

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 3:12 p.m. on Thursday, October 8, 2009 at Feather River College, Science Room 104, 570 Golden Eagle Avenue, Quincy, California.

Trustees present: Elliott, Schramel, Shamberger, Sheehan, West
Trustees absent: Student Trustee Camp

The regular and consent agendas for the October 8, 2009 meeting at Feather River College, Science Room 104, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Schramel/West) unanimous.

The minutes of the Regular Meeting held on September 17, 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

Diann Jewett, Payroll Officer and member of the public stated that Feather River College needs to spend more wisely in an effort to preserve services to students. She also stated that it is her understanding that refreshments are served at every other Board meeting and that this indicates to her that more can be done to reduce costs. She also stated that the College could better and more efficiently scrutinize travel and other expenditures in an effort to reduce costs.

Mike Welser, Business Instructor, Faculty Union President, and member of the public stated that earlier in the year the three bargaining units at Feather River College had met with administration to discuss the budget crisis. He also stated that one of the items they discussed was what the values would be for the College as they approached the budget issue and what their options would be for preserving permanent positions on campus. He additionally stated that the bargaining groups pointed out that a portion of the substantial reserves that the College currently has could be used to alleviate some of the budgetary shortfalls. Mr. Welser requested the assistance of the Board of Trustees in guiding the institution through the budget process and that they consider the use of these reserves as an option instead of the elimination of positions. He reviewed the history of the Disabled Students Programs & Services (DSP&S) positions with those present, and he discussed their relationship to the existence of the College and how the Districts overall budgets have increased over the years. Mr. Welser stated that in speaking with DSP&S staff, they have reported that they are serving

approximately 185 students and he noted that they also provide a valuable service to him as a faculty member.

Karen Paiva, Senior Program Specialist DSP&S and member of the public stated that the DSP&S Department not only serves 185 students with a variety of services, they serve the entire campus. She also stated that the proposed layoffs, if approved, would shut down the entire department and also affect numerous departments on campus because of the number of transports they provide. Ms. Paiva also reported that she served on the ad-hoc committee of the Budget Work Group and that they had identified \$480,000 in reductions to the budget and that these numbers have now been reduced to below \$100,000 and the reasons why have not been explained. She also stated that in the history of her employment at the College, employees of departments have not been separated out for reductions based on funding.

President Elliott announced that the Board of Trustees had met in Closed Session in conference with the labor negotiator and in conference with legal counsel to discuss exposure to potential litigation and that no action had been taken.

ADMINISTRATION OF THE OATH OF OFFICE

Ron Taylor, Superintendent/President, administered the Oath of Office to Mr. Doug Shamberger for the provisional appointment to the Board of Trustees District V. President Elliott welcomed Mr. Shamberger to the Board of Trustees and he expressed his appreciation to him for his willingness to serve the District in challenging times.

PUBLIC HEARING – FINAL BUDGET 09/10

A public hearing on the Final Budget for FY 2009/10 was called to order by Board President Bill Elliott at 3:19 p.m. on October 8, 2009 at Feather River College, Science Room 104, 570 Golden Eagle Avenue, Quincy, California.

President Elliott asked three times if there were any comments on the Feather River College Final Budget for 2009/10. There being no comments, President Elliott declared the public hearing closed.

B. CONSENT AGENDA

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

C. REGULAR AGENDA

*** 1. Motion Items**

a) Michael Bagley, Chief Instructional Officer, requested Approval of Accreditation Follow-Up Report. He provided a revised copy of the follow-up

report to Board members and he explained that there had been revisions to the draft that was provided in board packets. There was review and discussion of the accreditation recommendations that included integrated planning and budget, program review, research planning systems, and course outlines, prerequisites, and student learning outcomes. Dr. Bagley also reported that during the summer there had been leadership teams delegated to look at each recommendation and that an action plan was formulated to address each recommendation. He additionally stated that the process received widespread participation from classified, faculty, and administration and he believes that all the accreditations recommendations have been thoroughly met and resolved. He also stated that there will be fifty items of evidence to support the accreditation report and the progress the College has made on the recommendations. After further discussion, the request for Approval of Accreditation Follow-Up Report was approved as presented, (Schramel/Sheehan) unanimous.

b) Jim Scoubes, Chief Financial Officer, requested Approval of 2009/2010 Final Budget. He stated that the actual Budget Committee is comprised of faculty, classified representatives, administrators, and a student representative and that they had spent five months reviewing each item in a comprehensive process to arrive at the final budget. Mr. Scoubes additionally stated that based upon the State of California's financial situation, Dr. Ron Taylor gathered together another group of employees that functioned as a special Budget Work Group for additional recommendations and that this group and a sub-group reviewed the tentative budget line by line and questioned each of the items. There was additional review of the lengthy and detailed budget process and the different funds that encompass the entire budget including the unrestricted or general fund, restricted fund or categorical fund, child care center fund, capital outlay, retirement fund, and the financial aid fund. Mr. Scoubes also provided those present with a history of the District's COLA and growth funding and he noted that while fixed costs continue to rise, the loss of funding in these areas continues to negatively impact the College's budget. Trustee Sheehan stated that he understands that there is a significant amount of categorical proposals that may be funded and he requested monthly updates on these specific funds so that the Board is aware of the availability of future categorical resources. After additional discussion and there being no objection, the request for Approval of 2009/2010 Final Budget was approved as presented, (West/Sheehan) unanimous.

c) Jim Scoubes requested Ratification of Quarterly Financial Status Report, CCFS-311Q for the Quarter Ended June 30, 2009. He explained that this information was reported to the State of California in August 2009 and that Board approval is required as a matter of process. There being no objection or further discussion, the request for Ratification of Quarterly Financial Status Report CCFS-311Q for the Quarter Ended June 30, 2009 was approved as presented, (Schramel/West) unanimous.

d) Ron Taylor, in the absence of Jamie Cannon, requested Approval of Agreement between the Feather River Community College District and the

Associate Faculty Chapter of the FRC Federation of Teachers AFT/CFT AFL/CIO July 1, 2009 to June 30, 2012. He stated that the contract has been ratified by the membership of the bargaining unit and that during the summer a comparison of the changes in the contract had been provided to the Board of Trustees. There being no objection or further discussion, the request for Approval of Agreement between the Feather River Community College District and the Associate Faculty Chapter of the FRC Federation of Teachers AFT/CFT AFL-CIO July 1, 2009 to June 30, 2012 was approved as presented, (Sheehan/Schramel) unanimous.

*** 2. Roll Call Items**

(a) Jim Scoubes requested Approval of Resolution #09/10-08 Approval of Gann Appropriations Limit. Mr. Scoubes stated that in compliance with government code, the Feather River Community College District appropriations limit is set at \$11,762,815. There being no objection, Resolution #09/10-08 was approved as presented.

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

Trustee Sheehan requested that before additional action was taken on resolutions, Nick Boyd provide those present with an explanation of why any of the funds involved (with resolution agenda items C1b through C1g) cannot be utilized for any other purpose other than for costs associated with the construction of the Learning Resource Center Technology Building (LRC). Mr. Boyd replied that the construction of the LRC is being funded by a capital outlay bond measure that was passed by the voters of the State of California in November 2006 and that the measure specifically designated the funds be used only for State Department of Finance approved capital outlay construction improvement projects.

(b) Nick Boyd, Director of Facilities, requested Approval of Resolution #09/10-09 - Approval to Award Bid for Bid Division #8, Aluminum Storefront and Windows, Learning Resource Center Technology Building to Fast Glass, Base Bid \$134,999.00. Trustee Schramel requested additional information on the decision to install aluminum windows on bid division #8 as he had received information that the quality of this type of window may be questionable. Mr. Boyd explained that the metal involved with the installation of this bid division referred to the commercial storefront entrance assembly of the doors and not the windows for the entire building. Trustees Elliott and Sheehan commented on the significant difference in the bid received from Fast Glass and other bidders, and Mr. Boyd replied that a hard fact check had been completed on the bid amount and that the company's bonding company had also been contacted regarding the amount submitted. After further discussion and there being no objection, the request for Approval of Resolution #09/10-09 - Approval to Award Bid for Bid Division #8, Aluminum

Storefront and Windows, Learning Resource Center Technology Building to Fast Glass was approved as presented.

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

(c) Nick Boyd requested Approval of Resolution #09/10-10 – Approval to Award Bid for Bid Division #9 Ceramic Tile, Learning Resource Center Technology Building to Contract Flooring & Interior Services, Inc., Base Bid \$9,650.00, Alternate #1 Tile Wall, \$12,780.00 for a total bid of \$22,430.00. He noted that Irish Tile & Stone had submitted a lower bid but they had not completed and returned all bid documents and that this error had disqualified their bid. There being no objection or further discussion, the request for Approval of Resolution #09/10-10 – Approval to Award Bid for Bid Division #9 Ceramic Tile, Learning Resource Center Technology Building to Contract Flooring & Interior Services, Inc. was approved as presented.

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

(d) Nick Boyd requested Approval of Resolution #09/10-11 – Approval to Award Bid for Bid Division #11 Suspended Ceilings, Learning Resource Center Technology Building to REM, Base Bid \$67,126.00. There being no objection or further discussion, the request for Approval of Resolution #09/10-11 – Approval to Award Bid for Bid Division #11, Suspended Ceilings Learning Resource Center to REM was approved as presented.

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

(e) Nick Boyd requested Approval of Resolution #09/10-12 – Approval to Award Bid for Bid Division #12, Carpet Sheet Flooring and Resilient Tile Learning Resource Center Technology Building to REM, Base Bid \$104,188.00. There being no objection or further discussion, the request for Approval of Resolution #09/10-12 – Approval to Award Bid for Bid Division #12, Carpet Sheet Flooring and Resilient Tile, Learning Resource Center Technology Building to REM was approved as presented.

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

(f) Nick Boyd requested Approval of Resolution #09/10-13 – Approval to Award Bid for Bid Division #14, Fire Protection Learning Resource Center Technology Building to REM, Base Bid \$76,295.00. He stated that the base bid was significantly lower than the other bids submitted and that he had contacted Dave Schnell, President, REM Construction, and he had confirmed his approval of the bid amount submitted. There being no objection or further discussion, the request for Approval of Resolution #09/10-13 – Approval to Award Bid for Bid Division #14, Fire Protection Learning Resource Center Technology Building to REM was approved as presented.

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

(g) Ron Taylor requested approval of Resolution #09/10-14, Approval of Elimination/Reduction of Certain Positions in the Classified Service and Directing Notification of Classified Employees. Dr. Taylor requested the Board's permission to amend the administrative recommendation on the item from the elimination of three different positions to the elimination of only the number one position. He requested that the Board President draw a line through positions two and three as stated on the resolution and that he also place his initials next to the modifications. He further explained that when the resolution was drafted the exact numbers of American Recovery and Reinvest Act (ARRA) backfill were unknown and that this backfill funding would take care of position number three. Dr. Taylor also acknowledged that a complete analysis of the impacts had not been completed prior to the drafting of the resolution and that with the assistance of Terrie Rose-Boehme, Director, DSP&S/Workability, the impacts to students and services was examined. He reported that with this review it became clear that the reduction to services would be too drastic with the elimination of the other two positions. He also indicated that he additionally was taking into consideration the public comments made earlier in the meeting and the sheaf of letters he had recently received from affected students. He also stated that the implicit part of the action would be the Board's authority to authorize the Superintendent/President to backfill the reduction in revenue for DSP&S with general fund money at a cost of \$26,000 for the remainder of the year. Trustee Sheehan stated that it should also be implicit that additional sources of funding in this area should be looked at and a report provided to the Board on a regular basis. After further discussion the request for Approval of Resolution #09/10-14, Approval of Elimination/Reduction of Certain Positions in the Classified Service and Directing Notification of Classified Employees was approved as amended.

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

3. Special Items/Reports

- a) Jim Scoubes presented the District's Quarterly Financial Status Report as of September 28, 2009. He noted that for informational purposes, the report also included a copy of the Unrestricted General Fund Summary as of June 30, 2009 and that the summary reflected \$13,800,444 in revenues and included \$775,166 of beginning fund balance. Mr. Scoubes also reviewed the Unrestricted General Fund Summary for the current year as of September 28, 2009 that reflected \$442,692 in revenues, and expenditures totaling \$2,488,602 or twenty percent of the budget compared to \$2,747,146 or twenty-three percent of the budget for the prior year. He also stated that going forward with the current year's budget, opportunities for additional cost-savings will be a priority. Mr. Scoubes also reviewed the Restricted General Fund Summary that reflected \$304,256 in revenues or eight percent of the current year's budget compared to \$146,747 in the prior year. He also reviewed the Child Development, Retiree Benefits, Capital Outlay, and Student Financial Aid Summaries with those present and he noted that the \$446,227 in capital outlay expenditures was related to the LRC construction project. Dr. Taylor pointed out that financial aid expended to students for the current period totals \$1,147,353 compared to \$406,299 for the prior year and that is a result of increased enrollment and improved efficiency on distribution of awards.

- b) Ron Taylor provided those present with a report on Strategic Planning. He stated that a binder of information on the strategic planning process had been provided separately prior to the meeting. Dr. Taylor reviewed BP/AP 3250, Institutional Planning and he indicated that AP 3250 and the Strategic Planning flowcharts would be the guiding document for the process. He also reviewed additional documents that included the template for Annual Program Review, Schedule for Comprehensive Program Review, template for Comprehensive Program Review, and Strategic Planning Notes, Assumptions, and Guidelines. Dr. Taylor reported that what is new in this process is that all the college units will develop their budget proposals, annual program reviews, goals and objectives for the year, and additionally report on the prior year accomplishments. He also reported that the Strategic Planning Committee and Budget Committees will utilize this information to develop the budget and modify or track progress as needed during the year. There was also additional discussion on the Strategic Plan, Annual Cycle for Institutional Planning, Multi-Year Cycle for Development/Modification of Strategic Plans and Master Plans, and the Multi-Year Schedule of Updates, and Dr. Taylor noted that there will likely be changes to the college mission and vision statements. Trustee Elliott requested information on who would be administering this process and Dr. Taylor stated that his office and the Strategic Planning Committee will be charged with the responsibility until such time as additional staff can be hired to assist with the process.

4. Communications, Presentations, and Reports

a) Trustee Reports

Trustee Schramel stated that he feels concern for those individuals who have been affected by outside sources and he indicated that these are challenging economic times both locally and nationally and that he hopes that resolution on these issues will occur soon. Trustee West stated that she has enjoyed the pictures and newspaper articles that are being published weekly on the 40th year anniversary of Feather River College. Trustee West also welcomed Trustee Doug Shamberger to the Board.

b) Associated Students

No Report

c) Academic Senate

Chris Connell, Academic Senate President, stated that there has not been a meeting of the Academic Senate since the last Board meeting, but that the next item on the agenda for faculty will be administrative evaluations. He also stated that faculty share their concern about personnel issues on campus and maintaining services to students.

d) Classified Senate

Jodi Beynon, Classified Senate President, stated that as a classified employee in the Student Services area, it is distressing to her that the first two groups to feel this budget crisis are the students and classified personnel. She also distributed handouts provided by Terrie Rose-Boehme that noted that October is disabilities awareness month and the document outlined what activities would be sponsored by DSP&S to promote communication and awareness of all types of disabilities. Ms. Beynon additionally stated that she admires the staff in DSP&S as they have continued to provide services to students during this time of turmoil.

e) Instruction

Michael Bagley, Chief Instructional Officer, reported that the main focus of the Office of Instruction has been preparing for the accreditation visit and the follow through necessary to ensure that the visit goes well. He stated that in addition to this important work, the County of Plumas, in conjunction with Feather River College, has applied for a block grant to promote energy efficiency that will result in classes with hands on experience in energy audits. Dr. Bagley also reported that the individuals at the College have been working hard to try to win over an iHUB destination for innovation for bio-mass technology. He also stated that he shares the concern over economic issues, both nationally and state-wide, and that although Student Services is currently experiencing the actual reductions, all areas of the College have been affected. He elaborated on the issue by reporting that he believes that every faculty member has taken on a significant amount of additional work with the forty percent increase in the number of students on campus without any change in compensation. Dr. Bagley also stated that in the absence of a Chief Student Services Officer he has been carrying out some level of these responsibilities without any change in compensation and that others have as well. He also reported that he had met with members of the Foundation Board

of Directors Ken George and Kris Miravalle to talk about increasing fundraising so that it is easier for supporters of the College to donate to the Foundation.

f) Student Services

No Report

g) Superintendent/President

Ron Taylor reported that Juanita Chrysanthou, who was appointed at the last Board meeting to the position of Interim Associate Dean Students Services, found it necessary to decline the position due to changes in family circumstances. He requested Board of Trustee permission to work with the selection committee to see if there is another candidate that can be proposed at the November meeting. Dr. Taylor also stated that even in view of recent events on campus it is necessary that the College continue to look forward and that he felt that Dr. Bagley's comment regarding the College becoming an iHUB innovator was timely. He also stated that he is engaged in discussions with Quincy High School and other sites to talk about how the various entities can work together to increase offerings and the presence of the College in the community. Dr. Taylor also informed the Board that tickets to the homecoming tailgate event and football game had been provided and he encouraged them to attend if their schedules allowed. He also reported that there are trainings that will be scheduled for those trustees who have not completed sexual harassment training and additional training in emergency response procedures is currently being planned and coordinated with the needs of Plumas District Hospital and their board members. Dr. Taylor also reported that on November 2, 2009 the College will be visited by thirteen members of the legislative staff of the assembly and senates of the State of California to discover what life is like for a small rural community college and that this will be a good opportunity for the College to showcase the nature of our challenges and successes as a small institution. He also announced that the next meeting of the Board would be November 19, 2009 and that he hoped to recognize Dr. Irene Burkey at that time for her service to the District. He also noted that December 10, 2009 is the scheduled date for the joint Foundation and Board of Trustees meeting and the dinner that follows.

There being no further business, the meeting was adjourned at 5:06 p.m.

RT/ch