

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 3:07 p.m. on Thursday, October 18, 2012 at Feather River College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California.

President Elliott announced that the Board of Trustees had met in Closed Session and that it had taken action to direct Kevin Trutna, Superintendent/President Interim to settle pending litigation with Wallace Kuhl and Associates.

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

The regular and consent agendas for the October 18, 2012 meeting at Feather River College, Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California 95971 were approved as presented, (West/Schramel) unanimous.

The minutes of the Regular Meeting held on September 20, 2012 at Feather River College Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Sheehan/West) unanimous.

A. ITEMS FROM THE PUBLIC

None

B. CONSENT AGENDA

Personnel Requisitions, Personnel Actions, Payroll and Commercial Warrants, Budget Transfers, Budget Augmentations and Reductions, Ratification of Retainer Agreement between Feather River Community College District (DISTRICT) and School and Colleges Legal Services of California (COUNSEL) for COUNSEL to provide legal and labor relations services as requested by the DISTRICT, Ratification of Agreement between Feather River Community College District (DISTRICT and Eastern Plumas Healthcare District (AGENCY) for certain students of the DISTRICT in the Certified Nurse Assistant Program and certain of its faculty members to be permitted to utilize AGENCY'S facilities, Ratification of Agreement between Feather River Community College District and Nichols Consulting for Professional Services Related to the Preparation and Filing of 2011-2012 Mandated Costs Reimbursement Claims to the State of California, Ratification of Agreement between California Early Childhood Mentor Program and Feather River Community College to Accept Supplemental Support Funding for Director Mentor Component California Early Childhood Mentor Program, and the Ratification of Agreement between the Yosemite Community College

District, Child Development Training Consortium (YCCD/CDTC) and Feather River College (CONTRACTOR) for CONTRACTOR to implement the Child Development Training Consortium program at Feather River Community College to the terms of the 2012-2013 Instructional Agreement were approved as presented, (Sheehan/West) unanimous.

C. REGULAR AGENDA

*** 1. Motion Items**

a) Derek Lerch, Dean of Instruction/CIO Interim requested Approval of Curriculum Actions. After further discussion that included questions and comments regarding the curriculum for the Fall River Mills nursing program, the request for Approval of Curriculum Actions was approved as presented, (Sheehan/Ware) unanimous.

b) Derek Lerch requested Approval of 2012-2016 Feather River College Education Plan. He stated that the Education Plan was developed and produced by a committee known as the Council on Instruction and that committee membership includes the Dean of Instruction/CIO, Division Chairs, Director of the Learning Center, and the Library Director. He also reported that the committee had spent all of the previous year drafting the document and that one of the goals in writing the Plan was to make it briefer, more meaningful and a document that was truly instructional in nature. President Elliott noted he had read the entire Education Plan and he found it to be one of the most valuable 31 page documents that he had read in some time. He also expressed his appreciation to those involved with the development and writing of the Plan. There being no objection or further discussion, the request for Approval of 2012-2016 Feather River College Education Plan was approved as presented, (Sheehan/West) unanimous.

c) Trent Saxton, Member of the Public requested to address the Board of Trustees on Approval Item C1c, Locker Room Policy. He indicated that what he was asking had nothing to do with Quincy High School or Plumas Unified School District but was solely a request from a concerned citizen and member of the public. He explained that he felt that athletes traveling to compete at high school football games should not have to change at Quincy High School and then be transported to the stadium at Feather River College but that they should be allowed to use the locker room facilities at the College if they were available. He reported that he has become aware of the current facilities use agreement that the College has and he requested that the Board of Trustees agree to make the document more available to visiting teams so that they are aware of the additional facilities available to them upon request and that an explanation of the fee schedule for such requests also be more accessible. Kevin Trutna explained that Mr. Saxton's request is already permitted in the current agreement with Plumas Unified School District which states in part that, "This does not preclude PUSD from requesting other uses of College facilities through College's existing facilities use request process." He added that the agreement additionally states that, "PUSD's use of Soccer/Football Field Complex (SFFC) shall be in accordance with College's rules and

regulations. Restrooms, lights, concession stand and the three main parking lots will be available to PUSD during each Quincy High School approved event.” Dr. Trutna also indicated that he conducted some website searches on the facilities use agreement and it was the first item that popped up on the FRC website but that he could make sure there was a link established to the Facilities Department and that the facilities use agreement application form was more prominently displayed on the website. After further discussion that included concerns voiced by the California Interscholastic Federation (CIF) on unfair advantage and the need to make both teams aware of the availability of additional requests for facilities use, President Elliott directed Dr. Trutna to make sure that the policy was reviewed according to College processes and Dr. Trutna acknowledged that the shared-governance review of policies would be followed and that Dr. Saxton would be advised of any outcomes. Trustee Sheehan asked if an analysis of costs had been conducted on what it would cost for additional use of the facilities beyond the current agreement and Dr. Trutna responded that it would depend on what usage was requested as there is an existing fee schedule that could also be made more accessible to those looking to research use of Feather River College facilities.

d) Karen Pierson, Chief Student Services Officer requested Approval of 2012-2013 Feather River Community College Transfer Plan. After further discussion and there being no objection, the request for Approval of 2012-2013 Feather River College Transfer Plan was approved as presented, (Schramel/Sheehan) unanimous.

* 2. Roll Call Items

a) Jim Scoubes, Chief Financial Officer requested Approval of Resolution #12/13-08 – Approval of the Declaration of Emergency Pursuant to Public Contracts Code Sections 1102 and 20654. After further discussion and there being no objection the request for Approval of Resolution #12/13-08 – Approval of the Declaration of Emergency Pursuant to Public Contracts Code Sections 1102 and 20654 was approved as presented

Ayes: Elliott, Schramel, Sheehan, Ware, West

Noes: None

Absent: Student Trustee Davis

Abstain: None

b) Jim Scoubes requested Approval of Resolution #12/13-09 – Approval of the Authorization for the Superintendent/President or Chief Financial Officer to secure a line of credit for the sole purpose of managing the General Fund operational expenditures due to reduced State of California cash flows, deferrals, and apportionment payments. After further discussion and there being no objection, the request for Approval of Resolution #12/13-09 – Approval of the Authorization for the Superintendent/President or Chief Financial Officer to secure a line of credit for the sole purpose of managing the General Fund

operational expenditures due to reduced State of California cash flows, deferrals, and apportionment payments was approved as presented.

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

3. Special Items/Reports

- a) Jim Scoubes presented the District's Quarterly Financial Status Report as of September 30, 2012. He reviewed the Unrestricted General Fund Summary noting that revenues were reflected at considerably less than the previous year due to revenue receipt and recording timing issues and that true expenditures total \$2,836,467 or 23% of approved budget. Trustee Sheehan asked if there has been a state effort to develop a funding source for deferrals through one of the state authorities to make it easier on community colleges and Mr. Scoubes responded that the TRAN is made available as a borrowing resource. Kevin Trutna provided opening remarks regarding the challenges of arriving at a true analysis of savings associated with the Supplemental Employees Retirement Plan (SERP) and Jim Scoubes explained the process of how he arrived at the \$72,119 2012 annual total savings for restricted and unrestricted funds and what factors were included in arriving at this amount including the dividing up of positions, initial hiring salary step increases, and SERP employee vacation payout that totaled \$38,694. Trustee Sheehan recommended that the results of the SERP be shared with both Senates as it might be useful in determining whether or not it would be a direction the District wanted to consider in the future. In closing comments on his report, Mr. Scoubes reported on the mandated cost reimbursements option that the District filed for under SB 1016 stating that the financial impact to the District would be \$45,444 in reimbursements and that the funds could potentially begin to be received as early as October/November 2012.
- b) Derek Lerch provided the Board of Trustees with a report on accreditation site visit recommendations that specifically addressed the District's evaluation of processes and catalog and course schedule information. He noted that the recommendation on evaluation of processes may have stemmed from what came out in site visit interviews or a lack of detail and explanation in the self-study and that what the team was concerned with was that there was no formal process in place at the time of the visit for this type of evaluation. Dr. Lerch reported that although the College has been continuously reflecting on the effectiveness of its planning process, as a response to the recommendation AP 3250, Institutional Planning was revised to include a statement on the timeline and criteria with which the College will evaluate its planning process. With regards to the accuracy of catalogs and course schedule information, Dr. Lerch indicated that the College has been plagued by misinformation in catalog and inconsistencies in the course schedule and unfortunately these problems

carried through from one year to the next. He also reported that many at the College were aware of the issue and began to work proactively to address the errors long before the recommendation was received. He added that over the last year members of the Catalog Committee met regularly to rebuild and produce the 2012-2014 catalog to include current course, degree, and policy information. In closing comments on the item, Dr. Lerch added that the class schedule was modified to include improved formatting for readability and was made more comprehensive by including instructor contact information for online classes and course fees where applicable.

- c) Kevin Trutna reviewed a portion of accreditation recommendation number seven that stated in part that the College should develop and sustain participation in a training program for the Board of Trustees and all governance group leaders to main current on roles and responsibilities, etc. Dr. Trutna introduced Dr. Doug Houston, Yuba Community College District Chancellor and Brent Hastey, Yuba Community College District (YCCD) Board of Trustees President and he explained that Dr. Houston has a background in chairing accreditation site visits and providing accreditation training and best practices as well as an interest in rural community colleges working together collaboratively to save money and provide Board training. Dr. Houston provided a PowerPoint presentation on accreditation in the Accrediting Commission for Community and Junior Colleges (ACCJC) that included the Board's role in the accreditation standards including mission, instruction, human resources, decision-making roles and processes and the governing board as an administrative organization. Dr. Houston's presentation also focused on board and trustee development including ACCJC Standard IV.B.1, board competencies, the rhythm of YCCD annual, quarterly, and monthly Board meeting schedules, board evaluations and board meeting structure, and an overview of the YCCD trustee and candidate orientation training process. Dr. Houston additionally presented information on the concept of knitting together collaborative rural community college partnerships in the north state to share services in times of fiscal reductions. Some of the collaborative solution partnerships Dr. Houston shared with the Board of Trustees included instructional technology management, learning management systems, and other administrative services in human resources, finance, instruction and grant writing. In closing comments on the report, Brent Hastey added that Board training is important, but it's really up to individual trustees to learn how these things are accomplished and he encouraged any Board member with additional questions to contact him at any time. President Elliott requested that Dr. Trutna put together a packet of information for each Board member based on the information presented by Dr. Houston and Mr. Hastey and he encouraged members of the Board to consider scheduling a half-day planning session in the near future that would allow some freedom from the routine of regular Board meetings.

4. Communications, Presentations, and Reports

a) **Board of Trustees**

Trustee Ware reported that Medi-Cal payments are also presently being withheld from hospitals but that they are receiving funding ahead of community college districts. She also stated that she has been talking to community members regarding Proposition 30.

b) **Associated Students**

No Report

c) **Academic Senate**

Chris Connell, Academic Senate President reported that faculty are busy with mid-term examinations and that Joan Parkin, English Instructor is organizing the annual political debate at the Town Hall Theatre on November 1st as part of her speech class. He also mentioned that the Senate has had good discussions with regards to the counseling position and that he has been instructed to meet with Karen Pierson for further dialog on the issue.

d) **Classified Senate**

Connie Litz, Classified Senate President reported that on October 8, 2012 many members of the classified staff participated in professional development activities including SharePoint, WordPress, sexual assault awareness and safety training. She also reported that at the last meeting, members of the Senate approved AP 3250, Institutional Planning, the Technology Plan and BP/AP 1200, Mission.

e) **Instruction**

Derek Lerch reported that the class schedule for the spring semester should arrive on campus on October 19th and that priority registration begins the following week. He also reported that the Student Learning Outcomes Assessment Cycle (SLOAC) report that he has previously discussed over the last couple of months is in first draft form and he has submitted it to the SLOAC Committee for its review. Dr. Lerch also reported that assignments to draft sections of the ACCJC follow-up report were decided on in the last meeting of the Cabinet Committee and that responsible parties have a due date for their first drafts in the early part of December. He also let the Board know how pleased he was to be able to say that all of the pieces of the response to the ACCJC recommendations that require shared-governance approval have made it through the shared-governance process and they are pending Cabinet and Board of Trustee approval in November. In closing comments on his report, Dr. Lerch additionally reported that he has submitted a new transfer degree in history to the Chancellor's Office that will ensure priority enrollment and restricts what graduates will be required to do once they enter into the California State University (CSU) system.

f) **Student Services**

Karen Pierson reported that Feather River College is developing a great partnership with Plumas Unified School District (PUSD) and the District's three TRiO grants and the Alliance for Workforce Development and SB 70

are coming together much more than they have in the past to present a united effort in delivering services to high school students. She also reported that some new clubs are forming on campus including the possibility of a Young Democrats Club and a proposal being put forth to start an off-campus Trap Shooting Club. Dr. Pierson also reported that changes are being made to the way the institution evaluates credit that students bring from transfer institutions that will streamline and improve the way this has been accomplished in the past. She additionally reported that residency requirements are being reviewed through the shared-governance process on how the College implements the policy for granting California residency for tuition purposes because this not only affects recruitment but involves compliance with Education Code and helps students pay less as they attend Feather River College. In closing comments on her report, Dr. Pierson stated that she has completed the hiring of all new staff and that she will start again in the spring with Dr. Connell's endorsement of the counseling position. She added that the College welcomed Meghan Daun on campus as the new paraprofessional youth counselor who will be providing services four hours per week to students that have been victims of sexual assault or dating violence or that need to talk to her for personal reasons.

g) **Superintendent/President**

Kevin Trutna noted that he had provided the Board of Trustees with his written report dated October 18, 2012. He also reported that he had stopped by the Child Development Center since the last Board meeting and read books to the children. Dr. Trutna also reported that the management council training that David Burris, Director of Human Resources/EEO started has been focusing on conflict resolution, the new CSEA evaluation tool and effective management techniques. He also reported that a new signature review form has been implemented to limit exposure gaps on signing authority for grants, MOU's, agreements and contracts. Dr. Trutna also informed the Board that the announcement of the board vacancy in District V will be published starting next week so that a provisional appointment can be accomplished in December. He also announced that the College's student loan default rate has gone down which is really good news because it shows that student's graduating from FRC are moving on and making progress in their lives and are able to make their loan payments. In closing comments on his report, Dr. Trutna announced the winners of several office homecoming spirit contests conducted during homecoming week.

There being no further business, the meeting was adjourned at 5:17 p.m.

KT/ch