

## MINUTES

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

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

President Sheehan called the Closed Session meeting of the Feather River Community College District Board of Trustees to order at 2:00 p.m. on Thursday, March 9, 2017 at Feather River College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California.

*Trustees present:* Sheehan, Elliott, McNett, Meyers, Ware

*Trustees absent:*

#### **2. Public Comment on Closed Session Items:**

President Sheehan asked if there was any public comment on either of the Closed Session Items noticed on the agenda. There being no public comment offered, the meeting was adjourned to Closed Session at 2:01 p.m. on Thursday, March 9, 2017 at Feather River College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California.

#### **4. Reconvene to Open Session:**

President Sheehan declared the Closed Session meeting of the Feather River Community College District Board of Trustees adjourned at 3:03 p.m. and the Regular Meeting of the Feather River Community College District Board of Trustees was called to order at 3:03 p.m. at Feather River College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California.

*Trustees present:* Sheehan, Elliott, McNett, Meyers, Ware, Hammons

*Trustees absent:*

#### **5. Closed Session Announcement:**

President Sheehan announced that the Board of Trustees had met in Closed Session and took action to deny the employee grievance heard pursuant to Article 18 of the Collective Bargaining Agreement (CBA) with the Feather River College Federation of Teachers Associate Faculty Chapter #4615, and it directed the Superintendent /President to prepare a written decision to be provided to the grievant. President Sheehan also announced that the vote was unanimous.

#### **6. Agenda:**

Kevin Trutna announced that the Board of Trustees had been provided with a revised Regular Agenda Item #10A3, Approval of Employment Contracts for Feather River College Academic Employees for the 2017-2018 Academic Year. He explained that the only modification from the original version of the agenda item was a doctoral stipend notation had been added to Dr. Becky Easley's information that had been omitted on the original cover sheet. Dr. Trutna also requested that agenda item 10C2, Report on Risk Management Plan for Feather River College Athletics be removed from the agenda as Merle Trueblood, Director of Athletic Operations and Events was in Livermore, California at the State Basketball Tournament. There being no objection or further discussion, the Regular and Consent Agendas for the March 9, 2017 meeting at Feather River College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as amended, (McNett/Ware/Sheehan/Elliott/Meyers/Hammons Aye) (None Opposed).

## **7. Minutes:**

The minutes from the February 16, 2017 meeting at Feather River College, LRC Room #105, 570 Golden Eagle Avenue, Quincy, California were approved as presented, (Hammons/Meyers/Sheehan/Elliott/McNett/Ware Aye) (None Opposed).

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

There was no public comment.

## **9. CONSENT AGENDA**

Trustee Meyers requested additional information on Consent Agenda Item #9A2, Page 2, Service Contracts line item on Robert Pidduck, Internship Partner. He stated that from the Miscellaneous Information column, it appears that Feather River College is providing internship opportunities in China, and he asked if that were the case. Derek Lerch, Dean of Instruction explained that yes there is an internship opportunity project taking place in China through the Global Trade and Initiative Grant. He added that the internship project is funded through the grant and not through the General Fund.

### **\* A. Motion Items**

- 1) Ratification of Personnel Requisitions 2) Ratification of Personnel Actions 3) Payroll and Commercial Warrants 4) Budget Transfers 5) Budget Augmentations/Reductions, 6) Approval of Allocation Agreement between the Butte-Glenn Community College District (District) and Feather River Community College District (Consortium Member) to establish the goals and parameters for FRC's efforts related to the Career and Technical Education (CTE) funding provided through California's Strong Workforce Program (SWP). Allocation of \$171,000 will be utilized to expand and modernize instructional and livestock handling equipment as part of the agreement, and 7) Approval of Institution Participation Agreement (IPA) between Instructure, Inc. (Subcontractor) and Feather River College (Participating Institution) for two year subscription to Canvas Cloud effective July 1, 2017 through June 30, 2019 were approved as presented, (Elliott/Meyers /Sheehan/McNett/Ware/Hammons Aye) (None Opposed).

## **10. REGULAR AGENDA**

### **\*A. Motion Items**

- 1) Kevin Trutna requested Approval of Curriculum Actions, and Derek Lerch followed up with additional information on the request. He explained that the request contained two course revisions and a program revision to the associate of science degree in Environmental Studies. Dr. Lerch stated that the change is associated with the increase in the number of Natural Resources Management courses required for the degree from one to two. After further discussion and there being no objection, the request for Approval of

Curriculum Actions was approved as presented, (Meyers/McNett/Sheehan/Elliott/Ware/Hammons Aye) (None Opposed).

President Sheehan provided a brief explanation of an environmental studies issue that he wanted to bring up later in the meeting that involved the research and investigation into the possible acquisition of a forty acre parcel of land on West Ranch Road in Quincy from the United States Forest Service (USFS) and there was further discussion.

- 2) Kevin Trutna requested Approval of Employment Contracts for Feather River College Administrators. Trustee Elliott commented that he felt the format was different than what's been presented in the past and there was additional discussion. Trustee Elliott commented that he would prefer to see a salary schedule attached to the request even though it may have been approved by the Board in a prior meeting. There being no objection, the request for Approval of Employment Contracts for Feather River College Administrators was approved as presented, and in accordance with the salary schedule previously approved by the Board, (Elliott/Meyers/Sheehan/McNett/Ware/Hammons Aye) (None Opposed).
- 3) Kevin Trutna requested Approval of Employment Contracts for Feather River College Academic Employees for the 2017-2018 Academic Year. After brief discussion and there being no objection, the revised request for Approval of Employment Contracts for Feather River College Employees for the 2017-2018 was approved as presented, and in accordance with the salary schedule previously approved by the Board, (Elliott/Meyers/Sheehan/McNett/Ware/Hammons Aye) (None Opposed)

**\* B. Roll Call Items**

None

**C. Special Items/Reports**

- 1) Prior to the presentation of the District's monthly financial report, Kevin Trutna reported that he recently attended a conference where he was able to hear Chancellor Eloy Oakley speak, and that both times the Chancellor talked up community colleges and the work that they do. He also reported that Chancellor Oakley also talked about the various and special funding streams community colleges receive by way of the Student Success and Support Programs (SSSP), Student Equity, and the California Career Pathways Trust (CCPT). Dr. Trutna added that the Chancellor also spoke about the budget and the Proposition 98 split of 10.93% with K-14 education that community colleges are supposed to receive, but have never really gotten. Dr. Trutna noted that Oakley emphasized in his presentations his desire to get the Proposition 98 split back to where it should be without hurting the K12 system, and there was additional discussion.

Jim Scoubes, Chief Financial Officer presented the District's monthly financial status report as of February 27, 2017. He reviewed the Unrestricted General Fund Summary which reflected \$10,782,700 in the General Fund and \$9,866,456 in expenditures or 60% of approved budget. He stated that expenditures for the prior year totaled \$9,034,952 and the difference was attributable to the purchase of additional property.

- 2) As previously noted, the report on the Risk Management Plan for the Feather River College Athletics Department was tabled until the April 20, 2017 meeting.
- 3) Kevin Trutna reviewed Chapter 7 of the District Board Policy Manual with the Board of Trustees. He explained that he wanted to discuss any policies the Board had questions on, because two members of the Board were not in attendance at the February meeting. Board members felt the review was useful and requested an additional chapter be provided at the April meeting.
- 4) Kevin Trutna opened discussion on the topic of the Board's draft goals and he noted that they were being presented for further discussion and direction. Trustee Meyers stated that he feels it's important for the Board to have some sort of vision in front of it, so it can determine the importance of one objective from another. He also stated that he felt that the draft goals are fairly broad, but that the administration would need to tell the Board if it felt one or more of the goals were at odds with the Strategic Plan, etc. Trustee Meyers also indicated that he feels Board goals are again useful, so that Board members have something to guide their deliberations and help trustees decide if it's beneficial to head in a certain direction. He added that at some point in time, goals will help the Board to determine if it's getting things done and progressing in the direction it decided to go. The Board he stated, in his mind stands apart from the administration and meets once a month to approve items and express its opinion, where the college has detailed processes in place for running the institution.

Trustee Ware asked Trustee Elliott if he wanted to add, as a standing goal, his interest in developing new programs and Trustee Elliott agreed. Trustee Elliott added that it seems that the goals and the Strategic Plan should perhaps be aligned, and Trustee Meyers responded that perhaps they should be aligned broadly, but he didn't feel they should be linked because the administration has the day-to-day and year-to-year responsibility for administering the college, not the Board. There was further discussion regarding the topic, and Trustee McNett asked if Board goals should be a standing agenda item for every annual Board retreat and there seemed to be consensus.

President Sheehan noted that the Superintendent/President has specific goals and objectives from year-to-year and then there's the Strategic Plan goals, so he sees there being three different items that perhaps should be separated out to avoid confusion. There was additional discussion that

included how to best address the goals and objectives and keep them in front of the Board.

Trustee Meyers went through the rest of the of questions related to the discussion of Board goals commenting that awareness and consideration were important to the types of reports the Board wants to receive as far as progress on the goals, when they should be revisited, and how they should be changed if necessary.

Kevin Trutna indicated that he thought he was hearing a couple of different things from the discussion, and he expressed his desire to be careful not to go in a direction of doing things because it's what a member or members of the Board wants to do. Trustee Meyers responded that he didn't feel it would do that. Dr. Trutna also stated that he's hearing that there might be some disagreement between Board members about what a goal is and there was additional discussion. Dr. Trutna added that he doesn't have a problem doing an annual report, but he wondered if the Board really would want a regurgitation of everything that's happened throughout the year. President Sheehan commented that he was not in favor of adding anymore reports, and Trustee Elliott indicated he felt at least a summary report measuring the goals was needed. After further discussion, President Sheehan recommended that the item be placed on the agenda in April for action so the Board can formulate how it wants to proceed. Dr. Trutna asked the Board if it wanted him to draw up a sample one page dashboard and there was general consensus that this would be helpful.

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

##### **1) Board of Trustees**

Student Trustee Hammons reported that the STEAM (Science, Technology, Engineering, Art, and Mathematics) Team is conducting some activities on The Green on March 14<sup>th</sup> for Pi Day. Trustee Meyers requested that however the men's basketball team performs at the State Tournament, he would like Coach Rick and the team to receive a commendation from the Board of Trustees on their return. He also requested that an update on housing be placed on the agenda to include how much has been spent so far on The Pines and what the progress is on its remodel. President Sheehan stated that he's not sure how to initiate the research on the availability of the 40 acre parcel previously discussed, but he requested that it be followed up on. He also reported that the previous week he was in Washington D.C. lobbying, and he spoke with the congressional office on Secure Rural Schools funding. He indicated that things are fairly chaotic in D.C. right now, so there aren't any real decisions being made on who will oversee the USFS, or who might redo the Secure Rural Schools Program. President Sheehan also brought up the idea and the possibility of having a Makerspace on campus. He explained that it would be a facility that would house a variety of different computer construction tools that people could subscribe to and use and they are gaining popularity across other campuses. He asked that either Dr. Trutna or Dr. Lerch complete some minimal research on the idea and

report back on their findings at a future meeting. He also mentioned the upcoming California Community College Trustees (CCCT) Board election that he's been receiving emails about recently, and there was further discussion about the Superintendent/President selecting candidates from small rural schools first.

2) **Associated Students**

No Report

3) **Academic Senate**

Jeanette Kokosinski, Academic Senate President reported that the search committee for the Head Rodeo Coach is scheduled to begin interviewing candidates very soon, and it will forward its recommendation for second interview finalists soon after that. She also reported that the search committee for the English instructor is in the process of being formulated with the position closing towards the end of March.

4) **Classified Senate**

Cynthia Hall, Classified Senate President reported that the membership last met February 27, 2017 where it discussed procedures on whistleblower protection and nepotism. She also reported that the administrative procedure on fiscal management was also discussed and tabled for further review. Ms. Hall concluded her report by letting the Board know that the Classified Senate is also preparing to evaluate those administrators in the rotation this year.

5). **Instruction**

Derek Lerch reported that he is currently completing class observations in preparation for faculty evaluations. He indicated that one of the classes he observed recently was the theatre production of *Cabaret* with Terry Gallagher. He reported that it was a fun experience to watch, and Ms. Gallagher showed a great deal of expertise and patience as she conducted the rehearsal. Dr. Lerch also updated the Board on accreditation, stating that the writing process is moving along and a first review of all Standards was completed in January. He explained that the self-evaluation then spent the month of February with Nathan Slinker, a former English instructor, and he is currently completing an additional front to back review, and then Katie Desmond, Political Science Instructor will review it again during the second part of March. Dr. Lerch explained that the self-evaluation will then be pushed out to the entire campus so everyone can review it and provide feedback that will be considered for incorporation over the summer. Dr. Lerch also provided the Board will an update on the Quality Focus Essay (QFE), reporting that it is currently being distributed in draft form to shared-governance committees and the committee members are being asked to help build goals and plans to help the College meet some of the areas that have been identified as improvement points. Dr. Lerch closed his update on accreditation by letting the Board know that it will be receiving both the self-evaluation and QFE documents at some point over the summer months.

Derek Lerch then distributed handouts on FTES and there was review and discussion. He explained the three rung format used in the summary as on-campus and distance education enrollment, Incarcerated Student Program (ISP), and Instructional Service Agreements (ISAs). He also pointed out and explained the columns on the handout that reflected the prior year's final FTES, the FTES target for the 2016-2017 or current year, and where the District stands as of March 3, 2017. Trustee Elliott confirmed that the handout did not include out-of-state FTES, and he then asked for expectations on what that number would be, to which Dr. Lerch responded it would be about 300 FTES in a typical year. Kevin Trutna added that some of the numbers are actual and some of them are not because the spring semester is still ongoing. President Sheehan asked about the drop off in the ISP, and Dr. Lerch explained that the drop off in FTES seen in the summary is related primarily to an increase in inmate transfer rates within the correctional system itself as individuals are moved from one prison to another. He added that when this happens, you effectively lose that student because he/she cannot complete the work. Dr. Lerch also explained what measures are being implemented to more accurately determine what students are more likely to complete the semester, and those that aren't so they can be better served. Trustee McNett asked about Mini-Corp enrollments, noting that expectations of 400 is a large number and there was further discussion. Trustees expressed an interest in finding out if the program is state or federally funded. Trustee McNett asked about Dr. Lerch's level of confidence on the summary's FTES expectations, and he responded that he is confident enough to put the numbers on the page.

#### **6) Student Services**

Carlie McCarthy, Chief Student Services Officer, reported that Student Services, together with athletics, is planning an educational event linked to student orientation where all students, and especially student athletes, can attend one hour sessions to hear information regarding eating disorders, use and abuse of supplements, and the long term effects of alcohol and drug use on the body. She also reported that Student Services is starting to plan its priority registration for the fall semester with enrollment events such as Day in the Mountains and Home-Field Advantage and the events will be advertised on the website and in the local newspaper and prospective students will be receiving postcards about attending. She added that FRC's Educational Talent Search (ETS) Program is already serving some of the local school districts with Accuplacer and assessment testing and then Greg McCarthy, Academic/Athletic Advisor and Sean Harris, Academic Advisor/Recruiter will also be providing the assessment testing which is one of the measures currently utilized for course placement. Ms. McCarthy closed her report with information on student activities including that FRC has nearly 40 students involved in the Quincy Star Follies event scheduled for March 17 and March 19 at the Plumas Sierra County Fairgrounds.

#### **7) Superintendent/President**

Kevin Trutna reported that there have been several meetings to discuss the Spanish Creek bridge crossing, and that there has been some water analysis conducted that has resulted in a narrowing in on two potential sites for the crossing. He also reported that with Mick Presnell, Director of Distance Education/Webmaster retiring soon, he is looking on restructuring the position into an assistant dean position for Derek Lerch and there was further discussion. Dr. Trutna noted that for the April 20, 2017 Board meeting he's planning on a basketball resolution for the men's basketball team, the risk management plan for athletics, and he would like to ask Traci Holt to attend and report out on what the recent Plumas County Labor Study showed for the Plumas County area. Dr. Trutna also highlighted some of the items contained in his written report including that Michael Bagley, Mathematics Instructor, along with some of his students will be participating in the American Mathematical Association of Two-Year Colleges (AMATYC), a national competition testing students on a variety of mathematical concepts and problem solving logic challenges. Dr. Trutna also touched on Andre van der Velden's report from the Financial Aid Department that indicates that FRC's financial aid loan default rate has declined six to eight percentage points due in large part to the increased training Financial Aid Department staff members provide to students. President Sheehan asked that Dr. Trutna keep board members apprised of any future action taken by the federal government with regards to Pell grants and Dr. Trutna indicated that he would. In closing comments, Dr. Trutna pointed out the articles and activities occurring around the bachelor's degree program and explained that SB 769 (Gill) would remove the sunset provision for the program and expand it to another 15 colleges.

There being no further business, the meeting was adjourned at 4:43 p.m.

KT/ch