates and Cabinet. There being no objection or further discussion, the request for Approval of BP 3250,

Institutional Planning, was approved as presented, (Sheehan/West) unanimous.

h) Michael Bagley requested Approval of New and Revised Courses. He stated that item numbers three, four, six, and seven are cleanup to rubrics from Environmental Studies and Forestry classes so that they are cross-referenced and credit for the class can be applied to either area. He also stated that the Curriculum Committee is working extensively to review every course outline as part of the accreditation recommendations, and that these revisions will be moving forward for Board approval on future agendas. Dr. Bagley also extended his appreciation to Levor Ross, ASFRC President, for his efforts and good work on the Curriculum Committee representing the student body of Feather River College. After further discussion, the request for Approval of New and Revised Courses was approved as presented, (West/Sheehan) unanimous.

i) Ron Taylor requested Approval to Accept 2009 Community College Caregiver Training Initiative Grant. He stated that the grant is offered through the International Longevity Center funded by the MetLife Foundation and consists of private funds to support the Feather River College Nursing Program and expand the program to include training for home care giving. Dr. Taylor stated that the grant proposal has been through the approval process having been vetted at President's Staff for feasibility, approved by Cabinet for acceptance, and then forwarded to the Board for final approval. There being no objection or further discussion, the request for Approval to Accept 2009 Community College Caregiver Training Initiative Grant was approved as presented, (Sheehan/West) unanimous.

j) Ron Taylor requested Approval of Superintendent/President 2009-2010 Performance Objectives. After further discussion, and there being no objection, the request for Approval of Superintendent/President 2009-2010 Performance Objectives was approved as presented, (Sheehan/West) unanimous.

k) Nick Boyd, Director of Facilities, requested Approval to Accept Donation from BCM Construction Company. He stated that the donation of equipment includes a 1984 GMC flatbed truck and a John Deere utility vehicle. There being no objection, the request for Approval to Accept Donation from BCM Construction Company was approved as presented, (West/Schramel) unanimous.

l) Ron Taylor requested Approval of Appointment of Associate Dean of Student Support Services and Enrollment Management. He stated that the candidate's name, Juanita LeFlore Chrysanthou, was not available when Board packets were printed and that he had provided Board members with her resume prior to the meeting. Dr. Taylor stated that Ms. Chrysanthou is an experienced community college administrator having been Vice President of Student Services at Truckee Meadows Community College for the last five years. After further discussion and there being no objection, the request for Approval of the Appointment of Juanita LeFlore Chrysanthou as Associate

Dean of Student Support Services and Enrollment Management, was approved as presented, (West/Schramel) unanimous.

*** 2. Roll Call Items**

(a) Nick Boyd requested Approval of Resolution 09/10-07 – Approval to Authorize the Superintendent/President to Approve Change Orders Associated with the Construction of the Learning Resource Center. He stated that with the LRC construction project fully underway, there will be a need for close logistical approval for change orders with full Board approval to follow. He further stated that approval of Resolution 09/10-07 will provide authorization to Ron Taylor, Superintendent/President to approve change orders that are below the \$50,000 threshold. After further discussion and there being no objection, the request for Approval of Resolution 09/10-07, Approval to Authorize the Superintendent/President to Approve Change Orders Associated with the Construction of the Learning Resource Center was approved as presented.

Ayes: Schramel, Sheehan, West, Student Trustee Camp
Noes: None
Absent: Elliott
Abstain: None

3. Special Items/Reports

- a) Jim Scoubes, Chief Financial Officer, presented the District's Monthly Financial Status Report as of August 31, 2009. He reviewed the Unrestricted General Fund Summary for the period ending June 30, 2009 and at Trustee Sheehan's request also reviewed the information on the beginning fund balance for this time period. Mr. Scoubes reported that he is currently unable to commit to what the beginning fund balance for the current year will be because liabilities are still being posted. Mr. Scoubes additionally reviewed the Unrestricted General Fund Summary for the period ending August 31, 2009 that reflected revenues of \$411,818 and expenditures of \$1,573,459, which emphasizes the importance of the College participating in TRAN to fund the operation of the institution. Mr. Scoubes also reported on recent email information being received from the Chancellor's Office which indicates that AB 3X37, currently on the Governor's desk for approval, will allow for the deferral of another \$100,000,000 from community college funding in March 2010, and that deferrals of this nature will continue into the foreseeable future.
- b) Ron Taylor provided those present with a report on institutional planning. He stated that the handouts provided prior to the Board meeting reflect the work completed over the summer and the last few weeks. Dr. Taylor stated the flow chart information shows how institutional planning will be developed on a three year cycle, how the plan will be modified as needed, and how the flow chart is aimed at an annual cycle that both addresses planning and budgeting, one of the

challenges the college is faced with under accreditation standards. He also reported that the key changes are separating out the annual cycle from a multi year cycle, and that each October there will be budget submissions along with an update of progress on goals from the previous year, new goals and objectives for the current year, and any new information pertinent to planning and budget from every program in the College.

- c) Jamie Cannon, Interim Director of Human Resources, provided those present with a report on employee requisitions and hiring processes. She reviewed the employee requisition and personnel action forms, hiring process flow chart, definition of forms, and BP 7100, Delegation of Authority. Trustee Sheehan requested information from Ms. Cannon on what happens when the District does not meet the requirements of the process, and Ms. Cannon replied that the way she understands Education Code, the only positions that must be approved by the Board of Trustees prior to hire are those that are short term in nature such as non-certificated positions. She also stated that although all requisitions are moving in the direction of Board approval prior to hire, the rare exception to this policy would require the request to include the approval of the individual's supervisor and the approval of the Superintendent/President. Trustee Sheehan thanked Ms. Cannon for her work and he added that it is helpful to see the process and understand how it is supposed to work. He also encouraged regular evaluations of how the College is performing in this area and he requested an additional report on the issue be scheduled for a future Board meeting.

4. Communications, Presentations, and Reports

a) Trustee Reports

Trustee Schramel recommended that there be consideration given to developing a policy to cover situations such as the telephonic presence of a Trustee during Board meetings. He indicated that he felt that convincing everyone that this type of proceeding goes along with parliamentary procedure may be a challenge. Trustee Sheehan concurred, and requested that the Superintendent/President develop and present the Board with such a policy at a future meeting of the Board.

b) Associated Students

Ron Taylor introduced and welcomed Levor Ross, ASFRC President, to his first Board meeting. Mr. Ross reported that ASFRC is currently planning for the October 17, 2009 Feather River College homecoming event and is also planning to assist Quincy High School with their homecoming event. He also reported that ASFRC is also working to designate an area for those individuals who wish to smoke so that the smoke does not interfere with students, parents, and other individuals who desire a smoke free campus environment. Trustee Schramel requested information from Mr. Ross on why ASFRC was assisting Quincy High School with their homecoming event, and Mr. Ross replied that in an effort to become more involved with the local

community and area high schools, ASFRC will support one of the high schools in Plumas County each semester either through attendance at games or assistance with their events. Mr. Ross also reported that students celebrated Constitution Day earlier in the day by presenting information on constitutional amendments and participating in team events to answer questions about the Constitution. Jessica Camp, Student Trustee, also reported that students have organized a pep-rally and spaghetti feed on September 18, 2009 in preparation for the football game on Saturday September 19th.

c) Academic Senate

Chris Connell, Academic Senate President, reported that the semester is in full swing and that the faculty are busy writing course outlines and revising Student Learning Outcomes. He also reported that instructors are also finishing Program Reviews in preparation for both the upcoming accreditation visit and launching the next accreditation cycle. Dr. Connell also reported classes are full and that the spring schedule is in the finishing stages. He additionally stated that there is extensive interest in the plans to reshape the administrative structure of the institution, and the Academic Senate very much wants to be involved in this discussion. He also stated that the Senate is waiting to hear more about how the new accreditation will be carried out as Shelley Miller, Child Development Instructor, was given one course release time to oversee the last accreditation and that this was not adequate for the large job and processes involved. Dr. Connell additionally reported that the Academic Senate is pleased with the thoroughly combined set of planning documents that have been seen for the first time on the campus.

d) Classified Senate

Jodi Beynon, Classified Senate President, reported that the Upward Bound program has started their Saturday academy and that they have several new instructors that will provide new learning activities. She also reported that the program is additionally working with their partner schools that will be hosting an SAT preparatory course on October 16th and 17th. She additionally reported that their staff are also coordinating with grant sponsor Plumas National Forest to attend the upcoming Fall Fest as one of their science field days. Ms. Beynon also stated that the Classified Senate had their first meeting of the semester and that members are reacting positively to the idea of ASFRC developing an area on campus designated for smoking. She additionally stated that the Classified Senate is also very interested in the administrative restructuring taking place on campus with the appointment of the new Interim Associate Dean of Student Services and Enrollment Management that the Board had voted on earlier. Ms. Beynon also reported that categorical programs are awaiting information regarding what allocations are going to be received for this year's budget in the face of initial information indicating there will be severe cuts.

e) Instruction

Michael Bagley reported that the two major items the Office of Instruction is involved in are accreditation and the spring 2010 schedule. He stated that all Program Reviews required for the accreditation process have been

completed including a review of the Mathematics program that he completed himself. He also reported that several data sets are being developed for one of the accreditation recommendations that have helped with the Program Review process and that hundreds of course outlines and a new Annual Program Review template for instruction and administrative services is close to being completed. Dr. Bagley additionally stated that a full report on accreditation will be provided at the October meeting of the Board of Trustees. Dr. Bagley also acknowledged those faculty members who had provided leadership in the area of Program Review. Trustee Schramel commented on the release time provided to faculty member Shelley Miller with regards to the accreditation process needs review. Dr. Bagley also reported that Ms. Miller has been acknowledged for her work on accreditation by being named Student Learning Outcome Mentor of the Year by a California organization associated with the accreditation process.

f) Student Services

No Report

g) Superintendent/President

Ron Taylor reported that he had distributed fresh copies of the Campus Report and that the latest copy reflected the large amount of excavation taking place as the Learning Resource Center construction project moves forward. He also stated that Jose Rico, Mathematics Instructor, is featured in the issue along with an updated bar chart on progress that is being made in the area of accreditation. Dr. Taylor also reported that the newsletter additionally provides information that the District has installed a satellite office in Greenville for the Educational Talent Search and SB 70 grant programs as the interest in the Chester, Indian Valley, and Lassen County regions is such that support to more actively communicate with these regions is warranted. Dr. Taylor also extended an invitation to members of the Board to attend the FRC employee picnic scheduled for September 18th at Pioneer Park beginning at approximately 4 p.m. Dr. Taylor briefly discussed the H1N1 virus and the good work that a small committee of staff have completed to address the epidemic. He also reviewed the information contained in a recent flyer the committee had developed to provide information and answer questions and concerns anyone might have regarding the illness. Dr. Taylor additionally distributed a copy of a recent article that Shirley Kossow, Financial Aid Technician, had submitted to a statewide financial aid organization to update others on what is happening at Feather River College with regards to the LRC construction project. He also reported that the Tom Curnow Memorial Golf Tournament took place on August 30, 2009 and that it was a great success with approximately \$5,000 in receipts going towards the athletic department and their programs. Dr. Taylor reported that the football team has suffered a couple of losses, but despite these losses the athletes continue to work hard and demonstrate good team spirit. He also reported that at halftime, the Community Host Program was featured and individuals in the community were celebrated in terms of what they have given by way of personal contact and support to students at Feather River College. Dr. Taylor reported that there were community forums held in Chester and Portola in early September and that these meetings included small gatherings of citizens who were

interested in talking with representatives of the College about what the institution is doing or could do for the community. He also discussed the current budget situation, and he reported that there has been firm news received on the level of backfill of federal dollars that will be available to community colleges and that it will be approximately 28 percent of what the original backfill number was to be which was \$138,000,000. Dr. Taylor also reported that given the level of the backfill in aggregate, the College is facing an overall reduction of approximately \$893,000 out of a \$12,500,000 operating budget, with next year's budget appearing to look even worse. There was further discussion regarding the budget situation that included possible program reductions, class reductions, reassessing of current and future budgets, and strategies for usage of what appears to be a healthy cash balance.

Trustee Schramel stated that he would like to extend the Board's thanks to the faculty, staff, and administration as it relates to the issue of accreditation. He also stated that he understands that these recommendations place an extra burden on the faculty because he has been through the process on a secondary level. Trustee Schramel additionally stated that although there is a tendency to sometimes overlook these burdens he wanted to extend his appreciation to everyone involved for their efforts on this important work.

There being no further business, the meeting was adjourned at 4:27 p.m.

RT/ch