

MINUTES

BOARD OF TRUSTEES FEATHER RIVER COMMUNITY COLLEGE DISTRICT

President Elliott called the Organizational and Regular Meeting of the Feather River Community College District Board of Trustees to order at 2:03 p.m. on Thursday, December 13, 2012 at Feather River College, Learning Resource Center Room #103, 570 Golden Eagle Avenue, Quincy, California.

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

President Elliott requested that Motion Item C1a, Approval of Provisional Appointment Board of Trustees District V be moved up in the agenda for immediate action so that the provisional appointee could fully participate in the rest of the Board meeting. There being no objection or further discussion the agenda for the December 13, 2012 meeting at Feather River College, Learning Resource Center Room #103, 570 Golden Eagle Avenue, Quincy, California 95971 was approved as amended, (Sheehan/Schramel) unanimous.

C1a) Kevin Trutna, Superintendent/President Interim requested approval of the provisional appointment of Dr. Dana Ware as Trustee representing District V. There being no objection or further discussion, the request for Approval of Dr. Dana Ware as Provisional Appointment Board of Trustees District V was approved as presented, (Sheehan/West) unanimous.

Kevin Trutna administered the Oath of Allegiance to Dr. Dana Ware for the provisional appointment to the Board of Trustees representing District V.

The minutes of the Regular Meeting held on November 15, 2012 at Feather River College Learning Resource Center Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (West/Sheehan) unanimous.

A. ITEMS FROM THE PUBLIC

None

B. CONSENT AGENDA

After the call for approval of the Consent Agenda, President Elliott was reminded that it was necessary to amend consent agenda item B1b Ratification of Personnel Actions in order to add Ms. Shelley Neer, Senior Office Assistant II – Maintenance to personnel actions as a Classified Regular employee. He also stated that copies of the modification had been made available to Board members and others present prior to the meeting. There being no objection, Personnel Requisition, Personnel Actions, Payroll and Commercial Warrants, Budget Transfers, and Budget Augmentations and

Reductions, Approval of Extension of Inter-jurisdictional Exchange between Feather River Community College District (FRCCD) and Yuba Community College District for services of Dr. Kevin Trutna as Interim Superintendent/President at FRCCD, Ratification of Memorandum of Understanding (MOU) between Feather River Community College District and CSEA Chapter #712, and the Approval of Agreement between Feather River Community College District and SIDEARM Sports for professional services related to athletic website features and design were approved as amended, (Schramel/Sheehan) unanimous.

President Elliott also announced that a representative from the accounting firm Crowe Horwath LLP that completed the audit for Feather River College and the Feather River College Foundation would be arriving shortly to provide a report and at that time agenda item C3d, Presentation of the Independent Audit Report for the year ended June 30, 2012 would be moved up in the agenda to accommodate Mr. Jensen's travel time back to Sacramento.

C. REGULAR AGENDA

*** 1. Motion Items**

b) President Elliott requested that the Board of Trustees take action to elect new Board officers to assume their responsibilities effective July 1, 2013. There being no objection or further discussion, John Sheehan was nominated and elected to serve as President to the Board of Trustees, (Elliott/West) unanimous, Leah West was nominated and elected to serve as Vice-President to the Board of Trustees, (Sheehan/Elliott) unanimous, and Kevin Trutna was reappointed as Secretary/Treasurer to the Board of Trustees, (Sheehan/West) unanimous.

c) Derek Lerch, Dean of Instruction/CIO Interim requested Approval of Curriculum Actions. After further discussion and there being no objection, the request for Approval of Curriculum Actions was approved as presented, (Sheehan/Ware) unanimous.

d) Derek Lerch requested Approval of 2012-2014 Distance Education Plan. He introduced Mick Presnell, Distance Education Coordinator and Webmaster who he indicated had authored the Distance Education Plan and who would provide additional information. Dr. Presnell stated that one of the things that he feels the Distance Education Plan provides is the integration of the distance education process by making sure there's a link between approving classes and looking at how they're delivered and what's required for the class to be delivered effectively online. He added that this integration continues all the way through the training and evaluation process for faculty linking it from beginning to end. Chris Connell, Academic Senate President provided comments on behalf of faculty that indicated unanimous agreement in the Plan and the process that it details. There being no objection or further discussion, the request for Approval of 2012-2014 Distance Education plan was approved as presented (Sheehan/West) unanimous.

e) Kevin Trutna requested approval to Accept Donation of Instructional IT Equipment. He explained that new faculty member Dr. Nathan Tharp has the equipment and would like to donate it to the College. After further discussion and there being no objection, the request for Approval to Accept Donation of Instructional IT Equipment was approved as presented, (West/Sheehan) unanimous.

* 2. Roll Call Items

None

3. Special Items/Reports

Trustee Sheehan motioned to move item C3d, Presentation of the Independent Audit Report for the Year Ended June 30, 2012 up in the agenda to be addressed first in the Special Items/Reports section, (Sheehan/West) unanimous.

d) Kevin Trutna provided an example of why the independent annual audit is important and he encouraged anyone that had questions on the item to please ask them. He also reported that there would be a monthly report conducted for the benefit of Board members going forward that would address any audit findings and the status of any necessary corrective action. Jim Scoubes, Chief Financial Officer introduced Jeff Jensen, Senior Manager, Crowe Horwath LLP who then provided those present with the Independent Audit Report for the District for the year ended June 30, 2012. Mr. Jensen referred first to the letter accompanying the actual audit report stating that their responsibility as auditors is to form and express an opinion about whether the financial statements that have been prepared by management with the Board's oversight were presented fairly in all material respects and that he felt that the audit was designed to accomplish this objective. He also stated that the planning and scope of the audit actually began in March 2012 and that page two of the letter covered the changes in significant accounting policies or their applications and he noted that none of the changes impacted the District's audit. Mr. Jensen's comments on the letter accompanying the audit also referenced management judgments and accounting estimates, corrected and uncorrected misstatements of which there were none, and also required communications to note if there were any difficulties, disagreements, or other significant issues encountered with the audit. Mr. Jensen stated that he was pleased to report that there no difficulties encountered in carrying out the audit and all District staff should be commended for their hard work.

Mr. Jensen began his report on the actual bound financial statements for the District by directing attention to page 69 of the report covering the Summary of Auditors' Results. He explained that the type of auditors' report issued was an unqualified report and that there were no material weaknesses or significant deficiencies reported. He added because the District expends over \$500,000 in federal funding, a federal audit is also

required and there were also no material weaknesses or significant deficiencies identified with this audit review. Mr. Jensen noted that with regards to state compliance issues there was one minor finding regarding compensated absences and one other minor finding regarding how often guidelines for the EOPS advisory committee is required to meet during the academic year. In closing comments on his report, Mr. Jensen noted that corrective action from last year's audit findings and recommendations had been implemented by the District.

President Elliott announced that the Board of Trustees meeting would be in recess at 2:33 p.m. so that Mr. Jensen could address the independent audit for the Feather River College Foundation.

President Elliott reconvened the meeting of the Board of Trustees at 2:51 p.m. In the brief absence of Jim Scoubes, President Elliott asked that agenda item C3b, Accreditation Report be addressed.

- b) Derek Lerch, Dean of Instruction/CIO Interim provided a report to the Board of Trustees on accreditation recommendation number six, the development and completion of a Feather River Community College technology plan. Dr. Lerch noted that the Board of Trustees had approved the Technology Plan at last month's Board meeting and that the attached report on progress was evidentiary notes that capture the response from the College.
- a) Jim Scoubes presented the District's Monthly Financial Status Report as of November 30 2012. He reviewed the Unrestricted General Fund Summary reporting that revenues for the period totaled \$3,310,131 and expenses totaled \$4,855,229 or 39% of approved budget. President Elliott inquired about funding related to the passage of Proposition 30 and Mr. Scoubes responded that the State will continue to withhold part of the District's apportionment and as the implementation of the sales tax increase and the personal income tax increase takes hold, a lump sum of approximately \$1,000,000 or more should be received by the District In June 2013. There was also brief discussion on the line of credit that Umpqua Bank is willing to extend to the District if necessary.
- c) Kevin Trutna provided remarks on agenda item C3c by stating that the item was the District's sunshining of its interests with the full-time faculty and is in accordance with government code requiring public notice on initial proposals.

4. Communications, Presentations, and Reports

a) Board of Trustees

After Dr. Pierson's report on ASFRC, President Elliott reported that he had attended the Feather River College internship showcase where he enjoyed several presentations on student internship including where they interned, what they learned, and how the internship might fit into their plans for the future. He also stated that an article regarding the new locker

room for men's basketball was recently featured in the local newspaper and he enjoyed meeting each individual player as they introduced themselves to him.

b) **Associated Students**

Karen Pierson, Chief Student Services Officer, on behalf of ASFRC reported that members of ASFRC are planning to partner with the forestry service in hosting the community supper on January 16th where the theme will be the 150th anniversary of the Emancipation Proclamation. Dr. Pierson also reported that ASFRC is also planning a welcome back rally on January 17th.

c) **Academic Senate**

Chris Connell reported that members of faculty are finishing up grades to complete the semester. He also reported that the previous day at its meeting, the Academic Senate had its first view and discussion of the Digital Technology Program. He also reported that depending on progress, it will be reviewed again in January and then be moved further into the approval process. Dr. Connell additionally reported that the Senate also made a few modifications to the job description for the Dean of Instruction/CIO position as Dr. Lerch is in his second year as interim and the position must be flown and a search committee formed to select a permanent candidate for the position. In final comments on his report, Dr. Connell noted that candidates for the Superintendent/President have been selected for interviews and that these interviews will take place December 19th through December 21st. President Elliott added that Board interviews of finalists will take place on January 17 and 18th and Dr. Connell followed up with the announcement that public forums will be held on these same days for each finalist.

d) **Classified Senate**

Connie Litz, Classified Senate President reported that the classified staff are wrapping up the fall semester while preparing for the spring semester and everyone seems to be looking forward to the winter break.

e) **Instruction**

Derek Lerch reported that the follow-up accreditation report due March 15, 2013 to the Accrediting Commission for Community and Junior Colleges (ACCJC) is progressing and that he has been working with members of President's Staff and Cabinet to draft responses to each of the seven recommendations. He also stated that some of the responses are in near final draft form while other responses still need additional work but that the process is on track to be completed by the due date. He additionally reported that members of Cabinet will be meeting twice in January to fine-tune each response and make sure all of the evidence is collected and then move forward to approve the report at its February 7, 2013 meeting. He added that the follow-up report will then be forwarded to the Board of Trustees for its approval at the February 21, 2013 meeting. Dr. Lerch also reported that the Commission is additionally expecting a report also due March 15, 2013 on assessment on student learning and that the

committee that oversees this process has drafted a response for this report and that the only items that remain outstanding are some assessments due from program managers and faculty members and he is working with these individuals to assist them in meeting the deadline. With regards to enrollment, Dr. Lerch reported that the most recent FTES report indicates that the District is down in FTES by approximately 30 FTES from where it was a year ago although there is still some uncertainty surrounding this number due to positive attendance accounting and staffing turnover. He also reminded Board members that headcount is up while FTES appears to be down and this could be attributed to the loss of the Good Neighbor Policy and the tightening of residency requirements. There was further discussion on enrollment and FTES data and Trustee Sheehan requested that information be brought forward on the issue at a future meeting of the Board. In closing comments, Dr. Lerch reported that he has finished faculty evaluations and that he was pleased with the process and the opportunity to spend time in the classroom with faculty.

f) Student Services

Karen Pierson, Chief Student Services Officer reported that an EOPS/CARE Advisory Committee meeting was held recently and that there has already been compliance in this area with regards to the audit recommendation. She also reported that students have had time to react to some of the changes being made in this categorically funded program that include additional student accountability and they seem to be appreciative of the changes. Dr. Pierson commented that the commencement ceremonies in May will be the responsibility of Student Services for the first time and a team of employees in admissions and records as well as herself are prepared to present some slight changes to the ceremony. She also reported the she and Connie Litz met recently with the new manager of Plumas Transit, Roy Burlinghoff and he presents as someone who is going to continue the excellent service to students that currently exists with the partnership Dr. Pierson additionally reported that she and Dr. Trutna had attended the open meeting with Chico State University and after representatives from CSU-Chico had solicited ideas on the strengths and weaknesses of our communities, she and Dr. Trutna were able to make suggestions on how the university could better serve Feather River College by perhaps serving on the EOPS Advisory Committee or by bringing additional cultural activities or in-service professional development services to the College and its communities. She also reported that Student Services is working with facilities staff to remodel the admissions and records office and financial aid office areas while looking for a balance between providing direct customer service, providing safety for staff and students, and the need to process everything behind the scenes. She additionally reported that at the recent Business Management Committee meeting of the Foundation it was reported that occupancy at the residence halls is high, that all contracts were able to be replaced, and that the stability level of the residence halls is good. She also reported that staff responding to the recommendation that the District be mindful of the need to reach out to all communities in the District they wanted the Board to be aware that the Educational Talent Search

Program (ETS) and Upward Bound Program along with recruitment and financial aid feel very much that their activities and services with regards to the schools are equal in the attention they receive. Dr. Pierson completed her report by stating that new student orientation is scheduled for January 11, 2013.

g) Superintendent/President

Kevin Trutna expressed his appreciation for the great semester he has spent at Feather River College noting that it has been a great learning experience and that he has had a lot of fun. He commented that there would be an employee party at the fairgrounds mineral building on Friday, December 14 at 5:30 p.m. and he extended an invitation to Board members to attend the event if their schedules allowed. He also noted that the College's Mission Statement now appears on shared-governance agendas and in other prominent locations on campus in response to one of the accreditation recommendations. He also reported that Merle Trueblood, Director of Athletic Operations and Events has made available passes to all athletic events for those Board members and Foundation members that would like to receive one. Dr. Trutna also provided the Board with a progress report on the fire recovery letter moving through the Plumas County Board of Supervisors, Plumas Unified School District Board and the Feather River College Board and after minor modifications it appears that all three boards have endorsed the content and are ready to sign the letter in the next few days. With regards to emergency preparedness, Dr. Trutna reported that the College will be developing a "to do" list knowing that the list will be prioritized in terms of safety over time and that it may take a number of years to complete the list. He added that in January he plans to have a deeper discussion with members of the Board in terms of next steps and additional Board trainings such as those that were discussed by Dr. Doug Houston, Chancellor, Yuba Community College District at an earlier meeting. He also indicated that the January Board meeting agenda will include the last two accreditation reports, one on Board training and the other on communicating with external constituents. Dr. Trutna also stated that he has spent significant time following up with colleagues on the lack of a Good Neighbor Policy and that he recently met with the president of the University of Nevada Reno and he was receptive to starting a limited partnership with regards to the Good Neighbor Policy. In closing comments, Dr. Trutna reviewed a number of items from his written report including the letter of support for Sierra Institute, a class he recently attended, and the passing of Feather River College student Milissa Bridges who he noted was active in the community as long as she was healthy enough to do so.

The meeting was adjourned to the Foundation Board meeting at 3:30 p.m.

President Elliott reconvened the Board of Trustees' meeting at 4:08 p.m. and there being no further business, the meeting was adjourned at 4:09 p.m.

KT/ch