

## MINUTES

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

#### **1. Call to Order:**

President Sheehan called the Regular Meeting of the Feather River Community College District Board of Trustees to order at 2:24 p.m. on Thursday, October 15, 2015 at Lake Almanor Recreation and Community Center, 450 Meadowbrook Loop, Chester, California.

*Trustees present:* Sheehan, McNett, Meyers, Ware, Student Trustee Williamson

*Trustees absent:* Elliott

#### **1a. Closed Session Announcement:**

President Sheehan announced that the Board of Trustees had met in Closed Session and taken action on two items noticed on the agenda. He reported that with regards to real property located at 50 East Central Avenue, Quincy, California, the Board directed the Superintendent/President to enter into escrow for the purchase of the property at that location, to sign a purchase agreement on the structure at that location, and to initiate adequate inspections on the building in order to close escrow. President Sheehan additionally announced that with regards to existing litigation Thein et. al. vs. FRCCD, the Board of Trustees directed legal counsel to move forward with settlement negotiations in one circumstance.

#### **2. Agenda:**

The Regular and Consent Agendas for the October 15, 2015 meeting at Lake Almanor Recreation and Community Center, 450 Meadowbrook Loop, Chester, California were approved as presented, (Ware/McNett/Sheehan/Meyers/Williamson Aye) (None Opposed) (Elliott Absent).

#### **3. Minutes:**

The minutes from the Regular Meeting held on September 10, 2015 at Feather River College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Ware/McNett/Sheehan/Meyers/Williamson Aye) (None Opposed) (Elliott Absent).

#### **4. Items from the Public:**

None

#### **5. Consent Agenda**

Trustee McNett indicated that he had some questions on a few of the Consent Agenda Items. He referred to Consent Agenda Item #5A8, Approval of contract agreement between Feather River Community College District and the Chancellor of the California Community Colleges for the Chancellor's Office to act on behalf of the District for the purposes of collecting the State Franchise Tax Board's Interagency Offset Program, outstanding student financial aid and proper non-financial aid obligations owed to the District pursuant to Government Code. He asked if the item

was a regular item and how effective the program was. Jim Scoubes, Chief Financial Officer responded that the District and the Chancellor's Office enters into the agreement annually and that if a student owes the District money and is a California resident and receives a state income tax refund, the District will receive a percentage of the refund. Mr. Scoubes also reported that the program has generated up to approximately \$30,000 per year for the District. Trustee McNett also inquired about Consent Agenda Item #5A12, Approval of Memorandum of Understanding (MOU) between Members of the Feather River Adult Education Consortium that they intend to work together toward the mutual goal of bolstering adult education and workforce development activities as outlined California State Assembly Bill 104, Section 84913 and that Derek Lerch will be the designated voting members of the consortium for the District. He asked how much the District would be compensated for its services and Dr. Lerch responded that the District would receive five percent in indirect costs of the \$750,000 or \$37,500 for managing the grant and there was further discussion. Trustee McNett also asked about Consent Agenda Items #5A13, Approval of Operations Agreement between Feather River College Foundation, Inc. (Foundation) and Feather River Community College District (College) to clearly identify the roles and responsibilities of each party as they relate to the operation of the facility and the underlying real property currently known as The Meadows Apartments (Property) located at 623 Main Street, Quincy, CA 95971 and Consent Agenda Item #5A14, Approval of Facility Lease Agreement between Feather River College Foundation Inc. (Lessor) and Feather River Community College District, Inc. (Lessee) to identify and set forth the terms and conditions of the lease of real property identified as The Meadows Apartments, 623 Main Street, Quincy, CA 95971. He stated that the documents has already been signed by the Foundation President, and the Superintendent/President, and (in one case) the President of the Board of Trustees and he inquired why additional Board approval was necessary. Kevin Trutna, Superintendent/President responded that according to Education Code, no agreement entered into by the District is valid until it is ratified by the Board of Trustees.

Trustee Meyers reported that his Board packet had arrived to his post office box the morning of the meeting and he had picked it up on his way to Chester. He requested that the Board packet be mailed earlier if possible and there was further discussion. It was noticed that the packets were mailed on Thursday, October 8<sup>th</sup> and that Monday, October 12<sup>th</sup> had been a federal holiday. There was further discussion regarding the delay and the possibility of delivering Trustee Meyers' packet to his home as mail goes to Sacramento first before coming back up to Clio for delivery. President Sheehan also stated that the District could think about going to an electronic delivery method and that at some point he thought that it should.

**\* A. Motion Items**

After further discussion and there being no objection, Ratification of Personnel Requisitions, Ratification of Personnel Actions, Payroll and Commercial Warrants, Budget Transfers, Budget Augmentations/Reductions, Approval of Agreement between Plumas Rural Services and Feather River College for Adult Education Coordination Services as described in agreement, Approval of Agreement between the Yosemite Community College District, Child Development Training Consortium (YCCD/CDTC, and Feather River College (CONTRACTOR) for CONTRACTOR to designate a Campus Coordinator to

implement the Child Development Training Consortium (CDTC) programs at the local level and as described in Statement of Work, Approval of contract agreement between Feather River Community College District and the Chancellor of the California Community Colleges for the Chancellor's Office to act on behalf of the District for the purposes of collecting the State Franchise Tax Board's Interagency Offset Program, outstanding student financial aid and proper non-financial aid obligations owed to the District pursuant to Government Code, Approval of Agreement between Chabot-Las Positas Community College District (CLPCCD) (DISTRICT) on behalf of its California Early Childhood Mentor Program (MENTOR PROGRAM) and Feather River Community College District (CONTRACTOR) for CONTRACTOR to provide services such as coordinating and offering an adult supervision course and seminars for mentors and directors of Early Childhood Education as described in Attachment A, Approval of Memorandum of Understanding between Feather River Community College District (Educational Talent Search Program) (DISTRICT) and Plumas Unified School District (AGENCY) where AGENCY will have the responsibility to bill DISTRICT for tutorial services provided to actively enrolled ETS students in an amount not to exceed a total of \$6,000 for the academic year 2015-2016, Approval of Memorandum of Understanding between Feather River Community College District (Educational Talent Search Program) (DISTRICT) and Plumas Unified School District (AGENCY) where AGENCY will have the responsibility to bill DISTRICT for student travel services related to the 6<sup>th</sup> grade watershed course that do not exceed a total of \$6,000 for the academic year 2015-2016, Approval of Memorandum of Understanding (MOU) between Members of the Feather River Adult Education Consortium that they intend to work together toward the mutual goal of bolstering adult education and workforce development activities as outlined in California State Assembly Bill 104, Section 84913. Derek Lerch, Dean of Instruction/CIO will be designated as the voting member of the consortium for the Feather River Community College District, Approval of Operations Agreement between Feather River College Foundation, Inc. (Foundation) and Feather River Community College District (College) to clearly identify the roles and responsibilities of each part as they relate to the operation of the facility and underlying real property currently known as The Meadows Apartments (Property) located as 623 Main Street, Quincy, CA 95971, Approval of Facility Lease Agreement between Feather River College Foundation, Inc. (Lessor) and Feather River Community College District, Inc. (Lessee) to identify and set forth the terms and conditions of the lease of real property identified as The Meadows Apartments, 623 Main Street, Quincy, California 95971 and the Approval of Career Technical Education (CTE) Employment Outcomes Survey Agreement between Feather River College (Institution) and the Sonoma County Junior College District (SCJCD) doing business as Santa Rosa Junior College for institution to provide the SCJCD with student contact information that will be used to request their participation in an email, US mail, and/or telephone survey, based on a list of student identification numbers provided by the California Community College Chancellor's Office were approved as presented, (McNett/Meyers/Sheehan/Ware/Williamson Aye) (None Opposed) (Elliott Absent).

## **6. Regular Agenda**

**\* A. Motion Items**

- 1) Kevin Trutna requested Approval of Curriculum Actions. Dr. Trutna stated that the curriculum for the four degree was in the backup material and that it had been approved by the Academic Senate on Wednesday, October 14<sup>th</sup>. After further discussion that included comments from Derek Lerch, the request for Approval of Curriculum Actions was approved as presented, (McNett/Ware/Sheehan/Ware/Williamson Aye) (None Opposed) Elliott Absent)
- 2) Kevin Trutna requested Approval of Trustee Meeting Dates January 2016 through December 2016. After further discussion and there being no objection, the request for Approval of Trustee Meeting Dates January 2016 through December 2016 was approved as presented, (McNett/Ware /Sheehan/Meyers/Williamson Aye) (None Opposed) (Elliott Absent).
- 3) Kevin Trutna requested Approval to Accept Donation of Veterinary Equine Care Facility from Feather River College Foundation for the Housing and Health Care of Livestock. After further discussion and there being no objection, the request for Approval to Accept Donation of Veterinary Equine Care Facility from Feather River College Foundation for the Housing and Health Care of Livestock was approved as presented, (Ware/Meyers /Sheehan/McNett/Williamson Aye) (None Opposed (Elliott Absent).
- 4) Kevin Trutna requested Approval of BP 4250, Probation, Disqualification and Readmission. After further discussion and there being no objection, the request for Approval of BP 4250, Probation, Disqualification and Readmission was approved as presented, (Ware/Williamson/Sheehan /Meyers Aye) (None Opposed) (Elliott Absent).

**\* B. Roll Call Items**

None

**C. Special Items/Reports**

- 1) Before turning the District's Quarterly Financial Status Report over to Jim Scoubes, Chief Financial Officer, Kevin Trutna asked that Board members turn their attention to the last page of the report that contained an overall picture of all of the District's budgets that the Board had previously requested and there was further discussion. Mr. Scoubes then reviewed the Unrestricted General Fund noting that expenditures for the period totaled \$3,308,079 or 22% of approved budget in comparison to 23% for the prior year. He also explained when the District might be able to expect to receive its new base funding from the state and there was further discussion.
- 2) Jonathan Kusel, Executive Director, Sierra Institute for Community and Environment provided the Board of Trustees with an update on the biomass boiler project. He reported that it was a good time for him to be

presenting information on the project because he had been out on a site earlier that morning and can report that enough funds have been raised through Feather River Land Trust funds, Rural Community Development funds, and USDA Rural Development funds to purchase the Crescent Mills industrial 28 acre site as a fuel supply site. He added that he has spent about the last six months obtaining all of the environmental compliance and reviews as old mill sites are obviously not the cleanest sites to begin working in. Dr. Kusel additionally reported that he just secured an 11 year contract from the current owners on a lease/purchase option and they've indicated that he can continue to lease the site for \$1.00 for this next year until all of the environmental issues have been worked through and there was further discussion. Dr. Kusel held up a small map that reflected the county annex parking lot and property and the location of the Feather River College Residence Halls and he described the initial discussion on where the bio-mass boiler would be located. He added that after today's site meeting, a decision had been made to relocate the boiler closer to college property and Golden Eagle Avenue, but still on county property. He added that the building would be constructed with the same style and type architecture as the annex so that it blends well with the other building and there was further discussion. Dr. Kusel also reported that he is looking into establishing some sort of two year rental or property lease agreement with High Sierra Energy or Sierra Institute or both to get the building constructed and operational by next fall and there was further discussion and explanation of the details including the contract for the heat FRC would be purchasing.

- 3) Kevin Trutna provided opening remarks on the update on accreditation standards by stating that there are four accreditation standards that the institution will be evaluated on and that each standard has several sub-standards that deal with academic quality, institutional effectiveness, integrity, instructional programs, student services, and library and learning support services to name a few. He added that what he plans to bring to the Board next month is how many of the sub standards apply to the Board so that the trustees can focus in on the responsibilities and authorities that govern community college boards. Trustee McNett asked if the standards governing boards has changed significantly in the new standards and Derek Lerch indicated that although he would need to compare them side by side, he knows that they've changed enough to warrant close review and understanding. Trustee Meyers asked how much trouble it might be to show trustees the standards with the kinds of evidence that would typically be reviewed, and Dr. Lerch responded that a partially complete evidence picture on the topic could be provided at the next meeting.

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

##### **1. Board of Trustees**

Trustee Meyers reported that there is a benefit for the Culinary Program at Longboard in November although he was unsure of the exact date. Cindy

Hall, Administrative Assistant volunteered to follow up on the date and cost of the event.

## 2. **Associated Students**

Student Trustee Williamson reported that she recently returned from a leadership conference as a member of Phi Theta Kappa where she learned a lot about motivating students and getting them more involved in what's happening on campus. She also reported that she recently attended another leadership conference in Reno, Nevada, that will assist her and other Phi Theta Kappa members with its Honors in Action Program that currently has a project of advocating for services for the elderly. Ms. Williamson additionally reported that through last year's cultural fair, it was learned that there are some students who don't identify with a campus club or organization and Phi Theta Kappa is looking into providing them with a safe place to assemble. She reported that she is in the process of working with Karen Pierson, Chief Student Services Officer and Plumas Crisis and Intervention Resource Center (PCIRC) individuals and is reaching out to different organizations from a list provided by Dr. Pierson in an attempt to see how they could help with a food pantry. She mentioned that Kathleen O'Bryant with PCIRC was suggested as a contact person that shares her vision of possibly turning the student lounge into a larger pantry than what the college currently maintains and there was further discussion. Ms. Williamson, on behalf of Dr. Pierson reported that Student Services is sponsoring two movies towards the end of the month one being *Harry Potter and the Sorcerer's Stone* at the Town Hall Theatre October 28<sup>th</sup> and 29<sup>th</sup>, the Safe Trick or Treat that will be downtown Friday, October 30<sup>th</sup> and that there will be an FRC Halloween dance at the Veterans Hall on Saturday, October 31<sup>st</sup>. Kevin Trutna also reported that Roxanne Valladao from Plumas Arts Commission worked directly with the college and delayed showing *Straight Outta Compton* until November 3<sup>rd</sup> and 4<sup>th</sup> so students in Katie Desmond's sociology classes could participate in presentations prior to the showing of the movie. He also reported that until the permanent Student Life and Engagement Specialist position is filled, Brittany Hall was filling in and she and the campus filled two buses of students that went to tour University of Nevada-Reno and see what the possibilities of transfer can be. Ms. Williamson additionally reported that she is working with Nick Boyd, Director of Facilities/CTE to get additional connection points for improved Wi-Fi at the residence halls and on campus. President Sheehan applauded Ms. Williamson for her work on feeding hungry students stating that although there are sure to be issues that will need to be worked through, making sure students have enough to eat is a worthy goal.

## 3. **Academic Senate**

Derek Lerch, on behalf of Jeanette Kokosinski, Academic Senate President reported that discussions continue in the Academic Senate on faculty positions. He explained that discussions revolve around the retirement of Jerry Hoover, Administration of Justice Instructor, the resignation of Haley White, Head Women's Basketball Coach and Health & Exercise Studies Instructor and the two indicated retirements of Shelley

Miller, Early Childhood Education Instructor and Mike Welser, Business Program Instructor.

**4. Classified Senate**

Cindy Hall, Classified Senate President reported that the Classified Senate will have its next meeting on Monday, October 19th where it will again be working on policy and procedure. She indicated that up for action is BP/AP Sexual and Other Assaults on Campus and up for discussion are procedures AP 4250 Probation and AP 4255 Dismissal and Readmission.

**5. Instruction**

Derek Lerch stated that he wanted to spend some additional time talking about the bachelor's degree and he reported that approximately a week and a half ago the District submitted its substantive change proposal to the Accrediting Commission for Community and Junior Colleges (ACCJC). He explained that a substantive change proposal is required any time an institution has a significant change to its curriculum. Dr. Lerch explained that the committee reviewing substantive changes at the Commission meets in early November and the District should be made aware shortly after that whether or not its proposal was accepted. He thanked Carolyn Shipp, Director Feather River College Foundation and noted that she played a central role in the development of the proposal document. He also stated that he is slightly disappointed in the rate that the system office is moving forward on clarifying how the curriculum will be approved, and why kinds of admissions criteria will be used, but he understands why the Chancellor's Office wants to take its time and be careful in reviewing and approving this important documentation. He explained that the timeline will put the District in a bit of a pinch as far as the spring semester is concerned because the four-year schools that FRC will be competing against for students are accepting applications now, and based on the different and less than ideal timeline FRC will be behind somewhat and will need to be ready with its admissions applications as soon as curriculum approval is received.

Dr. Lerch also noted that that Board of Trustees had earlier approved some components of the adult education initiative that FRC will be managing for the County. He reported that it's been a good process in the last year with the District first managing the adult education planning grant last year and the consortium partners submitting somewhat small projects as they had no idea on the amount of the funding that would be available. He added that partners are now moving to larger projects rather quickly and he is asking those consortium partners interested in being part of the adult education effort this year to submit letters of interest to him by tomorrow afternoon with the applications due on November 6<sup>th</sup>. The applications will then be reviewed by the voting members of the consortium who will then make the decisions on what projects will receive funding. Dr. Lerch conveyed that the grant is exciting and a good opportunity for the county but it also comes with quite a bit of management and responsibility for FRC in terms of managing the money and making the decisions related to adult education efforts around the county and who

have, in some cases, competing interests. President Sheehan asked to be kept apprised of how the grant moves forward, and Trustee Meyers encouraged a close review so that funding is not always given to the same organizations. Dr. Lerch added that the college is currently involved in the process of hiring a Director of Adult Education to oversee the grant.

**6. Student Services**

No Report

**7) Superintendent/President**

Kevin Trutna reported that in the coming weeks there will be an article in the paper on the Incarcerated Student Program (ISP). He also encouraged the Board of Trustees to review the facilities update that had been made available at the meeting and pointed out how good the siding looks on the campus and the before and after photos of The Meadows Apartments. He also reminded the Board that there will be accreditation training on Friday, October 23 in Redding, California as he is aware a couple of trustees will be traveling either with the group or in their own vehicle. He also mentioned that Chancellor Brice Harris had submitted his notice of retirement and noted the many contributions Chancellor Harris has made in his career in higher education. Dr. Trutna additionally reported that individuals involved with the Annual Program Review process are busy working on their submissions as October 30<sup>th</sup> is the deadline. He also mentioned the Tribal Environmental Quality Incentive Program (EQIP) currently going on at campus that helps achieve greater fire safety and long-term forest health. Dr. Trutna additionally mentioned that Dr. Katie Desmond will be speaking to the Board next month about her experience as the team assistant on the accreditation site visit to Taft Community College that he chaired in September. Dr. Trutna closed his report by stating that preceding the November 19<sup>th</sup> Board meeting there is a morning work session that will be utilized to 1) take a quick overview of the college's vocational educational programs, 2) engage in a deeper review of the accreditation standards and sub-standards, and 3) talk about the external challenges and opportunities that the District is facing.

There being no further business, the meeting was adjourned at 4:02 p.m.

KT/ch